

# Carrabassett Valley Academy



## Student and Parent Handbook 2019-2020

The mission of Carrabassett Valley Academy is to foster focused individual student-athlete development by providing the optimum balance between outstanding college preparatory academics, responsible community living and world-class athletic training in competitive skiing and snowboarding.

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Dear CVA Community,

Thank you for embarking on the Carrabassett Valley Academy experience with your fellow students and parents, faculty and staff and the Sugarloaf community. CVA believes that high achievement and personal growth are more attainable in a caring and supportive community in which all members are working together toward a common goal.

For the journey to be productive, healthy and fun, each of us must play a part in ensuring that our community is caring and supportive. This handbook describes specific rules and policies meant to clarify expectations. By adhering to these guidelines you will be doing your part to create a community that is kind, safe, respectful, and helpful.

**Treat people the way you'd like to be treated.** It is vital that we all make this code of behavior a focus of all our interactions with other people. Civility is imperative and will be achieved by always treating others with consideration, politeness and respect. If you follow this rule, not only will you be a leader, you will be making our community better.

Be good, work hard, and have fun.

Sincerely,  
Kate Webber Punderson  
Head of School

Parents and students will sign a contract stating that they have read and understand the contents of the Student Handbook.

## **ACADEMIC PROGRAM**

CVA's college preparatory curriculum is designed to provide students in grades 7 through postgraduate with the comprehensive academic and critical thinking skills necessary to move confidently into post-secondary education.

Small class sizes enable us to address individual learning needs, and technological developments allow us to provide a rigorous curriculum while students pursue their athletic passions. Our teachers each have the same computing device as our students, allowing us to support academics with two-way communications and quality materials while students are traveling. We also have a school portal on the CVA website which allow students and parents to see grades and syllabi.

Our teaching faculty are not only masters of their content area but are very caring and skilled at supporting the balance of academics and athletics through each season. In addition, teachers serve as advisors. Students are encouraged to seek out their advisors whenever they may need assistance. Weekly meetings provide time for advisors to cover our Responsible Community Living curriculum and hold more in-depth conversations with their advisees.

Success relies on a partnership between student-athletes, parents, coaches, and teachers. Teachers and coaches communicate frequently about their student-athletes, which helps determine what additional support they may need. As quickly as possible we establish a plan, and parents are brought into the discussion.

## **Course Plans**

Students are encouraged to meet with the college counselor or to research college requirements on their own to determine what high school courses are required. **Highly selective schools usually require four (4) credits in each core subject area: English, Mathematics, Science, History, and Foreign Language (with at least three (3) language credits being in the same language).**

### **Graduation Requirements (minimums)**

- 4 credits in English
- 3 credits in Mathematics (including a minimum of Algebra I, Algebra II, & Geometry)
- 3 credits in History (one must be U.S. History)
- 2 credits in Science (must be laboratory sciences)
- 2 credits in one Foreign Language
- 1 credit in Art
- 3 credits in elective academic courses (includes ESL)
- 1 physical education credit per year enrolled at CVA

(Transfer students will receive credit for equivalent courses)

Although the minimum number of academic credits needed to graduate is 18 (in college preparatory courses), we recommend that students take a fourth year of math and of history and at least three years each of science and foreign language. The minimum course load is four academic courses (4 credits); the average is 5 credits.

Students may add and drop courses during the first two weeks of the school year without penalty. After the drop period ends, students will need to officially withdraw from a class. Withdrawing from a class (pass or fail) will be noted on their transcript.

### **Credit Requirements**

In order to enter grades 10-12, students must have earned the following minimum number of credits in core academic courses by September 1:

- Grade 10: 4 credits
- Grade 11: 9 credits
- Grade 12: 13 credits

### **Grading System (Passing = 65)**

#### **Performance grades**

- 90 – 100: **A** (3.5-4.0)
- 80 – 89: **B** (2.5-3.4)
- 70 – 79: **C** (1.5-2.4)
- 65 – 69: **D** (0.5-1.3)

#### **Honor Roll**

- High Honors*: all grades **90 and above**
- Honors*: all grades **85 and above**

### **Calculation of Weighted Grades**

CVA does not rank all students. In this discussion, “class rank” refers to the process of determining which student in each class has the highest Grade Point Average (GPA).

- Determination of year-end academic distinction for grades 9, 10, and 11 will be based on the grades earned through the end of the second trimester of that year.
- To be eligible for grade 12 academic distinctions, a student must attend CVA their entire senior year and at least 7 months in their junior year (or the year prior to graduating year).
- Determination of valedictorian/salutatorian will be based on the cumulative GPA (weighted where applicable) of

grades 9-11 and the first 2 trimesters for grade 12.

- CVA Honors classes will have a factor of .3 added to the final GPA for each CVA Honors course to determine the “weighted” GPA. Only CVA Honors courses are weighted.
- All academic course work at CVA and courses accepted via transfer from another accredited high school will be used in determining class rank, as long as the student meets the minimum enrollment criteria outlined above. Transferred grades will be based on the equivalent percentage scale for CVA without extra weighting.
- College courses or credits earned, summer course work, or pass/fail course work and athletic/sports grades are not included for honors distinction.
- Health and Physical Education grades do not count towards the GPA calculation.

### **Academic Deadlines**

Late Penalty: School work is expected to be submitted in a timely manner. Late work will be penalized based on the course expectations set by each teacher. Daily assignments may receive point deduction as stated by the individual teacher in their course expectations. Late penalty will also apply for major assessments ranging from 5-10% depending on the course for each day late including non-class days, weekends, and vacations.

### **Academic Distinction**

At the end of the year, nine-month students who have achieved the highest average in the most challenging core courses for their grade level are recognized for academic distinction. Factors used in determining the challenge of the course load include honors courses and seminars, additional courses beyond the standard course load, and the highest level of courses offered in a subject area. Underclassmen who have made significant contributions to various courses are recognized with department awards.

### **Minimum Standards**

Students are expected to maintain satisfactory effort in all classes in order to be eligible to miss class time for athletic purposes. Students who experience academic difficulty must seek the help they need from their teacher or advisor or make arrangements with the Director of Student Planning for contracting the services of an academic assistant. Every two weeks throughout the school year, students grades are checked. If students are not able to meet CVA’s academic expectations, the following scenarios may apply:

- **Monitored Study Hall**

Students with an overall average below 80% or a failing grade or who experience difficulty using their time effectively in their own rooms will be assigned to a monitored study hall. Students will be required to attend monitored study hall until another official grade check shows that they have an overall average of 80% or above and no failing grades.

- **Academic Warning**

Students who have a class grade below 65 or who have an overall average below 70 will be placed on Academic Warning. A warning may also be given if a student is consistently tardy, absent, unprepared or unproductive in class.

The terms of Academic Warning are as follows: students, parents, advisor, and coach will be advised. Students will be placed in monitored study hall for two weeks and their grades are monitored by the advisor.

After the two week Academic Warning period, students who have not sufficiently improved their academic performance will then be put on Academic Probation. See terms below.

After the two week Academic Warning period, if the student no longer has any failing grades and an overall average above a 70 they will be removed from Academic Warning.

- **Academic Probation**

Students who are failing one or more courses or have an overall average below 70 in two bi-weekly grade check periods in a row will be placed on Academic Probation. The terms of Academic Probation are as follows:

- No longer having the privilege to miss classes for athletic travel.
- Reporting to monitored study hall.
- Students taking fewer than six classes will be required to report during the academic day to the Learning Center for a minimum of 2 hours of monitored study per week.
- If a student remains on Academic Probation after the two week period, then it will be mandatory for the family to pay for additional academic tutoring during Learning Center time and/or outside of the academic day if necessary.

Once on Academic Probation, the student's academic progress will be checked after the first two weeks and longer if needed. A student will be removed from Academic Probation after the initial two week period once they have earned an overall average above 70 and no grades below 65.

At the end of the marking period, students who have an overall average below 70 or a marking period grade below a 65 will remain on Academic Probation until the next bi-weekly grade check in. The student will be removed from Academic Probation after the initial two week period once they have earned an overall average above 70 and no grades below 65.

### **Academic Standing**

Students who finish the year earning grades below 65 in any course or on Academic Probation may not be asked to return, or may be required to complete summer studies or to repeat academic course work. *Students on Academic Probation at the end of the year may not be invited to participate in CVA's summer school courses. This is at the discretion of the Director of Academic Programs.*

### **Academic Dismissal**

Students who fail a course for the year may be expelled from CVA. Students may also be dismissed for academic reasons, including serious breach of academic integrity or flagrant disregard of academic policies.

### **Incompletes**

When a student is unable to complete marking period requirements because of a prolonged excused absence, the grade report indicates "incomplete," and work must be completed within 30 days, unless special permission is granted. It is the student's responsibility to request an "incomplete" from the Director of Student Planning. An action plan must be completed between student and teacher and returned to the Director of Student Planning as soon as possible. Winter term students must complete all course requirements before they leave CVA to return home.

### **Academic Records**

Grades and teacher comments are recorded and sent to parents three times per year. Advisors review grade reports with their advisees and discuss each student's progress with respect to the individual's goals. Students' year-end grades are determined by an average of the three trimester grades and the final exam (worth up to 20% of the final grade).

If winter term, transfer, or college bound students need transcripts and final grades sent to other schools or colleges, students or parents should request them through the College Counselor. The home schools of winter-term students will receive report cards in April. Home schools are responsible for granting year-end credits. All financial obligations must be paid in full before grades, transcripts, and diplomas are released.

The Director of Academic Programs may request that a student receive an educational assessment by a certified professional at the family's expense. In order to be eligible for academic accommodations, students who have special

learning needs must provide the appropriate professional documentation, no more than four years old, which diagnoses the nature of a student's learning disability.

### **Guidance: Course Planning, Career and College Research and Preparation**

#### **The CVA Guidance Office Mission**

Through grade-appropriate self-evaluation activities, personalized advising, rigorous academic course selection, and standardized testing, Carrabasset Valley Academy prepares its students to maximize their postsecondary options and ensures that students will succeed at the highest academic level of which they are capable.

Preparation for college is the focus of the curriculum and a continual process at CVA, from Grade 7 through graduation. The CVA Guidance office helps students:

- assess their learning styles, strengths and interests
- understand high school graduation and college admission requirements
- easily access their GPA, test scores, and other records
- learn about career options and the preparation required to enter a career field
- plan their high school courses
- develop a post-secondary school plan and create a résumé/portfolio
- request supporting materials (teacher letters of recommendation, transcripts)
- research and apply to colleges

Direct instruction in the curriculum is delivered by the College Counselor in one-on-one meetings, class-level assemblies, in the Junior Seminar (spring) and in the College Bound class (fall of senior year); families will have access to information via email and through direct contact with the College Counselor.

The College Counselor:

- evaluates student aptitude for and interest in potential college majors and/or careers
- communicates with parents, coaches, alumni, college admissions personnel, and others during the admissions process, as needed
- helps students choose high school courses and understand their grade point average (GPA)
- educates students about college, career, collegiate sports, and job trends
- advises students about factors that affect college admissions, especially with regard to highly selective schools
- schedules visits to CVA by college admissions officers, and plans trips to college fairs and/or campus tours
- announces the schedule for standardized testing and assists students with all testing matters, including
  - requests for testing accommodations
  - deciding which tests to take and when to take them, and
  - managing score reports
- provides basic instruction, practice, and support for students who are filling out applications for colleges, writing the college essay, requesting recommendations and/or applying for financial aid

Because of CVA's intensive academic and training schedules, families should plan trips to visit colleges or college fairs during vacation times if at all possible.

***Seniors should have a preliminary list of colleges when they arrive at CVA in September. Winter term seniors are expected to complete their applications at their home schools before they arrive at CVA in November. Home schools are responsible for students' records and communication with colleges.***

The college counselor and the senior advisors meet with nine-month seniors to discuss a realistic and manageable list of

colleges. After the list is refined, the application process begins. It is important for seniors to complete their applications and organize support materials well before their first deadline or by Thanksgiving, before the winter competition season gets into full swing. New seniors should obtain recommendations from former teachers, counselors and coaches who can provide a representative picture of the student's past performances.

### **Standardized Testing**

Juniors are eligible for National Merit Scholarships when taking the PSAT/NMSQT in October. The SAT Reasoning Test is taken in May of the junior year (and may be retaken in the fall of senior year). Students are also encouraged to take the ACT and, if desired or required by specific colleges, SAT Subject Tests in the sophomore, junior, and/or senior years (depending on the subjects). With the permission of the Director of Academic Programs and a teacher students may take AP exams. It is the responsibility of the student to request that official standardized test scores be sent from the ACT or College Board to colleges, employers, or the NCAA. Scores reported by the Guidance office are not considered official and will not be accepted.

English language learners (ELLs) who are applying to colleges in the United States will receive practice taking the TOEFL. They may take the TOEFL test at the University of Maine at Farmington on a number of dates throughout the year.

Basic preparation for standardized tests is a part of the CVA curriculum; after taking the PSAT in grade 10, students are eligible to enroll in Khan Academy, a free online test prep program. Students who wish to have more intensive test preparation should pursue it over the summer or arrange to do tutoring via Skype or Facetime. Two programs we recommend are ArborBridge and Higher Learning Test Prep. Please contact the college counselor for more information.

### **Student Technology- CVA 1-to-1 program**

Carrabassett Valley Academy will continue our successful 1-to-1 program for 2019-20. This program affords our students the ability to communicate with teachers and coaches, interact with content and work from anywhere in the world. All students will lease a Chromebook from CVA for the time that they are enrolled.

The Chromebook will be covered with a full warranty for any hardware and software malfunctions. CVA will also provide accidental damage insurance for the device of up to \$200 per year. If there is damage to the Chromebook that is deemed outside of the accidental damage insurance or the manufacturer's warranty the student's account will be charged for the repair or replacement of the device. All repairs to the device will be performed by our repair facility.

Students can bring their own personal laptops; however, these will not be in use in the classroom.

### **Study Halls**

An evening study period for boarding students is scheduled every school night from 7:30-9:00 PM. Students must study in supervised study hall, designated study areas or their own rooms. If a student is found to have difficulty focusing with their door closed they will be asked to keep their door open during study hall or will be moved to a supervised area. Students with an overall 80 average or above and no failing grades may study in their rooms. Students wishing to form a study group during this time must meet in an approved group study area with permission from a faculty member. Students with an overall average below 80% or a failing grade or who experience difficulty using their time effectively in their own rooms will be assigned to a monitored study hall.

Cell phone use is not permitted during study hall.

### **Room Study and Study Hall Rules**

Students in room study are required to be in their own rooms engaged in academic work. Computer usage is limited to academic work only. Students assigned to supervised study are to arrive and be seated at the appropriate time with books,

assignments, and other necessary materials. Day students that are present at the start of evening study hall must study in approved public spaces, not in Murfey Hall. Students who use their study time wisely and still need extra time to complete homework assignments may request late lights from the duty person. Late lights must be requested immediately following the conclusion of study hall.

### **Summer Reading**

Students entering in September are required to complete reading and writing assignments during the summer. Instructions for completing summer reading, as well as contact information for teachers, is provided in the summer packet that is emailed to all incoming students and parents.

### **Textbooks**

Families may be responsible for the cost of purchasing or renting textbooks/etextbooks. Textbooks on loan from CVA must be returned at the end of the year or the student account will be charged. Several courses use consumable workbooks and paperbacks/ebooks; their cost will be charged to the student account.

### **Transportation**

CVA will provide transportation to and from all CVA academic field trips. Students are not permitted to drive to and from academic field trips unless approved by the Director of Academic Programs and proper parental permission and documentation are in place.

### **Time Management**

Advisors help students learn how to balance their academic, athletic and community responsibilities by helping them to set priorities and keep their goals in perspective. Students are expected to develop increasing levels of independence by advocating for their own needs and by managing their time well.

When a student will be missing classes for any length of time, it is the student's responsibility to communicate with his or her teachers, collect travel syllabi and establish a plan for the timely completion of the work missed while they were away.

Students who have difficulty with their travel packets are expected to communicate with their teachers as soon as that difficulty is apparent. The student is also responsible for communicating the academic difficulty to the coach with whom they are traveling.

**The CVA e-mail system is an essential communication tool for both students and faculty. Consequently, students are expected to check their CVA email accounts daily. The CVA email system is to be used for all messages pertaining to academics, athletics, and community life.**

## **ATHLETIC PROGRAM**

The athletic staff at CVA is committed to helping you reach your full potential as a student-athlete and a positive contributor to society. A positive mental attitude is as crucial to athletic success as is being in top physical condition. Setting goals helps you maintain a positive mental attitude. Whether you reach or fall short of a goal, the coach helps you assess your position and set new goals. This process helps to ensure that you will experience success.

To realize your athletic potential, you must prepare yourself better than your opponents, mentally and physically. It has been said that "failure to prepare is preparing to fail." Organization is the key to success: train safely, maintain your

equipment, eat properly, get adequate rest, complete daily homework, dress appropriately for the weather and activity, keep your room clean and bring all of the necessary equipment to competition, class or training each day. If someone performs better than you, it should not be because of your lack of preparation.

The athletic staff at CVA is prepared to provide the necessary support for you to achieve your athletic goals. To make your CVA athletic experience a success, you need to be committed to finding a balance among the various components of your life and prepare to meet the challenges ahead.

### **High Performance (HP)**

For a person to realize maximum athletic potential, all aspects of wellness, health, and physical health must be considered and tended to on a regular basis. High performance balances strength and conditioning, sports nutrition, mental training and sport medicine.

**Wellness:** “A lifelong process of actively seeking to become aware of healthy choices and to take actions towards a healthy and fulfilling life; a conscious, self-directed, and evolving process of achieving full potential through attitude, followed by action.” - The National Wellness Institute

**Health:** “A state of complete mental, social, and physical well-being, not merely the absence of disease or infirmity.” - World Health Organization, 1946

**Physical Health:** A combination of fitness components (cardiovascular endurance, muscular strength & endurance, flexibility and body composition) and skill components (agility, balance, coordination, power, speed, and reaction time).

**Highest Human Performance** = optimal wellness + optimal mental, social, and physical health.

The goals of CVA’s HP Program are: 1.) To teach athletes the importance of balancing all aspects of health and wellness. The HP director works with parents, students, coaches, athletic trainers, nurses, teachers, chefs, and administrators to attain this goal. 2.) Through dryland training and education, to guide athletes in attaining their highest athletic potential based on their current maturity, growth and development. Attaining these goals will lead to student-athletes who will excel, not only in sports, but in any of life’s arenas.

Although dryland goals are different for beginners through elite athletes, to attain their personal best, dryland is a key component for athletes of any level. The base established in early dryland efforts, provides the foundation needed to progress to the highest levels of competition. CVA HP is designed to ensure that this progression happens.

Throughout the year dryland programming will focus on different aspects of physical health:

**Summer** - Cardiovascular & Muscular Endurance

**Late Summer through Fall** - Strength, Power and Skill Components

**Winter** - Maintenance and Recovery

**Spring** - Assessment, reevaluation, determine new needs, redesign programming

CVA HP combines science, education, intentional dryland programming using periodization and the progressive overload principle, and fun and challenging activities that inspire teamwork and commitment to ensure that CVA athletes reach their highest athletic potential.

### **Dryland Training Opportunities & Anti Gravity Complex**

The natural surroundings at CVA provide amazing opportunities for dryland training that are not only physically

demanding, but inspiring as well, including: world class trail running, hiking, boating, and mountain biking. A soccer field and slack line area also provide great dryland training opportunities.

In addition, CVA and the town of Carrabassett Valley jointly own and operate the Anti Gravity Complex (AGC), which provides a basketball court, weight room, spin/aerobic room, climbing wall, skate park, and two trampolines. AGC use during CVA athletic blocks is included in enrollment. If students wish to use the AGC during their free time when the AGC is open to the public, such as after dinner or on weekends, students must purchase an AGC membership from the town recreation department or through the CVA business office.

Supervision by qualified personnel is always required in the trampoline and climbing wall areas of the AGC. If a student has free time, an AGC membership, and the AGC is open to the public, other areas may be used without direct supervision. When using the AGC during public times, CVA students should be polite to patrons and staff and follow all established rules and safety regulations. No shoes, jeans or pants with rivets are allowed in the trampoline area. Only shoes with non-marking soles may be used on the gymnasium floor. Outdoor shoes are only allowed in the lobby area of the facility; students must have a second pair of clean shoes for AGC use.

### **Fall Athletic Programs**

If an athlete prepared adequately during the summer months, fall dryland training combines weight training, conversion of strength to power, agility drills, advanced running drills (intervals and sprints), balance activities, and air awareness. If after testing it has been determined that an athlete is not prepared for this level of training, a modified program will be provided. In addition to the training outlined above, soccer, hiking, mountain biking, trail running and other multi-lateral training events, are components of the HP program. Participating in a variety of sports has been proven to increase agility, balance, and coordination above that of single sport practice alone. A focus on dryland, balanced with opportunities to experience other sports, will elevate athletes preparedness for winter sports exponentially.

### **Winter Athletic Programs**

Program offerings include alpine racing: slalom, giant slalom, super G and downhill; freestyle skiing: freeride, moguls, and freeski; snowboarding: alpine, freestyle, and boardercross events; skicross; backcountry; and dryland training.

### **Spring Athletic Programs**

Emphasis during spring dryland training is on; 1.) Testing and determining, on an individual basis, specific areas that need attention, 2.) Beginning to rebuild a cardiovascular base, 3. Instruction in more advanced weight training, and 4.) Ensuring athletes understand the summer training system. In addition to dryland training, spring sports are offered twice each week. Springtime in Maine is a special time of year, there are a variety of sports and activities offered to take advantage of the natural surroundings. Past examples include: outdoor pursuits, whitewater kayaking, trampoline club, trail runs to swimming holes, mountain biking, hiking, golf, fly fishing, skateboard club and tennis. Additional fees may be associated with some spring sport offerings.

### **Cell Phone Use**

Dryland Training: Cell phone use during athletics is not allowed; this includes all dryland training, fall all school activities, and spring sports. At the end of a training session, coaches may allow time for training log entries. On-Hill Training: Cell phones are strongly encouraged as a safety tool on hill; they are not allowed for general use while on the hill.

### **Safety Equipment and Policies**

Equipment is the responsibility of the athlete and their parent. Certified helmets properly worn, fitted and in excellent condition are required while participating in all of the following activities: off-campus bicycling, skateboarding, in-line skating, snowboarding or skiing. All ski and snowboard helmets must be certified with the athlete's governing organization and event regulations and kept in accordance with the manufacturer.

To use the Rail Garden and BMX Bike Park located on King Cummings Campus students must follow these guidelines:

- Wear properly fitted & certified helmets in excellent condition at all times
- Three people must be present at all times
- Notify duty staff of usage
- Confirm areas have been opened for use by a certified coach

Chairlift Policy:

1. Safety bar must be down at all times riding the lift
2. No horseplay
3. Do not swing or bounce the chair
4. Sit all the way back in the chair
5. Do not kick skis together. They may release and fall potentially injuring a skier below
6. Do not raise the safety bar until ready to unload

### **Illegal/Banned Substances**

CVA is opposed to the use of prohibited and restricted substances and contact with individuals who are participating in the use of such substances. Substance use negatively impacts athletic and academic performance and carries many health risks. Alcohol and drug use interferes with the learning processes, brain development, and increases the chance of physical development and injury while participating in athletic competition. As a result of these risks, and in addition to the laws of the State of Maine and the mandates of USSS, USADA, and FIS, Carrabassett Valley Academy prohibits the use of all illegal and prohibited substances.

The purpose of the anti-doping policy at CVA is to educate student-athletes about the risks and dangers of doping as well as the risk of being disqualified in higher competition from the use of certain Performance Enhancing Drugs (PED). CVA believes in fair sport. Student athletes will receive education on drugs and doping methods found on the World Anti-Doping Agency (WADA) (<https://www.wada-ama.org/>) and understand that they can be tested at any time during the year.

Additionally, the use of dietary supplements will be addressed and athletes will learn how to use resources to make good judgement calls about supplements. Athletes will learn that when they have a legitimate need to use a banned substance, there is a process to follow that includes submitting a Therapeutic Use Exemption (TUE) and they should contact the nurse and/or Athletic Trainer to help them with this process. The Health Staff is available to help determine if a TUE is needed. For example, asthmatics, insulin dependent diabetics, and those diagnosed with ADD or ADHD may need a TUE for their medications. Also, the drugs pseudoephedrine and Levmetamfetamine are often found in cold medications and are on the banned substance list in competition.

Athletes will be made aware that by committing an Anti-Doping rule violation, they can be disqualified, forfeit awards and points, disqualify their team, pay a fine, suffer an ineligibility period and more. The goal is for student-athletes to understand that before they take any medication or drug (OTC, prescribed, or illegal) they need to consider the dangers and risks involved and have the resources to make healthy and ethical decisions.

Resources:

GlobalDRO.com: Look up drugs to see if they are on the banned list

USADA.org/tue: For information on a TUE

Supplement411.org: Find information on dietary supplements

athleteexpress@USADA.org/866-601-2632: contact for athletes to ask questions  
<http://nsfsport.com/>: for 3rd party verification on supplements  
<http://ussa.org/alpine-programs/athletes/high-performance/sports-medicine/anti-doping>

## **HEALTH AND WELLNESS SERVICES**

The Wellness Center is staffed to care for you while here at CVA. It is our goal to provide the highest level of care, and to work closely with local health care providers in handling all illnesses and injuries. The RN staffs the Wellness Center Monday through Friday with a schedule that is adapted during the school year to reflect the events on campus. The nurse is also available for telephone consultations at any time with any on-duty faculty members. The athletic training room is open based on the athletic schedule to provide assessments, pre-post practice treatments, rehabilitation programs, education, and emergency care. This time varies with the season and the demands of the athletic period. The Athletic Trainer is also available by phone for all coaches to consult or to manage injury situations. The dorm staff is available for health and medical concerns that might develop outside the academic/athletic day.

### **Privacy Policy**

Consistent with the CVA values of honesty, respect and trust in all matters, the Wellness Team is committed to respecting student and family privacy. The Wellness Team recognizes the developing maturity of teenagers and adolescents' need for privacy, but also recognizes that parents need to be actively involved in the medical care of their children. Our policy is also crafted to meet the unique needs of the boarding school environment, in which parents are often not physically present when their child needs health care.

By signing the CVA enrollment contract and student handbook, parents and students give written permission for any health professional to share any and all protected health information about the student with CVA staff and/or other health professionals as clinically appropriate. Parents must realize this is a very broad permission. However, to respect the privacy of the student and their family, health information is expected to be shared only on a "need-to-know" basis to optimize the health, safety, and welfare of the student and the community. The judgment about whether there is a "need-to-know" will be made by the health professional, in consultation with CVA staff and, when feasible, the student's family and the student.

Information about injuries or illnesses that affect a student's ability or require specific care to safely participate in athletics or other aspects of CVA school life will be routinely shared with the appropriate CVA staff including, but not limited to, the athletic trainer, coaches, teachers, dorm parents, and advisors.

Consistent with state and federal law, the Wellness Team will be particularly careful in protecting the privacy of "sensitive" health information such as information relevant to mental health, sexuality, substance use, or family concerns.

### **Sick Call**

Sick call for boarding students takes place from 7:30 to 8:00 AM in the Wellness Center. The school nurse will decide if a student needs an appointment with a medical provider or should be excused from school. A student excused from classes due to illness does not attend sports, activities, or have sign out privileges for the day and may not wander throughout the dorm. In the case of a severe illness, a student will be sent home and may return only upon the recommendation of a physician if deemed necessary by the school nurse.

### **Immunizations**

CVA requires that all students are immunized in accordance with State of Maine requirements. Students who arrive without proper documentation of their current immunizations will be scheduled to receive the necessary immunizations AT THE STUDENT'S EXPENSE. All students from outside the US and Canada must provide an immunization record in English and complete the "TB Risk Questionnaire," if you answer YES to any of the risk questions you must provide the results of a TB skin test done within the past year.

### **Medication Prescription Services**

PersonalRX pharmacy and CVA have partnered to provide safe, convenient, and efficient handling of medications. Participation in this program is REQUIRED for all students taking medication. This pharmacy will coordinate and ship your child's medication in compliant and safe packaging.

Register online at <https://www.personalrx.com/>.

### **Medication Protocol For Boarding and Day Students**

To provide safe medication administration, parents must assume responsibility for informing the school, in writing, of any change in the child's health or medication orders. Responsibility for a student on prescribed medications seeing a physician on a regular basis and following a physician's instructions rests with the parent. Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question.

A copy of this policy and any required forms will be provided to parents/guardians who request the administration of medication to students in school. Parents of boarding and day students assume responsibility for having a medical provider complete the required forms. Any time prescribed medication is to be taken at school by a student, these procedures must be followed:

- The parent must contact GroupRx to coordinate the filling and delivery of daily prescription medication. GroupRx will package the medication in unit dose packaging for safe medication administration. Written instructions from the prescribing doctor will be required. A Permission Form for Prescribed Medication must be accurate and be signed by the prescribing medical provider and the parent. A yearly update is required. All medications and syringes will be kept in a locked location, accessible only by the school nurse or those designated by her to dispense medication.
- All prescription medications must be checked into the nurse's office or given to the dorm staff upon arrival at CVA at all times. It is the student's responsibility to come to the nurse's office at the appropriate time or contact duty personnel. On weekends and trips a designated adult will be responsible for the medication and how it is administered. All prescription medications will be evaluated on an individual basis, and a plan for dispensing will be formulated by the nurse, student, and parents.
- In cases where a student is considered by the parent and the nurse to be sufficiently responsible and the medication is not a potential danger to other students, he/she may be given special permission to carry his/her medication on his/her person and to take it when necessary. This action requires the form's Permission for Student to Carry their Own Prescription Medication section to be completed and signed by both the parent and the student.
- When a new medication is prescribed during the school year, it is the parent's responsibility to contact the school nurse. Telephone and email confirmation is acceptable within a 24-hour period following the prescription of a new medication. The Permission Form for Prescribed Medication must also be completed. Any reactions to medication must be reported to the school nurse who will then inform the parent/guardian.
- Misuse of prescription medications may result in disciplinary action. All unused medications will be returned to the parents on the last day of school. Any medications not retrieved will be disposed of through the local hospital or pharmacy.
- Medication From Foreign Countries: Some medications that are available over-the-counter in other countries, are available in the United States by prescription only. It is illegal for a student to have in their possession medication that is available only by prescription without the appropriate prescription. We ask that students DO NOT bring medication from home unless it is accompanied by a doctor's order.

### **Injury Procedure**

Athletes who sustain an injury need to report this to their coach, Athletic Trainer or school nurse. Assessment, treatment

and rehabilitation of injuries is conducted and coordinated by the Athletic Trainer. Permission to not attend practice or an event due to injury must be cleared through the Athletic Trainer. When injured, athletes are expected to attend rehabilitation and treatment sessions as determined by the Athletic Trainer. Failure to attend rehabilitation sessions will contribute to unexcused absences and can result in an athletic review. In order to return to practice after injury, clearance must be granted by the Athletic Trainer.

### **Medical Clearance**

Health Physicals are required within the last 14 months of start date without exception. Physicals will be reviewed by the Wellness Team and will be sent to the Team Doctor for review if any concerns are identified. Further evaluations required as deemed necessary by the Team Doctor.

If at any time you take your child to see a physician, physician's assistant, nurse practitioner, or Physical Therapist it is imperative that you bring a written report back from the provider. This report must clearly state any limitations and all clearances, medications to be administered, and authorization for the Athletic Trainer to perform all rehabilitation exercises and any other treatments including prescriptions for modalities such as e-stim, laser and ultrasound. This clearance must be in writing and on file here at CVA before your child can return to any sports activities or receive treatment. Clearance is **required** after seeing one of these providers. Additionally, even with a Doctor's note, the Athletic Trainer under the direction of the Team Doctor, will have final say on clearance. Any athlete suspected of sustaining a concussion must follow the entire concussion protocol for clearance. Any changes to the protocol are allowed only by approval of the team physician.

Please be sure to have the provider fax information concerning the visit, the care, and the follow-up treatments necessary to us here at CVA. If a student is seen locally, the parent/guardian is encouraged to contact the medical provider directly regarding diagnosis, treatment, and follow up.

Local Medical Services - Local Medical providers include but not limited to:

Mt. Abram Health Center  
Rangeley Family Medicine  
HealthQuest Chiropractic  
Franklin Health Orthopedics  
Western Mountain Chiropractic  
Oral and Facial Surgery  
Franklin Memorial Hospital  
NorthStar Rescue Services  
Sugarloaf Ski Patrol  
Ascent Physical Therapy  
Allied Physical Therapy

### **RESPONSIBLE COMMUNITY LIVING – OUR STUDENT LIFE PROGRAM**

CVA offers a unique living opportunity for all of us. Our community values of Respect, Civility, Gratitude, and Commitment drive everything we do. The academic and athletic philosophies emphasize safety, personal growth, teamwork, individual achievement and community well-being. We are a close-knit community, so every individual's behavior can have an effect not only on his or herself, but also on the entire CVA community. Giving respect to each other as well as for each other's personal belongings is crucial towards maintaining a healthy environment for all.

Students represent CVA at all times, on and away from campus. CVA students make a decision to lead a lifestyle that will enable them to attain high personal goals and make CVA the best possible experience for themselves and for others.

A close-knit community is based upon a strong system of communication, leadership, and structure. It is expected that students will daily take part in duty responsibilities, attend school meetings and be present at all-school events. Students who hold leadership positions as peer mentors, class representatives or student council members serve as role models for the rest of the student body. These student leaders also serve a vital role as a communication link between students and faculty to express opinions, provide feedback and effect change. We believe all seniors play an important role in contributing positively to our community.

With students and staff working together towards a common goal of excellence, CVA will continue to thrive as a community and expectations will be realized.

### **Advisor System**

The advisor system is an essential component to the CVA community. Students are assigned advisors who serve as mentors to the students. In addition to frequent informal meetings, students and their advisors meet weekly to discuss issues of interest or concern.

Whenever students or parents have questions or concerns, they should contact the advisor first; the advisor is aware of the student's academic, athletic and community standing.

### **Peer Mentor Program**

The CVA Peer Mentoring Program was established in order to provide students with a way to discuss problems they may be having or challenges they are experiencing with peers who can actively listen, offer advice, and help students in any way they can. Peer Mentors are trained to recognize behaviors of concern and when to refer to an adult. The CVA Peer Mentor Program is designed to provide training and support for a select group students in grades 10-12 to assist their peers in all aspects of life at CVA. The topics include, but are not limited to, study skills, dorm life, interpersonal issues, and athletic travel. Interested students apply to be peer mentors and hold that position for the remainder of their time at CVA provided they remain in good standing. The application process asks students to demonstrate qualities on service, leadership, and character and are expected to be approachable, empathetic and trustworthy. The peer mentor application process is a thorough and complex process requiring student-athletes to meet a certain criteria to be nominated and a rubric to evaluate each candidate with input from faculty, coaches and the current peer mentors.

### **Peer Tutoring Program**

The CVA Peer Tutoring program was designed to encourage more leadership positions and a supportive academic environment. Students with an interest in being a tutor can submit their names and be approved by the teachers to create a list of tutors available in a variety of subject areas. Tutors go through a training with a goal of learning how to guide their peers and address multiple learning styles. Tutors will be recognized based on a tier system rewarding number of hours spent tutoring.

### **National Honor Society**

The purpose of the Carrabassett Valley Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Carrabassett Valley Academy.

Students can become eligible for National Honor Society selection in the second trimester of their sophomore, junior or senior years. To be eligible for selection to the chapter, candidates must have been in attendance for a period of one trimester at Carrabassett Valley Academy and have a minimum cumulative grade point average of 90 or higher (3.5 on a 4.0 scale). Upon meeting the grade level, attendance and GPA standard requirements, candidates are then be considered by the CVA National Honor Society Faculty Council based on their service, leadership and character.

The chapter Faculty Council is established prior to selection and consists of 5 – 7 faculty members appointed by the Head of Academics. The chapter adviser serves as an additional non-voting member and facilitator of Faculty Council meetings. Each fall, students who are eligible scholastically (“candidates”) are notified and asked to complete an application. The CVA faculty provides an evaluation of each candidate's character and leadership with their teams and in the classroom setting using the official evaluation form provided by the chapter adviser.

The Faculty Council reviews candidate applications (activity information forms, personal essay of character, recommendation forms) and faculty evaluations in order to determine membership. The selection of members to the CVA NHS chapter shall be by a majority vote of the Faculty Council.

### **Community Service**

CVA plays an important role in supporting the surrounding community. All students are expected to participate in school sponsored community service projects throughout the school year. Events include, but are not limited to: Special Olympics, canned food drives, the Carrabassett Valley Spring Clean-Up and Sugarloaf work days.

### **Day Students**

In order to be eligible to attend CVA, in grades 7-12, day students are required to live with a parent or appointed guardian who is in residence. This applies even if a student is over 18 and in the twelfth grade. This policy does not apply to postgraduate students. All day students, including post graduates follow the same guidelines and have all the responsibilities of boarding students. Students may only live with non-family staff members with prior approval of the Head of School. Day students are provided with lockers in the day rooms in the Capricorn for their sports items and are also held responsible for day room inspections. In addition, each student has a personal locker in the Academic Center for all school-related belongings.

Day students visiting campus are expected to leave the campus by 10:00 PM.

### **Student Vehicles**

Boarding students may have a vehicle at CVA, with permission from the Dean of Students for the purpose of going home for vacation or weekends, or to drive to college visits. They must register their vehicle with the Dean of Students and turn in their keys to the person on duty after each use of the vehicle. They may not use their vehicles while at school, nor drive to off-campus activities. If students want to transport other students at any time written permission is required from both sets of parents, and boarding students are required to sign out properly.

CVA will provide transportation to and from all CVA athletic events, including practices, daily ski or snowboard training, dryland training and seasonal competitions. Students are not permitted to drive to and from athletic events or practices including the AGC. During the ski season, Sugarloaf provides a shuttle bus to and from the mountain that makes regular stops near the Academy. Hitchhiking is not allowed.

Day students may drive to and from campus at the beginning and end of the day. They are not permitted to leave campus with their vehicles during the school day. Driving between the Academic Center, Capricorn, AGC and Sugarloaf is not permitted. If a situation arises that requires use of a vehicle during the school day, students must gain permission to do so from the school nurse or another administrator each time. Once students park their cars on campus in one of the designated day student parking areas, they are to remain there for the duration of the day. Day students that are departing for an overnight trip should leave their keys on the Maintenance Directors (Jon Downing) desk. Misuse of a vehicle or non-compliance with set regulations will lead to disciplinary consequences and/or the loss of vehicle privileges.

- 1st Offence      Written warning
- 2nd Offence      Loss of vehicle privilege for one week (ineligible to bring a personal vehicle on CVA campus)

- 3rd Offence Loss of vehicle privilege for one month
- 4th Offence Loss of vehicle privilege for the remainder of the school year

**Reckless driving may result in the immediate and permanent loss of driving privileges.**

**Student Travel**

It is the family's responsibility to ensure their student is in possession of proper visas for international travel. CVA cannot facilitate this process. Travel to and from scheduled athletic events, scheduled student activities and school-sponsored academic trips is provided for students. CVA will provide van service to the Portland airport and bus stations for the regularly scheduled beginning and end of terms and breaks on the following dates and times:

| Event                        | Date          | Leave CVA | Leave Portland |
|------------------------------|---------------|-----------|----------------|
| Start of Fall Term           | August 31st   |           | 8:00 PM        |
| Start of Fall Family Weekend | October 11th  | 12:00 PM  |                |
| End of Fall Family Weekend   | October 14th  |           | 6:00 PM        |
| Start of Winter Term         | November 2nd  |           | 6:00 PM        |
| Start of Thanksgiving Break  | November 22nd | 12:00 PM  |                |
| End of Thanksgiving Break    | December 1st  |           | 6:00 PM        |
| Start of Winter Break        | December 20th | 12:00 PM  |                |
| End of Winter Break          | January 1st   |           | 6:00 PM        |
| End of Winter Term           | April 3rd     | 12:00 PM  |                |
| Start of Spring Break        | April 10th    | 12:00 PM  |                |
| End of Spring Break          | April 26th    |           | 6:00 PM        |
| End of School Year           | May 29th      | 9:00 AM   |                |

- There will be additional travel fees required if the student's travel plans fall outside of the above schedule. Space on the van is limited.
- **IF THE STUDENT REQUIRES A RIDE TO/FROM THE AIRPORT OR BUS STATION, CVA MUST BE NOTIFIED AT LEAST ONE WEEK IN ADVANCE. Please contact Amy Martin to arrange this at 207-237-4489 or amartin@gocva.com.**
- It is approximately 3 hours from CVA to Portland. If school dismisses at 12:00 PM, the earliest we will be at the airport is 3:00 PM for flight check-in. Flight times scheduled to depart Portland prior to 4:00 PM are very difficult to accommodate and should be avoided.
- All other trips, including travel to dental, physical therapy and other medical appointments, transportation to or from airports, bus stations, college interviews, and any other trip that is not a part of the regular curriculum at CVA will be billed to the student's account. CVA will charge a mileage fee, plus an hourly fee for the driver, which includes driving and waiting time incurred by the driver. The staff at CVA will make every reasonable effort to coordinate appointments so as to reduce the cost.
- If a private limousine or taxi service is arranged through CVA, the student will be required to sign the receipt provided by the driver. The driver will submit that receipt to the CVA business office and the charge will be posted to the student account. If more than one student is on a trip, the charge will be split among all the students, thus lowering the individual costs.
- If you would prefer to arrange for an outside travel service we recommend the following car service:  
Greg Roy 207-329-3482.
- If students travel internationally for training, competitions or other CVA-related programming, CVA encourages students to enroll in STEP (Smart Traveler Enrollment Program), a service offered by the US Department of State. CVA also strongly encourages students and parents to review the Centers for Disease Control and the US Department of State websites for any travel notices, warnings, alerts, or requirements for travel to the specific

country of travel. CVA is not responsible for any required vaccinations or medications that may be required.

**Recreational Activities** CVA is centrally located among some of Maine's highest and most challenging mountains. We make extensive use of this setting by skiing/riding, hiking, trail running and mountain biking. When participating in various recreational activities, it is important to use good judgment and accept the personal responsibility that goes along with the activity.

- **Recreational Activity Safety Guidelines:**

Prior to leaving campus for a recreational adventure extending beyond 1 hour in length, students must:

- Have permission from a coach or duty person unless they are traveling to Sugarloaf to snowboard or ski.
- Sign out in the Short Term Sign Out Book.
- Complete a CVA Off Campus Trip Plan. Blank forms can be found in the Short Term Sign Out Book located in the Atrium.
- The completed form must be filed in the correct tab of the Short Term Sign Out Book before departure.
- Stick to the planned route listed on the completed CVA Off Campus Trip Plan.
- Be prepared by bringing the appropriate food, water supplies, and clothing for the trip.
- Carry a fully charged cell phone (the number of fully charged phones on the trip must match the required number of students on the trip).
- Any staff member has the authority to turn down a trip request at any time for safety concerns, e.g. an unreasonable route, incoming weather, inexperienced students, too few students, too many students, etc.
- If your plans change after departure you must contact the duty cell phone (207-779-6095) and seek approval from the person on duty for the change in plans.

- **Hiking or Running** with a partner is recommended but not required. Carrying a map is required while hiking.
- **Biking** with a partner is required. Wearing bike helmets is required when biking anywhere other than the pedestrian path between the CVA campuses. Biking is not permitted on Route 27 except to cross in order to access trails.
- **Swimming and Wading require a minimum group size of three people.** Exploring mountain streams should be done with caution due to swift currents, treacherous footing and the possibility of hypothermia. Under no circumstances are students to tube or raft in Brackett Brook or the Carrabassett River.
- **Kayaking:** Qualified CVA students are permitted to go kayaking with the permission of their parents and the permission of the Head of School or the Dean of Students.
- **Fishing** from land does not require a partner. The required group size when fishing with waders or standing in the river is a minimum of two and the staff may require a group of three or more on a case by case basis based on the experience level of the participants.
- **Rollerblading & Skateboarding:** The Carrabassett Police Department does not allow rollerblading, longboarding, or skateboarding on any of the paved roads in the area.
- **Safety:** It is the responsibility of each member of the CVA community to always be aware of their personal safety and that of others. If you are aware of unsafe conditions or practices, please report them to the appropriate member of the CVA staff.

### *The Big Dog Threads Code*

Big Dog Threads (BDT) is CVA's community dress code. BDT supports the mission, vision and culture of CVA by instilling a "dress the part" philosophy while embracing and encouraging each individual's personal style. The CVA community will support BDT by dressing the part for each occasion – athletics, academics and formal events – thereby demonstrating civility and responsible community living as well as fostering the individuality of each student.

CVA does not have a daily schedule typical of most high schools. Whether it's 2-a-day training sessions in the fall or

going straight from the slopes to the classroom to the tuning room in the winter, Big Dogs are constantly on the go. Big Dog Threads takes that busy schedule into consideration and permits athletic wear (that meets the code) in the academic setting.

Clothing with reference to alcohol or drugs or with insensitive or offensive messages is not allowed. Suitable footwear must be worn at all times.

***Class time, meetings with teachers and staff, meals in the Capricorn dining hall, school sponsored trips:***

- Hip-to-hip – waistline of bottoms must sit on waist or hips
- Pit-to-pit – tops must fully cover sides, back and front up to armpit
- When worn without leggings, skirts and dresses must at minimum reach to fingertips when arms hang down sides
- Underwear bra straps can show as long as the back or sides of bra are not visible
- Tops must fully cover midriff
- Sheer and see-through clothing is permitted as long as the clothing underneath meets the above guidelines.
- Shorts must have a minimum inseam of 3-inches and when worn some material extends down the leg

***During Athletics***

- Shorts must have a minimum 3-inch inseam and when worn material extends down the leg
- Midriff must be covered – T-shirt or tank top required, inside and outside, unless swimming

***The following do not meet the code for class time, meetings with teachers and staff, meals in the dining hall, school sponsored trips:***

- Sleepwear such as pajama bottoms
- Skirts and dresses shorter than fingertip length worn without leggings
- Shorts that do not have a minimum 3-inch inseam or when worn material does not extend down the leg
- Bare midriff
- Back or sides of underwear bra visible
- Shirts with very low cut neck or large arm holes

***Footwear Specifics***

- Atrium Kitchen - Bare feet are not permitted. Stocking feet, slippers and shoes are permitted.
- Capricorn Dining Hall and Kitchen - Bare feet, stocking feet and slippers are not permitted. Shoes required.
- Atrium - Bare feet are not permitted. Stocking feet, slippers and shoes are permitted.
- Academic Center - Bare feet, stocking feet and slippers are not permitted. Slippers with hard soles appropriate for outdoor use are permitted.

It is your responsibility to know the dress code. Adherence to the dress code is at the discretion of the faculty and staff. If a staff member asks you to change, please do so. Compliance issues in regards to these expectations can lead to a student life meeting.

**Duty Areas and Capricorn Dishes**

Students and faculty working together to do housekeeping jobs around the school are part of the unique educational program at CVA. Cooperation, promptness and a willing attitude are necessary. Attendance issues in regards to these expectations can lead to a student life meeting. Students are assigned to dish crews each week, and are expected to arrive promptly and remain until dismissed by a staff member. Students who miss their dish duty during athletic travel do not need to find a replacement. However, if a student is missing dishes for other reasons it is their responsibility to find a replacement. Students that do not find a replacement will be assigned additional dish crew responsibilities.

### **Murfey Hall Atrium Kitchen Policy**

When classes begin at 8:00 AM, breakfast will be served in the Murfey Hall Atrium from 7:30 to 9:00 AM. During this time a hot breakfast, cold cereal, bagels, baked items, refreshments, and fresh fruit will be available. Food and drinks should remain in the Atrium or the common area of the first floor and may not be taken into the Webber Academic Center. Immediately after using the utensils, dishes, bowls, and cups provided by CVA it is the student's responsibility to rinse their dishes and put them in the appropriate bins inside the Murfey Hall kitchen. Beverages may be taken out of the Atrium or the common area of the first floor if they are in a spill resistant covered container. It is everyone's responsibility to maintain the cleanliness of the Murfey Hall kitchen. Please help the community and do your part.

### **Photocopies and Printing**

Students have access to a copy machine and printer in the academic center and to a printer in the lounge on the second floor of Murfey Hall. Student access to the copy machine and printer in Teacher's Room in the Webber Academic Center and the Faculty Mail Room in the Capricorn is not permitted. Photocopiers and printers are intended for school related uses and activities. Misuse of these resources may result in a loss of the students ability to use them or other disciplinary action.

### **Phones**

There are no public phones in Murfey Hall, the Academic Center, or the Capricorn. Accordingly, all students should have a cell phone for calls and texting while on campus and on the road. Phone use should be guided by common sense and courtesy to others. Cell phones are not allowed in monitored study and during test-taking, whether on campus or while traveling; duty staff may require students to set aside the phone in a designated spot during that time. Inappropriate use of a cell phone will result in confiscation of the device. A smartphone, while not a necessity, will help facilitate communication while students are on the road, but without Internet access. For safety purposes, students will be required to provide their cell number at registration.

To contact school personnel during business hours call their direct line, which is available in the student directory. In addition if you dial 207-237-2250 there is a phone directory available as well. After 5:00 PM in order to reach duty personnel please call 207-779-6095.

## **DORM INFORMATION**

### **Dorm Room Safety**

All safety and fire regulations must be followed. Open flames and appliances that create fire hazards are forbidden. Fire safety violations, careless use of materials in the tuning room, climbing out of any windows, unauthorized entry into a construction zone or any other circumstances deemed dangerous to the school community will be subject to disciplinary action. The following guidelines apply in the dorm rooms at all times:

- Appliances must be UL approved
- Cooking appliances (microwave ovens, coffee makers, hot-plates, rice cookers, waffle irons, etc.), sun lamps, halogen lamps, or electric blankets are not allowed
- Only one refrigerator will be allowed per room
- Wall hangings or any other fabric may not be on the ceilings, surrounding or hanging from beds, or used as makeshift walls
- Displaying of posters or articles promoting or depicting alcohol, illegal drugs, violence, pornography, sexually explicit content or racism is not allowed
- Alcoholic beverage containers or smokeless tobacco tins are not allowed
- Burning of incense, candles or any other materials is not allowed
- Exit areas must be kept clear of debris and clutter, trash removed, and rooms kept neat

Violations of the above guidelines may lead to disciplinary action.

### **Conditions of Residency**

Each student completes the Resident Check-in Form on the day of registration. Students and parents are responsible for verifying the condition, as well as the contents, of the room with a dorm parent before signing the form. At check-out, a dorm parent will sign the Resident Check-out Form in the presence of the occupants after all their belongings have been removed. Occupants are responsible for all damages to the room from the time of check-in, and repair costs are divided equally among the roommates, unless the responsible party steps forward. In addition, housekeeping costs of \$30.00 per hour will be divided amongst roommates, for any rooms left unclean or damaged.

All students are held responsible for the condition of all equipment and furnishings in the public areas. The cost of damage incurred in public areas when responsible parties remain unidentified is defrayed among all students. In all damage incidents, parents will be notified.

### **Room Cleanliness**

Dorm parents will inspect rooms regularly to ensure that they are clean and orderly. In cases of uncleanliness, students will be restricted to their rooms following study hall until rooms are clean. If a staff member asks a resident to clean their room the request must be met in a timely fashion. Room cleanliness criteria includes, but is not limited to the following: floors vacuumed, clothes on hangers or folded and put away, trash removed, food stored properly and all dishes cleaned. Refrigerators must be properly used and maintained or the privilege to have them in the room can be revoked.

### **Health and Safety Room Checks**

The maintenance staff and/or the dorm staff will conduct health and safety room checks on a regular basis. If rooms are found to be unsafe or unhealthy, corrective action will be taken as deemed appropriate by the Dean of Students.

### **Room Furnishings and Belongings**

All items brought to CVA by the student must be removed from the premises when the student departs for the year. Large items or smaller items properly stored in a labeled large container may be put in temporary storage for returning students. Any other items left behind will be donated to charity.

### **Laundry**

There are laundry facilities available in the dorm at no cost. It is the student's responsibility to provide soap and other laundry supplies as well as promptly removing their laundry from the washers and dryers once the cycle is complete.

### **Security of Personal Items**

Students should bring a locking footlocker for valuable personal items. Personal belongings should be labeled and insured by parents' household insurance policy as property away from home. CVA is not responsible for damaged, lost or stolen items. Large amounts of cash should not be kept in student rooms. Money and small valuable items may be placed in the school safe.

### **Sign Out Procedures**

There are two categories for signing out. Long term sign outs require permission from the student's parent and short term sign outs do not. Permission for long term sign outs should be in the form of an email to Amy Martin (amartin@gocva.com). Short term sign outs are completed in the Short Term Sign Out Book which is kept in the Murfey Hall Atrium. In general short term sign outs are used during unstructured times when visiting a public place for up to 4 hours. Long term sign outs are required for leaving campus during structured times, visiting private residences, or when leaving for more than 4 hours.

#### **Long term sign outs**

- On weekends, boarding students in good standing may leave campus for the weekend, with parents or other

families where adults are present, and after their last academic or athletic commitment. Permission will not be granted for boarding students to sign out to unsupervised locations.

- Written permission from a parent or guardian and a written invitation from the host family are due by 12 noon on Friday in order to allow CVA to properly plan. It is CVA's expectation that a host will be a responsible adult. **Parental/Host permissions must be emailed to [amartin@gocva.com](mailto:amartin@gocva.com).**
- Parents wishing to request a sign out for their students after **4 PM on Friday** should call the duty phone at 207-779-6095. The person carrying the duty phone will direct the parent to email the duty team leader. Once the duty team leader has received the appropriate emails (parent & host) they will notify the student that they can sign out. The duty team leader will then send an email to the duty team and Amy Martin advising them of the sign out.
- Parents may physically arrive on campus and sign out their own student with duty personnel. Parents should plan to arrive prior to 9:30 PM and must speak to the person on duty to sign their child out of the dormitory.
- The Dean of Students, Director of Academic Programs or Head of School may grant permission in special circumstances for boarding student to sign out during the week. This must be authorized by that student's parent or guardian, as well as the hosting student's family.
- **Camping** may be permitted on a case by case basis with parental permission and permission from the Dean of Students. Detailed plans must be approved at least 24 hours in advance. Permission may be denied or revoked at any time for any reason.

### **Short term sign outs**

- Students must accurately and completely sign out in the Short Term Sign Out book. Students must return for Study Hall, and prior to 9:45 PM unless they are signed out overnight.
- Students wishing to go up to Sugarloaf during unstructured times must use the Sugarloaf shuttle service, receive a ride from a CVA staff member, walk or ride a bike.
- If a student wishes to sign out for social or recreational activities lasting between 1 and 4 hours they must complete an Off Campus Trip Plan and place the completed form in the Short Term Sign Out Book.

### **Using the Short Term Sign Out Book**

- Students must sign out individually in legible handwriting.
- Students must complete each portion of the form (Date, Name, Destination, Departure Time, Planned Return Time, and Actual Return Time).

### **Student Mail**

Mail arrives at CVA at approximately 1:00 PM Monday through Friday; outgoing mail leaves at that time. Student mail is sorted into open boxes. Students must have a staff member retrieve packages stored in the front office of the Capricorn. In addition to the regular postal service, students may send and receive packages by UPS, FedEx and Express Mail. For shipping packages with any shipping company please establish and use your own shipping account.

## **POLICIES**

### **Safety and Ethics Reporting**

At CVA we strongly believe that our values of safety and integrity are not simply words written in a handbook or on a website page. They are something that we all must live by each and every day while striving to make them a cornerstone of our community culture. By ensuring that we make every effort to incorporate values such as honesty, integrity, respect and cooperation into our culture, we also ensure that CVA lives up to the high ethical standards that make each of us proud to be associated with our organization.

Nothing is more important than the well-being of our students. CVA has the responsibility to provide a school environment where students feel safe to report unethical, improper or unsafe behavior in complete confidence.

We encourage students and parents to communicate any safety or ethical concerns directly with the Head of School or other school administrators. We recognize that some reporters may wish to do so anonymously. With this in mind we have engaged Lighthouse Services, Inc. to provide all CVA students and parents with access to an anonymous ethics and safety hotline for reporting possible ethics violations or safety concerns. The purpose of this service is to ensure that anyone wishing to submit a report can do so anonymously and without fear of retribution.

Since 2003, Lighthouse Services has specialized in providing independent third-party ethics hotline services to organizations of all types and sizes, with a roster consisting of more than 2,000 clients. For your convenience, Lighthouse Services provides a toll-free number and email reporting methods, all of which are available 24 hours a day, seven days a week for use by students and parents.

To make a report using the **Anonymous Safety Hotline** please use one of the following methods:

- **Call Toll-Free: 844-490-0002**
- **E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)** (must include CVA name with report)

After a report is received, Lighthouse will communicate directly with the Head of School who will implement follow-up procedures.

### **SafeSport**

Consistent with the governing bodies of our sports-United States Ski and Snowboard and U.S. Olympic Committee (USOC), providing a safe environment to protect the health and well-being of our student-athletes is the highest priority for CVA and at the center of all our programs. As a United States Ski and Snowboard member club, CVA helps raise awareness about misconduct in sport, promotes open dialogue, and provides training and resources to employees, students and parents.

Whenever possible CVA follows the guidelines and suggestions made by US Center for SafeSport for interactions between adults and minors. Types of interactions may include health professional meetings, one-on-one training sessions, transportation (individual, team, and local travel), and social media and electronic communications. When parent/guardian permission is required for an adult and minor interaction, CVA requests permission at the beginning of the school year and as needed for specific situations throughout the year.

For more information please visit <https://usskiandsnowboard.org/safesport-athlete-safety>.

### **One Parent Consent**

CVA has a one parent consent policy whereby one parent's consent is sufficient for a student to participate in the academic, athletic, and social activities of the school. One parent's consent is also sufficient for medical treatments, travel authorizations, and releases of information, as well as any other circumstance that may arise requiring parental consent. By signing the student handbook acknowledgement, parents and students hereby acknowledge, understand, and agree to the CVA one parent consent policy. If your custody arrangements are such that a parent's rights have been revoked, please inform the CVA Business Office immediately ([ssitz@gocva.com](mailto:ssitz@gocva.com), 207-237-4460) and send the appropriate documentation.

### **Acceptable Use Policy**

The following policies ensure the ethical use of the CVA computer network (Capricorn, AGC, Webber Academic Center,

and Murfey Hall), and apply to all student users with network access:

- For the purposes of this document, users understand that all privately owned computers and network connected devices are treated as CVA computers while connected to the CVA network.
- Users will not use the Internet or any computer or device to obtain, possess, display, distribute or create any material that is contrary to the good order of discipline and includes, but is not limited to, pornography, hate mail, threats, flaming, etc.
- All files created on, transmitted through, stored on or accessed by CVA computers or computers located on campus are subject to monitoring and search. Use of the CVA wireless and wired networks implies consent to search.
- Users will adhere to the same high standards and code of conduct that applies to all aspects of life here at Carrabassett Valley Academy.
- Users will use the Internet and resources of CVA for personal communication, research, and school related functions and legitimate and sanctioned information gathering activities only.
- CVA staff have the right to assess and limit student's use of the network and computer resources that they feel do not adhere to the same high standards and code of conduct that applies to all aspects of life at CVA, or if the student's academic or athletic performance is suffering as a result.
- Online gambling is not permitted.
- No student will use CVA or personal resources to harm, threaten, defame, slander or cause damage to any staff member, faculty member, administrator, student, parent or other third party.
- Users will not use any CVA resource to acquire or distribute any software or information improperly including, but not limited to, copyright violations, software piracy or plagiarism.
- When logging on to CVA resources or computers, users will log on with their own user name only.
- No student will attempt unauthorized access to any CVA resources not assigned to them by CVA. This includes, but is not limited to, unauthorized network access, accessing proprietary files, teacher's files, files belonging to other users, etc. In addition no student will employ measures to bypass security or protections on such files or resources.
- Peripherals and consumables are CVA property. Users will be held accountable for loss or damage to any CVA property caused by abuse or misuse. This includes, but is not limited to keyboards, printers, scanners, chargers, and digital/video cameras.
- No personal wireless access points may be set up on the CVA network.
- Users will not install any software on any CVA computer without prior, written permission from a member of the IT team. No student will disassemble, open, destroy, modify or damage any CVA owned computer property.
- Any computer attached to the CVA network must have anti-virus software installed and running. This must be set to regularly update virus definitions. Failure to do so may result in denial of network access.
- Users will not install any virus, Trojan, or any other software designed to gain unauthorized access to or destroy any functionality of any computer.
- Users will not install or use any packet capture program, sniffer, traffic monitoring or hashing program on any computer attached to the CVA network.
- No student will install or run any "server" on any computer or device, privately owned or owned by CVA, while attached to the CVA network.
- No student will install peer-to-peer file sharing software on any computer owned by CVA, nor will they use such software on a privately owned computer while attached to the CVA network. In addition, Users will not access or run any server which provides such file sharing services.
- No student will install or use any other software or service that bypasses security or content filtering applied by CVA or any of CVA's service providers.
- Users should be able to, upon request, demonstrate legal ownership of all copyrighted materials on their personal machine. This includes but is not limited to software and all music and video files.
- Using the CVA network for commercial purposes or in support of illegal activities is prohibited. CVA maintains

the network in support of education and research consistent with the school's educational objectives.

- CVA will not be responsible for any damages suffered including loss of data resulting from delays, non-deliveries, error deliveries, or service interruptions involving the CVA network either caused by its failures or user errors or omissions.
- Users will not attempt to disable, bypass or modify any software or hardware installed for the purpose of protecting CVA's network. This includes but is not limited to anti-virus software, filters or firewalls.
- No student will attempt to modify the assigned IP address of any CVA or privately owned computer attached to the CVA network.
- Users will not purposely or maliciously disrupt any network or telecommunications operations or attempt to modify, disconnect, bypass, damage or turn off any network or telecommunications equipment.

Users who abuse CVA resources in any way or fail to adhere to the policies adopted by CVA and stated herein will lose some or all of their computer and network privileges and may face other disciplinary action, as determined by the administration at their discretion. This may include, but is not limited to, restriction of usage normally afforded to them in pursuit of coursework and confiscation of any contraband materials.

### **Visitation Policy**

In order to promote a strong community and make all residents of Murfey Hall feel they are in a safe and comfortable environment it is important that visiting friends of both day and boarding students remain out of the residence halls. These visits should always occur in the public portions of the CVA campus outside of athletic, academic, and residential program times. In addition visits should be of appropriate length and the visiting friend must follow all parts of the CVA Student handbook during the visit. Ultimately it is up to the discretion of the person on duty to grant an exception to the above guidelines.

Visits by parents and siblings should follow the guidelines stated above, however, may enter the residence hall for brief periods of time to drop or pick things up and visit their sibling or student. It is important that visitors do not use or enter the bathrooms on the residence hall. These guidelines are designed to promote the comfort of all CVA community members while at the same time allowing and encouraging students to grow and maintain outside relationships as well.

Overnight visitation may be approved by the Head of School or the Dean of Students only. Requests must be made 24 hours in advance and the visitor must follow the same policies as CVA's boarding students. Failure to follow these policies will result in disciplinary action for the host and the guest.

Co-ed visitation is not permitted in day rooms, dorm rooms or dorm hallways.

Visitations of the opposite sex will take place only in the Atrium and co-ed recreation room and the second floor lounge at Murfey Hall.

### **Overnight School Functions Away from School**

Co-ed visitation is allowed only in common areas. There is no co-ed visitation allowed in hotel/motel rooms or sleeping quarters.

### **Sexual Intimacy**

We encourage among our students warm, supportive friendships, which we believe are fundamental to the proper development of young people. We do, however, strongly encourage that students refrain from intimate sexual relationships.

### **Academic Integrity**

Academic honesty is a vital component to the success of our academic program. In the classroom and school-wide setting, all individuals, teachers, and students are expected to exhibit the highest standards of academic integrity. All of us have a

collective and common pool of information and ideas that we know or to which we have been exposed. However, we all need to be careful to give credit to all work and ideas that are not our own original thoughts. This includes documenting sources of graphs, charts, photos, words, and ideas. Additionally, when doing projects, tests, quizzes, and homework, the work that we submit must be our own thoughts, ideas, and efforts. All students at CVA must hold honesty at the forefront of all we do. As members of this school community, students must do their own work. With this in mind, faculty help students to develop appropriate, growth oriented, scholarly habits during their experience here.

Any compromise of academic honesty (whether it involves copying a homework assignment, cheating on a test, or plagiarizing a research paper) is treated seriously by the faculty and administration.

The following descriptions explain how CVA defines plagiarism, which is a confusing concept for most secondary school students. Students are responsible for understanding these descriptions.

**Direct Copying** Submitting for credit work copied directly from another student or from any source whatsoever that is not properly referenced by footnote or bibliography, or reference in the paper itself that is not properly enclosed in quotation marks. A student found to have willingly shared the work in question in a Direct Copying incident could also face consequences.

**Patchwork Plagiarism** Submitting as original a work in which phrases and sentences are copied from source material without acknowledgment or quotation marks. Rearranging phrases and sentences from outside sources does not constitute originality and is therefore a form of plagiarism.

**Unacknowledged paraphrasing** Restating another person's ideas, interpretation, or facts without acknowledgment.

Online (Internet) resources represent an amazing wealth of information. Direct copying, patchwork plagiarism, unacknowledged paraphrasing and improper citing of direct or indirect online resources is detracting behavior and will not be tolerated at CVA.

### **Level I Academic Dishonesty**

A student submits daily work or work in progress that is not his/her own.

- **Homework:** Students must use their own words/expressions. When students use a text it should be cited and quotation marks should be placed around any phrases directly taken from the text. Students working together must not turn in identical work. Students must not copy or give their homework to others.

**Level I Consequence-** The student(s) receive a zero on the assignment and the offense is documented.

### **Level II Academic Dishonesty**

A student submits work that is not his/her own on a quiz, test, final exam, project, PowerPoint, poster board, research paper, lab report, or any assignment that the student worked on for more than two nights. Any repeat of a Level I infraction is a Level II offense. Level II academic dishonesty could also result in further disciplinary responses.

- **Quizzes/Tests/Finals:** All forms of in-class assessment (quizzes, tests, finals) must represent the student's own work during the time allotted for the assessment. Students must not copy from another student or bring in any information (i.e. note sheets, etc.) or use any electronic device not previously authorized by the teacher.
- **Projects/PowerPoint/Poster Boards:** All forms of project presentations must be accurately cited and represent the work of the student/students.
- **Essays/Lab Reports:** All written student work must represent the student's own work. Students must not copy from another student/resource or allow for another student to copy their own written work.
- **Research Papers:** All research papers must accurately document any information included that was not previously

known to the student, or is not considered common knowledge. Students must use approved documentation to cite all quotes and/or information paraphrased from other sources.

**Level II Consequence-** A level II offense will result in an Academic Review. This meeting may refer the offense on to a student life or disciplinary committee for further review.

**Communication:** Teachers report incidents of academic dishonesty in writing to the Director of Student Planning. Level I offenses are recorded and shared with advisors. Level II offenses are communicated via a letter that is sent to the families of the student(s) and copied to the advisor(s).

### **Academic Discipline Policy**

When students choose not to participate in the academic program or display detracting behaviors in class, their actions will lead either an Academic Review or a Disciplinary Committee meeting to determine consequences.

### **Attendance Policies**

**Daily Attendance:** Attendance is mandatory at all scheduled programming (classes, workouts, and training sessions). Students should never miss scheduled activities without proper notification and permission. (See Excused Absence section)

**Excused Absence:** The school nurse is primarily responsible for excusing students for illness. To be excused from classes or athletic commitments due to illness, boarding students must report to the nurse's office. Day student parents must contact the school by 8:00 AM. If the school nurse is not available, the athletic trainer, Head of School or another administrator may excuse a student due to illness. Boarding students will only be excused for illness by school personnel. When students miss classes due to illness they are responsible for communicating with teachers to make up missed work.

If a student is excused, it is expected that the student will not participate in any activity, including sports, that would detract from their rest and recovery. After four medical absences in a trimester, students may be required to bring a medical provider's written assessment to be excused from school. Failure to provide medically supported documentation for additional absences may result in an academic review.

Because students miss so much class time for athletic competition and travel, it is imperative that all other absences for personal reasons be curtailed. **Routine medical appointments, college visits, vacation travel, etc., should be scheduled so as not to conflict with class time.** When such conflicts are unavoidable, please follow this process:

1. For absences less than 5 days, please contact Amy Martin.
2. For absences 5 days or more, parents must **FIRST** contact Karen Lanoue-Egan (Director of Academic Programs) for approval.

Any time a student misses any scheduled school activity, it is the student's responsibility to get any information that was missed. Students are responsible for having all assigned work done on the due dates set by the teacher which may require the student to be submitting work online while away from CVA.

CVA athletes are encouraged to attend as many classes as possible when their competitions are held at Sugarloaf. Teachers understand that students might be tired and their homework not complete, but the instruction that goes on in class should not be missed if at all possible. Students are expected to complete their work, including tests and quizzes, within a reasonable time frame as determined by prior communication with their teachers.

When athletes return prior to midnight from competitions away from Sugarloaf they are expected to meet all of their commitments the following day. If athletes return after midnight, it is expected that they take part in the regular schedule as soon as possible, but no later than noon.

Tuning skis during study hall is prohibited unless permission is obtained prior to study hall from the athlete's coach. Special permission to tune during study hall may be granted during times when mid-week competitions are at Sugarloaf.

**Unexcused Absence:** If a student does not report to sick call, or if the school is not notified of an absence or does not approve of an absence, then an absence will be considered unexcused and late penalties on school work will apply in addition to receiving a zero for class participation. Students have 24 hours to meet with the Director of Student Planning to dispute an unexcused absence. Failure to meet with the Director of Student Planning within 24 hours will be viewed as an admission of unexcused absence. One missed class will be viewed as a Level I offense and will be documented. A second unexcused absence will be a Level II offense. A Level II offense results in an Academic Review.

**Tardy:** Students are expected to be on time for class. Student tardiness will be reported to the Director of Student Planning. Three tardy reports from any classes will be considered a Level I infraction. A second Level I infraction for tardiness will be a Level II infraction.

**Missing Athletics for Academics:** If students need more time for study or extra help than what the regular schedule allows, they may request athletic time off from their coach. If the coach becomes concerned that missing sports for academic work is happening too frequently, he/she will convene a meeting with the student and his/her academic advisor to discuss the issue and work on time management skills.

**Student Behavior:** A student who exhibits detracting classroom behavior may be asked to leave the class. If this takes place, the student will need to report to the Director of Academic Programs or if not available the Dean of Students immediately. Being asked to leave class may result in zeros for any work missed and an Academic Review meeting or Disciplinary Committee Meeting.

**Academic Review:** At any point during the school year when a student's academic integrity, attendance, performance, or behavior falls below CVA's expectations, the Academic Review Committee convenes to determine the appropriate actions, which may include extra help sessions, dormitory or athletic restrictions, assignment to supervised study hall, academic warning or probation, or loss of academic credit or grades.

**Academic Standing:** Students who finish the year earning grades below 65 in any course or on Academic Probation may not be asked to return, or may be required to complete summer studies or to repeat academic course work. *Students on Academic Probation at the end of the year may not be invited to participate in CVA's summer school courses. This is at the discretion of the Director of Academic Programs.*

**Academic Dismissal:** Students who fail a course for the year may be expelled from CVA. Students may also be dismissed for academic reasons, including serious breach of academic integrity or flagrant disregard of academic policies.

## **POLICIES ON CONDUCT AND BEHAVIOR**

All students of the Carrabassett Valley Academy community are held accountable for their behavior. CVA expects students to abide by a code of respect for oneself, others and one another's property. This requires sound judgment, cooperation and self-discipline. By dealing with misbehavior clearly and fairly, we hope that students will understand that although there are times we cannot support their behavior, we do care about them as maturing young men and women.

Each student is responsible for reading the student handbook and complying with the policies on conduct and behavior. Failure to know the rules and policies is not a defense. Students and parents should be aware that school rules apply both on and off campus. Students are therefore subject to discipline for their off-campus actions while under CVA jurisdiction. In addition, CVA reserves the right to impose discipline whenever a student's conduct, regardless of whether it takes place off-campus or while school is not in session, has a substantial disruption to the well-being of the CVA community

or any of its members.

CVA will notify colleges and universities about withdrawal or expulsion that occurs during and after the college application process. CVA may notify colleges and universities about out of school suspensions and major rule infractions that occur during and after the college application process.

Violations of school rules are dealt with on a case-by-case basis, with due regard for both specific circumstances and the welfare of the entire school community. Thus, although consistency is our aim, it will not always be the governing principle. The following procedures will be used to deal with infractions and issues as appropriate:

Any detracting behavior (inappropriate language, missed school meeting, unexcused missed dish crew, seatbelt not buckled, missing mandatory all-school events and any other harassing, disrespectful, disruptive or uncivil behavior) is unacceptable. These infractions will incur an immediate disciplinary response.

**Student Life Committee:** This committee meets when necessary to deal with minor community infractions. The committee is comprised of an administrator, the student's advisor, the student and, when appropriate, another staff member and/or a student leader.

**Academic Review Committee:** This committee reviews questions of academic integrity and poor academic performance, attendance, effort or classroom behavior. The committee is comprised of an administrator, the student's advisor if available, the student, and when appropriate, another staff member and/or a student leader.

**Athletic Review Committee:** This committee reviews any serious behavior, attendance or attitudinal problems that occur in the athletic realm. The committee may also be convened if an athlete chooses to change winter sport focus after being enrolled. The committee is comprised of an Athletic Program Director or their delegated representative, the student's coach, the student and when appropriate, another staff member and/or a student leader.

**Disciplinary Committee:** The Disciplinary Committee is chaired by the Dean of Students or other designee by the Head of School and is comprised of at least two faculty members, including the student's advisor and coach whenever possible, and one student leader. The committee meets in the case of any major infractions or repeated minor infractions. The student(s) involved will call their parent or guardian in the presence of a designated staff member to notify them of the situation. When the report of a possible major infraction of a school rule is brought before the committee, its objectives are twofold: to ascertain the facts of the case and to make appropriate recommendations to the Head of School. The committee makes every effort to discern the truth by interviewing the accused student and others. All pertinent facts are discussed. Students may ask another member of the faculty or another student to speak before the committee on his or her behalf.

The Head of School retains the right to deviate from the Disciplinary Committee process in certain cases, including but not limited to reports of sexual harassment/sexual or assault. The process for investigating and imposing discipline in such cases is set forth below.

In addition, the disciplinary process may be waived at the request of a student when evidence and responsibility of a rule infraction are clear and undeniable. The Head of School or Dean of Students must approve the waiving of the discipline process. By waiving the discipline process the student will accept the determined disciplinary action.

The following steps will be followed in the Disciplinary Committee process:

1. The Dean of Students or the Head of School takes adequate time to determine the facts and gather evidence of the

incident prior to calling a Disciplinary Committee. The Disciplinary Committee receives information from all involved parties.

2. The Dean of Students or the Head of School will convene a Disciplinary Committee meeting and notify all the appropriate participants. Parents do not participate in or attend Disciplinary Committee meetings.

3. The Disciplinary Committee recommends to the Head of School a course of action to be taken. The Head of School determines the final action.

4. The Dean of Students or the Head of School informs the student(s) involved of the consequences.

5. The Dean of Students or the Head of School informs parents of consequences both by phone and in writing after approval by the Head of School.

6. The Dean of Students or the Head of School may announce at a community meeting, or through community email the outcome of the Disciplinary Committee meeting.

**Disciplinary Responses:** All major rule infractions will be reported to the Head of School. Minor rule infractions will be reported to the Head of School, Dean of Students, Director of Academic Programs or the appropriate Athletic Program Director who will either deal with the infraction themselves or take it to the appropriate committee for recommended consequences. Repeated minor rule infractions will be considered a major rule infraction. Punishments for rule violations will depend on the severity of the incident, degree of involvement, past record, and how the incident came to light. Major rule infractions may result in immediate dismissal. Efforts will always be made to create a disciplinary response that gives the student the opportunity to both reflect upon and learn from their choices. Minor and major rule infractions will result in, but is not limited to, one or more of the following disciplinary actions:

**Letter of Concern:** If there are concerns about a student's behavior, a faculty member will have an informal conversation with the student about those concerns, and send a note, usually in the form of an email, expressing that concern to the student's parents.

**Disciplinary Warning:** The Dean of Students will issue a Letter of Disciplinary Warning in cases when there is reason to believe that a student may be involved in major rule infractions. This can be the result of suspicious behavior or ongoing concerns about a student's behavior and may result in further disciplinary action.

**Work Detail:** Work projects, either on campus or in the broader community, may be assigned as a consequence of student behavior.

**Probation:** In addition to other consequences, students who commit a major rule infraction will be placed on probation for the remainder of the school year. Any member of the Student Council, National Honor Society or Peer Mentor group may lose that position as a result of being placed on probation. A student may also lose privileges, such as driving or keeping a car on campus. A student who violates school rules while on probation can expect additional disciplinary review and action, which may include separation from the school.

**In-School Suspension:** A major rule infraction may result in in-school suspension. When on in-school suspension, students will surrender their Sugarloaf lift pass, may do work detail during the day, may do dishes for all meals, may not be permitted to attend athletics or classes, and may not mix with the rest of the student body. Boarding students will attend monitored study hall, regardless of academic standing. When possible, a boarding student may be required to sleep in a separate room without visitors and may be required to remain in that room when not at meals, doing work detail, or

attending monitored study hall. Students who miss class due to suspension are responsible for communicating with their teachers at the onset of their suspension and are expected to keep up with class notes and assignments while suspended. If the suspended student misses any deadlines set by the teacher or fails to communicate with the teacher, then late penalties apply. Students are expected to be ready to make up any major assessments promptly upon their return.

**Out-of-School Suspension:** A major rule infraction may result in out-of-school suspension, which is a short step from permanent separation from the school, to allow students and parents time to reflect on the actions that led to this disciplinary action. Students who are suspended must leave campus for the allotted time, must relinquish their Sugarloaf lift pass, and may be required to perform work detail upon return to school. Students are responsible for communicating with their teachers at the onset of their suspension and are expected to keep up with class notes and assignments while suspended. If the suspended student misses any deadlines set by the teacher or fails to communicate with the teacher, then late penalties apply. Students are expected to be ready to make up any major assessments promptly upon their return.

### **Expulsion**

Expulsion is permanent separation from the school. The student must leave campus as soon as possible. Students who have been suspended, either in or out of school, and who subsequently commit another major rule infraction will face possible expulsion.

### **Searches**

The school is obligated to see that illegal, dangerous, or stolen articles are not present in student rooms, cars, day rooms, or personal belongings. Therefore searches may be conducted if there is reason to suspect students are engaging in unsafe or illegal behavior.

Searches may only be undertaken with the permission of the Head of School or the Dean of Students. The area or item(s) to be searched shall be sealed while permission is sought. Searches are conducted by a minimum of two staff members pre-approved by the Head of School or the Dean of Students. A student leader and the occupants of the room should be present when a room is being searched, but, at the discretion of the Head of School or the Dean of Students, a room search may be undertaken without students present.

The items sought will be described before the search and when possible time allowed for the items to be handed over before the search is initiated. Prior to the room search, it shall be made clear to the room occupants that any other illicit items found will also be confiscated and that disciplinary consequences may result.

### **Major Rule Infractions**

We view as particularly serious any action that manifests a blatant disregard for the rights or safety of other members of the community. Violations of major rules may mean dismissal on a first offense. A student who knowingly and/or willingly aided and abetted another student in carrying out a major rule infraction, will be considered to be involved to some degree, and appropriate disciplinary action will be taken. The following are considered major infractions, though other infractions may be considered major rule infractions:

### **Harassment:**

**Harassment is absolutely unacceptable and will be treated very seriously as the most egregious form of detracting behavior. We strongly encourage students, parents or staff to immediately report any incidents of harassment to a school administrator.**

Unwelcome comments, jokes, taunting, acts and other verbal or physical conduct based on a person's age, physical or mental condition, race or color, religion, ancestry, sexual orientation (including gender identity and gender expression) or

national origin constitute unlawful harassment when:

such conduct has the purpose or effect of substantially interfering with an individual's school performance or creating and intimidating, hostile, or offensive school environment. Prohibited conduct may include, for example, racial, religious, or ethnic slurs, nicknames emphasizing stereotypes, and/or the imitation of a person's mannerisms, speech or movements.

**Sexual Harassment:** Sexual Harassment is defined under the Maine Human Rights Act (5 M.R.S.A. § 4551 et. seq.) as unwelcome sexual advances, requests for sexual favors, sexual contact, gestures, comments, or other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's school standing;
- b) Submission to or rejection of such conduct by an individual is used as the basis for school decisions affecting such individual;
- or
- c) such conduct has the purpose or effect of substantially interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment.

### **Sexual Assault:**

Sexual Assault is the most serious form of sexual harassment and will not be tolerated by CVA. Sexual assault is defined as any non-consensual sexual contact and/or intercourse where the victim (1) communicates by words or actions that the sexual contact is unwanted, (2) is physically or mentally incapacitated, including by drugs or alcohol, (3) is compelled by force or threat of harm, or (4) is statutorily unable to consent by virtue of his/her age. The age of consent in Maine is 16 years. CVA is required to notify the Department of Health and Human Services if an administrator has reasonable cause to suspect that a student has been or is likely to be sexually assaulted.

### **Reporting Process**

Any student who believes she or he has been harassed or sexually assaulted by a CVA teacher, coach, employee, volunteer, another CVA student or CVA visitor should report such behavior to a trusted adult in the CVA community. Following the receipt of such report, CVA will take steps to promptly investigate and address the matter. Reports will be investigated and resolved as confidentially as possible and only discussed with those who have a legitimate need to know in order to investigate or resolve the matter. CVA will also strongly encourage individuals involved in the investigation to keep the information confidential. When CVA decides it is necessary, it may take steps to protect a complainant including limiting contact by, reassigning, or temporarily suspending the accused person. In order to encourage reporting, CVA will generally not hold a student reporting an incident of sexual assault responsible for related rule violations (i.e. drinking at the time the assault occurred). CVA prohibits retaliation against any individual who makes a report under this policy and/or who participates in an investigation and will take strong responsive action if retaliation occurs. If a report of harassment/sexual assault is substantiated, the Head of School will impose consequences as deemed appropriate.

CVA strongly encourages anyone who believes they or someone they know is a victim of sexual misconduct while at CVA to report the incident to the Head of School, Kate Punderson. Reports may be made anonymously through Lighthouse Services, a third-party anonymous safety hotline.

To make an anonymous report please use one of the following methods:

- **Call Toll-Free: 844-490-0002**
- **E-mail:** reports@lighthouse-services.com (report must include the full Carrabassett Valley Academy

name)

**Bullying:** Bullying will not be tolerated at Carrabassett Valley Academy. Bullying occurs when an individual is the target of negative actions, usually in the form of intentional, repeated hurtful acts, words, or behavior such as, but not limited to:

- Intimidation, such as name calling or threatening
- Social alienation, such as shunning or spreading rumors
- Physical aggression, such as spitting or pushing

Any student who believes that he or she has been the victim of bullying should report it to any trusted adult at school for assistance. Any student who is found to have engaged in bullying may be subject to disciplinary action including probation, suspension, or expulsion. No student or parent shall retaliate against any student who has made a complaint about bullying. Doing so may result in separation from the school

**Cyberbullying:** means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, or cell phone.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic device or account to send email, text messages, instant messages (IM), or phone calls;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's email account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

Any student who believes that he or she has been the victim of cyberbullying should report it to any trusted adult at school for assistance. Any student who is found to have engaged in cyberbullying may be subject to disciplinary action including probation, suspension, or expulsion. No student or parent shall retaliate against any student who has made a complaint about cyberbullying. Doing so may result in separation from the school.

**Hazing:** intentionally or knowingly placing another person in fear of imminent bodily injury or committing assault, terrorizing or stalking as defined under Maine law. Pranks or practical jokes may result in hazing and/or damage to property and will be considered a major rule infraction.

**Stealing:** taking or borrowing of another's property without permission.

**Vandalism:** malicious damage of any property belonging to an individual, the community or the school. Vandalism that is the intentional or unintentional result of a prank or practical joke is also a major rule infraction.

**Weapons:** Possession or use of firearms, fireworks, explosives, ammunition, knives longer than 2.5 inches, air guns, toy guns, blow guns, BB guns, slingshots or any items that the school designates as attack weapons or are items designed to resemble attack weapons are strictly prohibited. Possession of firearms on school property is illegal and offenders will be prosecuted.

**Flammable Materials:** Burning or possession of any material in school buildings is forbidden. Highly flammable

materials such as paint remover, lacquer, gasoline and other fuels may not be stored or used in student rooms.

**Violence:** Fighting, threats of physical violence, or any hostile physical encounter is always unacceptable.

**Unauthorized entry:** Going into another student's or staff member's room or office without prior invitation or permission is prohibited.

**Climbing on the roof/out of windows:** climbing on roofs/out of windows is dangerous and prohibited.

**Check-In Infractions:** being outside of the dormitory without permission after the evening check-in time is prohibited.

**Sign-Out Infractions:** signing out with incorrect information regarding the location, time of departure, or time of return is prohibited.

### **Alcohol and Other Drugs**

The goal of Carrabassett Valley Academy is to be a chemical free school. Because of the health hazards associated with the use of alcohol and drugs, including tobacco, use in any form is prohibited.

**Vaping:** Using or possessing e-cigarettes or vaporizers, and their paraphernalia, is prohibited.

**Use of tobacco products:** Using or possessing tobacco in any form is prohibited.

**Use of alcohol or drugs:** Involvement with, possession, use or distribution of alcohol, drugs, or other mind altering substances is illegal and forbidden. The use of steroids, the possession of empty alcoholic beverage containers, or any drug-related paraphernalia or the misuse of prescription drugs is strictly prohibited. Any altered behavior resulting from being under the influence of alcohol or drugs is viewed in the same context as possession and use. The use of drugs and alcohol by adolescents interferes with and delays their development. The use of these substances erodes judgment, honesty and trust, and restricts freedom of thought and action. If students choose to remain in a room or a situation where alcohol and/or drugs are present or being used, they will be considered to be involved to some degree, whether or not they are guilty of actual use.

If a faculty member has a reason to believe that a student may be involved with substance abuse - either on campus or off campus - including weekend sign outs, he/she will discuss his/her concern with the school nurse or a school administrator. An investigation will be conducted.

The following may occur:

- a search of the student's possessions, locker, day room, dorm room, and vehicle
- a urinalysis or other testing
- a referral to a counselor
- inpatient rehabilitation and counseling
- outpatient counseling
- random drug and alcohol screening
- participation in an AA/NA program
- disciplinary consequence
- other actions at the discretion of the administration

The nature of the chemicals used today and the rapid behavioral changes associated with adolescence make it difficult to conclusively substantiate drug-related behavior. Most young people are defensive about and deny involvement with

controlled substances. Carrabassett Valley Academy will do everything possible to permit students to substantiate their non-involvement after being confronted with possible usage of controlled substances. One way of doing this is through urine and blood tests. Any student who requests a urine or blood test will be allowed to have one done to substantiate their non-use. Likewise, Carrabassett Valley Academy may require such a test of a student suspected of using controlled substances who denies the accusation. In the latter situation, the suspected student's reluctance to participate in the test will be taken as an admission of guilt and will be dealt with according to the school's established policy. The costs incurred for any tests and counseling will be the responsibility of the student's parents or legal guardian.

**Self-referral:** As the safety of our students is always our top concern CVA encourages self-referral for drug and alcohol abuse. This referral will be handled confidentially. A student who chooses to refer through this process will not be penalized or punished for violations of the school's Substance Abuse Policy that may have occurred prior to the time of his or her referral. Referrals may be made to any member of the faculty. After meeting with the student, a determination will be made as to the proper steps needed to address the referral. Random drug screening and counseling may be required. Multiple self-referrals may result in disciplinary action.

**Concerned person referral:** As the safety of our students and student body are always our top concern CVA encourages concerned person referral for drug and alcohol abuse. This will be handled confidentially. A student or students referred through this process and the person or persons making the referral will not be penalized or punished for major rule infractions involved in the incident excluding harm caused to others or property.. A concerned person referral is an opportunity to express concern about someone's behavior that may be related to substance use. A concerned person (friend, fellow student, member of the school staff, or parent) may refer a student. Referrals may be made to any member of the faculty. After meeting with the student/ students, a determination will be made as to the proper steps needed to address the referral. Random drug screening and counseling may be required.

### **Fire Drill Procedures and Extinguishers Policy**

The danger of fire is a constant concern that demands our utmost respect and vigilance. Under no circumstances should students handle or tamper with fire alarms or extinguishers. This equipment must be available and usable in case of fire. Tampering with fire extinguishers or the fire alarm systems is a serious offense and may lead to suspension or dismissal on the first offense. The general fire procedure is as follows:

1. First, and most important, remain calm, quiet and orderly.
2. Follow your practiced methods to the nearest exit or follow faculty or directions.
3. Meet at known place of assembly.
4. Close windows and doors to contain fire if unable to leave room.

### ***TO ALL BUILDING OCCUPANTS:***

*Carrabassett Valley Academy (Capricorn Building) has been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the main office at Carrabassett Valley Academy during regular office hours. At the present time, we are in compliance with all State and Federal regulations. All friable asbestos material has been removed from the building. August '89*