



2018 FAMILY HANDBOOK

MISSION

Our mission is to provide our students with the tools, support and balance necessary for them to achieve the highest possible levels of success in education and life.

VISION

The Winter Sports School's vision is to be the leading college-preparatory school for dedicated student-athletes.

PURPOSE

ACADEMICS

We will prepare each student for a successful academic experience at the college or university of her/his choice. We will identify and work to cultivate each student's strengths and develop areas for growth.

ATHLETICS

We will provide a schedule and flexible support that allows each student to maximize the time spent in the pursuit of the mastery of her/his chosen extracurricular pursuits

LIFE

We will provide nurturing community that fosters self-awareness and empowers each student to perform at her/his highest individual capability. We will develop in our students the habits of mind, communication and collaborative skills to contribute to and excel in a global community

CORE VALUES

Underlying our vision, mission, and purpose is a shared commitment by all members of the Winter Sports School community to the following.

LEADERSHIP

We will seek to develop the skills that will position each of us to be leaders.

INTEGRITY

We do what we say we do in an honest and respectful manner.

TEAMWORK

We are here to help each other grow academically, athletically, socially, and personally.

TRUST

We are free to discuss and explore diverse ideas, encouraged to take risks and grow from mistakes.

TOLERANCE

We recognize and respect differences while encouraging and celebrating diversity in all its manifestations.

GROWTH

We model a growth mindset as individuals and work to instill an ongoing passion for learning in all members of our community

TABLE OF CONTENTS

WINTER SPORTS SCHOOL ADMINISTRATION & STAFF 3

WINTER SPORTS SCHOOL FACULTY 3

ACADEMIC CALENDAR & DAILY SCHEDULE..... 3

 2018 ACADEMIC CALENDAR..... 3

 Non-School Days 3

 Holidays/Breaks 3

 Daily Schedule 2

 BUILDING HOURS and VISITORS..... 2

ACADEMIC HONOR CODE POLICY 2

 The Definition of Plagiarism 3

 The Definition of Academic Dishonesty 3

 Consequences of Violating the Honor Code..... 3

**ACADEMIC GRADE SCALE, STUDENT PERFORMANCE, and NOTIFICATION
POLICY 3**

 WSS Grade Scale 4

 WSS Grade Point Calculation 4

 Utah State Assessments..... 4

 WSS Honor Roll and WSS Scholars..... 5

 “Mid-Term” and “Semester” Grades..... 5

 Dropping, Changing, or Adding Alternative Classes 5

ACCEPTANCE & RECIPROCITY OF CREDITS POLICY..... 6

ADMINISTRATION OF MEDICATION POLICY 7

ANTI-BULLYING POLICY..... 11

ATTENDANCE POLICY 15

 Planned Absences (One or More Full Days)..... 15

 Unexcused and Unscheduled Absences..... 16

 Tardiness And Leaving Class Before Dismissal..... 17

 School Response To Unexcused Absences 17

 School Response To Unexcused Tardies..... 18

 TRUANCY 18

BEHAVIOR HONOR CODE POLICY 19

"Closed" Campus	19
Student Use Of Motorized Vehicles	19
Dress Code	19
Safe & Productive Learning Environment.....	20
School Response To Behavior Concerns	22
DRUG AND ALCOHOL POLICY.....	22
Consequences for Violations of WSS Drug & Alcohol Policy	23
EQUAL EDUCATION and EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	24
FAMILY EDUCATIONAL RIGHTS & PRIVACY	24
GRADUATION REQUIREMENTS POLICY	24
LATE WORK & INCOMPLETE GRADES.....	26
SCHOOL ACTIVITIES, FIELD TRIPS & TRANSPORTATION	26
SCHOOL FEE POLICY	27
STUDENTS WITH DISABILITIES.....	29
ACT and SAT Accommodations	29
STUDENT COUNCIL & SCHOOL CLUBS	30
Winter Sports School Student Council	30
Winter Sports School Clubs	30
STUDENT SUSPENSION and EXPULSION POLICY	30
Suspension and Expulsion Defined	30
Suspension & Expulsion Policy Guidelines	31
Appeal Process	32
TECHNOLOGY AND INTERNET USAGE POLICY	32
School Responses to Improper Use of Technology or Internet	34
WITHDRAWAL POLICY	34

WINTER SPORTS SCHOOL ADMINISTRATION & STAFF

Tess Miner-Farra:	Head of School
Scott Hendrickson:	Student Services Coordinator & SS Faculty
Rebecca Turco:	Guidance Counselor
Megan Altman:	Administrative Office Manager, Admissions Specialist

WINTER SPORTS SCHOOL FACULTY

Roger Arsht:	English, CTE Aide	Bill Hokanson:	Science
Maureen Bickner:	Math	Dave Kaufman:	Finance
Carson Brown:	CTE	Katie Knutson:	CTE, Health, Science
Alex Burlacu:	Science, Math	Alison Moore:	CTE, English, Social Studies
Mary Carlson:	Teaching Aide	Joseph Rhodes:	Math & Science
Eric Christiansen:	Art	Martyne Stout:	Teaching Aide
Rozella Hanek-Cahoon:	Social Studies, Spanish	Molly Sugrue:	Teaching Aide

ACADEMIC CALENDAR & DAILY SCHEDULE

Winter Sports School students start their academic year in April in order to complete the academic year in November. This innovative schedule provides an uncompromised academic experience while allowing the winter sports athlete to pursue the rigorous travel and training required to compete at the national and international level. The three graded terms of our academic calendar are Spring Semester, Summer Semester and Fall Semester.

2018 ACADEMIC CALENDAR

SPRING SEMESTER

Quarter 1	4/16-5/18
Quarter 2	5/21-6/22

SUMMER SEMESTER

Quarter 3	7/02/-8/03
Quarter 4	8/06-8/31

FALL SEMESTER

Quarter 5	9/10-10/12
Quarter 6	10/15-11/16

Non-School Days

- 9/04-9/05: Staff Professional Development Days
- 10/18: Service/Distance Learning Day
- 10/19: Staff Professional Development Day

Holidays/Breaks

- 5/28: Memorial Day
- 6/25-6/29: June Break
- 7/04: Independence Day
- 9/03-9/07: Labor Day & September Break
- 10/18-10/19: UEA

Daily Schedule

1 st Period:	8 am to 9:20 am
2 nd Period (HR/Advisory):	9:25 am to 9:45 am
3 rd Period:	9:50 am to 11:10 am
LUNCH:	11:10 am to 12:10 pm
4 th Period:	12:10 pm to 1:30 pm
5 th Period:	1:35 pm to 2:55 pm

EARLY RELEASE SCHEDULE

1 st Period:	8:00 am to 9:00 am
3 rd Period:	9:05 am to 10:05 am
4 th Period:	10:10 am to 11:10 am
5 th Period:	11:15 am to 12:15 pm

The last day of each quarter (see above) will be an Early Release day. Additional Early Release dates will be announced prior to the affected date(s).

BUILDING HOURS and VISITORS

School Hours: 8:00 am – 2:55 pm
Office Hours: 7:45 am – 3:30 pm

We ask that parents make an appointment to speak with the Head of School, Counselors, or Administrative Office Manager. Since our focus is on students and teachers during the school day, we may not be able to accommodate walk-in appointments, unless it is a threatening emergency of the safety of the student, or the Head of School determines the meeting is necessary at that time.

Teachers are rarely available during the school hours, since their time and attention is spent on students and colleagues. Please email teachers directly to make an appointment if you would like to speak to your child's teacher. Please allow 24 hours for the teacher to respond.

VISITORS

Any individuals visiting the school for any reason must check in at the office. Students wishing to bring a visitor must obtain a visitor's pass from the office. Visitors must have a sponsor and will conform to all school regulations. The school may refuse to permit visitors at any time when such visits are inappropriate or when circumstances warrant such action.

ACADEMIC HONOR CODE POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted this Academic Honor Code because academic integrity is foundational to the success of our educational model, to the accurate assessment of a student's academic capabilities and achievements, and because it is vital for WSS to foster integrity in each of its students to stand them in the best possible stead as we prepare them for an adult life as good, ethical citizens.

PROCEDURAL DETAILS

Each student who enrolls at the Winter Sports School in Park City is required to accept the responsibility of ethical, honest standards in his or her school life. Intellectual integrity is the foundation of academic pursuit. There are assignments that require group effort; however, the representation of another's work as your own or an unfair use of another person's materials constitutes a breach of that integrity and undermines the trust upon which good schools depend.

The Definition of Plagiarism

Plagiarism occurs whenever one uses another person's words or ideas and presents them as one's own. This includes taking verbal, printed, or artistic sources and including them within the work as if one was the originator. One may use other people's words, ideas, and illustrations only with proper acknowledgment, citation, and a works cited page. Students should seek advice from their teachers if they are ever in doubt on this matter.

The Definition of Academic Dishonesty

Academic Dishonesty includes but is not limited to: copying another's paper or sharing one's work for the use of others, using unauthorized notes, or giving or receiving information before, during, or after quizzes or examinations.

Consequences of Violating the Honor Code

As a general rule, students who violate our expectations for academic integrity will receive no credit for the compromised assignment(s), and will meet with the Head of School and the teacher to consider additional consequence depending upon the severity of the offense. Those additional consequences, applied at the sole discretion of the Head of School, may include course failure and loss of credit, suspension or expulsion from school.

- 1st Incident: Student(s) involved will receive no credit for the work, faculty informed, and parents notified. The student(s) will be given on-site counseling and an official warning.
- 2nd Incident: Student(s) involved will receive no credit for the work, parents notified and a meeting set up with the Head of School, student(s) and parents. Depending upon severity, student(s) may be issued a failing grade for the course and suffer loss of credit for the semester.
- 3rd Incident Student(s) subject to suspension or expulsion at the discretion of the Head of School in accordance with Utah Code 53A-11-904.

ACADEMIC GRADE SCALE, STUDENT PERFORMANCE, and NOTIFICATION POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted this Academic Grade Scale, Student Performance, and Notification Policy because it is in the best interests of the entire WSS community to have clear understandings

and expectations of students, the mechanisms by which their academic performance will be assessed by WSS, and communication protocols between WSS and parents and (or) guardians regarding academic performance.

PROCEDURAL DETAILS

WSS Grade Scale

The WSS grade scale corresponds to the following academic performance averages in a given class:

- A = 93-100
- A- = 90-92
- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- F = 69 or below

Pass/Fail grades (P/F) will be issued for certain elective courses, for Physical Education credit, and for credit credits recovered through independent study with WSS faculty members. An elective's passing grade represents an average of 70 or above. An average below 70 will be considered failing and no credit will be issued for that elective. A Pass grade is not calculated as part of a student's Grade Point Average (GPA), but failing grades are.

Pass/Fail grades for certain Physical Education credits are issued by virtue of written validation from eligible coaches and athletic directors regarding athletic participation hours earned by WSS students through their conditioning, training, and competition in eligible sports. WSS students must earn validated participation hours during the calendar year in which credit(s) are issued. Such hours will also be counted towards WSS graduation requirements according to the Graduation Requirements policy included in this handbook.

WSS Grade Point Calculation

Grades issued in WSS classes correspond to the following Grade Point values on an unweighted basis:

- A = 4.0
- A- = 3.67
- B+ = 3.33
- B = 3.0
- B- = 2.67
- C+ = 2.33
- C = 2.0
- C- = 1.67
- F = 0.0

As stated in the WSS Graduation Requirements Policy, a final minimum cumulative GPA of 2.67 is required to graduate from The Winter Sports School.

Utah State Assessments

Student performance on Utah State assessments (i.e. CRT, SAGE, ACT etc.) will be considered as part of a student's overall academic performance in relevant classes in accordance with Utah State Law and USOE policy. Students receiving maximum scores on Utah State Assessments may be exempt from other comprehensive academic assessments such as final exams or projects at the discretion of individual teachers and administrators.

WSS Honor Roll and WSS Scholars

Students earning a GPA equal to or higher than 3.67 at the conclusion of the Spring Semester, Summer Semester, and Fall Semester will earn a place on the WSS Honor Roll. Students earning a cumulative GPA for the year equal to or higher than 3.67 as of the academic year's conclusion will earn designation as WSS Scholars. Honor Roll Members and Winter Sports School Scholars will be listed on the WSS Commencement program at the end of the year.

"Mid-Term" and "Semester" Grades

WSS families are issued login credentials for the WSS Student Information System (SIS) within 10 business days of matriculation at WSS. Grade reports will be issued via SIS in all classes within 5 business days of the conclusion of each Semester. The conclusion of each semester constitutes the completion of half-credit, and are listed as "Term" grades in the SIS for subjects in which the student is enrolled, similar to "Semester" grades at other schools. Those Grades issued immediately following the conclusion of Quarters 1, 3, and 5 are considered "mid-term" grades and are not recorded on students' permanent transcripts. Grades issued immediately following the conclusion of Quarters 2, 4, and 6 are semester grades and are recorded on students' permanent transcripts.

WSS does not send hard copies of student grades at the close of each term. Hard copies of these term report cards and unofficial transcripts are available through the SIS and can be requested by parents in the WSS office.

Dropping, Changing, or Adding Alternative Classes

WSS has limited classes and few options to change classes. If a student would like to add, drop, or swap classes the student should make an appointment with the Head of School no later than the end of the first week of the start of the relevant class(es). After three class weeks at the start of any Semester (Spring, Summer, or Fall), classes dropped will receive no credit and be listed on the student's official transcript with a W.

Alternate Credits

Students may take a required class for graduation outside of the Winter Sports School. All courses that are substituted for the WSS class must be pre-approved by the Head of School and should be earned at a fully accredited institution. Courses taken at non-accredited programs may be considered for transfer credit at the discretion of the administration and in accordance with to the School's Acceptance & Reciprocity of Credits Policy. WSS is not responsible for any fees associated with alternate credit courses if it is the parent/student choice. As a general rule, the following are the primary criteria for approval of alternate credits:

1. The student is enrolling at WSS during the school year after a block has been completed or has missed the credit due to late enrollment in grade or time of school year.
2. The student has an individual educational plan under IDEA in Utah or 504 and the Special Education Team has determined an alternate course would be appropriate (fee may not apply to student).
3. Training, travel, or other special circumstances will interfere with the student's ability to successfully complete a regularly scheduled course.

Students and their families must propose these intended online enrollments in advance and have these approved in writing by WSS Administration. Earned online credit(s) will be reflected on a student's WSS transcript once an official certificate of completion is received by The Winter Sports School Office from the institution issuing the credit(s).

Transfer Credits

Credits and (or) partial credits received by a WSS transfer student for work completed in grades 9 through 12 may be accepted by WSS and added to a student's WSS transcript, provided that the credits were issued by a fully accredited secondary school program. Courses taken at non-accredited programs may be considered for transfer credit at the discretion of the administration and in accordance with to the School's Acceptance & Reciprocity of Credits Policy. If the prior institution has a completely different grade scale than WSS (i.e. the 7 point scale often used in Europe), and a fair transposition of grade points seems haphazard or impossible, the credits will be reflected on the student's WSS transcript on a Pass/Fail basis, which is "GPA neutral."

ACCEPTANCE & RECIPROCITY OF CREDITS POLICY

Legal Authority/Requirement

- 53A-11-102: Minors exempt from school attendance
- 53A-13-108.5: Acceptance of credits and grades awarded by accredited schools
- R277-705-3: Required Policy Explaining Student Credit

Purpose

The Winter Sports School acceptance and reciprocity of credit policy is aimed at:

1. Recognizing credit and grades achieved at other accredited institutions, and
2. Recognizing student learning, growth and development that occur outside of the education provided at an accredited school.

Policy Review

Changes to this policy will be reviewed and approved in an open meeting of the Winter Sports School Board of Trustees.

Reciprocity of Accredited Credits

The Winter Sports School in Park City shall accept credits and grades awarded to students from schools or service providers accredited by the AdvancED, by another US state's Board of Education, or those approved by the Utah State Board of Education (USBE) (including AdvancED regional accrediting agencies) without alteration.

Acceptance of Non-accredited Credits

1. The Winter Sports School shall provide various methods for students to earn credit from non-accredited sources, course work, or education providers by demonstrated competency (meeting the standards, objectives, and performances of the Utah Core Curriculum) – as approved or determined by The Winter Sports School.

Methods for demonstrating competency include, but are not limited to:

- a. Passing more advanced coursework for which the non-accredited credits would be prerequisite
- b. Assessment (based on multiple indicators)
- c. Quality of Project Portfolio Review
- d. Satisfactory completion of electronic or correspondence coursework

2. Consistent with state law, rule, and due process, The Winter Sports School has the final decision-making authority for the awarding of credits and grades from non-accredited sources.

3. The Winter Sports School will typically award "P" (passing) grades for all credits accepted from non-accredited secondary school sources, except for those earned at an accredited post-secondary institution.

Acceptance of Home School Credits

1. Student wishing to have home-school credits accepted by The Winter Sports School shall first provide to The Winter Sports School the signed home-school affidavits between the student's parents and the student's resident district for each year that the parents have been excused from the compulsory attendance law.

2. Home-schooled students will be subject to the requirements and provisions for acceptance of non-accredited credits.

Timely Documentation of Authenticity of Credits/Grades

1. For participation/recognition in commencement exercises: For seniors, Winter Sports School shall only guarantee recognition of credits/grades that Winter Sports School has accepted prior to November 1. Documentation received after this date will not afford participation in commencement. Seniors must also pass any Winter Sports School classes in which they are currently enrolled which are required for graduation.

2. For graduation, without participation in commencement exercises: For seniors, Winter Sports School shall accept credits/grades from accredited sources until the following June 30th of the year in which students were enrolled as 12th graders. Documentation received after this date will not be accepted.

3. For review of demonstrated competency: For seniors, Winter Sports School shall accept work for review of demonstrated competency prior to the first day of the October during the senior year. Work turned in after this date will not be reviewed. The review will be completed within one month of submission. Determinations as to whether competency has been met via the submitted work are final.

ADMINISTRATION OF MEDICATION POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted this Administration of Medication Policy to authorize school personnel to administer medication to students and to provide immunity from liability for authorized personnel.

PROCEDURAL DETAILS

The Winter Sports School recognizes that a student's parent will most often administer medication to a student. However, it also recognizes that the health, age, or circumstances of a student may require the administration of medication by school personnel during the course of a school day.

Subject to the conditions of this policy, authorized school personnel may provide help with the administration of certain medications that are only prescribed to students during periods when the student is under the control or supervision of the school and school personnel.

WSS requires that permission be given by appropriate signatures on a Winter Sports School Medication Authorization Form for any and all medication, prescription or over-the-counter, that a student brings to school. School personnel will not administer prescribed narcotics for any reason.

The only exception to this requirement is that WSS allows a student whose maturity level is such that he/she could reasonably be expected to self-administer over-the-counter medication appropriately to carry a one-day's dosage of over-the-counter medication on his/her person. This medicine must be carried in the original container and must be self-administered according to the following guidelines:

- Medication shall be taken only as directed.
- Medication shall not be sold, shared, or otherwise given to others.

As long as authorized personnel act in a prudent and responsible manner, school staff that provide such assistance in the administration of medication, in compliance with the licensed medical provider's written statement, are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication under this policy. The Winter Sports School does not administer or possess over-the-counter medicines ("OTC"), nor will we administer OTC medicines without an appropriately signed Winter Sports School Medication Authorization Form.

Definitions

"Asthma medication" means prescription or nonprescription, inhaled asthma medication.

"Diabetes medication" means insulin or glucose and/or other prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.

"Epinephrine auto-injector" means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to provide, rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.

"Medication" means a medicine or substance recognized by the FDA to have curative or remedial properties. Such medication must be administered under the direction of a licensed medical provider, and may be a prescribed or over the counter product intended for internal or external use.

Procedure for Administration of Medication at School

Prescription and/or nonprescription medication may be administered to a student only if:

- The student's parent or legal guardian has provided a completed, current, signed and dated Winter Sports School Medication Authorization Form that provides for the administration of medication to the student during regular school hours by school personnel.
- This request by form has been updated on a yearly basis, or whenever a change is made in the administration of medication.
- The student's licensed medical provider has provided a signed and dated Winter Sports School Medication Authorization Form specifying the method, amount, and time schedule for medication administration and the side effects that may be seen in the school setting from medication.
- The medication has been delivered to the school by the student's parent/guardian, or by a responsible adult (a one week's supply or more is recommended).
- Prescription medication has been placed in a container that has been properly labeled by a pharmacy.
- Nonprescription, over the counter medication must be in a new original container and clearly labeled with child's name and dose, per doctor's order (a one week's supply or more is required). Single dose packets are recommended for the safety of the student.
- The medication is an oral medication, inhalant medication, eye or eardrop medication, gastrostomy, topical medication, epinephrine auto-injector, glucagon or insulin.

- Prescription and nonprescription medication specified in a student's IEP or 504-accommodation plan will be administered as outlined in the accommodation plan. However, parents and health providers must still complete a Winter Sports School Medication Authorization Form in advance of the administration of medication at the school.

Please Note: School Personnel may not administer medications requiring alternative routes of administration, such as intravenous, rectal, or subcutaneous. However, we may assist in administering prescribed medications that are administered sublingual, intramuscular (Epinephrine) and oral.

Actions of WSS Regarding the Administration of Medication:

WSS will include the Winter Sports School Medication Authorization Form in its annual enrollment and re-enrollment materials.

WSS will designate staff to administer medication, in both general and specific instances, and will keep a record or form identifying the authorized staff by name and position.

The Winter Sports School's designated staff member's training includes:

- How to properly administer medication(s).
- Indications for the medication(s).
- Dosage and time of medication(s).
- Adverse reactions and side effects of medication(s).
- Proper maintenance of records.

WSS will notify a parent or guardian if medication is repeatedly refused by the student.

WSS will also promptly report any adverse reactions or medication error to the parent or guardian. If the parent or guardian is unavailable, the student's doctor will be called for further direction. This adverse reaction or error must be documented as an "incident."

WSS will require that designated staff sign that they have received medication administration training.

WSS will insure the proper maintenance of records pertaining to a student's daily administration of medication(s).

WSS will insure that the Winter Sports School Medication Authorization Form is updated in accordance with any change in administration protocols for any given student.

WSS will place any medication documents, including the Winter Sports School Medication Authorization Form, in the student's cumulative file or special education file at the end of each year.

WSS will store in a safe and locked cabinet all medication(s) to be administered by school staff with the exception of those medications needing refrigeration or appropriately carried by a student in accordance with Utah State law.

Refusal to Administer Medication and Disposal of Medication

Unused medication(s) should be picked up within two weeks following notification of a parent or guardian or the school will dispose of the medication. In disposing of medication, two people must be present to record

the medication, the amount of medication discarded, the date, and the manner of its disposal. This information will be included with other medical information in the student's cumulative file.

Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to a parent or guardian should problems or difficulties occur, such as:

- The parent/guardian has been non-compliant with the medication policy; or
- The student has been non-compliant with the medication policy by refusing medication repeatedly or frequently not coming for medication at the appointed time.

The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a re-negotiation meeting with the parent has taken place.

Student Self-Administration of Asthma, Diabetes Medication, or an Epinephrine or Auto-Injector

Utah State law allows students to carry and self-administer epinephrine auto injectors, asthma inhalers, and insulin as long as the student is under the care of a licensed physician and has been trained in self-administration of the appropriate medication. However, if a student has not been trained in self-administration a certified EMT will be on site during school hours and is approved to assist administering these medications.

A licensed physician and the parent or guardian of a student must sign the Winter Sports School Medication Authorization Form before a student will be allowed to carry and self-administer epinephrine auto injectors, asthma inhalers, and insulin at WSS.

Parents must understand their responsibilities related to the administration of medication by school personnel including the following:

- Completing a Winter Sports School Medication Authorization Form providing medicine in an original container, and labeling medication with the child's name;
- Indicating time and dosage of medication administration;
- Signing a new Winter Sports School Medication Authorization Form if the medication or dosage changes;
- By completing the Winter Sports School Medication Authorization Form, parents acknowledge their understanding that:
 - o School personnel may contact the healthcare provider regarding this medication;
 - o Medication will be administered by someone who has been appointed by WSS, and that that individual may not be a licensed nurse;
 - o School personnel will never administer the 1st dose of a new medication or the 1st dose of a dosage change of any medication.

Note: Any misuse of asthma, diabetes medication, or an epinephrine auto-injector by any student may be subject to disciplinary action as outlined in the school's Drug and Alcohol Policy.

ANTI-BULLYING POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted this Anti-Bullying Policy because we are committed to maintaining a school environment in which students may learn and study without fear of bullying or hazing. In accordance with our mission statement and core values we strive to create a safe, positive and supportive school environment in which each student can enjoy their academic, social, and athletic opportunities. Therefore, bullying or hazing in any form will not be tolerated.

PROCEDURAL DETAILS

Every student has the right to feel safe from bullying, cyberbullying, harassment, and hazing at school. The fulfillment of this right is achieved by mutual respect, self-discipline, and self-responsibility, which require that students show respect towards one another. Students and school employees will be invited periodically to provide their assessment of bullying at the school, at school related events, and within the school community through a formal survey.

School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus (including school activities), or a significant interference with a student's educational performance and involvement in school activities. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code 53A-11-904 and or in accordance with the U.S. Department of Education Office for Civil Rights. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

Reports of alleged prohibited conduct as described in this policy must be truthful – based on factual, direct observation as opposed to subjective opinion or rumor. Spreading rumors or falsifying reports in an attempt to get someone into trouble with school authorities is forbidden, and will be construed as a form of bullying in and of itself.

Reports of bullying will be treated confidentially and only reported to others within the school community on a need-to-know-basis. However, the offending party will have to be informed to properly gather all relevant facts and to issue corrective direction and (or) to mete out appropriate consequences. Administrators shall notify complainant before revealing his or her name in the pursuit of an investigation. Certain conduct, such as violent behavior, may constitute a violation of law requiring that it be reported to proper authorities. Under such circumstances, the faculty member, staff member, Dean of Students, Head of School, or other person to whom the matter is reported will not be able to maintain the matter in confidence.

Definitions

- A. "Bullying" means intentionally or knowingly committing an act that:
 - a. endangers the physical health or safety of a school employee or student;
 - i. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; involves consumption of any food, liquor, drug, or other substance;
 - ii. involves other physical activity that endangers the physical health and safety of a school employee or student; or

- iii. involves physically obstructing a school employee's or student's freedom to move; and
 - b. is done for the purpose of placing a school employee or student in fear of:
 - i. physical harm to the school employee or student; or
 - ii. harm to property of the school employee or student.
 - c. The conduct described in this section constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- B. "Harassment" means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.
- C. "Hazing" means intentionally or knowingly committing an act that:
 - a. endangers the physical health or safety of a school employee or student;
 - i. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - ii. involves consumption of any food, liquor, drug, or other substance;
 - iii. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - iv. involves physically obstructing a school employee's or student's freedom to move; and
 - b. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
 - c. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.
 - d. The conduct described in this section constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- D. "Cyberbullying" means:
 - a. using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- E. "Retaliation" means an act or communication intended:
 - a. as retribution against a person for reporting bullying, cyberbullying, harassing, or hazing; or
 - b. to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- F. "Civil Rights Violations" means:
 - a. bullying (including cyber bullying), harassing, or hazing that is targeted at a federally protected class
- G. "Federally protected class" means any group protected from discrimination under federal law:
 - a. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin;
 - b. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex;
 - c. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability;
 - d. Other areas included under these acts include religion, gender identity, and sexual orientation.
- H. "School" means The Winter Sports School (WSS).
- I. "School board" means

- a. The Winter Sports School Board of Trustees.
- J. "School employee" means:
 - a. WSS teachers and Teaching Assistants
 - b. WSS staff;
 - c. WSS administrators; and (or)
 - d. all others employed, directly or indirectly, by the school or the school board.

Prohibited Conduct

- A. No school employee or student may engage in bullying or harassing a school employee or student:
 - a. on school property;
 - b. at a school related or sponsored event; or
 - c. while the school employee or student is traveling to or from a school related or sponsored event.
- B. No school employee or student may engage in hazing or cyberbullying a school employee or student at any time or in any location
- C. No school employee or student may engage in retaliation against:
 - a. a school employee;
 - b. a student; or
 - c. an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation
- D. No school employee or student may make a false allegation of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee or student.
- E. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

Reporting Requirements

Reports solely involving students must be made to the) the Head of School, with or without the involvement of a faculty member. Reports involving school employees must be made to the Head of School. Each reported complaint shall be documented and shall include:

1. name of complaining party;
2. name of offender (if known);
3. date and location of incident(s);
4. a statement describing the incident(s), including names of witnesses (if known).

Each violation of prohibited conduct as described in this policy and reported as required in this policy shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous, unverifiable, or unsubstantiated report.

Consequences for Bullying, Failure to Report, and False Reporting

- A. Verified violations of prohibited conduct as described in this policy will result in consequences or penalties. Incidents involving students shall be reported to appropriate parents or guardians by the Head of School via email within 5 school days of the conclusion of related investigation activities. All written communications regarding investigations and/or consequences under this policy will be retained in the appropriate student files and in the school's online student information system. Appropriate parents or guardians shall be notified immediately via phone call of any suicide threats, whether or not the related investigation activities have been concluded. Consequences or penalties for violations may include but are not limited to:

- a. student suspension or removal from school-sponsored organizations and (or) activities;
 - b. student suspension or expulsion from school in accordance with Utah Code 53A-11-904, or lesser disciplinary action;
 - c. employee suspension or termination for cause or lesser disciplinary action;
 - d. other action against student or employee as appropriate.
- B. Compliance with the Office for Civil Rights when Civil Rights Violations are Reported:
- a. Once the school knows or reasonably should know of possible student-on-student bullying, cyber-bullying, harassment or hazing, the school must take immediate and appropriate action to investigate or otherwise determine what occurred.
 - b. If it is determined that bullying, cyber-bullying, harassment or hazing has occurred as a result of the student-victim's membership in a protected class, the school shall take prompt and effective steps reasonably calculated to:
 - i. end the bullying, cyber-bullying, harassment, or hazing,
 - ii. eliminate any hostile environment, and
 - iii. prevent its recurrence.
 - c. These duties are the school's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.
- C. Actions must also include, as appropriate:
- a. procedures for protecting the victim and other involved individuals from being subjected to:
 - i. further prohibited conduct; and
 - ii. retaliation for reporting the bullying or hazing;
 - b. prompt reporting to law enforcement of all acts of bullying, hazing, or retaliation that constitute suspected criminal activity;
 - c. prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights;
 - d. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline;
 - e. procedures for providing due process rights under Section 53A-8-102 (licensed staff), local employee discipline policies or Section 53A-11-903 and local policies (students) prior to long term (more than 10 day) student discipline or employee discipline.

Investigations

The school will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The Guidance Counselor or Head of School will be responsible for handling all complaints by students alleging bullying, cyberbullying, harassment, or hazing as set forth in this policy's reporting requirements. The Head of School, with assistance from the school board as appropriate, will be responsible for handling all complaints by employees alleging bullying, cyberbullying, harassment, or hazing as set forth in this policy's reporting requirements.

It is the school's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated school policy or violated the law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy may be confiscated for investigation and may be turned over to law enforcement. Furthermore, students have a limited expectation of privacy with respect to their personal

conduct on schools grounds due to the use of surveillance cameras. Footage may be reviewed and assessed to evaluate the prevalence of prohibited conduct on school grounds, and/or to ascertain facts surrounding reported incidents, without the expectation of such footage being shared with interested parents or students, in accordance with FERPA (Family Educational Rights and Privacy Act, due to potential uninvolved students captured within frame.

Training

- A. The annual training and professional development of school employees shall include training regarding bullying, cyberbullying, harassment, hazing, and retaliation per all definitions included in this policy, and all related suicide prevention protocols as outlined in the school's Emergency Response Plan and associated training content.
 - a. The training should include training on civil rights violations and compliance when civil rights violations are reported.
- B. To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, hazing, and retaliation should be implemented. Examples include:
 - a. Course content in Comprehensive Guidance and in Health (students);
 - b. Orientation content at the start of the school year (students, parents, and employees).
- C. In addition to training for all students and school employees, students, employees, and volunteers involved in any extracurricular activity shall:
 - a. participate in bullying and hazing prevention training prior to participation;
 - b. repeat bullying and hazing prevention training at least every three years;
 - c. be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this policy.

ATTENDANCE POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted this Attendance Policy because we teach a full college preparatory curriculum with the required number of credit hours in a condensed academic calendar. Therefore, time spent in class is critical. Some flexibility is offered to students as they sometimes need to participate in training camps during our academic year; however, this very flexibility requires that students and parents make every effort to avoid non-essential absences.

PROCEDURAL DETAILS

Absences without prior permission are acceptable only in the case of illness or other emergency.

Parents or guardians are asked to contact the school by 8:00 am if a student will be absent for any part of the day. A written note, email, or phone call to WSS from a parent or guardian is required to excuse any absence. The Winter Sports School office phone number is (435) 649-8760. The attendance email address is attendance@wintersportsschool.org.

Planned Absences (One or More Full Days)

Planned absences (those other than for illnesses or emergencies) lasting one or more full school days must be arranged in advance. Planned Absences are typically granted for purposes consistent with the mission of The

Winter Sports School, such as athletic training, competition events, specialized learning opportunities, and college visits.

Requests for Planned Absences must be initiated in writing (e-mail is sufficient) by a parent or guardian within two weeks prior to the start of the requested absence. Students must have the Planned Absence form filled out and signed by all of his or her current teachers. A teacher may decline to sign the form to authorize the absence for one of the following reasons:

1. The student currently has a failing grade, or
2. The student is far behind on required classwork, or
3. The teacher believes that the student's absence will be detrimental to his or her ability to pass,

WSS Administration will contact the parent or guardian to discuss the concern.

The Head of School must sign all Planned Absence forms, after all classroom teachers have signed. The form must be completed – with all required signatures – prior to the start of the absence, in order for the absences to be excused and for students to have the opportunity to earn credit for work missed during the absence.

Upon returning to school from a planned absence, it is the student's responsibility to submit all missed work and makeup any missed quizzes/exams within the predetermined due dates as determined on the approved Planned Absence Form. Any work not handed in by its designated due date will not receive credit unless prior arrangements for extension have been made with the classroom teacher.

Unexcused and Unscheduled Absences

Unexcused and unscheduled excused absences are highly detrimental to our students' academic performance, given the compressed nature of the WSS academic calendar. All students are expected to be on time in every class every school day. In compliance with State U-PASS and Federal NCLB Guidelines, Winter Sports School expects all students to have a minimum of 93% attendance per grading period. Except for those absences listed below, students may have no more than 3 absences per semester in any given class (i.e. the aggregate of Q1 and Q2 comprise the Spring Semester of our school year; the aggregate of Q3 and Q4 comprise the Summer Semester; and the aggregate of Q5 and Q6 comprise the Fall Semester and still achieve the required attendance percentage.

Absences that are not calculated as part of the 93% attendance requirement include:

1. a medically documented illness or condition;
2. a documented death of a family member or close friend;
3. a documented medical appointment;
4. a documented family emergency;
5. an approved school activity; or
6. other documented absences that may be considered as "valid excused" as determined by the school – e.g. college visits.

In the event of an unscheduled but excused absence, any missed work must be completed on the next school day attended. Homework and papers must be handed in to the teacher upon returning to school; exams may be taken at a time set by the teacher and the student. In the event of a Partial Day absence, no work may be handed in for credit after the first day of the student's return to school.

A parent or guardian must contact the school to excuse a student's late arrival or absence from any class or a portion of any class during the school day. Without such notification, any absence from school is considered unexcused, and students will lose credit for any work missed during an unexcused absence. Car trouble, failure to awaken on time, etc. are considered unscheduled, but not unexcused absences if a parent or guardian contacts the office to excuse the student. Should a pattern of such tardiness and absence emerge, the Administration will request a parent meeting to create a plan to remedy this issue, The Winter Sports School is a college preparatory program, and we stress the development of personal responsibility and time management skills with our students in order to fulfill that mission.

Tardiness And Leaving Class Before Dismissal

If a student arrives 5 or more minutes late to a class, they must sign in at the office and pick up a tardy slip. The student will be marked "T" (Tardy) in the Student Information System. A student's unexcused late arrival to or early departure from class may also result in academic consequences if missed class time included a graded activity.

For liability reasons, students may not leave campus during regular school hours, except at lunch, without a parent/guardian checking them out through the front office. The student must provide a note, email, or phone call from a parent/guardian permitting him or her to sign out at the needed time.

Students who leave school without checking out through the main office, will be considered truant and subject to disciplinary action. If the student's release was not excused by a guardian a note of excuse is required upon the student's return to class.

School Response To Unexcused Absences

Each Unexcused Absence will be recorded in the Student Information System. All Unexcused Absences are tracked for the school year and reset each Semester. Consequences for unexcused absences may include the following:

- 1st Incident: Student will be given a verbal warning and parents will be notified with a phone call and (or) an email from the administration. Student will receive zeros for any work missed during the unexcused absence, including tests or quizzes.
- 2nd incident: Student will be given a verbal warning and parents will be notified with a phone call and/or an email from the administration requesting a parent meeting. Student will receive zeros for any work missed during the unexcused absence, including tests or quizzes.
- 3rd incident: All responses listed above and: The student will fail any individual courses in which he or she has accumulated 3 or more unexcused absences for that Term. The student will still be required to make arrangements for an official withdrawal from the course in order to stay compliant with the habitual truancy law and make arrangements to recover the required credit prior to the start of the next school year.
- 4th incident: All responses listed above and: Student is subject to further disciplinary action at the discretion of the Head of School, including suspension or expulsion in accordance with Utah Code 53A-11-904.

NOTE: An unexcused absence spanning several school days will not be counted as a single Incident – it will be counted as one Incident for each day of the absence.

If a student is considered habitually truant they will be issued truancy citations. These citations could result in the student's referral to Juvenile Court. See the Truancy Section of this Attendance Policy below.

School Response To Unexcused Tardies

Each Tardy will be recorded in the Student Information System. All Unexcused Tardies are tracked for the school year and reset each Semester (Spring, Summer & Fall)

- **1st Incident:** The Incident will be reported in the WSS Student Information System and the student will lose participation points in the class for which the student was tardy. The student will also lose points for their Homeroom Team in the school wide incentive program.
- **2nd Incident:** The Incident will be reported in the WSS Student Information System and the student will lose participation points in the class for which the student was tardy. The student will also lose points for their Homeroom Team in the school wide incentive program.
- **3rd Incident:** The Incident will be reported in the WSS Student Information System and the student will lose participation points in the class for which the student was tardy. The student will receive lunch detention. The parent will also receive a phone call or email informing them of the incident and further actions that will be imposed if the tardiness continues. The student will also lose points for their Homeroom Team in the school wide incentive program.
- **4th Incident:** The tardy will be counted as an unexcused absence and protocols for unexcused absences will apply for all additional tardies during the Term. In addition, the student will continue to lose participation points in any class for which the student is tardy, and continue to lose points for his or her Homeroom team in the school-wide incentive program.

TRUANCY

It is the legal responsibility of parents, guardians, or persons having control of a minor between six and 18 years of age to ensure that students receive an education. In an effort to support families, the Winter Sports School will make a concentrated effort to prevent and remedy truancy in its early stages and to use appropriate legal remedies to follow through with students who become habitual truants.

Definitions

“Habitual Truant” – A school-age minor who has received more than two truancy citations within one school year from the school in which the minor is or should be enrolled and eight absences without a legitimate or valid excuse or who, in defiance of efforts on the part of school authorities to resolve a student’s attendance problem as required under Section 53A- 11-103, refuses to regularly attend school or any scheduled period of the school day.

“Truancy Citation” – An administrative notice to a truant minor requiring an appearance before the school truancy officer or body from which the minor is truant.

“Parent” – A parent, guardian, or person having control of a minor between the ages of six and 18.

Intervention

The Head of School or designee shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall be documented in the student information system and shall include as reasonably feasible:

1. Counseling of the student by school authorities and issuing a notice of truancy
2. Issuing a letter of compulsory education violation to a parent of a school-age child, in accordance with Section 53A-11-101.5

3. Any necessary adjustment to the curriculum and schedule to meet special needs of the minor if necessary
4. At least one meeting with the minor and the parents to discuss alternatives
5. Monitor school attendance
6. Written request for parental support by securing regular attendance by the minor delivered by certified mail and that failure to respond is a Class B misdemeanor
7. Enlisting the assistance of community and law enforcement agencies as appropriate
8. Providing a school-age minor's parent, with a list of resources available to assist the parent in resolving the school-age minor's attendance problems
9. According to the Utah Code 53A-11-103(2), parents shall cooperate with school authorities in resolving attendance problems for the minor.

BEHAVIOR HONOR CODE POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted these general behavior expectations and Behavior Honor Code Policy to ensure a safe environment conducive to a college preparatory learning experience on school grounds and at school-sponsored events at all times.

PROCEDURAL DETAILS

"Closed" Campus

Students may leave the campus without signing out only at lunchtime. Students must stay on campus during class time and are not permitted to leave campus during class time for any reason without first getting permission from the WSS office. The Head of School will be notified of any planned class excursions under the supervision of a WSS Faculty or Staff Member (i.e. to Matt Knoop Memorial Park, etc.).

Student Use Of Motorized Vehicles

Students are required to drive responsibly – especially on and in the vicinity of school grounds – or risk losing their parking privileges on campus. All student vehicles must be registered with the WSS office and display a WSS parking pass. The parking pass fee is \$10, and it must be paid prior to the start of the use of the WSS parking lot. The neighborhood speed limit is 25 MPH, and the speed limit on campus is 5 MPH.

The consequences failing to meet these expectations include:

- 1st Incident: Verbal warning and lunch time detention. Depending upon severity of offense, a student may be suspended or expelled in accordance with Utah Code 53A-11-904.
- 2nd Incident: The student's right to bring a car to campus will be revoked for a time period deemed appropriate by the Head of School depending on the nature of the incident. Depending upon severity of offense, a student may be suspended or expelled in accordance with Utah Code 53A-11-904.

Dress Code

Students are expected to be neat, clean, and dress appropriately for school. No obscene, offensive, or distracting clothing, jewelry, or piercings are to be worn or displayed. Since individual family expectations may differ, for the sake of consistency, the Head of School will have full authority to determine what is considered

“obscene, offensive, or distracting. It is expected that students respectfully cooperate when addressed by anyone on staff in regards to a Dress Code concern.

Students may not wear apparel displaying connotations to drugs, alcohol, gang relations, or other illegal behaviors.

Safe & Productive Learning Environment

Each student has the right to learn in an uninterrupted manner. Each student at the Winter Sports School is entitled to a school experience that is safe and allows for maximum academic success. This means that consideration for others is necessary at all times. Teachers may remove students from the classroom if they disrupt the learning process of other students. Students that have been removed from a classroom will remain on campus in the Administrative Office.

Food and Beverages in School

As a general rule, students should eat before coming to school and during lunchtime. Eating during scheduled classes is permissible at the discretion of and subject to the clear expectations of the classroom teacher. Students will be permitted to eat their lunches during the scheduled lunch break in supervised classrooms or outside the school building on school grounds provided that trash is appropriately cleaned up and discarded. Classrooms 4 and 5 are designated lunchrooms. If Classrooms 4 and 5 become overcrowded on any given day, students may be permitted to eat their lunches in the hallway or lobby, provided that trash is appropriately cleaned up and discarded. We ask that students adhere to common sense expectations and abide by the spirit of our School Core Values in treating the school building with respect.

Technology Devices – computers, cell phones, iPods, tablets, still/video cameras, etc.

The use of such technology devices during class time for non-academic purposes distracts students’ attention from the learning environment. These items are not to be used during class without express permission from the teacher. As a general rule, drones are not permitted for use on campus; in rare cases, students may be able to arrange to bring and use a personal drone device as part of an approved class activity or assignment. Such arrangements need to be made in advance with the classroom teacher and approved by the Head of School. See the WSS Technology and Internet Use Policy for consequences of failing to meet expectations regarding this policy. To prevent interruptions during class, we ask those seeking to reach a student during the school day to call the WSS office at 435-649-8760. In case of an emergency, the office will notify and ensure contact with the student.

Skateboards, Scooters, etc.

The use of skateboards, scooters, inline skates, Ripstiks, etc. is not permitted on WSS grounds. Those failing to follow these guidelines will have such equipment confiscated, stored in the office, and returned to the student at the end of the school day. Depending on the nature of the incident, the confiscated item may not be returned to a student directly, but must be picked up by a parent/guardian from the school Office. Bicycles may be ridden to WSS and parked in one of the designated bike racks, but recreational use of bicycles on WSS grounds is not permitted. Students may walk their recreational equipment to the street and use them as permitted on the public roads and at area parks during their lunch breaks.

Free Periods

Students with a free period in their daily schedule due to online course enrollment – or for any other reason – must attend an appropriate WSS class with their peer stream during the free period and use a personal computer with headphones to complete their online course assignments, arrange a supervised location with the Student Services Coordinator, or leave campus. Unsupervised students may not stay on school grounds during free periods.

Respect towards faculty and student body

Respect and tolerance builds a strong school community and enhances the learning environment. Profanity, degrading remarks, or verbal abuse are not appropriate and will not be tolerated. Students are expected to respect the staff, faculty, and classmates, and should expect the same in return. Blatant insubordination or continuous arguing disrupts this learning environment. If a student has a concern about a given class, he or she may talk with the faculty member in question after class or after school. In response to disrespectful or disruptive behavior, the teacher will give a verbal correction and may remove the student from class, potentially negatively affecting the student's class participation grade. Lunchtime detention may also be given and the disrespectful behavior recorded in the WSS Student Information System. The student may also be sent to the Head of School for further consequences depending on the nature of the concern. Repeat offenses will result in suspension or expulsion from The Winter Sports School.

Fighting

Fighting is NEVER appropriate.

- 1st Incident: Parents or guardians will be notified and student will be suspended for a minimum of one day in accordance with Utah Code 53A-11-904. Student may be expelled in accordance with Utah Code 53A-11-904.
- 2nd Incident: Student will attend counseling at the student family's expense and be suspended for a minimum of 5 days in accordance with Utah Code 53A-11-904. Student may be expelled in accordance with Utah Code 53A-11-904.
- 3rd Incident: The student will be expelled in accordance with Utah Code 53A-11-904.

Stealing

Stealing violates everyone in our school environment. The administration will take all possible action, including the use of police authorities, as appropriate, to return any stolen items and discipline the offender with penalties including potential suspension or expulsion at the discretion of the Head of School in accordance with Utah Code 53A-11-904.

Vandalism

Students must respect not only their fellow students and teachers, but also the property of the school and of others. Penalties for vandalism are as follows:

- 1st Incident: Will result in a parent conference, financial reparation and 5 additional hours of community service. May result in suspension or expulsion in accordance with Utah Code 53A-11-904.
- 2nd Incident: Will result in a one-week suspension in accordance with Utah Code 53A-11-904, an additional 35 hours of community service, and entering a counseling program. May result in expulsion in accordance with Utah Code 53A-11-904.

- 3rd Incident: Will result in expulsion in accordance with Utah Code 53A-11-904.

NOTE: Grades, credits, and other academic records and information may be withheld by WSS until full financial restitution for any vandalism or theft of school property is made by the responsible student(s) and/or their parents or guardians.

Study in a Non-threatening Environment

Use and/or possession of dangerous items are never acceptable. Students will not bring any real or fake weapons, flammable devices, or other inappropriate products to school. Violations will result in suspension or expulsion at the discretion of the Head of School in accordance with Utah Code 53A-11-904.

Note on Lunch Time Detention

“Lunch time detention” is a mechanism used by WSS to remedy minor student infractions of school policy. Our students’ athletic conditioning regimens combined with the compressed nature of our school calendar and resultant academic preparation – homework, studying, academic papers, etc. – leave relatively little time in our students’ lives for socialization and relaxation. We therefore do not want to keep our students after school unless absolutely necessary. “Lunch time detention,” then, means that students may be required to give up part or all of the lunch hour, for one or more days, completing tasks as assigned by WSS faculty and staff to remedy minor infractions of school policy. Such tasks may be janitorial in nature but will not represent any endangerment to student health (i.e. handling of dangerous or toxic substances, etc.). More serious infractions of school policy will be met with more serious consequences such as suspension or expulsion as indicated in this and other WSS policies.

School Response To Behavior Concerns

In addition to the potential consequences listed above, student and parents are advised that any violation of any aspect of WSS Behavior Honor Code Policy, or any policy contained in this Family Handbook, may result in disciplinary action including lunch time detention, suspension from The Winter Sports School in accordance with Utah Code 53A-11-904, or expulsion from The Winter Sports School in accordance with Utah Code 53A-11-904, depending on the severity and nature of the offense. Repeat offenses will be carried forward from one school year to the next for purposes of determining appropriate disciplinary consequence.

While not required to do so, The Winter Sports School may request that a parent or guardian attend classes with a student for an appropriate length of time to coach the student out of repeated disruptive behavior prior to resorting to suspension or expulsion. If asked, and if the parent or guardian is unable or unwilling to participate in such a corrective attempt, suspension or expulsion may be the next step taken by WSS. All suspensions and expulsions will be handled in accordance with The Winter Sports School’s Suspension and Expulsion Policy.

DRUG AND ALCOHOL POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted this Drug and Alcohol Policy because the possession, use, and/or distribution of illegal drugs, alcoholic beverages, or other prohibited substances is disruptive to the educational process and constitutes a hazard to students, faculty and staff, the school’s physical property.

PROCEDURAL DETAILS

The possession, use, and/or distribution by students of any prohibited substance listed in this policy is forbidden on WSS property and at any school-sponsored program, activity, or event, including those held off school property.

Any student found in possession of or under the influence of prohibited substances or who distributes, sells, or is engaged in any transaction to facilitate the distribution or sale of prohibited substances will be subject to the consequences listed in this policy.

Prohibited substances are:

1. All substances defined as illegal in Utah Code §58-37-1 et seq.
2. Alcoholic beverages as defined in Utah Code §32A-1-105
3. Any psychotoxic chemical substance used illegally as defined in Utah Code §76-10-107
4. Any tobacco or nicotine substances or paraphernalia, including vaporizer devices.

Policy Guidelines

1. Due process will be followed in the administration of this policy. Part of that due process may require the utilization of breathalyzer or drug tests. A refusal or lack of response to a request to take a breathalyzer or drug test upon request will be construed and recorded as a waiver of further due process by the student and the student's parents or guardians, and as an admission of a "Possession or Use" violation.
2. Breathalyzer and drug tests, if administered, will be administered at the expense of the student and (or) the student's parents or guardians.
3. Students found in possession of drug paraphernalia as defined in Utah Code §58-37a will be dealt with according to the "possession and use" consequences listed in this policy.
4. Records will be maintained on all violations. A student with more than one violation will be considered a repeat offender even if the earlier violation(s) occurred in a prior school year.
5. Records of violations of this policy, due process documentation, and results of any breathalyzer or drug tests will be held in confidence, unless WSS is required to surrender them by court order or subpoena.

Search and Seizure

A school faculty or staff member may conduct searches of lockers and (or) any other part of the school facility, if such a search is justified based on a reasonable suspicion that illegal drugs or alcohol may be found. Such searches may be conducted at the discretion of the Head of School or a designee.

A school faculty or staff member may conduct reasonable, personal searches of students and their possessions if justified on the basis of reasonable suspicion prior to the search.

Reasonable suspicion of a potential student violation of this policy may be based on observations on the part of a WSS faculty or staff member including but not limited to: an automobile accident involving a student; a student driving recklessly on or in the vicinity of school grounds or a school-sponsored program, activity, or event; suspicious behavior from a student; aggressive behavior or fighting involving a student; student appearance; indicative odors or sounds in the vicinity of a student or emanating from a student's possessions or person; indications of student impairment; student conversations; a student's online behavior; etc.

Consequences for Violations of WSS Drug & Alcohol Policy

For Possession or Use

- 1st offense: The student and his/her parents or guardians will be informed by the Head of School or his designee. The student:
 - Will be suspended for 5 school days in accordance with Utah Code 53A-11-904.
 - Will perform 35 hours of additional community service. This service needs to be performed during the week of suspension. Student may not return to school until all 35 hours are completed.
 - Will enter a Drug and Alcohol Program and cannot return to school until enrolled. The family will have the Drug and Alcohol counselor notify the school upon completion of the program.
- 2nd offense: The student will be expelled in accordance with Utah Code 53A-11-904.

For Distribution – Selling, Sharing, or Delivering

- **1st offense: The student will be expelled in accordance with Utah Code 53A-11-904.**

EQUAL EDUCATION and EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

WSS is committed to providing equal education and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, sexual orientation or national origin. Title VII of the Civil Right Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Educational Amendments of 1972 is similar in its prohibition of discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Equal opportunity includes: employment, admission, course offerings, and extracurricular programs, including sports, counseling, and testing.

The policy of the WSS Board of Trustees is that there will be no discrimination or harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational program, activity, or employment.

Responsibility for equal employment and educational opportunity throughout the school system rests with the WSS Board of Trustees.

FAMILY EDUCATIONAL RIGHTS & PRIVACY

All parents and guardians of students under eighteen (18) years of age, unless prohibited by a court of law, and all students eighteen (18) years of age or over have the right pursuant to the FERPA of 1974 to examine official records, files, and data of the school relating to the student.

GRADUATION REQUIREMENTS POLICY

PURPOSE

The Winter Sports School (WSS) has adopted this Graduation Requirements Policy to ensure compliance with Utah State law and with Utah State Board of Education (USBE) rules and guidelines, to ensure that our student

body and campus atmosphere remains mission-appropriate, and to ensure our students' college preparedness such that each individual's academic potential is realized.

PROCEDURAL DETAILS

Students have the opportunity to earn 7 credits during each full year enrolled at The Winter Sports School, comprised of 6 classroom credits, plus a P.E. credit earned through athletic training and conditioning conducted with independent athletic organizations. A coach must verify the participation hours for P.E. credit to be issued.

In order to graduate from The Winter Sports School in Park City, a student must:

1. Successfully complete a minimum of 24 credits, including:
 - 4 credits in English
 - 3 credits in Math
 - 3 credits in Science
 - 3 credits in Social Studies, including:
 - 0.5 credits in Geography
 - 0.5 credits in World Civilizations or World History
 - 1 credit in U.S. History II
 - 0.5 credits in U.S. Government and Citizenship
 - 0.5 credits in Financial Literacy
 - 2.0 credits in Physical Education & Health, including 0.5 credit in Health
 - 1.5 credits in Career and Technical Education (CTE), including 0.5 credit in Computer Technology
 - 1.5 credits in Fine Arts
 - 6 elective credits from the above categories, or in Foreign Language
2. Achieve a final minimum cumulative GPA of 2.67
3. Complete a minimum of 1,000 hours of training and competition in an athletic activity/activities, which fall under the jurisdiction of a National Governing Body or International Governing Body, with said hours verified by a coach or athletic director serving with an organization that offers need-based grants to offset the costs of participation. We strongly recommend averaging a minimum of 250 annual hours between the 9th and 12th grades instead of attempting to fulfill the 1,000 hour requirement during fewer years. Completion of 200 hours during a given WSS school year is required to receive a P.E. credit for that year. Hours earned and properly verified (as described above in this paragraph) from 9th grade onward, but prior to matriculation at The Winter Sports School, will count towards the required total.
4. Complete a minimum of 40 hours of community service, verified by an executive director or other representative of a non-profit or charitable organization. We strongly recommend averaging a minimum of 10 annual hours between the 9th and 12th grades instead of attempting to fulfill the 40 hour requirement during fewer years. Hours earned and properly verified (as described above in this paragraph) from 9th grade onward, but prior to matriculation at The Winter Sports School, will count towards the required total.
5. In the event that a student accumulates 22 credits or more, but not 24, by his or her scheduled commencement, and the student has met all other graduation requirements, said student may participate in commencement but will not receive a WSS diploma until all 24 credits are completed as specified in item #1 above. Said student may receive his or her diploma at the Head of School's discretion once all required credits are completed.

Partial waivers may be granted from requirement 1 for students entering the Utah Public Education system after the 9th grade, as appropriate and at the discretion of the Head of School.

Waivers or partial waivers may be granted from requirements 3 and 4 for students suffering debilitating injuries or for other legitimate, properly documented reasons.

LATE WORK & INCOMPLETE GRADES

WSS Guidelines for Accepting Late Work

Extensions of assignments are made on an individual basis with teacher approval in response to situations including but not limited to documented illness, pre-arranged excused absences for mission-appropriate activities, etc. Without an approved extension, late work cannot receive credit.

Incomplete Grades

If an extension is granted which results in work being handed in after the end of a Semester (Spring, Summer, or Fall), teachers will issue an "I" (incomplete grade) which will remain on the student's record until all work has been completed. All incomplete work must be completed within 10 calendar days following the end of the Semester in question. Work submitted after the approved deadline will not receive credit, except under extraordinary circumstances as determined by the administration.

SCHOOL ACTIVITIES, FIELD TRIPS & TRANSPORTATION

All school-sponsored activities and field trips will require a signed consent form from a parent or guardian before the student is allowed to attend the activity. The consent form will be available in the front office and given to the student prior to the activity.

If transportation is required for a school activity and the activity has a drop off and pick up location that is not the WSS School, the parent is responsible for the transportation of his or her child.

If the school is transporting students to and from the school for a required school-sponsored activity during the school day, WSS will arrange for transportation with a licensed company. If third-party transportation is required, a fee paid by the student may apply.

WSS Students may not transport other students for required school-sponsored activities during the school day if leaving from the school and returning to the school. Staff and/or parents are not permitted to drive students to a school sponsored activity if leaving from the school and returning to the school, unless arrangements have been made for the following:

1. The parents or volunteers that are transporting students, other than their own, to school sponsored events should be made approved volunteers.
2. A waiver and liability release form should be signed by each student and the student's guardian before any student is allowed to be transported. The event, location, and agenda should be defined in great detail to avoid any misunderstanding on the part of the guardian, student, or driver.
3. The rules and instructions for each event should be made clear to the students. The students should be made aware of their responsibilities and any guidelines that must be followed during the time they are representing the school.

4. The school should verify that the vehicle has a current insurance policy in affect with a minimum of 100,000 dollars of liability coverage.
5. The vehicle should have passed a safety and emissions inspection and have verification the tests have been performed.
6. A simple visual inspection should be performed on the vehicle prior to operation. Brakes, lights, fluid levels, tires and seat belts should be checked.
7. The school should check and verify that the driver / owner of the vehicle has a current, valid driver license with no restrictions that could be affected by transporting multiple students, of this age group, to and from the event.
8. The driver / owner of the vehicle should pass a Defensive Driving Course that is sponsored by Risk Management. Proof of passing the test should be recorded by the school along with copies of the insurance, registration, driver's license and approved volunteer consent form for each driver.

SCHOOL FEE POLICY

The Utah Constitution vests general control and supervision of the public education system in the State Board of Education and provides that secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature. The Head of School, Admissions Specialist, and Business Manager are all authorized personnel to administer these policies at The Winter Sports School.

- a. Classes and Activities During the Regular School Day
 - i. All students attending The Winter Sports School will be charged a fee, which relate to materials or activities related to the instructional or team-building curriculum at The Winter Sports School.
 - ii. If a class is established or approved, which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver provisions of Utah Administrative Code R277-407-6.
 - iii. Students of all grade levels may be required to provide materials for their optional projects, but a student may not be required to select an optional project as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.
 - iv. WSS students are required to provide their own student supplies.
 - v. WSS students are required to replace supplies provided by the school that are lost, wasted, or damaged by the student through careless or irresponsible behavior.
- b. School Activities Outside of the Regular School Day
 - i. Fees may be charged in connection with any school-sponsored activity for secondary students if the participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day. This section applies to school-sponsored activities before and after school and on days when school is not in session.
 - ii. Fees may be charged for extra-curricular activities sponsored by The Winter Sports School.

2. General Provisions

- a. No teacher, administrator, or other employee, or agent of the school may charge or assess a fee in connection with any class or school-sponsored or supported activity, including extra-curricular activities, unless the fee has been set and approved by The Winter Sports School Board of Trustees in accordance with this policy.

- b. A School Fee Schedule shall be approved by the Board of Trustees each year, prior to the start of the WSS school year. Provisions shall be made for a public hearing designed to ensure public notice and participation at this annual adoption.
 - c. No present or former student may be denied receipt of report cards or records for failure to pay school fees other than a reasonable charge made to cover the cost of duplicating and mailing. No charge may be made for duplicating or mailing copies of school records to a secondary school in which the student is enrolled or intends to enroll.
 - d. In accordance with Utah Code Ann. § 53A-11-806, The Winter Sports School will withhold the issuance of official grade reports, diploma, and (or) transcript of any student responsible for the loss or willful cutting, defacement, injury, or other damage to school property until the student or the student's parent or guardian has reversed and (or) paid for the damages.
 - e. WSS students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts.
 - f. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the school in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then WSS may provide for a program of voluntary work for the student in lieu of the payment.
 - g. Optional fees for yearbooks, spirit wear, optional items, and other similar items are not Required Fees and are not subject to the Fee Waiver section of this Policy.
 - h. Monies received by WSS and designated by families as applicable to optional fees will instead be applied to required fees and tuition if the family has an outstanding balance for required fees and (or) tuition.
 - i. There are separate fee schedule structures for Grades 9-11 versus Grade 12 (see The Winter Sports School Fee Schedule).
 - j. Students shall be able to enroll and participate in any class and have the opportunity to acquire all skills and knowledge required for full credit and accurate grades, without paying a fee in accordance with the Fee Waiver section of this policy.
 - k. Requirements to provide fee waiver or alternate method of payment shall not apply to charges for lost or damaged school property.
 - l. The Winter Sports School may employ the services of a collection agency to collect unpaid student fees.
 - m. The school shall complete and submit the required Secondary Compliance forms annually as they are outlined by the Utah State Office of Education (USOE).
 - n. All mandatory School Fees are non-refundable and payable on or before the first day of school.
3. Waiver of Fees: To ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee, The Winter Sports School shall provide for adequate waivers or other provisions in lieu of fee waivers. The procedure shall include the following:
- a. At the beginning of each school year, The Winter Sports School shall provide to parents the required Fee Waiver Forms as outlined by the Utah State Office of Education, a copy of The Winter Sports School's Fee Schedule, and the Fee Waiver Policy and appeal process.
 - b. The Head of School, Administrative Office Manager, and contracted business managers (i.e. Red Apple Finance) are all responsible for administering this Policy. They shall review all fee waiver applications in a professional manner and shall have sole authority to grant fee waivers, partial waivers, or arrange for an alternative method of payment. They may request the student to perform some alternative service in lieu of a waiver.

- c. Alternate schedules for fee payment may be accepted by the WSS Business Manager when requested by the parent/guardian of a student.
 - d. The process for obtaining waivers or pursuing alternative schedules shall be administered fairly, objectively, timely, and avoid unreasonable burdens on students and parents.
 - e. Parents of students who are denied a waiver may appeal the decision in writing to The Head of School and then the Board.
 - f. Confidentiality shall be maintained for all students who not only make application for waivers, but also to those who are granted waivers and/or participate in lieu of fee waiver programs.
 - g. Eligibility for fee waivers:
 - i. The following three situations shall qualify students for fee waivers (in accordance with USOE rule):
 - 1. State custody or foster care;
 - 2. Students receiving public assistance in the form of Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI), or similar governmental assistance programs; and
 - 3. Students who qualify for a free or discounted school lunch program.
 - ii. Case-by-Case Determinations
 - 1. For students who do not qualify for waivers as listed above, The Winter Sports School shall make an executive determination on a case-by-case basis if a student qualifies for waivers. The Winter Sports School shall consider extenuating circumstances such as, but not limited to, exceptional financial burdens, reduction of income, family crisis, extraordinary medical expenses, or is not reasonably capable of paying the fees.
4. Fee Policy References
- a. The Winter Sports School Fee Schedule
 - b. [Utah Code 53A-11-806](#)
 - c. [Utah Code 53A-12 \(102-104\)](#)
 - d. [USBE Website \(School Law and Legislation\)](#)

STUDENTS WITH DISABILITIES

Students who have an individual education plan and/or 504 plan with current eligibility under IDEA will receive services as written in the plan. WSS will review all plans and will hold a meeting to review the plan either as the student starts the school year or on the annual review date.

If a plan exists from a prior school it is the responsibility of the parent to report that information to WSS during registration. WSS will review all incoming students' plans and will hold a team meeting to discuss the active plan.

Students, parents, and teachers also have the right under the child find law to request testing during the school year if they suspect a student may have a disability.

ACT and SAT Accommodations

Students who are seeking accommodations on the ACT and SAT are encouraged to speak to the Guidance Office at least 4 months prior to seeking the accommodations. The process to apply for accommodations is time-sensitive. Those seeking accommodations on the ACT must have a plan in place before signing up for the test.

STUDENT COUNCIL & SCHOOL CLUBS

Winter Sports School Student Council

The Student Council at WSS is made up of 10 students, two representatives for each grade/class, along with a Student Body President and Vice President. Anyone who submits an application by the deadline may run for election as a class representative. Only students who have served as a class representative may run for Student Body President and Vice President. All grade-level campaigns are individual, while the Student Body President and Vice President campaign together as running mates.

Elections for Student Council are held at the beginning of each school year. Campaigning begins during the second week of school, after applications have been submitted and approved. An all-school assembly is held in which candidates introduce themselves to the school and give pre-approved speeches.

Members of the WSS Student Council are required to attend all meetings and events, honestly represent his or her classmates, and demonstrate leadership. Students earn credit for their service in Student Council and failure to perform duties could result in a failing grade.

Winter Sports School Clubs

Winter Sports school offers school clubs (Yearbook, National Honor Society) through which students can receive extra volunteer hours and/or course credit. The school reserves the right to remove a student from a club if the student has violated the honor code, failing grades, or excessive unexcused tardies and absences.

STUDENT SUSPENSION and EXPULSION POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted and placed on file with the Utah State Office of Education this Student Suspension and Expulsion Policy because it is in the best interests of the entire WSS community to have clear understandings with respect to what behaviors cannot be tolerated in the interest of maintaining a positive learning environment and culture at The Winter Sports School.

PROCEDURAL DETAILS

Suspension and Expulsion Defined

Suspension is disciplinary removal from school with an offer of continuing educational services.

Expulsion is a disciplinary removal from school for more than 10 school days without an offer of alternative educational service.

In accordance with Utah Code 53A-11-904, WSS reserves the right to suspend students for major behavioral infractions and (or) for consistent behavior that endangers the school's ability to fulfill its mission. Examples include:

- Safe school violations, including assault, threats to kill/harm, discrimination
- Drug, alcohol, and tobacco violations
- Physical aggression including fighting and throwing objects at a person

- Any criminal action occurring at school such as vandalism, fire setting, possession or use of combustibles, forgery, and theft
- Repeated or excessive abusive language, truancy, tardies, or non-compliance with school rules
- Bullying and harassment
- Failure to maintain an academic performance at or above a 2.67 GPA, consistent with the goals and mission of The Winter Sports School's college preparatory program.

Prohibited conduct is forbidden at school, on school property, including school vehicles (whether owned or rented), and at any school activity. A serious violation that threatens or harms WSS, WSS property, a person connected with WSS, or property associated with a person connected with WSS is forbidden regardless of where it occurs.

Suspension & Expulsion Policy Guidelines

Subsection I: A student WILL be removed from school for at least 1 year for a serious violation involving the following:

1. A real weapon or
2. Explosive or flammable material or
3. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption.

If a student is removed from school under Section I, potential re-admission depends upon satisfactory evidence that the student will not be a danger to self, others, or school property. Re-admission is not guaranteed.

Subsection II: A student WILL be removed from school for the following:

1. Possession, control, actual or threatened use of a real weapon, explosive, noxious, or flammable material;
2. Actual or threatened use of a look-a-like weapon with intent to intimidate or cause disruption;
3. The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
4. Using or threatening to use serious force;
5. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

Subsection III: A student may be removed from school for the following:

1. Willful disobedience or violating a school rule;
2. Defying authority;
3. Disruptive behavior;
4. Foul, profane, vulgar, or abusive language;
5. Defacing or destroying school property;
6. Truancy;
7. Theft;
8. Posing a significant threat to the welfare, safety or morals of a student, school personnel, or the operation of the school;
9. Fighting;
10. Bullying (including, but not limited to, behavior intended to cause harm or distress in a relationship with an imbalance of power, repeated over time);
11. Possessing, using, controlling, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia, or misusing any substance;

12. Possessing or using tobacco or electronic vaporizer devices;
13. Hazing, demeaning, or assaulting someone, or forcing someone to ingest a substance;
14. Inappropriate exposure of body parts;
15. Sexual or other harassment; or
16. Gang-related attire or activity, or any other violation of the WSS dress code

WSS may deny admission to a student who has been expelled from any school, including WSS, in the last twelve months.

School personnel may use reasonable physical restraint, if necessary, to protect a person or property from physical injury or to remove a violent or disruptive student.

If damage or loss of school property occurs, official report cards, diploma, and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

If a student has a qualified disability, the WSS Head of School will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Appeal Process

- A. If a student is expelled or is suspended for more than 10 school days, the student and the parent or guardian may request an appeal hearing with the WSS Head of School, a member of the WSS Board of Trustees, and others as necessary. If an appeal hearing is requested, the hearing will be scheduled within 10 school days of the student's removal from school.
 - a. Every reasonable attempt will be made to schedule the hearing at a time convenient to all participants, but the logistics will ultimately be chosen by the WSS Head of School.
 - b. Participation in the hearing may be conducted in person or over the phone.
 - c. The hearing logistics will be provided to the student, the parent or guardian, and the WSS Trustee in writing.
 - d. If the student and the parent or guardian do not appear at the scheduled hearing, all further due process is waived and the recommendation of the WSS Head of School will stand.
- B. If the appeal hearing is requested and conducted, final authority for the confirmation or reversal of the student's suspension or expulsion will reside with the attending WSS Trustee.
- C. The parent or guardian is responsible to plan and to pay for any educational services not provided by The Winter Sports School during the suspension or after an expulsion is finalized.

TECHNOLOGY AND INTERNET USAGE POLICY

PURPOSE

The Winter Sports School in Park City (WSS) has adopted this Technology and Internet Usage Policy because proper use of technology and internet access can serve as a significant enhancement to the learning environment. Improper use, however, may disrupt the learning process and (or) subject members of the school community to improper or offensive material, to the point of potential harassment. Therefore, improper use of the internet, personal technology, data servers, or any technological device in any manner will not be tolerated.

PROCEDURAL DETAILS

Internet Access – General Statement

The Winter Sports School provides wireless internet access for faculty, staff, and students. We use inappropriate website-blocking software, and we require users within the school grounds to conform to the standards of an acceptable use policy. It is imperative that all students and faculty who use the internet conduct themselves in a responsible, decent, ethical, and polite manner while on the network. All local, State, and Federal laws must be abided. The Internet is an open network that can advance the pursuit of higher knowledge and is intended to assist in the collaboration and exchange of information between and among students and faculty as well as provide access to appropriate information available through the Internet. Unfortunately, it can also be used in inappropriate ways. While this policy and its accompanying regulations do not attempt to articulate all required or proscribed behavior by students, it does seek to assist in such judgment by providing guidelines. The Winter Sports School has the right to monitor all use of technology and the internet on school grounds and at school functions, including access to all messages, files and data.

Internet Access – Responsibilities of the School

The Winter Sports School provides wireless Internet access to our students. The Winter Sports School does not:

1. Guarantee the accuracy of information found on the Internet.
2. Accept responsibility or liability for inappropriate use of technology or the Internet by our students at school or at home.
3. Guarantee that faculty or staff monitoring computer usage and Internet access will be able to always be aware of inappropriate use or able to prevent inappropriate occurrences, e.g. pop-ups, links that seem to entrap, etc.

Technology and Internet: Proper Use

- Using a computer or tablet for authorized research or note taking in class if approved to do so by the teacher.
- Engaging in appropriate social or entertainment use before school, between classes, during lunch, or after school.

Technology and Internet: Improper Use

- Using any computer, tablet, other technological device, or the internet during class for non-academic purposes without specific permission from the teacher..
- Posting any personal or derogatory information about any student or staff member on any online platform or using email or instant messaging to convey any message that is threatening, harassing, or other negative content that is in direct conflict with the schools values and policies.
- Encouraging (or providing the means for) cyber bullying individuals.
- Viewing or downloading pornography or sexually explicit content.
- Changing other people's screensavers, desktops, or passwords.
- Stealing, vandalizing, or by any other means intentionally damaging or tampering with another's or the school's equipment.
- Hacking or intentionally introducing any viruses, worms, or other destructive agents into the school's computer network or any individual's computer.
- Having provocative and/or attention-getting screensavers (i.e. gory, sexual, or potentially harassing, sexist, etc. content).
- Advocating violent behavior.
- Advocating drug or alcohol use or providing instructions on how to do so (how to purchase, use, etc.).
- Selling, advertising, or promoting contraband, guns, drugs, poisons, controlled substances, or alcohol.

- Accessing or publishing any content involving violence, gore, and hate literature (this also includes games).
- Accessing or publishing any content involving tobacco or alcohol.
- Engaging in any actions that pose a risk to privacy.
- Collecting or selling private information.
- Promoting unhealthy lifestyles and behavior or offering, selling, advertising, or promoting online “support groups” for those involved in dangerous behavior, such as anorexia, “cutting,” or the taking of steroids.
- Making use of any copyrighted material without proper citation (see plagiarism).
- Using other students’ or faculty member’s personal computers without permission.

Per the guidelines listed above, students cannot be directly reached during class time. Parents or guardians needing to reach their students in case of an emergency may so do by contacting the WSS office at 435-649-8760.

School Responses to Improper Use of Technology or Internet

- 1st Incident: The item – computer, tablet, phone, or other device – goes on teacher’s desk for the duration of the class period and the student may receive lunch time detention. Class participation points may be deducted. If the Incident occurs during an exam or other assessment situation, credit for the exam or assessment will not be given. Offenses of a harassing or illegal nature may result in suspension or expulsion in accordance with Utah Code 53A-11-904.
- 2nd Incident: The item – computer, tablet, phone, or other device – stays in the WSS office for duration of school to be picked up by a parent or a legal guardian. The student will receive lunchtime detention. If the Incident occurs during an exam or other assessment situation, credit for the exam or assessment will not be given. Class participation points may be deducted. Incidents of a harassing or illegal nature may result in suspension or expulsion in accordance with Utah Code 53A-11-904.
- 3rd Incident: If the Incident occurs during an exam or other assessment situation, credit for the exam or assessment will not be given. The student is subject to further disciplinary action at the discretion of the Head of School, including suspension or expulsion in accordance with Utah Code 53A-11-904.

Note: The proper authorities will be notified in cases where there are any illegal actions.

WITHDRAWAL POLICY

PURPOSE

It is the policy of The Winter Sports School in Park City (WSS) that withdrawing students notify the school of their intent to withdraw in writing in order to facilitate a seamless transition for the student within the Utah State educational system.

PROCEDURAL DETAILS

In order to withdraw as a student from The Winter Sports School in Park City, a student must:

1. Complete the Winter Sports School Withdrawal Form. This form is available at the office or can be requested at office@wintersportsschool.org.
2. Notify the new school of the intent to enroll.
3. Ensure that the new school verifies the student’s enrollment by notifying The Winter Sports School in writing. A records request or confirmation of enrollment form qualifies as sufficient proof.

Failure to complete these steps could result in a student being considered a high school dropout in State and National student information systems.