



## 2019 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.

#### ETHICAL BEHAVIOR

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.

#### ENVIRONMENT OF TRUST

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

#### TOLERANCE TOWARD OTHERS

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

#### LIFELONG SCHOLARSHIP

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

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## WINTER SPORTS SCHOOL ADMINISTRATION FACULTY AND STAFF

Tess Miner-Farra:	Head of School
Megan Altman:	Administrative Office Manager, Admissions Specialist
Maureen Bickner:	Math Faculty
Erin Bragg:	Development Director
Derek Bunting:	Director of Curriculum & Instruction and English Faculty
Alex Burlacu:	Science & Math Faculty
Mary Carlson:	Math Faculty & TA
Stephanie Carter:	Learning Specialist/SPED Coordinator & Online Learning Coordinator
Eric Christiansen:	Art Faculty
Rozella Hanek-Cahoon:	Social Studies & Spanish Faculty
Scott Hendrickson:	Student Services Coordinator & Social Studies Faculty
Alison Moore:	English & Social Studies Faculty
Jamie Ramsey:	Science Faculty & Lab Coordinator
Joseph Rhodes:	Science Faculty
Molly Sugrue:	Service Learning Coordinator, Social Studies Faculty & TA
Rebecca Turco:	Guidance Counselor & CTE Faculty

## ACADEMIC CALENDAR AND 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.

### 2019 ACADEMIC CALENDAR

#### SPRING SEMESTER

Quarter 1:	4/17-5/24
Quarter 2:	5/28-6/27

#### SUMMER SEMESTER

Quarter 3:	7/08- 8/02
Quarter 4:	8/05-9/4

#### FALL SEMESTER

Quarter 5:	9/09-10/11
Quarter 6:	10/14-11/15

### Non-School Days

- 9/04: Distance Learning Day
- 9/05-06: Staff Professional Development Days
- 10/17: Staff Professional Development Day
- 10/18: Distance Learning Day

### Holidays/Breaks

- 5/28: Memorial Day
- 7/01-7/15: July Break
- 9/02-9/06: Labor Day & September Break
- 10/18-10/19: UEA

## Daily Schedule

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

### EARLY RELEASE SCHEDULE

1 <sup>st</sup> Period:	8:00 am to 9:00 am
3 <sup>rd</sup> Period:	9:05 am to 10:05 am
4 <sup>th</sup> Period:	10:10 am to 11:10 am
5 <sup>th</sup> 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 & 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.

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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. A passing grade for an elective course 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 Standardized Assessments

Student performance on Utah State assessments (i.e. SAGE, Utah Aspire Plus, ACT etc.) will be considered as part of a student’s overall academic performance in relevant classes in accordance with Utah State Law and USBE 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.

### Official “Semester” Grades

WSS families are issued login credentials for the WSS Student Information Systems (SIS) within 10 business days of matriculation at WSS. For the 2019 school year, WSS will use both the Canvas and Aspire systems. Canvas is used as students’ day-to-day source for class information, assignments, and in-progress grades. Parents and students can find final grades and transcripts posted on Aspire. Grade reports will be issued via Aspire 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 Aspire for subjects in which the student is enrolled, similar to “Semester” grades at other schools. 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 Aspire and can be requested by parents in the WSS office.

## Dropping, Changing, or Adding Substitute 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 quarter 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.
4. Student and family wish to pursue study of subjects/coursework not available at WSS (e.g. World Language other than Spanish)

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 AND 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 homeschool 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 30<sup>th</sup> of the year in which students were enrolled as 12<sup>th</sup> 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 ear drop 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:
  - 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 1<sup>st</sup> dose of a new medication or the 1<sup>st</sup> 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.

## ADMISSIONS, LOTTERY, AND ENROLLMENT POLICY

### PURPOSE

The Winter Sports School (WSS) has adopted this Lottery, Admission, and Enrollment Policy to ensure compliance with Utah State law, with Utah State Board of Education (USBE) rules and guidelines, to ensure a fair and equitable process for all potential students and their families, and to ensure and maintain a safe and effective learning environment for all WSS students, faculty, and staff.

### PROCEDURAL DETAILS

WSS will hold several admissions application windows each year in support of families making plans for the winter competition season, and in support of our academic calendar start date in April. Dates of admissions application windows will be posted on the WSS web site each year. The admissions application form will be posted on the WSS website. All admissions applications are to be submitted online. The application form may require students and parents/guardians to provide:

- Name(s)
- Physical address(es)
- Mailing address(es), if different from physical address(es)
- Phone number(s)
- e-mail address(es)
- Current grade in school
- Date of birth
- Parent / Guardian name (first, middle, last)
- Parent/Guardian email address(es)
- Intent to enroll
- Incoming grade level
- Student's current school
- Student's sport/discipline
- Student's athletic team/club

In the event that demand exceeds supply of available spots in a given grade level during any admissions application period, a lottery will be conducted to allocate the available spots. The lottery for any given grade will be conducted within 10 business days after the close of the application period during which applications for that grade exceed the available spots. Applicants not receiving a spot will be placed on a wait list, with the wait list order also determined by lottery. Once a lottery for a given grade has been conducted and all available spots for that grade allocated, any additional applications received for that grade during subsequent admissions application periods will be included in a subsequent lottery procedure, should it prove necessary.

Applicants will be notified in writing via email of their acceptance, or their status on the waitlist, within 10 business days after the close of the admissions application period in which they applied. Applications and wait lists will not carry over to future years.

If The Winter Sports School finds itself undersubscribed in some grade levels but oversubscribed in others in a given year, the school may, at its discretion, decide to expand enrollment in the oversubscribed grade level(s) to

reach full overall enrollment. Returning students in good academic, behavioral, and financial standing are exempt from the application and lottery processes.

Siblings of currently enrolled students and alumni students may be exempt from the lottery, but will not be exempt from the application process. Siblings must still announce their intention to attend WSS by submitting an application, and are encouraged to do so during the first available enrollment period for a given academic year, since their potential acceptance is predicated in part on available space. If a qualified sibling applies after the end of the first enrollment period for a given school year, and if the number of applicants from earlier enrollment periods exceeds the number of available spots in the appropriate grade, said sibling will be exempt from the lottery to the extent that they will be placed at the top of the waiting list for the enrollment period in which they applied, but behind all applicants from earlier enrollment period(s). If more than one such sibling applies, then a "side lottery" will be performed to determine wait list order for said siblings prior to the general lottery being run for the most recently concluded enrollment period. If a sibling of a currently enrolled student applies after all available spots in the appropriate grade have been allocated, said sibling will be promoted to the top of the waitlist for that grade. Again, if more than one such sibling applies, then a "side lottery" will be performed to determine wait list order for said siblings prior to the general lottery being run for the most recently concluded enrollment period. Up to 5% of each class may be reserved for children of current Trustees with 1 or more years of service, and for children of current of faculty and staff who 1) have at least 1 continuous years of service to WSS, and 2) either hold a full-time, salaried position with WSS, or teach a minimum of 2 full-credit courses each year (or the equivalent) for WSS. These spaces will be held during each year's first enrollment period only.

Enrollment spots may be reserved for tuition paying, self-funded, non-Utah resident students based on enrollment demand and at the discretion of the Administration. The legal residence of an applicant's parent or legal guardian is the basis on which in state or Non-Utah State resident status will be determined. Applicants and current WSS students whose families are legal Utah state residents may not be charged tuition according to state law governing Utah public and charter schools. Applicants and current WSS students whose families are legal residents of another state may not receive educational services paid for by public funds.

Each admitted student must confirm his or her enrollment by completing the online registration process and submitting, proof of residency (whether in Utah or in any other state, province, or country), a copy of the student's birth certificate, and a copy of the student's immunization records, most recent report card or transcript, school attendance records, and school behavior records within 14 calendar days of being notified of admission to WSS (or by the date indicated in the notification email if applicable). Failure to submit records may result in the forfeiture of the student's enrollment offer. WSS Administration may grant deadline extensions on a case-by-case basis.

Applicant students with an active Individual Education Plan and/or 504 Plan must submit notice of the student's plan during the registration process. WSS must review all 504 plans and/or IEPs to ensure the school's ability to provide necessary accommodations before the student is enrolled. This review process may include a team meeting with WSS Administration, the 504 Coordinator, and the student's parents to discuss student needs, goals, etc.

If a waitlisted student is offered a spot and declines it verbally or in writing, or does not respond at all and fails to complete the registration process by the date indicated in the email notification, that spot may be offered immediately to the next waitlisted student for that grade or any other grade.

Returning students must complete the online re-enrollment process to confirm intent to return and to update contact information. A re-enrollment window will be determined every school year and will usually begin in October. Returning students do not have to re-submit records, but the administrative office may request updated records to ensure that files are current. Deadline extensions may be granted to returning students on a case-by-case basis at the discretion of WSS administrators. Returning students not confirming re-enrollment are subject to losing their spots within The Winter Sports School.

The grade level for which a student applies must be one level up from the student's current grade as determined by each student's current academic credits as indicated on official school transcripts. Due to state secondary

school graduation cohort law, we will not consider applications for a repeated grade, except in rare circumstances and at the sole discretion of the Administration. These applications will be revoked and discarded and applicants notified. Additionally, for transfer students to be considered for enrollment in the 10th grade, they must have completed at least 2 high school credits by the start of the WSS school year at an accredited institution. Those applying for 11th grade must have completed a minimum of 5 credits, and those applying for 12th grade, a minimum of 15 credits. Students with prior behavior problems may be accepted with certain provisions. Conditions under which enrollment would be permitted or continued may be established in a written agreement.

We expect prospective students and parents to understand and commit to the school's mission and educational philosophy. A student's enrollment in The Winter Sports School may be rejected or revoked based on: Student's serious infractions of law or school rules, chronic misbehavior that would, if it were to continue, endanger persons or property, cause serious disruption in the school, or place unreasonable burdens on the school's staff.

The Winter Sports School starts its school year in April. Students who confirm enrollment or re-enrollment but do not show up for classes in April are subject to losing their spot to an applicant on The Winter Sports School's waitlist after 5 school days.

WSS is committed to equal opportunity. No aspect of its lottery, admission, or enrollment processes will give any weight or consideration to gender, race, color, creed, religious affiliation, sexual orientation, gender identification, socioeconomic status, or any other legally protected status.

## ANTI-BULLYING POLICY

### Philosophy

The Board of Trustees of the Winter Sports School ("WSS") is committed to a safe, civil, and inviting educational environment for all its students, employees, volunteers, and patrons. Such an environment must be free from harassment, intimidation, or bullying. WSS does not tolerate bullying, cyberbullying, harassment, hazing retaliation, and abusive conduct toward its students and employees. This board-approved policy has been written in accordance with R277-613, Utah Code Ann. 53G-9-601, and other applicable state and federal laws.

### Philosophy Governing Student Conduct

WSS expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities. WSS expects students to demonstrate a proper regard for the rights, welfare, and intellectual freedom of other students, school staff, volunteers, and visitors. WSS acknowledges that the development, maturity, and capacity of a student may be affected by a student's recognized disability. Many behaviors that do not rise to the level of bullying, harassment, or intimidation may still be prohibited by other WSS policies, such as the *Discipline Policy*, or by general classroom, program, and facility rules.

### Definitions

Abusive Conduct is defined as verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act may not constitute abusive conduct.

Bullying is defined as intentionally or knowingly placing a student or school employee in fear of physical harm or in fear of harm to their property by committing a written, verbal, or physical act against a student or school employee that a reasonable person under the circumstances should know or reasonably foresee will have the effect of any of the following:

- Causing physical or emotional harm to the student or school employee;

- Causing damage to the student's or school employee's property;
- Placing the student or school employee in reasonable fear of harm to his or her emotional and/or physical well-being or property;
- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness, persistence, or severity of the actions, or due to a power differential between the bully and the target; or,
- Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.
- Forcing the consumption of any food, liquid, drug, or other substance;
- Physically obstructing freedom of movement, with the exception of ESI as implemented properly by WSS staff.

Bullying is also defined as repeated, negative action intended to harm, threaten, or frighten someone. Such behavior may include, but is not limited to, the following:

- social targeting with intent to harm;
- emotional targeting with intent to harm;
- targeting on social media sites or "cyber-bullying" with intent to harm;
- a pattern of negative behavior that is of significant intensity and duration;
- an imbalance of power;
- a continuation of behavior even when the victim's distress is obvious.

The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed has directed, consented to, or acquiesced in, the conduct.

Communication means the conveyance of a message, whether verbal, written or electronic.

Cyber-Bullying is defined as using the Internet, a cell phone, or any other electronic device to share any electronic media, including but not limited to text, video, images, or audio, with the intent or knowledge that this media will hurt, embarrass, or threaten another individual; or acting with a reckless disregard for the potential of such transmissions to inflict harm, embarrassment, or threats. Cyber-bullying can occur regardless of whether the individual has directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

Civil Rights Violation means bullying or cyberbullying, harassment, or hazing that is targeted at a federally protected class.

Disruptive Student Behavior means the same as that term is defined in Utah Code Subsection 53G-8-210(1)(a) and as interpreted and reflected in WSS's *Discipline Policy*.

Federally Protected Class means any group protected from discrimination under federal law.

- Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.
- Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.
- Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability.
- Religion, gender identity, and sexual orientation are other areas included under these acts.

Harassment is defined as repeatedly communicating to another individual in an objectively demeaning or disparaging manner, making statements that contribute to a hostile work environment, or making statements that contribute to a hostile learning environment for individuals. Harassment may include spreading rumors and engaging in social aggression intended to demean and disparage another individual that contribute to a hostile environment for an individual.

Harassment is illegal when an employer, supervisor, co-worker, or student targets another individual because of any of the following characteristics or when the content of derogatory remarks relates directly to any of these protected categories:

- Race
- Color
- Sex
- National Origin
- Gender Identity
- Marital Status
- Familial Status
- Sexual Orientation
- Disability
- Religious Affiliation
- Ancestry
- Age
- Arrest or Conviction Record
- Military Service

Illegal Harassment involves a pattern of abusive and degrading conduct directed against a person because of his or her protected class that is sufficient to interfere with work or school and creates an offensive and hostile work environment.

Hazing is bullying that occurs for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition of membership or acceptance, or continued membership or acceptance, in any school or school-sponsored team, organization, program, club, event, or group; or, is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school-sponsored team, organization, program, club, event, or group in which the individual who commits the act also participates.

Hazing is action that endangers the physical health or safety of a student or school employee or action that causes another individual to commit an act toward a school employee or student that may include the following:

- Endangering the physical health or safety of a school employee or student;
- Committing brutality of a physical nature such as whipping, beating, branding, forced calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- Forcing the consumption of any food, liquid (including alcohol), drug, or other substance;
- Obstructing a school employee's or student's freedom to move, with the exception of ESI as implemented properly by WSS staff;
- Subjecting a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact;
- Any activity or conduct that would subject a school employee or student to extreme embarrassment, shame, or humiliation.

The conduct described above constitutes hazing regardless of whether the person against whom the conduct has been committed has directed, consented to, or acquiesced in the conduct.

Intimidation is bullying by means of a written, verbal, or physical act intended create an intimidating or threatening environment.

Restorative Justice Practice means a discipline practice designed to enhance school safety, reduce school suspensions, and limit referrals to court, and is designed to help minors take responsibility for and repair the harm of behavior that occurs in school.

Retaliation means an act of communication intended for any of the following:

- As retribution against a person for reporting bullying, cyber-bullying, harassment, or hazing; or,
- To improperly influence the investigation of, or the response to, a report of bullying or hazing.

School means a public elementary or secondary school, including a charter school such as WSS.



School Employee means an individual working in the individual's official capacity as a school teacher, a school staff member, a school administrator, or an individual who is employed directly or indirectly by a school, school board, or school district and who works on a school campus.

Trauma-Informed Care means a strengths-based service delivery approach grounded in an understanding of and responsiveness to the impact of trauma, emphasizing physical, psychological, and emotional safety for both offenders and victims, and creating opportunities for victims to rebuild a sense of control and empowerment.

### Prohibitions

In accordance with Federal law WSS prohibits discriminatory harassment or bullying of students on the basis of race, ethnicity, color, national origin, ancestry, gender, age, disability, religion, familial status, sexual orientation, socioeconomic status, immigration status, language, genetic information, and reprisal.

- WSS strictly prohibits bullying, harassment, cyber-bullying, hazing, intimidation or any other act that endangers the physical health or safety of a student or school employee, any brutality of a physical nature, any forced or unwilling consumption, any forced or coerced activity of a sexual nature, physically obstructing the freedom of movement of a student or school employee, with the exception of ESI as implemented properly by WSS staff; as well as any intense, repetitive, negative patterns of behavior that are intended to harm, threaten, or frighten someone.
- No school employee or student may engage in bullying or harassing a school employee or student on school property, at a school-related or sponsored event, on a school bus, at a school bus stop, or while the school employee or student is traveling to or from a location or event related to a school activity.
- No School employee or student may engage in hazing or cyberbullying a school employee or student at any time or in any location.
- No school employee or student may engage in retaliation against a school employee, a student, or an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation.
- No school employee or student may make a false allegation of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee or student.

### Responses to Infractions

WSS will promptly and reasonably investigate allegations of bullying, cyberbullying, and/or hazing. It is WSS's position, in accordance 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 WSS's policies or law. Individual or targeted searches may also be conducted if there is reasonable suspicion that a user has violated WSS's policies or laws. Personal electronic devices of any student suspected of violation of this policy will be confiscated for investigation and may be turned over to law enforcement.

WSS's administration and staff will always investigate allegations of incidents listed in this policy by interviewing at least the alleged victim and the individual who is alleged to have engaged in prohibited conduct. WSS may also interview parents of the alleged victim, parents of the alleged perpetrator, any witnesses, school staff, and any other individual who may provide additional information.

Interviewers will maintain confidentiality and instruct others to maintain confidentiality, to the extent allowed by law, as well as inform others that further reports of bullying may become part of the investigation. The confidentiality requirement does not apply to conversations with law enforcement professionals, requests for information pursuant to a warrant or subpoena, state or federal reporting requirements, or any other reporting required by Utah Board of Education Rule.

In conducting investigations, the WSS administration and staff may review disciplinary records of involved students, review physical evidence, consistent with search and seizure laws in schools, and that may include:

- Video or audio records;
- Notes;
- Email;

- Text messages;
- Social media;
- Graffiti.

Infractions defined as bullying, harassment, and/or intimidation shall be handled in accordance with WSS's *Discipline Policy* for students and in accordance with WSS's *Employee Handbook* for employees, and shall follow specified procedures outlined in those policies.

WSS considers bullying a major infraction, in most cases, but the characterization of any action as bullying, cyber-bullying, hazing, etc., as defined in this policy, is subject to the discretion of the Administration.

Like other major infractions, bullying may be grounds for a suspension, or an expulsion for students, and reprimands, or actions including up to termination for an employee.

Other consequences for bullying and other infractions listed in this policy may include, but are not limited to, admonishment, work projects, classroom or administrative detentions, temporary removal from the classroom, community enrichment, etc. Consequences for bullying and other infractions listed in this policy may also include mandatory meetings between students and the Administration, mandatory meetings between students, parents, and administrators, as well as the establishment of a behavior plan or contract, the content of which will be determined by the Administration.

Any bullying, cyber-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 of Civil Rights.

### Reports of Prohibited Acts

WSS requires that each reported complaint of bullying, cyber-bullying, hazing, harassing, etc., must include the following:

- Name of the complaining party;
- Name of the offender (if known);
- Date and location of incident(s);
- Statement describing the incident(s), including names of witnesses (if known).
- Each reported violation of the prohibitions noted above will be investigated by WSS's Administration or individual/s designated by the Administration.
- A report of bullying, cyber-bullying, harassment, hazing, etc., may be made anonymously, but WSS's administration will not take formal disciplinary action based solely on an anonymous report.

### Administrative Responses to Allegations of Bullying Harassment

The Administration will always respond to confirmed allegations of bullying and/or harassment. The Administration's response will be in accordance with WSS's *Discipline Policy*, this *Bullying Policy*, *WSS Parental Notification Policy*, other related policies, school procedures, and any applicable state and federal laws.

Although WSS will always address reports of bullying with an investigation, and where appropriate, implement disciplinary action, WSS will not take disciplinary action on unconfirmed allegations of bullying. In addition, WSS will not take formal disciplinary action based solely on an anonymous report.

### Discretionary Privilege of the Administrators and Faculty of WSS

In the interest of their students' development and growth, the Administration and Faculty of WSS retain the privilege and acknowledge the obligation to determine disciplinary consequences in response to bullying or other infractions based on the following factors:

- Age of the child or children involved;
- Developmental level of the child or children involved;
- Degree of harm inflicted;

- Surrounding circumstances;
- Nature and severity of the behavior;
- Relationship between the parties involved;
- Context in which the alleged incidents occurred;
- Pattern of behavior demonstrated by the individual student.

### Compliance with the Office of Civil Rights

WSS will take immediate and appropriate action to investigate or otherwise determine what occurred when the school knows or is made aware of possible student-on-student bullying, cyber-bullying, harassment, or hazing. If it is determined that the bullying, cyber-bullying, harassment, or hazing occurred as a result of the student-victim's membership in a protected class, WSS shall take prompt and effective steps reasonably calculated to:

- End the bullying, cyber-bullying, harassment, or hazing;
- Eliminate any hostile environment; and,
- Prevent its recurrence.

Actions will also include, as appropriate, protections for the victim and other involved individuals from being subjected to further bullying, cyber-bullying, harassment, or hazing and from any retaliation for reporting the bullying, cyber-bullying, harassment, or hazing.

WSS will report to law enforcement all acts of bullying, cyber-bullying, harassment, hazing, or retaliation that constitute suspected criminal activity.

WSS will report to the Office of Civil Rights (OCR) all acts of bullying, cyber-bullying, harassment, hazing, or retaliation that may be violations of students' or employees' civil rights.

WSS will allow for a fair and timely opportunity for the accused to explain the accusations and defend his/her actions prior to any student or employee discipline.

WSS will provide for due process rights under Section 53A-8-102 (licensed staff) and local employee discipline policies prior to employee discipline or Section 53A-11-903 and local policies (students) prior to long term (more than 10-day) student discipline.

### Student Assessment

WSS provides opportunities for student assessment of the prevalence of bullying, cyber-bullying, hazing, and harassment and responds to students' assessment in appropriate ways. WSS also uses data from assessments to become aware of and monitor those locations where students may feel unsafe or where additional adult supervision may be required.

### Retaliation

WSS strictly prohibits retaliation against bullied or harassed students and their parents in reporting subsequent problems and new incidents, and will take strong, responsive action against such retaliation.

### Parental Notification

In accordance with the *Parental Notification Policy*, WSS will notify parents whenever there is an alleged incident of bullying, cyberbullying, harassment, hazing, or retaliation involving a parent's student. WSS has no obligation to notify parents on anonymous allegations of bullying, though the Administration may choose to do so.

In accordance with WSS'S *Parental Notification Policy*, WSS will notify a parent if the parent's student threatens to commit suicide, or if the student is involved in an incident of bullying, cyberbullying, harassment, hazing, or retaliation. WSS will produce and maintain a record that verifies that the parent was notified of the incident or threat, but will not disclose the record to anyone unauthorized to receive it or use the record for purposes not allowed under the law.

### Training

WSS employees, staff, and volunteers receive training on bullying, cyber-bullying, hazing, and harassment from individuals qualified to provide such training on a schedule determined by WSS's Administration. Training will address the following:

- Overt physical aggression and threatening verbal behavior;
- Relational aggression or indirect, covert, or social aggression;
- Bullying, cyber-bullying, harassment, or hazing of a sexual nature or with sexual overtones;
- Cyber-bullying, including use of email, web pages, text messaging, instant messaging, three-way calling or messaging, or any other electronic means for aggression inside or outside of school;
- Civil-rights violations including training and education specific to bullying based upon students; actual or perceived identities, and conformance or failure to conform to stereotypes. Training on civil rights violations will include compliance when civil rights violations are reported.
- Awareness and intervention skills such as social skills training
- WSS will distribute this policy annually to employees, parents, and students, require employees, parents, and students to sign a statement annual acknowledging receipt of the policy, and keep a copy of each signed statement.

### Volunteers

Volunteers must be made aware of this policy and of the requirement to report to their supervising staff member if they are notified of a bullying, cyber-bullying, hazing, harassment, or retaliation incident among students, or if they have reason to suspect such an incident. Volunteers are also prohibited from engaging in bullying activities themselves and will be asked to leave WSS's premises if they are in violation of this policy.

### Suicide Prevention Program

Pursuant to 53E-9-702, WSS will implement a youth suicide prevention program for students. In addition, WSS's licensed educators will complete two (2) hours of professional development on youth suicide prevention training once every license renewal cycle. To the extent possible, other programs or initiatives designed to provide training and education regarding the prevention of bullying, cyber-bullying, harassment, hazing, and retaliation will be implemented.

### Limitations

This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber-bullying, hazing, or harassment incident creates a substantial disruption to the school environment, under *Tinker v. Des Moines* 393 U.S. 503 (1969), WSS may take disciplinary action against the student who initiated the speech.

WSS may consider the following factors in determining whether a substantial disruption has occurred:

- Whether there is a verbal or physical confrontation over the incident at school;
- Whether there is likely to be a verbal or physical confrontation based on evidence of a prior relationship between the victim and the student who initiated the speech;
- Whether any part of the speech that gave rise to the incident was repeated at school;
- Whether students are discussing the incident during class or if it otherwise is disrupting school work;
- Whether there is a widespread whispering campaign sparked by the off-campus incident that disrupts the school environment and students' abilities to focus on school;
- Whether administrators who dealt with the incident were pulled from their ordinary tasks to address the incident and how much time it took out of an administrator's day to do so;
- Whether speech similar to the off-campus speech in this incident has occurred in the past and has resulted in violence or near violence at school;
- Whether there is a negative effect on classroom activities as a result of the off-campus incident;
- Whether there is a history of violence from the student/s who initiated the speech or whether the speech advocates "imminent" violence or unlawful conduct.

### Employee Grievance Process for Abusive Conduct

A school employee who has experienced an incidence of abusive conduct, as defined by this policy, and who is not satisfied with initial efforts to resolve this issue may submit a written grievance to the Head of School within thirty (30) calendar days of the incident. The written grievance shall include the following:

- Date of the incident;
- Circumstance of the incident; and,
- Signature of the employee submitting the grievance.

Within ten (10) days of the submission of the written grievance, the Head of School shall meet with the school employee to discuss the grievance and possible resolutions.

Within ten (10) business days after the meeting described, the Head of School shall respond to the school employee in writing. The response shall explain the Head of School's position and offer options for substantive resolution of the complaint.

If the response of the Head of School does not satisfactorily resolve the issue, the school employee may appeal the Head of School's response in writing within ten (10) business days to the WSS Board Chair.

Within ten (10) business days after receipt of the grievance appeal, WSS's Board Chair or an officer of the Board shall meet with the school employee to discuss the grievance and possible resolutions.

Within fifteen (15) calendar days after the meeting, the Board Chair will respond in writing with a final resolution of the grievance. The Board Chair's written response shall constitute the final administrative action in the matter.

## 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](mailto: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 current teachers. A teacher may decline to sign the form to authorize the absence for one of the following reasons:

- The student currently has a failing grade, or

- The student is far behind on required classwork, or
- 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 concerns if a teacher declines to sign a form.

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:

- a medically documented illness or condition;
- a documented death of a family member or close friend;
- a documented medical appointment;
- a documented family emergency;
- an approved school activity; or
- 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 campus.

### 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:

- 1<sup>st</sup> 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 may receive zeros for any work missed during the unexcused absence, including tests or quizzes.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> incident: All responses listed above and: The student and parent will meet with the Head of School to discuss the attendance issues. Consequences can include failed assignments/exams/participation points in 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 any official withdrawals from missed courses 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.
- 4<sup>th</sup> 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)

- 1<sup>st</sup> Incident: The Incident will be reported in the WSS Student Information System and the student may lose participation points in the class for which the student was tardy. Any missed assignments or examinations may receive zero credit.
- 2<sup>nd</sup> Incident: The Incident will be reported in the WSS Student Information System and the student may lose participation points in the class for which the student was tardy. Any missed assignments or examinations may receive zero credit. The WSS administrative office will send a tardy notice to the student's parents.
- 3<sup>rd</sup> Incident: The Incident will be reported in the WSS Student Information System and the student may lose participation points in the class for which the student was tardy. Any missed assignments or examinations may receive zero credit. The student will be assigned to mandatory lunchtime study hall. 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.

- 4<sup>th</sup> 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.

## 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 AND 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 \$20, 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:

- 1<sup>st</sup> Incident: Verbal warning and student may be assigned to lunchtime study hall. Depending upon severity of offense, a student may be suspended or expelled in accordance with Utah Code 53A-11-904.
- 2<sup>nd</sup> 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. Students may not wear apparel displaying connotations to drugs, alcohol, tobacco, gang relations, or other illegal behaviors. 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.

### 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

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, 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.

### 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 or 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 recreational equipment to the street and use them as permitted on the public roads and at area parks during their lunch breaks.

### Independent Study Periods

Students with an independent study period in their daily schedule due to online course enrollment – or for any other reason – will 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.

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> Incident: The student will be expelled in accordance with Utah Code 53A-11-904.

## Theft

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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.

## Lunchtime Study Hall

At least one classroom will host a daily lunchtime study hall for students to seek extra help from teachers, time to work on missing assignments, homework, or general studying. Students are welcome to use this study hall time to work on any schoolwork, including test preparation or independent study work.

This lunchtime study hall may be assigned to students, making attendance mandatory for a designated amount of time. Reasons for assigned lunch study hall include having a failing grade in any course, an excessive number of missing assignments, designated test/quiz makeups, or other academic concerns. Students who lose lunchtime open campus privileges for school rule violations may be assigned to study hall as part of their reparations to the school community.

## 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 loss of open campus privileges at lunchtime, 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:

- All substances defined as illegal in Utah Code §58-37-1 et seq.
- Alcoholic beverages as defined in Utah Code §32A-1-105
- Any psychotoxic chemical substance used illegally as defined in Utah Code §76-10-107
- 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

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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 prohibits discrimination or harassment on the basis of inclusion in any federally protected class including, but not limited to, race, ethnicity, color, national origin, ancestry, gender, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, religion, socioeconomic status, immigration status, language, genetic information, pregnancy, breastfeeding, medical conditions related to pregnancy or breastfeeding, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

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

## FAMILY EDUCATIONAL RIGHTS AND 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. Each student must complete a minimum of 24 credits in four years, including a minimum of:
  - 4 credits in English
  - 3 credits in Math
  - 3 credits in Science
  - 3 credits in Social Studies, including:
    - 0.5 credit in Geography
    - 0.5 credit in World History
    - 1 credit in U.S. History II
    - 0.5 credit in U.S. Gov't & Citizenship
    - 0.5 credit in Financial Literacy
  - 2 credits in Physical Education
    - including 0.5 credit in Health
  - 1.5 credits in Career and Technical Education (CTE), including 0.5 credit in an area to meet state Digital studies proficiency requirement.
  - 1.5 credits in Fine Arts
  - 6 electives from Foreign Language and/or the above categories
2. In addition, each student must complete 40-hours of community service, and a minimum of 1,000 hours of athletic participation, verified by a sport club affiliated with a national (or international) governing body (NGB) of sport, and
3. Achieve a final cumulative GPA of at least 2.67.
4. 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 9<sup>th</sup> grade, as appropriate and at the discretion of the Head of School.

Waivers or partial waivers may be granted from requirement 2 for students transferring to WSS after the 9<sup>th</sup> grade, for those suffering debilitating injuries or for other legitimate, properly documented reasons.

## LATE WORK AND 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, absences due to athletic training and travel, and pre-arranged excused absences. Without an approved extension, late work will not 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.

## RECOGNIZING CONSTITUTIONAL FREEDOMS IN SCHOOLS

In accordance with Utah R277-108, WSS will maintain constitutional freedom in regards to religious observation and education. School activities, performances, or displays which include religion, or religious thought or expression, or the influence of religion on music, art, literature, law, politics, history, or any other element of the curriculum which is designed to achieve secular educational objectives will be undertaken. No aspect of cultural heritage, political theory, moral theory, or societal value will be included or excluded from the curricula simply because it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or supreme being.

Adapted from Utah Code 53A-13-101.1

## SCHOOL ACTIVITIES, FIELD TRIPS, AND 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 approved by WSS administration.

2. A waiver and liability release form should be signed by each 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. [USB E 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 state-administered 11th grade ACT must have a plan in place before signing up for the test.

## STUDENT COUNCIL AND 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 academic honor code, has failing grades, or has excessive unexcused tardies and/or absences.

## 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:

- A real weapon or
- Explosive or flammable material or
- 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:

- Possession, control, actual or threatened use of a real weapon, explosive, noxious, or flammable material;
- Actual or threatened use of a look-a-like weapon with intent to intimidate or cause disruption;
- The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
- Using or threatening to use serious force;
- 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:

- Willful disobedience or violating a school rule;
- Defying authority;
- Disruptive behavior;
- Foul, profane, vulgar, or abusive language;
- Defacing or destroying school property;
- Truancy;
- Theft;
- Posing a significant threat to the welfare, safety or morals of a student, school personnel, or the operation of the school;
- Fighting;
- Bullying (including, but not limited to, behavior intended to cause harm or distress in a relationship with an imbalance of power, repeated over time);
- Possessing, using, controlling, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia, or misusing any substance;
- Possessing or using tobacco or electronic vaporizer devices;
- Hazing, demeaning, or assaulting someone, or forcing someone to ingest a substance;
- Inappropriate exposure of body parts;
- Sexual or other harassment; or
- 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

1. 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.
2. 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.
3. 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:

- Guarantee the accuracy of information found on the Internet.
- Accept responsibility or liability for inappropriate use of technology or the Internet by our students at school or at home.
- 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

- 1<sup>st</sup> 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 lose open campus privileges during lunchtime. . 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.

- 2<sup>nd</sup> Incident: The item – computer, tablet, phone, or other device – stays in the WSS office for the rest of the school day to be picked up at the close of the day; in some cases as determined by the Administration, the device may be required to be picked up by a parent or a legal guardian. The student will lose open campus privileges during lunchtime for a period of 1-5 days. 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.
- 3<sup>rd</sup> 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:

- Complete the Winter Sports School Withdrawal Form. This form is available at the office or can be requested at [office@wintersportsschool.org](mailto:office@wintersportsschool.org).
- Notify the new school of the intent to enroll.
- 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.