



**2019-2020
Waterville Valley Academy
Handbook**

**A Guide for Students &
Parents**

Revised 3/15/2019

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[Internet](#)

A WORD ABOUT THIS HANDBOOK

This handbook is a guide that sets the standard for what is expected of you as a WVA student/athlete. Please take the time to read this handbook. The rules and policies are set by the Trustees, faculty and administration. If changes occur during the school year, WVA will notify students and their families. Procedures outlined in this handbook apply under normal circumstances. On occasion, however, a situation may require an immediate, nonstandard response. In such circumstances, WVA reserves the right to take actions deemed to be in the best interest of WVA, its faculty and students. This handbook does not limit the authority of WVA to alter its rules and procedures to accommodate any unusual or changed circumstances.

MISSION STATEMENT

We develop and educate snowsports athletes by cultivating passion through world-class training and innovative learning environments, allowing each student to maximize his or her potential athletically, academically and in life.

CORE VALUES

Integrity, Teamwork, Learning and Excellence

CODE OF ETHICS

Waterville Valley Academy is a professional learning community which promotes the core values of Integrity, Teamwork, Learning and Excellence. The WVA community believes that we must all interact in an environment of Kindness, Trust, and Honesty.

Student Commitment:

As a member of this community, I promise to respect and be courteous to every member of the WVA community, WVBBS members, and residents of Waterville Valley. I also understand that by signing the Code of Ethics, I accept the personal responsibility to address acts and behaviors by others or by me that violate the tenets of this code.

By reading and signing this document I will embrace and adhere to the standards, expectations, and rules of Waterville Valley Academy as articulated in this Student Handbook. As a WVA student, I commit to live by these standards, expectations, and rules while I am enrolled at WVA.

I recognize that my personal commitment to support these standards, expectations, and rules contributes to both my personal strength and that of the entire WVA community and the success of all its members.

PLEASE NOTE THIS HANDBOOK REQUIRES SIGNATURES AT THE END

GENERAL PHILOSOPHY AND COMMUNITY VALUES

The following is a brief summary of the major principles of our community which guide behavior in all areas of Waterville Valley Academy life.

- Freedom equals responsibility at WVA. We believe that self-disciplined, motivated, and committed student/athletes are able to manage their individual training and competition careers.
- All members of the WVA Community are expected to support the WVA Code of Ethics. The Code of Ethics embodies the values and principles by which we live.
- All students are expected to look for the positive in other people. They should be patient, tolerant, compassionate, and supportive of other students and faculty. Good manners, kindness, and thoughtfulness will win you friends and respect from others all your life and we expect our students to exhibit such behavior.
- Each student is expected to grow every day as a person, a student, and as an athlete. Each student can be a leader and should exercise responsibility for himself or herself and for other members of the community.
- All students are expected to take pride in the WVA campus, including the buildings and equipment.

IMPORTANT PHONE NUMBERS

Main Phone: (603) 236-4246

To Report an Absence: (603) 236-4246 ext: 115

Head of Academics and School Life: Tucker Barnaby (603) 236-4246 ext.:114

Director of Student Services: Priscilla Fay (603) 236-4246 ext: 141

Director of Residential Life: Ben Bacote (603) 960-0764

Dean of Students: Kimberly Berman (603)236-4246 ext. 115

Emergency: 911

WV Police (603) 236-4732

ACCEPTABLE TECHNOLOGY USE POLICY

Purpose

The Acceptable Use Policy outlines efficient, safe, ethical, and legal use of network and Internet resources within the Waterville Valley Academy (WVA) campus. These policies apply to users of electronic information resources located or accessed at WVA.

Qualifying for Use

The privilege and responsibility of using the WVA network is based on the concept of a qualified and informed user. Access to and use of this network entails a great responsibility. Further, all users of the WVA network have no reasonable expectation of privacy. Even if deleted, communications on the network may be recovered, monitored and/or accessed by WVA. Inappropriate use may result in disciplinary action, up to and including expulsion.

Internet Access and Safety Policy

Waterville Valley Academy uses an Internet filtering system to filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful. It is recognized that this system is fallible, and we rely on the responsible use of the Internet by our students and staff. To insure safety and promote reliable Internet use, all users must adhere to the following Acceptable Use Policy when accessing online resources.

Acceptable Use Policy

Security within the WVA network is a maximum priority. Network users are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

- 1) Will not evade established network structures as set up by WVA.
- 2) Will not set up or participate in Internet or LAN-based proxy or sharing applications.
- 3) Must notify staff about security problems, unacceptable Internet sites, or other inappropriate use of the network.
- 4) Will not install/upload software to WVA computers.
- 5) Are responsible for making back-up copies of their critical documents.
- 6) Will refrain from cyberbullying, which is discussed below in WVA's Sexual Harassment, Harassment and Bullying Policy.
- 7) Will not access or create profane, obscene, unlawful, discriminatory, violent, or hateful content.
- 8) Will not use another user's credentials to log in to the network.

Privacy

- 1) No guarantee of privacy is given to any function of the network including files or communication.
- 2) Parents have the right to review the contents of their student's files and communications.

- 3) All users must respect the privacy of other network users and the confidentiality of passwords.
- 4) Users will not share their account information, including passwords, or leave their account open.

Copyright and Plagiarism

- 1) Violation of copyright and/or software agreements are considered a violation of this policy.
- 2) Explicitly copyrighted materials will often have conditions describing how they may or may not be used.
- 3) Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.)
- 4) Proper citations will be used when citing electronic information.

Vandalism

- 1) Vandalism is defined as any malicious attempt to damage computers, software, network systems, or data of other users.
- 2) Vandalism will result in disciplinary action, which may include suspension and/or expulsion.
- 3) Individuals will be held financially responsible for damages, including:
 - a) Attempts to move, remove or damage software, hardware, or files.
 - b) Attempts to hack into any network or computer environment.
 - c) Damage to computers or other electronic devices.

Email/Direct Communication

- 1) Network users will abide by proper etiquette in their electronic communication.
- 2) WVA email accounts are maintained and/or archived.

Violations of the Acceptable Use Policy

Waterville Valley Academy places a high value on the appropriate and responsible use of its network and internet resources. A violation of any of this policy may be treated as a major infraction under WVA's discipline procedures **and may result in expulsion.**

ACADEMIC PROGRAM

Educational Philosophy

Although Waterville Valley Academy's academic program is college-preparatory, our primary objective is the long-term success of our students. At Waterville Valley Academy we endeavor to help our students develop the skills and competencies needed not only to be successful snow-sport athletes, but also to become successful members of our society. We strive to instill confidence in our students so that they push themselves and take positive risks athletically, academically, and in life. We believe that a rigorous

program helps our students experience success and understand the value of hard work, which we believe is central to the ongoing success in any endeavor.

We strive to teach our students how to learn, how to locate pertinent information, and how to analyze and synthesize this information so that students can apply what they have learned to solve problems that exist in the real world. Although we believe strongly that all students need broad content knowledge, it is the student's work ethic, their ability to properly manage information, demonstrate their learning in relevant ways, and make ethical decisions that will insure their long-term success in life.

For a full description of WVA's academic requirements, please refer to the Program of Studies.

Role of the Parents (Full Term)

Waterville Valley Academy welcomes and encourages a high level of parental involvement in the educational process. Parents need to communicate with WVA administration regarding their child's attendance at Waterville Valley Academy. It is also common practice for teachers to include parents in regular communication regarding student performance. We encourage parents to embrace a team approach to managing their student's academic success. For questions regarding a specific course, please contact the faculty member or the Head of Academics.

Parents, Sending Schools, and WVA (Winter Term)

While in attendance at WVA, students receive individualized instruction covering curriculum from their "sending school". WVA teachers will teach, assess, and grade students in their learning activities in preparation for each student to matriculate back to their respective "sending school" at the same point (or slightly ahead) in the curriculum as their peers.

Role of the Parents

Waterville Valley Academy welcomes and encourages a high level of parental involvement in the educational process. Parents need to communicate with their school administration regarding their child's attendance at Waterville Valley Academy. Although WVA teachers are required to communicate directly with each student's corresponding "sending school" teacher, parents are encouraged to be in regular communication with their child's teachers both at WVA and their sending school with regard to their child's educational progress and achievement.

Role of the "Sending School"

To best facilitate this school-to-school partnership to meet the learning needs of each student, the "sending school" will need to supply WVA with the following:

- Curriculum: For each of the student's classes, including curriculum maps, "essential questions," "enduring understandings" and any other key

components and/or competencies students will be responsible to know and or be able to do upon return to the “sending school.”

- Curricular Support Materials: Any textbooks (one for WVA student and one for WVA teacher), on-line curriculum, or other support materials needed for successful course completion.
- Communication: Accept and respond to periodic email or other communication from WVA teachers to make certain the scope and sequence of instruction follows closely that which is taught at the “sending school.”

Role of Waterville Valley Academy

Waterville Valley Academy will teach students using the materials received from the sending school and will assess and grade the student’s work, utilizing the sending school’s grading scale. WVA will send progress reports, reports cards, transcripts and/or completed student work to both parents and the "sending school".

ATTENDANCE POLICY

Full Term: Attendance is required when student-athletes are not excused for training or competition. Face-to-face contact with teachers is critical to maintain our academic community and school culture.

Full-time Students are allowed 7 absences during the academic year. If absences exceed that amount, loss of credit and/or disciplinary action may occur.

Winter Term: Most sending schools have a policy strictly limiting the number of days of absence before academic course credit is lost. Each student/athlete’s attendance is reported to his/her sending school. This may affect that school’s acceptance of academic grades if the student exceeds the home-school’s attendance standards.

To report an absence: WVA school administration must be notified before the start of the academic day if a student will be absent, tardy, or dismissed early from classes. A parent must call or send an email to the Dean of Studies at (603) 236-4246 x 115 (kberman@gowva.org) to leave a message regarding an absence.

It is the responsibility of the student to communicate with their teachers well in advance of anticipated absences for competition or training in order to receive assignments for which they will be responsible. The student must adhere to the following steps prior to their absence for any reason. Failure to complete these requirements may lead to disciplinary action.

1. Acquire an Absence Notification Form from the Dean of Studies.

2. Have the Absence Notification Form completed and signed by each of his/her teachers, including assignments to be completed during the absence.
3. Submit the fully completed and signed Absence Notification Form to the Dean of Studies.

A student may be denied permission for absence if either faculty or coaches feel said absence would be detrimental to the student's academic program.

Students who miss classes due to illness will not be allowed to train that day.

Tardiness: Students who are tardy to class without excuse, will be marked as tardy. Three unexcused tardies will be treated as an absence.

GENERAL BEHAVIOR STANDARDS:

All members of the WVA community will treat everyone with kindness and take personal responsibility for their actions.

The faculty and staff will determine appropriateness of a student's appearance, language, or behavior, and a student may be asked by a faculty or staff member at any time to change his or her clothing, language, or behavior to align with school expectations. Students who continue to wear inappropriate clothing, use inappropriate language or behavior may be required to report to the Head of School or designee.

Personal Presentation

Waterville Valley Academy recognizes the individuality of personal appearance and we expect members of the community to dress and act in a respectful manner at all times. During times of the day when classes are in session, expectations focus on learning, with a seriousness of academic purpose and a respect for self and all other members of the community. At the conclusion of the academic day, on weekends, and during other free times, informal appearance and behaviors should remain acceptable for a community setting. Please note: Clothes with messages that reference drugs, alcohol, or tobacco are not permitted. Clothes with language having sexist, racist or otherwise offensive, messages, symbols or pictures are not permitted.

Academic Honesty

“Plagiarism” means directly copying words, ideas, or organizational structure from any source (author, speaker, website, program, movie, ect.) without giving credit to the source. Plagiarism may take the form of direct quotation, but it may also be in the form of paraphrasing, examples, comparisons, analogies, or other references for which credit is not properly assigned. Proper citation always avoids plagiarism.

WVA encourages students to work with other students when appropriate, hoping students will quiz each other, proof read papers, helping each other during the learning

phases. Students are expected to write their own assignments when working together, and must be particularly careful to distinguish between cooperation and copying. Plagiarism also includes copying homework assignments, submitting the same paper for two different courses, or submitting work that has been completed for some other assignment. If a student is unsure about the use of cooperation with classmates or use of an outside source, they should consult the instructor involved with the assignment/class.

Plagiarism, cheating, or ANY attempt by a Waterville Valley Academy student to portray someone else's work as his or her own will not be tolerated. It is a clear violation of the Code of Ethics and subjects the offender to our gravest disciplinary measures, including expulsion. Offenses can be as simple as failure to document sources properly in a paper to the blatant copying of someone else's work. Academic honesty is a pillar of Waterville Valley Academy's educational foundation.

Athletic Life

The athletic life of a Waterville Valley Academy student is an integral part of Waterville Valley Academy's overall philosophy of dedication to excellence. Waterville Valley's athletic program is supportive and demanding, innovative and traditional, individual-oriented and team-oriented. Each student is asked to push the limits of his/her comfort zone in a variety of different ways. From dry land training to on-snow competition, each Waterville Valley Academy student-athlete explores new depths of conditioning and competition. Historically, Waterville Valley Academy student-athletes experience a dramatic growth in self-esteem, confidence, coordination, and conditioning as well as athletic and academic performance.

Community Life

Waterville Valley Academy was founded on the premise that adults and teenagers share, and commit to, a common set of core values. Along with academics and athletics, community is at the very core of the Waterville Valley Academy experience. Every member of the Waterville Valley Academy community becomes an integral working part of a tradition that strives for the very best in the human spirit. Through both pain and joy, the community shares the complex and difficult tasks of education, athletics, and personal growth.

Medical Policies and Procedures

1. **Physical Exam:** Every Waterville Valley Academy student is required to have a complete physical examination prior the beginning of that student's term of enrollment.
2. **Required Medical Documentation:**
Please make certain that all appropriate health forms are filled out completely and accurately. The signed medical release form is critical to obtain medical care

in the case of an emergency. WVA will work very closely with local physicians to see that the best health care is provided.

- a. Physical Examination form - must be signed by physician
 - b. Immunization record
 - c. Medical History form may be a re-evaluation form for returning students
 - d. WVA Medical Release form
 - e. Influenza Vaccination
3. **Illness:** Given the demands inherent in boarding school life, combined with the need for extensive travel, training, and competition, even healthy students/athletes are susceptible to becoming sick when overly tired and readily exposed to others. When a student is sick, the basic procedure is the following: either the person who is sick or their roommate should notify a houseparent first. The houseparent will then notify parents and make the appropriate appointments with the local physicians. There are often occasions when parents know before staff that their child is not feeling well. In such cases parents should immediately contact the houseparent so the proper health care can be provided. Please contact us if you have any concerns about your child's health or well-being. When physician care is needed, appointments will be made with local general practitioners and orthopedists from MedCheck Urgent Care, Plymouth, NH; Spere Memorial Hospital, Plymouth, NH; Dartmouth Medical Center, Hanover, NH; and the Alpine Clinic, Franconia, NH.
4. **Injuries:** Our coaching staff is responsible for the prevention, evaluation, management, and rehabilitation of athletic injuries to any of the students at Waterville Valley Academy. The Waterville Valley Sports Center and the Thomas Barbeau Training Center have well-equipped training facilities and a pool that allows for the proper management and rehabilitation for many different injuries.
5. **Injury Procedures:** The WVA coaching staff will provide basic care. Based on on-mountain first aid and coaching staff evaluation, the decision will be made whether the athlete needs to be referred to a physician or the emergency room. Parental notification is our policy in all injury and medical cases with the understanding that our primary concern is to address medical issues as permitted by the medical release form, if the parent(s) cannot be contacted.
6. **Prescription Medication:** The Houseparents and coaches **MUST** know of **ANY** and **ALL** medications (both prescription and over the counter) that a student is taking during their time at WVA. This requirement continues throughout the entire school year (i.e., if a student returns from Thanksgiving vacation with a new medication, we must know) in order to ensure proper care and a safer living environment for everyone. The Houseparent Director of Residential Life will control **ALL** medications. Please indicate such medications on the medical report form. Prescription drugs are to be used only by the person for whom they are prescribed and on the basis for which they are prescribed. Misuse or abuse of

prescription drugs will be considered a violation of the alcohol, drug, and tobacco policy (refer to School Life section).

Concussion Policy

The first priority of WVBBS and WVA training programs is the health and well-being of every athlete. Concussion, also known as traumatic brain injury (TBI), occurs in all snowsports. Traumatic Brain Injury can pose a serious threat to an athlete's cognitive and mental health if managed poorly, and therefore, has risen to the top of the medical community's concerns. Beginning in the 2011-2012 season, WVBBS implemented a strict policy regarding the management of athletes either suspected of or diagnosed as having sustained a concussion.

The WVBBS and WVA Concussion Policy addresses two critical areas:

1. Education for coaches, athletes, and parents
2. Medical intervention by health professionals

The WVA Concussion Policy for Athletes and Parents is:

1. Visit the websites below. Read, learn, and heed! All concussions are serious!
2. All athletes are required to wear properly fitted and correctly worn helmets approved for snowsports for all on-snow and dry-slope activities.
Any athlete who has sustained a concussion may return to training and competition only after medical clearance by a health professional delivered in writing to WVA's Head of School and to US Ski and Snowboard Competition Services.

The WVA Concussion Protocol for Coaches is:

Should an athlete sustain a concussion, even a mild one, the athlete's coach, or in the case of a competition, the Technical Delegate or Chief of Competition, shall immediately remove the athlete from further training or competitive activities.

- The coach must immediately summon Ski Patrol.
- The coach must inform the parent as soon as possible.
- The coach must complete the WVBBS Injury Report Form. The coach or meet official must report the incident to US Ski and Snowboard Competition Services.

Prior to the athlete's return to his or her coaching group, the coach must ascertain that the athlete has properly followed medical clearance protocols. To learn about concussion in sports, go to: <http://www.cdc.gov/concussion/>.

To review the US Ski and Snowboard Concussion Policy for Members, go to:

<https://usskiandsnowboard.org/governance/policies/concussion-policy>

One final note: we strongly encourage good habits regarding nutrition, hydration, sleep, active rest, and disciplined rehabilitation with the belief that neglect in any of these areas can lead to illness or injury.

RESIDENTIAL LIFE

Due to the unique nature of living within a co-ed dormitory facility, it is imperative that privacy and kindness are afforded to all. It is also important to maintain a safe environment at all times. Our overall goal is to provide a strong community living experience with a focus on students working to the best of their abilities each and every day.

What to Bring:

Clothing: All of your normal ski wear and competition clothing. Casual, neat clothing for around the house and classes. Sweat gear/workout clothes including a bathing suit and running shoes are also needed. We strongly recommend that each student/athlete label all clothing, ski equipment, ski tuning gear, and other personal items with an indelible ink marker prior to arrival. It is suggested that each student/athlete bring one dressy outfit for special occasions—sport coat and tie for males and a dress (or comparable) for females. Waterproof boots and/or hiking boots and rain gear are essential for foul NH weather.

Ski Equipment: Your coach should have discussed equipment with most of you. Contact the appropriate coach if you have any questions. Bring the necessary tools and equipment for ski maintenance, including vises (all labeled).

Scholastic Materials: Notebooks, calculators, office supplies, writing materials, etc. Bring an organizational system that works for you: notebooks, binders, planners, or folders. All students taking Algebra I, Algebra II, Pre-Calculus, Calculus, or Geometry are required to have a Ti-84, or Ti-84 Plus calculator.

Sports Equipment: Waterville Valley has excellent trails (hiking and mountain biking), and our campus is adjacent to both a tennis center and a golf course. Bring sports equipment that you would like to use! A bike is useful in the valley.

Computer: *All students are required to bring a wireless capable laptop.* Internet service is available through the Academy wireless network. All computers and printers must be plugged into a surge protector.

Linens and Toiletries: Sheets, mattress cover, mattress foam pad (preferably 2" or above), pillow cases, blankets/quilt, and a pillow for a **standard** twin size bed. Also bring necessary towels and soap/shampoo, etc. and a basket for your personal grooming supplies.

Travel needs - All WVA students will travel during their enrollment, often overseas and occasionally to rental homes. Students often have use for a sleeping bag, headlamp, headphones, a durable ski bag for multiple pairs of skis, a heavy-duty duffel bag with wheels, and European plug adapters. We recommend you make multiple copies of student passports and keep them in different places. Please confirm that your student's passport has an expiration date at least 6 months beyond the end of their enrollment term.

Other Needs:

- Mugs for juice, hot cocoa, etc.
- Refillable Water bottle for carrying to classes
- Alarm clock
- Single bulb reading lamp (desk lamp)
- Stacking/storage units (under bed storage totes are recommended)
- Throw rug for rooms with wood floors
- Slippers
- Backpack
- Quarters and detergent for coin-operated washers/dryers
- Clothes hangers
- Flashlight
- We often have cause to do celebratory or costume events: think spirit week, with retro ski day, Hawaiian shirt day, school spirit, ugly sweater day, etc. Plan – and pack! - accordingly!

Refrigerators: One refrigerator is allowed per room.

DO NOT BRING - Christmas lights or tapestries – both are banned under our safety and fire codes. Posters or other wall hangings are fine.

Televisions and video game units are **NOT** permitted in the dorm rooms.

Mailing or shipping: Packages may be delivered to students here at WVA via UPS, USPS, FedEx or DHL.

Student Name

88 Boulder Path Road/PO Box 277

Waterville Valley NH 03215

House Etiquette

All students are expected to behave appropriately; this means they are expected to exercise kindness, respect and consideration for others at all times. Profanity and inappropriate gestures are not acceptable. WVA will not tolerate any harassment or bullying of others as referenced in WVA's Sexual Harassment, Harassment and Bullying Policy. No unrated movies or pornographic media are allowed in the dormitory.

Housing Contract

All students enrolled in the residential program must inspect their room upon arrival using the "housing contract checklist". This contract requires both student and parent signatures. During the school year students are required to oversee and monitor the conduct of other students while visiting their room. At the end of the year, students are required to leave their room showing only acceptable wear and tear. Pending inspection, any major damages may be billed to the student's account

Sign in/Sign out procedures

All students residing in the house are to sign in and sign out directly with the staff member on duty and also in the Sign-out Book in the Stenmark Room. All communication for leaving the dorm MUST be approved by the staff member who is on duty. This applies even if they are leaving with their parents. IT IS IMPERATIVE THAT WE KNOW WHERE YOU ARE AT ALL TIMES.

Visitors

No visitors, male or female, may occupy the room of another student without approval of a Houseparent. Students may only visit upon invitation of the student who lives in the room. All visitors, including Day Students, must sign in with the Houseparent upon entering the building, before visiting with residential students. While a visitor is in the room, the dorm room door must remain open at all times. Under no circumstances are male and female students to be in each other's rooms

Policy on Sexual Relations

Waterville Valley Academy is supportive of healthy student relationships. Regarding student sexual activity, the school's policy is abstinence. Students who engage in sexual activity with another student at any time will be subject to a disciplinary process, which may include expulsion. Parental notification is our policy in all such cases.

Theft

Theft will not be tolerated and will be treated on a case by case basis as a major disciplinary offense.

Medications

Students are not allowed to have in their possession either over the counter or prescription medication. All medication will be kept and dispensed by the Director of Residential Life.

Student Bank

WVA strongly encourages parents to furnish students with a functioning Debit Card as we discourage students from having large amounts of cash in their possession. Should students elect to carry large sums of cash and not utilize the school safe, it is clearly not the responsibility of the school or staff to maintain the security of large sums of student

monies. Please note: It is the parent's responsibility to monitor student spending, using credit cards, online, or in person.

Off Campus Visitation

Student(s) must have parents give written permission via the wvadormparents@gowva.org email to visit any day student, friend, or acquaintance in any residence not affiliated with WVA. Additionally, the parent of the residence to be visited must confirm that they will accept the responsibility of supervising WVA student visitors and will be present at all times. The student's responsibility is to confirm receipt of these contacts before departing from campus.

Dorm Dress Code

Students should dress appropriately in attire suited for co-ed living. We do not permit advertisement of drugs, sex, or alcohol to be worn at any time.

Students may be re-directed or addressed to change if their attire is inappropriate.

Students are advised to wear sandals or flip-flops for hygienic shower/bathroom use.

Student House Duties

The dormitory is everyone's home and all of our responsibility. If you see something that needs doing, do it. For example, if you are using the laundry room and you notice it needs to be swept and dusted, or the trash is full, take care of these issues. If we all do this, all members of the dorm community will have a better experience.

All students residing in the dorm are expected to participate in the following areas on a DAILY basis:

Students will clean/maintain/organize their room on a daily basis. Inspection will occur weekly.

Dinner Duties

- Wrap and store leftover food.
- Wash tables and kitchen counters
- Sweep floors
- Empty trash in cafeteria, kitchen and common rooms
- Clean up after special activities that occur with food etc. as a group. Everyone helps until the job is done.

Ski Room Duties

- Skis, poles, and snowboards and bikes are to be stored in the appropriate racks adjacent to the tuning room.

- Ski and snowboard tuning area is to be kept clean and orderly at all times. "I was in a rush" is no excuse for leaving behind a mess for the next person to deal with/work around.

Study Hall

Study hall will be held from 7pm to 9pm Sunday through Thursday. At any point the Houseparent on duty may choose an alternative study plan for any student to ensure their success. Students can have in house free time from 9-10PM.

Lights out on weekdays is at 10PM

Weekends

Lights out on Friday and Saturday evening is 11 pm. All students must sign back in by 10:30 pm unless accompanied by a parent/guardian/or approved adult. Students who are signed out with said parent/guardian, or approved adult, must return to the dorm by 10:30PM. Students who are signed out to join their parents for the weekend may not return to sleep at the dormitory unless their parent contacts the houseparent.

Student use of Media/Technology

In today's world it is a requirement for all students to learn to self-monitor their use of technology. We offer education and discussion about sleep patterns and habits. Poor management or use of technology can be disruptive both to student learning and athletic performance, especially after-hours in the dorm room. At any time, a houseparent or other staff member, may temporarily confiscate technology devices due to inappropriate use. Video games are not to be used during academic or athletic hours or during study hall.

Final Note

Any behavior that raises reasonable suspicion of illegal or otherwise unacceptable behavior, may result in the search of any room or student vehicle at any time without notice.

SCHOOL LIFE

A student's conduct or behavior becomes a proper concern of WVA if it adversely affects the student or other members of the WVA community, including those within the Town of Waterville Valley, and in the various locations athletes travel as part of their training and competition. Thus, WVA must consider student conduct or behavior, wherever it occurs, that violates these policies.

Drugs, Alcohol & Tobacco Policy

No student while enrolled at WVA, regardless of age, may consume, possess or distribute alcohol, tobacco products, e-cigarettes, vapes, juuls, snus, illegal or legal drugs, including inappropriate use of prescription and over-the-counter medications, impairing substances, or paraphernalia associated reasonably with alcohol, tobacco, drugs or impairing substances. Violations of this policy may be treated as major infractions under WVA's disciplinary policy.

Any member of the WVA community concerned that a student is involved with alcohol, tobacco, drugs or impairing substances should speak to the Director of School Life or Director of Student Services as soon as possible. All referrals are confidential. When a student recognizes that they have a problem with alcohol, tobacco, drugs or impairing substances and chooses to do something about this problem, WVA will cooperate as fully as possible with the student and no disciplinary sanctions will be imposed if self-referred in this manner.

Gambling

Gambling for money is prohibited.

Sexual Harassment, Sexual Misconduct, Harassment and Bullying Policy

It is the policy of Waterville Valley Academy to provide a safe, orderly, civil, and positive learning environment for all members of our community. Sexual misconduct, harassment and bullying have no place in the WVA community and will not be tolerated. Faculty and Staff are strictly prohibited from engaging in any sexual activity with students. Violations of this policy may be treated as major infractions under WVA's disciplinary procedures. Retaliation against any individual who has, in good faith, made a complaint or cooperated in the investigation of a complaint will not be tolerated.

Definition of Sexual Harassment, Harassment and Bullying:

1. Sexual Harassment includes but is not limited to any unwanted sexual advances, requests for sexual favors, pressure to engage in sexual activity, physical contact of a sexual nature, and gestures, comments, or other physical, written or verbal conduct that is gender-based and that interferes with a student's education or athletic

training, or creates an intimidating, offensive or hostile environment. Sexual harassment includes but is not limited to obscene remarks, jokes of a sexual nature, and comments about an individual's body, clothing or sexual activity, communicated in any form, including orally, in writing, or electronically via the internet, cell phones, text messaging or in any other way.

2. Sexual misconduct includes sexual assault, non-consensual sexual penetration or sexual contact of one person by another. The age of consent in New Hampshire is 16. Sexual penetration is defined by New Hampshire law to include the following acts: any intrusion, however slight, of any part of the actor's body or any object manipulated by the actor into genital, anal or oral openings of the victim's body; or any act which forces, coerces or intimidates the victim to perform any sexual penetration on the actor, or on another person, or on him or herself. In New Hampshire, sexual penetration of someone under 16 is a criminal offense. Sexual contact means the intentional touching, whether directly, through clothing, or otherwise, of a person's sexual or intimate parts, including anus, breasts, genitalia and buttocks. Sexual contact includes only contact that can be reasonably construed as being for the purpose of sexual arousal or gratification. Sexual contact can be criminal in some circumstances, such as when one person does not consent, or where force, violence, threats or intoxicating substances are used, or where at least one of the persons involved is under 16 and the other participant is five years older or more. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can only be given by affirmative words, and as long as those words create clear permission regarding willingness to engage in sexual activity. All parties must give consent in affirmative words to every sexual activity in which the individuals participate. Silence or lack of resistance, in and of itself, does not demonstrate consent. Do not rely on nonverbal communication, as it can lead to misunderstandings. If there is confusion or uncertainty about whether a participant is consenting to sexual activity, stop and clarify verbally the person's willingness to continue. Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. According to New Hampshire law, anyone under the age of 16 lacks capacity to consent to sexual activity. Under the law, some situations are considered sexual assault because a

participant cannot give consent. These factors include a difference in power between the participants, mental illness, mental disability, intoxication and/or being under the age of consent

3. Harassment is any physical or verbal abuse of a person because of his or her race, color, national origin, religion, age, gender, gender identity, sexual orientation, physical or mental disability or any other legally protected status that interferes with a student's education or athletic training, or creates an intimidating, offensive or hostile environment. Harassment can further be clarified as any conduct that creates significant anguish to another person with the intent to bother, scare, or emotionally abuse them. Harassment includes communications such as gestures, jokes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the internet, cell phones, text messaging or in any other way that unlawfully interfere with another person's ability to compete, train or receive an education.
4. Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student/athlete which: (1) physically harms/hurts a student or damages the student's property or belongings; (2) causes emotional distress to a student; (3) interferes with a student's educational or training opportunities; (4) creates a hostile educational or training environment; or (5) substantially disrupts the orderly operation of WVA. Bullying also includes actions motivated by an imbalance of power based on a student/athlete's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student/athlete's association with another person and based on the other person's characteristics, behaviors, or beliefs. This includes but is not limited to a student/athlete's actual or apparent race, color, religion, national origin, ancestry, ethnicity, sexual orientation, socioeconomic status, age, physical, mental or learning disability, gender, gender identity, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

Bullying includes cyberbullying, which is defined as any action which is defined as "bullying" under this policy and which is undertaken through the use of technology or any electronic communication, which shall include, but shall not be limited to telephones, cell phones, computers, pagers, electronic mail, internet communications, instant messages, text messages, cameras, audio devices or facsimile communications.

Reporting of Sexual Harassment, Sexual Misconduct, Harassment or Bullying

Students who have reason to believe that an incident of harassment, misconduct or bullying might or has occurred shall report such belief to the Head of School, or if the student is uncomfortable bringing it to the Head of School, to any coach, teacher, or school administrator. Staff members who have received such a report from a student or

who otherwise have reason to believe that an incident of harassment or bullying might, or did, occur should report the harassment or bullying to the Head of School or to the Chair of the WVBTS/SEF Board of Trustees, if the report may relate to the conduct of the Head of School. The report may be in writing or made orally. If the report is made orally, the receiver shall make a written record of the report.

Retaliation against any individual who has, in good faith, made a complaint or cooperated in the investigation of a complaint under this policy, or against any victim of sexual harassment, sexual misconduct, harassment or bullying in violation of this policy, will not be tolerated and may be considered a major infraction under WVA's disciplinary procedures. WVA will act to promptly investigate and equitably resolve all complaints of sexual harassment, harassment or bullying. In addition, WVA may take immediate steps at its discretion to protect the complainant or victim pending completion of an investigation. That said, false allegations of sexual harassment, sexual misconduct, harassment or bullying are themselves a major infraction and will be addressed accordingly.

Disciplinary Action for Sexual Harassment, Sexual Misconduct, Harassment or Bullying

If an investigation concludes a student committed an act of harassment, misconduct or bullying, or otherwise violated this policy, that student shall be subject to appropriate disciplinary action including, but not limited to, suspension or expulsion from WVA. Violations of the sexual harassment, harassment and bullying policy may be treated as major infractions under WVA's disciplinary policy.

Some acts of harassment/bullying may also be illegal and may be prosecuted under state law, e.g. sexual assault.

Nothing in this policy shall limit or preclude WVA from disciplining a student or other person affiliated with WVA, under any other WVA policy, as well as under the terms of this policy.

Athlete's Code of Conduct

All WVA students are expected to adhere to the standards of conduct outlined in the athlete's Code of Conduct. Violation of the Code of Conduct may be treated as a major infraction under WVA's disciplinary procedures.

Automobiles

Boarding students are allowed to have a vehicle on campus per permission of the Head of Student Life. All boarding student automobile use is at the discretion of the Director of Residential Life. At no time should an automobile be used without the approval of the Director of Residential Life. The Director of Residential Life will hold the keys to all

boarding student vehicles. Boarding student parking is in the WVA Dorm parking lot only.

Day student driving privileges are the responsibility of parents and/or legal guardian. Day student may use their automobile for transportation to and from school. Day student parking is in the Snow's Mountain parking lot only during the five month season, but during the spring and fall they may park in the dormitory parking lot. **They may not leave campus until the end of all scheduled academic and athletic obligations.**

If there is a need for students to ride in another student's car, written permission from both the passenger's and the driver's parents must be given to the Director of School Life in each individual driving instance.

WVA intends/prefers to use school vehicles to transport students on school sponsored trips. However, there may be circumstances where day students may be allowed the use of their own automobiles. The use of the student vehicles will remain at the discretion of the school to require all students to travel to/from school-sponsored activities/events.

Weapons

No weapons or explosive devices are allowed on campus or in any WVA facility, i.e., firearms, fireworks, guns, bow and arrows, air guns, BB guns, slingshots, knives, or any other such devices. Use or possession of a weapon or device in violation of this policy may be treated as a major infraction under WVA disciplinary procedures. Any student found with a weapon in his/her room and/or possession will face disciplinary action, including possible expulsion. The use of candles or anything else with an open flame is also strictly prohibited.

On-Campus Hours for Day Students

Non-residential students are required to leave the campus at the beginning of study hours, unless they are working with a staff member. There shall be no overnight stays by day students allowed on campus unless the student's parent/legal guardian has granted written permission to the houseparent and the houseparent has agreed.

WVA Vehicles

Seatbelts must be worn at all times. No student may drive a school vehicle at any time. Students are responsible for removing their trash and debris from vehicles upon returning to campus.

Criminal Action Under NH State Law

WVA is covered under the "Safe School Zone Law". Under the law, the school may be required to immediately report to legal authorities when any employee has witnessed or has information relating to laws breached on school property. This includes acts of

violence, sexual assault, theft, sale or possession of a controlled substance, arson or criminal threatening. Any student with a concern regarding possible criminal activity covered by the Safe School Zone Law should immediately speak with an adult in the community. Further, if a student under the age of 18 is sexually assaulted or reports he or she has been sexually assaulted, a report also must be made to DCYF.

DISCIPLINARY PROCEDURES:

People, especially young people, make mistakes. When students commit a major infraction, discipline and consequence are often part of the process. Our approach includes the student and family in the remediation process. Sometimes we choose an athletic or academic break from the community for the benefit of the individual and all the students. We do suspend students when the behavior threatens to harm a student (including themselves) or our culture. It's important to create purposeful boundaries for the success of the students.

It is equally true that our discipline/remediation process includes discipline with care and concern for the student. Our goal is to help students progress and master their behavior in this environment. We hope to transform children and their behavior from unsuccessful or damaging behaviors to self-directed, successful behaviors so they may act as individuals who thrive in our environment and assist their peers as great teammates.

WVA is a private school and, as such, its discipline system may differ from that followed by a public school or the government. The discipline system is not a trial and the formal rules of evidence do not apply.

Each disciplinary problem is handled on an individual basis, depending on the particular circumstances involved. It is very important for all students to understand and remember that it is their school and community in which they live, study, train, and compete. Students must realize that, when they join a community, certain individual freedoms are given up for the good of everyone. The level of trust is very high at Waterville Valley Academy and students are required to exercise self-discipline to create a healthy atmosphere in which to grow and experience success. A thoughtful reminder from student to student about appropriate behavior will go a long way in making the Waterville Valley Academy community a positive environment in which to train and study.

Discipline Committee

Major Infractions of the policies and procedures in this Handbook will be referred to the Head of School, or designee, for investigation. The Head of School, or designee, may retain an outside investigator to investigate a major infraction. If the investigation, however conducted, finds a major infraction has occurred, the matter may be referred to the Discipline Committee. Student/athletes who are subject to a discipline hearing

before the Discipline Committee shall receive written notice of the charges against them via WVA email and their parents will be informed via the email address(es) provided to the school. Notice shall include: (a) the major infraction; (b) the basis for the charge; (c) the opportunity for the student to have a hearing with the Discipline Committee concerning the charge, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident; (d) the date, time and location of the hearing; and (e) the right to appeal the decision. The Head of School, or designee, retains the discretion to meet with the student in lieu of a Discipline Committee regarding a major infraction.

The members of the Discipline Committee shall be selected by the Head of School, or, if unavailable, by the Head of Academics & School Life, and consist of three or more of the following members: Head of School, Head of Academics & School Life, Dean of Studies, Director of Human Performance, Director of Student Services, Director of School Life, Director of Residential Life, snow sport discipline coach, student and others, as deemed necessary, by the Head of School. A quorum for the Discipline Committee shall consist of a minimum of three of the above Discipline Committee members.

The student/athlete is required to cooperate with the Discipline Committee and his or her failure to do so shall result in expulsion. The student/athlete shall have a right to present relevant information during the discipline hearing. The student/athlete may also bring a representative to the hearing, which shall be from the WVBTS Staff, such as a houseparent, teacher or coach. The Discipline Committee shall have the right to call witnesses as it deems appropriate. Only the Discipline Committee shall be present during the deliberations at the close of the hearing.

After the hearing and deliberations, the Discipline Committee shall render its recommendation to the Head of School or designee, which may include suspension of athletic, academic or other privileges, work detail, suspension, expulsion or any other action as agreed to by a majority of the Discipline Committee.

In determining the severity of the penalty or suspension, the Head of School or designee may consider all relevant facts including but not limited to: 1) previous disciplinary record, 2) severity of the disruption to the educational and/or training process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior, and 5) whether alternative consequences are appropriate to re-engage the student in learning and/or training.

Only in light of new information that was not available at the time of the hearing shall a student have the right to appeal the decision of the Discipline Committee. The Head of School, or the Head of Academics & School Life, shall have the right to immediately suspend or a expel a student if they deem the infraction harmful to the WVA community.

Major Infractions

The following offenses are among those considered “Major Infractions” of WVA policies and procedures, and shall also be considered grounds for suspension and/or expulsion from WVA:

1. Violation of federal, state and/or local laws of any nature
2. Theft (e.g. possession of any item that is not rightfully the property of the student/athlete) and/or vandalism
3. Violation of the drug, alcohol and tobacco policy
4. Disrespect for WVBBTS Staff (e.g. inappropriate language, physical contact)
5. Violation of the sexual harassment, sexual misconduct, harassment or bullying policy
6. Endangering the safety of the community
7. Violations of the policy on sexual relations
8. Physical violence (e.g. fighting, threats of harm or acts of terror)
9. Accumulation of disciplinary infractions or repeated failure to abide by policies and procedures of WVA
10. Academic dishonesty or plagiarism
11. Violation of the Athlete’s Code of Conduct

Other offenses may be considered “Major Infractions” and are not limited to this list.

Minor Infractions

Disciplinary infractions that are deemed minor in nature will be dealt with by teachers, house parents, coaches, and the administration utilizing consequences appropriate to the nature of the infraction. Consequences for minor infractions may include the following: verbal warnings; written warnings; loss of privileges, such as training or competition privileges; a written apology; work duties in WVA and/or BBTS’s facilities, and other physical tasks as assigned; and, restrictions to or from specific areas or activities. Examples of infractions that may be considered minor infractions include but are not limited to: unexcused class absences or lateness; unauthorized use of WVA and BBTS’s facilities; inappropriate behavior during study time; or, failure to follow dorm rules. It is important to note that an accumulation of minor infractions can become a major infraction.

Suspension and Expulsion

Student/athletes who are suspended or expelled from WVA will lose all WVA and WVBBTS privileges (in the case of suspension, for the period of the suspension as determined by the Discipline Committee). No refunds of tuition, room, board, or training fees will be granted in the event of expulsion or suspension. The Discipline Committee will meet with respect to any suspension to determine the status of reinstatement of the student/athlete to WVA.

Academic Probation

Any student/athlete who fails to maintain a minimum of a “C” average (as determined by the student’s sending school grading standards or WVA in the case of Full-time students or other WVA based programs) in any course, will be placed on Academic Probation. During Academic Probation, all skiing and/or snowboarding privileges may be revoked or limited, and the student and the Head of Academics & School Life will create an academic support plan. The Head of Academics & School Life will continue to evaluate the student/athlete’s progress and determine when his/her privileges will be reinstated and/or if further academic support is necessary.

If a student/athlete does not satisfactorily complete his or her academic work for any given day, the teacher may require the student/athlete to miss athletic activities for the day.

Acknowledgement & Receipt

I have read the 2019-2020 Waterville Valley Academy Handbook and understand and agree to abide by WVA's policies and procedures.

Student Signature:

Parent Signature:

Date: _____