

UPPER SCHOOL HANDBOOK
OF
THE COLORADO SPRINGS SCHOOL

2010-2011



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UPPER SCHOOL HANDBOOK 2010-2011

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INTRODUCTION

A Message From Your Headmaster

Students and parents, this handbook will help answer most of your questions about the expectations that will help us work and learn together in our community. Students, internalizing these expectations will help you to succeed throughout life and build strong working relationships with your friends and your teachers during your time at CSS.

Students, while we care about your performance in school and wish many types of future success for each of you, we care more deeply about the *kind of person you become*. In these upper school years, each of you will cement the patterns that will define your character for your entire life and play an important role in your success in finding joy, having strong relationships, and working effectively with others. I personally expect each of you to care enough about who you are becoming to reach for your highest self—even beyond these community expectations. And where no rule exists, be guided by *kindness, integrity, decency, fairness, and respect for self and others*. It is in your *engagement* of these fundamental principles that you will build your lifelong character and identity.

Good luck in this school year. I'm looking forward to knowing each of you, and I'm cheering you on as you take on the challenges and fun of this next step in your life.

Kevin Reel
Head of School

Mission Statement

Through superior academics and mentoring, The Colorado Springs School prepares students to think independently and to meet the challenges of a dynamic world with leadership, ingenuity, problem-solving skills, and personal integrity.

Educational Philosophy

Learning is grounded in experience. By delivering challenging academic material through traditional and experiential settings, The Colorado Springs School offers our students opportunities to learn information more thoroughly, to retain it longer, and to apply it to new settings. This deliberate approach to teaching also offers students opportunities to learn more about themselves, others, and the world. Building on strong, supportive relationships afforded by small classes and a safe environment, we advance each student's personal and academic growth.

A broad and demanding liberal arts curriculum offers our students the best opportunities to understand themselves and the wonders around them. At the same time, a strong liberal arts approach provides the best foundation for further study and for life. Our PK-12 curriculum is ordered to provide enthusiastic readiness for challenging university programs.

Small classes orchestrated by outstanding teachers deepen the success and the learning potential of each student. Our teachers are accomplished professionals committed to developing resourceful, independent, and responsible young people. Close personal relationships permit frequent encounters for teachers, parents, and students to know one another well.

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A CSS education is a partnership between home and school. When teachers and parents communicate clearly about our students, student achievement rises. Mutual respect for the profession of teaching as well as for the calling of parenting underlies this important relationship. Parents, teachers, and administrators understand we create a safe, challenging, and supportive environment in the best interests of our students.

This entire framework—pedagogy, curriculum, careful and caring teaching, and the home-school partnership—exists to outfit our students with the knowledge and the inventive, flexible minds they will need to be active citizens of an increasingly diverse nation and an increasingly interdependent world. It is also our intent to develop in them the sense of responsibility to contribute to the challenges and opportunities they will face as adults. It is our expectation that an education at our school will help students generate the aims and methods by which their further experiences will “grow in ordered richness.”

Communication And Contact Information

The faculty and staff in the Upper School are available to help you and your student with a variety of questions and concerns. Upper School students are able to address most of their own questions and concerns by talking to a teacher or advisor, consulting with Ms. Goldenbough (US Secretary/Registrar), Ms. Surritte (Dean of Student Support), Mr. Haynes (College Counselor), or by speaking with Ms. Harris (Head of Upper School). We encourage students to develop self-advocacy skills as part of the CSS program. We ask parents to use the same channels of communication and speak first to the person most directly involved with the program, situation, or issue. Each teacher has voice mail and an e-mail address at CSS. If your issue is not satisfactorily resolved at the teacher level, then please contact your student’s advisor for assistance. Advisors serve as student advocates and give wise guidance on a variety of topics. If an answer or solution has not been found after you have talked to the appropriate person(s), please contact Linda Harris at 434-3571 or lharris@css.org.

If you are in doubt about whom to consult, please feel free to contact JoAnna Goldenbough in the US office and she will point you in the right direction! Please let us know what you are wondering or concerned about while it is still a *small* issue. That way we can address the situation together most constructively.

THE ACADEMIC PROGRAM

Upper School Graduation Requirements **Classes of 2011, 2012, 2013, 2014**

To receive a diploma, students must complete a minimum of 29.5 credits in grades 9-12.

DEPARTMENT	UNITS	SPECIFICS
ENGLISH	4	Required: World Literature and Composition; European Literature and Composition; American Literature and Composition or AP Language and Composition; and Senior Seminar: Topics in Literature or AP Literature and Composition. Additional elective courses are also available.

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MATHEMATICS	4	Required: Through Algebra II
HISTORY	3	Required: Human Geography, World History, and U.S. History
FOREIGN LANGUAGE	3	Required: Three consecutive units of one World Language
SCIENCE	3	Required: Biology & Chemistry
ARTS	2	Required: Courses in Art, Music, Photography, and Theatre
ATHLETICS/ ACTIVITIES	4	Includes team sports and other pursuits of interest
ECS	4	One per year
ELECTIVES	2	Students choose classes from Math, History, Foreign Language, Science or the Arts.
OTHER	.25 .25 24 hrs .	College Overview Public Speaking Community Service

Sample Course of Study

<p>Grade 9 World Literature & Composition Human Geography Algebra I or Geometry Spanish I-III or French I or II Biology Fine Arts Elective Experience Centered Seminar (ECS) Athletics/Activities</p>	<p>Grade 10 European Literature & Composition World History & Geography Geometry or Algebra II Spanish II-IV or French II or III Chemistry Fine Arts Elective ECS Athletics/Activities</p>
<p>Grade 11 American Literature & Composition or AP Language & Composition U.S. History or AP U.S. History Algebra II or FST (Functions/Statistics/Trigonometry) and/or Precalculus Spanish III-V/ or AP Spanish Language or French III or IV Advanced Chemistry, AP Biology, AP Environmental Science or other Science Elective, Fine Arts Elective ECS College Overview Public Speaking Athletics/Activities</p>	<p>Grade 12 Senior Seminar: Topics in Literature or AP Literature & Composition Economics (Micro/Macro, AP Micro/Macro) FST, Precalculus, AP Calculus, Stats. AP Stats or other math electives Spanish IV or V or AP Spanish Language or French IV or V or AP French Language Physics, Advanced Chemistry, AP Biology or AP Environmental Science Fine Arts Elective ECS Athletics/Activities</p>

45-minute Courses

Forty-five minute courses may be given for a term, semester, or an entire year. For semester- and year-long courses, grades accumulate throughout the semester (i.e. Term II begins with the grade from Term 1). For courses that are one term in length, the final grade is received at the end of the term. For all other courses, the end-of-semester grade is reported on student transcripts.

90-minute Courses

Ninety-minute courses compress a year's worth of work into a single semester. Therefore, semester grade reports are issued for these courses at the end of Term 1 and Term 2 in the fall, or at the end of Term 3 or Term 4 in the spring. These grades are recorded on the student's transcript.

Attendance

It is understood that students who miss class will not have the same educational experience as those in attendance; not all class activities can be replicated. Historically, students with the highest performance have the fewest absences and tardies. Because of the academic rigor and intensive hands-on nature of classes, missing even a single day can create a serious setback. (This is compounded in the US where one session of a 90-minute class is the equivalent of two days of a 45-minute class.)

For both excused and unexcused absences, students assume responsibility for the student's learning and must arrange a make-up work schedule with all teachers so missed assignments may be completed in a reasonable and timely manner.

- **Excused absences** include religious holidays, illnesses, doctor's appointments, funerals, graduations, or weddings of family members, and college visitations. Excused planned absences require both parent and school approval via the Planned Absence Form (see below). Students will arrange with each teacher to receive any assignments that may be completed during the planned absence, as well as for a make-up schedule so that any missed assignments can be made up in a timely manner. The student takes full responsibility for any additional tutoring that may be needed to catch up upon returning to school.
- **Unexcused absences** include a student's absence without parent permission, as well as absences with parent approval (including vacations and other discretionary trips) that do not qualify as excused absences. Only under unusual or emergency circumstances should a student leave early or return late from vacations. For unexcused absences, the student will receive zeros for in-class work missed, and may not make up assignments after the fact. More than one unexcused absence will result in the student being referred to the Judicial Council; this may result in suspension or expulsion, depending on the circumstances.
- **The Planned Absence Form** is used if the family knows in advance that a student must miss a day of school or any part thereof. (This form is available on the CSS website.) The parent is responsible for completing and signing the Planned Absence Form and returning it to school at least five days in advance. The student is responsible for submitting it to the Head of Upper School or the Secretary/Registrar for approval, then to each teacher for signature. All conditions for excused absences must be met or the absence will be counted as unexcused.
- On the day when the student has an unplanned absence, the parent must call the

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US Office (434-3570) before 8:30 a.m.

- Routine medical or other appointments should be scheduled after school or during a Study Block.
- If a student becomes ill during the day and wishes to go home, permission must be obtained from a parent or listed emergency contact before the student will be released.
- Should a student miss more than six days of a course in one semester, the student is at risk for not having a thorough enough experience to pass the course. This will be reviewed and handled on an individual basis.
- Students who are absent for more than half the day may not participate in athletics or other school-related activities.

Academic Cut

Students who are absent without permission from a class, a study block, Proctored Study Hall, or any other assigned activity during the school day should expect to receive a major detention (two hours). Consequences for repeat offenses will include being sent to the Judicial Council.

Academic Eligibility

Students must remain in good academic standing in order to be eligible to participate in most extra-curricular activities including, but not limited to, athletics, drama productions, Model UN, and appointed or elected leadership positions. Juniors and seniors who wish to use their off-campus privileges.

Advanced Placement Courses (AP's)

CSS is proud to be able to offer Advanced Placement courses in several fields of study. Department Head and current teacher recommendations are required in order for students to be eligible to take AP classes. Students must meet specific selection standards and only juniors and seniors are invited to take AP classes. Students and their parents need to be aware that AP's are college-level courses that are very demanding of the student's time. A higher level of commitment is required from both students and parents in order for the student to be able to handle college level work while still in high school. For more information please contact the College Counselor.

Athletics/Activities Credit

Four units of credit, one per school year, and preferably a half unit each semester, are required in the area of athletics or another area of interest to graduate from CSS. The school provides a variety of options to achieve this unit of credit:

1. Team sport participation for .50 unit of credit each season and/or after school physical education courses for .50 unit of credit that may be offered each semester
2. Participation in a theatre production for .50 unit of credit during a school year
3. Successful participation in yearlong vocal or instrumental music may count for a full unit of credit towards the Athletics/Activities requirement if the student elects not to receive academic credit for music class.
4. Participation in an established community service program with a minimum of 50 clock hours of participation for .50 unit of credit. (This is in addition to the regular community service requirement.)
5. Participation in a school-approved community based music, dance, or athletic activity with .50 unit of credit for each 50 hours of successful participation.
6. Independent course of study for physical education (50 hours = .5 credit)

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Options 3-5 above require an application and pre-approval. Forms are available from the Registrar. An adult sponsor is required and a verified time log must be filed with the Registrar on or before the last day of the term that credit is to be recorded.

Community Service

Service to others is an important aspect of a student's experience at CSS. Each student is required to complete a minimum of 24 hours of qualifying community service per year. Attending the two mandatory US Service Days scheduled each year fulfills twelve of these hours; each Service Day counts as a regular school day. The remaining 12 hours may be fulfilled by doing approved campus service or service in the greater Colorado Springs community. Service outside of school should be done in charitable agencies and must be supervised and certified by adults. Work around the house or for a family business does not qualify for community service credit. The student may not receive any pay, credit, goods, or services in return for community service. If in doubt, please check with the Community Service Coordinator before completing any service. All hours must be completed and submitted by the student by mid-May (date TBD each school year) in order to be counted for the year. Those who do not complete their community service hours by that date will be assigned to complete double the unfulfilled hours for the following year, in addition to the next year's required 24 hours.

CSS Diploma

To receive a diploma, all graduation requirements must be fulfilled and all other obligations met (e.g., library books returned, discipline consequences served, all accounts paid). The school reserves the right to deny the privilege of participation in the graduation ceremony if a student is in poor academic or disciplinary standing. Seniors must pass all second semester courses in order to walk in graduation. No student will receive a diploma until all graduation requirements are met to the school's satisfaction.

Course Add/Drop

Students may add/drop courses with the approval of the parent, advisor, Registrar, and Head of Upper School. The add/drop deadline for 90-minute courses is by the end the third day of the new term and by the end of the fifth day of the new term for 45-minute courses. Students who drop a course after the deadline may have a "drop F" recorded on their transcript. Non-attendance of a course(s) does not constitute dropping a course. In general, courses may not be added after the deadline.

Experience Centered Seminars (ECSes)

From the last week of February until the last week of March, the Upper School engages students in intensive seminars that focus on broad, complex topics. Students choose one course from the pool of courses that is offered and attend only this one course for the entire month. Many of these seminars travel or schedule events and experiences beyond normal school hours, so it is important for parents to schedule for flexibility and keep informed about the seminar in which their student is enrolled. Successful completion of one ECS per year is a graduation requirement.

Grade Reports

We report student progress frequently, and student grades are available to students and parents online through PowerSchool. Parents are encouraged to sign-up for grades to be automatically emailed home on a regular basis. It is the responsibility of parents and students to check academic progress frequently, and to contact the instructor with

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questions or concerns. When a pattern of unsatisfactory work occurs, the instructor notifies parents to warn of possible failure and to solicit help. Comprehensive grade reports and teacher comments are posted at the end of the term for a term-long course, and the end of the semester for all others.

Grading Scale

Grade	Percentage	Grade Point
A+	98-100%	4.333
A	93-97%	4.000
A-	90-92%	3.667
B+	87-89%	3.333
B	83-86%	3.000
B-	80-82%	2.667
C+	77-79%	2.333
C	73-76%	2.000
C-	70-72%	1.667
D+	67-69%	1.333
D	63-66%	1.000
D-	60-62%	0.667
FAILING	<60%	0.000

(.5 and above rounds up, .4 and below rounds down.)

Honors Courses

The Upper School curriculum is demanding and rigorously academic. Courses are not normally designated “honors” courses, nor are grade points weighted, as the entire curriculum is designed and taught on a college preparatory level that is equal to or more demanding than most honors programs. AP and advanced courses are available to juniors and seniors. (See Advanced Placement courses).

High Honor and Honor Rolls

These lists are computed at the end of each semester according to the following criteria:

- High Honors: A- average (GPA of 3.667 and above) when enrolled in the equivalent of five 45-minute courses each term.
- Honor Roll: B average (GPA of 3.0 — 3.666) when enrolled in the equivalent of five 45-minute courses each term with no failures.

Homework

Homework is an important aspect of the US program and students can expect daily homework assignments. Completing all homework assignments routinely, thoroughly, and accurately is one of the best ways a student can ensure his/her success in the classroom. The guidelines below for the amount of time a student should expect to spend nightly on homework are general, include time allotted in the day for Study Blocks, and do not take into account the amount of work required for AP courses or individual differences. Should a student be spending far more or far less time on home, please contact the teacher or advisor. Students are expected to do their own homework and to provide their own answers. When missing a day of class, students should be ready to hand in any assignments due the next day. If absent for more than one day, the student should confer with the teacher for completion of homework deadlines.

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Grades Nine and Ten: 2-4 hours
Grades Eleven and Twelve: 3 or more hours

Guidelines for Working in Groups

Students will often work on projects in small groups. While students are encouraged to dialogue and reason together, it is expected that each student will then formulate his or her own opinion or original response when completing any assignment. To copy another student's answer of any kind constitutes plagiarism. (See Plagiarism Policy)

Incompletes

A student may be given an incomplete for a class if he or she has been excused due to illness or emergency. Make-ups for the fall term are due within the first two weeks of spring semester; make-ups for the spring semester are due two weeks after the end of school. In special circumstances, the Head of Upper School may approve other arrangements. An incomplete becomes a failure if not rectified by the approved time. All incompletes must be cleared with the Head of Upper School.

Independent Studies and Non-CSS Courses

Most students find that the courses offered by CSS are more than sufficient to meet their needs, interests, and graduation requirements. Independent Courses (IC) and non-CSS courses are a privilege reserved for students capable of additional responsibility and independence and who require advanced or in-depth course study not already offered. When an independent study is requested, the school will consider its ability to meet this request (degree of availability and interest of the faculty), other resources available to the student, and the student's individual circumstances in making its decision. A formal application is required for each IC and requires the approval of the Head of Upper School, the appropriate Department Head and the requested instructor. An additional fee of \$650 per semester will be charged for IC's taught by CSS faculty members. The completed application must be filed with the Registrar three weeks prior to the start of the term.

Non-CSS courses, including, but not limited to, college courses and correspondence courses must be pre-approved by the school. The review of the application will determine what credit, if any, the school will honor. Course approval is not automatic and is determined by a committee that includes the Registrar, Department Heads and the Head of Upper School.

Late Paper Policy

The grade for any assignment submitted after the due date will be lowered by 10% for each school day late. In some circumstances, accommodations may be made if a student consults with the teacher ahead of time when there is a legitimate problem getting a major paper or project in on time.

Proctored Study Hall (PSH)

All freshmen and new students are automatically assigned to Proctored Study Hall for the first semester. Students who have earned a GPA of 3.667 (A-) or above during the first term are excused from PSH at the end of that term.

All other students who, at the end-of-term, have one or more of the following are assigned to daily Proctored Study Hall until the end of the next term, or longer, as

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determined by the student's teachers or Head of Upper School:

- Below a 1.667 average for the term
- A D+ or lower in any class

At any time, Proctored Study Hall may also be requested by a student or assigned by a teacher, advisor, or parent/guardian. If assigned, students are required to attend Proctored Study Hall.

Student Whereabouts

Students are accountable to be able to be located while on the CSS campus. Students leaving campus are required to have prior parent approval and to sign out and in with the Upper School office. All students are expected to be productively engaged on campus during Free Blocks and need to remain in the regularly used and approved study and activity areas during the school day (Student Area, Trianon, LPAC, Maytag, the library, and the Carriage House). CSS parking lots are not approved activity areas; sitting in student cars or congregating in the parking lot during the school day is not allowed. Should a student wish to use another portion of the campus, permission must be obtained from a faculty member (if it relates to a class assignment) or the Head of Upper School. Leaving campus without authorization is a major violation that will most likely result in the student being sent to the Judicial Committee.

Study Blocks

Students are expected to respect the rights and needs of others when they have a Study Block. Loud voices, horseplay, running, and other inappropriate behaviors are not permitted in hallways and common areas during and between classes. The Terrace Room in the Trianon is often reserved for Middle School activities and outside guests and may not always be available for student study.

Juniors and seniors who are not scheduled for a first or last block class on any given day are not required to be on campus during that block. This privilege is available to those upper classmen who have C's or above in all classes on the previous term's grade report and are not on disciplinary probation. Students need parent permission to take advantage of this privilege. Students need to sign in as usual when arriving on campus during at the end of the first Block and sign out as usual if leaving for the last block of the day. This privilege may be revoked if abused.

Tardies

A tardy is given when a student arrives after class has begun. Students who accumulate two tardies in any class during one term will be issued a Yellow Slip and a minor (one hour) detention by the teacher. The student who accumulates four tardies is given another Yellow Slip and a major (two hours) detention. Any student who accumulates six tardies is sent to the Judicial Council for disciplinary action. Students who are 10 minutes or late without a late slip (issued by a faculty member or administrator) will be given an academic cut.

Test Make-Ups

In all cases, students are expected to take responsibility for communicating with teachers in a timely fashion so that appropriate academic accommodations can be made. Generally, if a student is absent for a test, the student should be prepared to take the test upon return. If a student has a pre-arranged absence, he/she needs to arrange due dates

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for all work, including any tests to be missed before leaving school. Students who are absent for more than one day should confer with the teacher to determine when the test will be taken. Students missing a test due to an unexcused absence will receive a zero for that test. Teachers will use their own discretion to address special circumstances.

Transfer Credits

The Registrar will review all high school transfer credits, college courses and correspondence courses. Grades earned through approved transfer credits count toward meeting CSS graduation requirements but will not be calculated into the CSS grade point average (GPA) for the current grading period or the cumulative GPA. The CSS GPA reflects only course work completed at the school. Non-CSS transcripts (already on file in the US Office) will be sent to colleges along with the CSS transcript to ensure that the student receives full credit for all work completed.

Tutoring Protocol

We believe that a student's teacher is the first resource for a student or a family, especially when a student is struggling in a subject area. We encourage students to consult with teachers directly regarding questions about expectations or homework. Attendance at Scholar Sessions is strongly recommended for every US student.

From time to time, parents may wish to hire a private tutor to work with their student on campus. Families who hire tutors should seek help that is focused on building skills, not just helping with homework or giving a repeat lesson. At this time, as long as tutor presence can be accommodated by our facilities, CSS will attempt to provide a space for such tutoring under the following conditions.

- First meet with your son or daughter's teacher and the learning specialist to see if tutoring would be helpful.
- A thorough background check must be completed by CSS before the tutor may begin work on campus.
- The tutor may work with students only in spaces that are designated by the division head to be available for such activity.
- The tutor signs in and out at the reception area in the Trianon for each visit.
- The tutor has regular contact with the classroom teacher and is building skills that support the teacher's classroom objectives.
- The tutor is entirely supportive of the educational direction determined by the classroom teacher, the school's policy on academic integrity, and the mission and culture of The Colorado Springs School.
- Any materials loaned to a tutor by The Colorado Springs School are the confidential and private property of the school, and may not be shared by the tutor with anyone other than the intended student. All loaned materials should be returned to the school by the end of the school year.

COMMUNITY EXPECTATIONS

While at CSS, each student should aspire to develop strong, positive personal attributes that contribute to becoming a positive citizen and inspiring others to be their best selves. The key principles that should prevail are based on fundamental decency and include trustworthiness, a kind and generous spirit, a responsibility toward one's future potential and the community, and an ability to establish and maintain healthy relationships—even amidst a transgression. To do so prepares students to be effective leaders, colleagues, and companions as they move through life. Additionally, these community expectations

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help establish a culture that allows the unique traits of every member in the community to surface, and these expectations teach students to work well with others toward a common goal.

To list every boundary that defines a community would be to create an exhaustive compendium of examples. Where no formal rule exists, students should be guided by the basic principles of decency, thoughtfulness of others, accountability for their actions, and the taking of the highest possible road. We expect students to deport themselves with mature public behavior that is welcoming, respectful, and inclusive of the people around them. Romantic affection, ungoverned anger, and physically intimidating actions would be included in inappropriate public behavior. The following general questions can further guide where no rule exists.

CSS Ethical Checklist

- 1. Am I doing what I am supposed to be doing?**
- 2. Am I being totally honest?**
- 3. Are my attitude and actions kind and respectful?**
- 4. Am I making a good effort or am I slacking?**

While the community expectations are detailed here for the sake of clarity, the primary goal of the school is to educate students about the underlying principles upon which these expectations are based and build a highly functional and positive community. Even so, it is possible for a student to exhaust the good will of the school and create the impression that CSS is not going to be able to further guide the student, or that the student or family is so far out of sympathy with the goals of the school that it is no longer a mutually beneficial relationship. In such cases, the student will be dismissed from the school.

Scope of Expectations

Once admitted and oriented to CSS, a student becomes an ambassador of the school and the student's good name. Therefore, a student's behavior on and off campus at any time—including nights, weekends, and vacations—reflects on that student's character and our school, and therefore falls under the jurisdiction of CSS. While the school can't be at all places at all times, and certainly on-campus violations of some rules would result in a more serious response from the school, the school will address each violation of which we are aware in a manner that is both consistent and tailored to the unique circumstances.

Our student leaders represent the best in our student body and are role models who are held to a higher standard. All student leaders are expected to uphold the policies of the school. Before considering a leadership role, students need to be prepared to be a very positive role model in the CSS community. A student leader who does not meet the academic standards for eligibility or breaks a major rule can expect to forfeit the privilege of holding an elected or appointed office.

Minor Violations

Some examples of minor violations include tardiness, dress code violations (see School Policies), parking/driving violations, skateboarding, snowballs, insubordination, PDA (see School Policies), technology etiquette, food/drink violations, disruptive behavior, and swearing. The faculty may use a number of possible levels of correction for minor violations including a warning, violation slip, apology, one or more detentions, and/or a community service assignment. Because each faculty member has a different style and method of teaching, and because every situation is slightly different, students should not

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expect each individual adult to respond exactly like every other adult.

Minor violations are reported to the Upper School office, and the Head of Upper School will contact parents when appropriate. Students will not receive credit for class assignments or work missed due to addressing a violation. At the discretion of the Head of Upper School, the accumulation of minor violations can eventually cause a student to meet with the Judicial Council and may result in suspension.

Major Violations

A student involved in a major violation can expect to meet with the Judicial Council. Subsequent major violations will result in a more severe consequence, which may include expulsion or dismissal. If there is undue hardship on the members of the Judicial Council, or if extremely sensitive or confidential information is involved in making a reasonable decision, the administration may elect to review the case without the input of the Council. Examples of major violations include lying, cheating, plagiarism, serious disruptions of classroom or school activities, leaving school grounds without permission, possession of a weapon, fighting or other serious disruptive behavior, breaking school or seminar rules during ECSes, illegal or degrading acts while representing the School. (Also see School Policies)

Process of Addressing Major Violations

The following procedure will be followed in the event of a major rule violation:

1. The faculty member who reports the violation should write a brief summary of the event and immediately give the report to a faculty advisor of the Judicial Council and the student's advisor.
2. The reporting faculty member should inform the student that the Judicial Council is being notified of the infraction. It is the student's obligation to initially inform the parents. The student should then become acquainted with the JC procedure.
3. The student's advisor meets with the student and notifies the student's parents of the pending Judicial Council hearing, takes any input from the parents, and answers any questions that the parents may have about the procedure. In the meeting with the student, the student writes a brief summary of the event, which the advisor provides to the Judicial Council. (If the student's advisor is the person making the initial report, the student may choose another faculty member to perform this function.)
4. The Judicial Council will meet to consider the facts of the case, determine guilt, and recommend a response to the Head of the US. The meeting will take place in the following sequence:
 - a. When the Council meets, the student's advisor accompanies the student as his/her advocate. The student will present the situation expressed in his or her statement. The Council may have questions of the student at this time. All deliberations within the Council are confidential. Any Council member who speaks of the deliberations in public will be disciplined.
 - b. After the discussion, the student is excused from the proceedings so that the Council may deliberate. The Council will build a recommendation regarding guilt and a possible consequence that will be conveyed to the Head of the US. Members of the Judicial Council then give peer counseling and advice to the student.
 - c. Two student representatives of the Judicial Council then report the details of the case and the Council's recommendation to the Head of Upper School, who carries the final responsibility for decision for guilt and the resulting consequence. The Head of Upper School may accept the recommendation, send the recommendation

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- back to the Council for further investigation, or modify the recommendation based on any parallel investigation she may have conducted.
- d. The student's advisor and/or the Head of Upper School will inform the parents of the outcome, and require a closure meeting with the student and parents together. The purpose of this meeting is to review the violation, consider the violation in the context of the student's record at CSS, and work together with the family on how the student can proceed in a more positive manner. A decision for expulsion or dismissal will be made in consultation with the Head of School, who may elect to sponsor the closure meeting with the parents.
 - e. A first appeal to amend the school's decision may be made to the Head of Upper School during the closure meeting. The parents may make a final appeal to the Head of School, if they feel that the decision is not appropriate. (The Board of Trustees does not hear appeals for disciplinary cases. To approach Board members with such an appeal is to put them in a position that is outside of their role and inappropriate.)
 - f. In outcomes that do not involve separation from the school, the student's advisor will follow up and debrief the entire episode with the student within the week after the closure meeting. The Head of Upper School or the Head of School may choose to make public the details of the disciplinary event in a manner that would help the community better understand the expectations of the school.
 - g. Should a student or the student's parents choose not to participate in the investigative, Judicial, or other disciplinary process determined appropriate by the school for intermediate or major violations, the student will be separated from the school.

Disciplinary Consequences

Detention

Faculty may issue detention to a student for inappropriate or unacceptable behavior at any time a student is on campus or at a school sponsored activity. A minor detention is a one-hour commitment scheduled on Monday through Thursday afternoons from 3:30 to 4:30 p.m. A major detention is a two-hour commitment served on two consecutive days. Assignments to detention supersede all other commitments, including athletics and other extra-curricular activities. With the exception of Fridays, detentions are served on the same day they are received. Students are responsible for notifying their parents regarding the assignment of detention, making any necessary alternative transportation arrangements, notifying athletic coaches, and meeting this commitment without faculty having to provide reminders or locate the student.

Whenever possible, students serve to the school through a variety of work assignments. Unless the Secretary/Registrar or Head of Upper School has given prior approval, a student missing an assigned detention will automatically serve a double detention. Students who develop a pattern of missing detention appointments may be required to appear before the Judicial Council.

Probation

Probation is a serious consequence that puts the student, family, and school on notice that the student is not in good disciplinary standing and must earn back the school's trust over time. Being on probation means:

- A student forfeits the privileges of holding any elected or appointed office
- Loss of lunch privileges while on probation; possible denial of other privileges
- A student's Experience Centered Seminar assignment will be reviewed with likely

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denial of participation in national/international ECSes; the Head of Upper School may determine a more appropriate ECS assignment. Students whose disciplinary probation period includes the ECS term will, in all likelihood, be reassigned to a local or regional ECS. It is understood that ECSes are calculated upon a per student cost and removing one student affects the viability of the ECS. Therefore, a student who is reassigned for disciplinary purposes may forfeit all expenses paid and/or due for the Seminar unless a full-pay replacement can be secured.

- More severe consequences for further major (or a pattern of minor) disciplinary infractions during probationary period or thereafter

Out of School Suspension

Out-of-School suspension requires that a student remain at home for the remainder of the suspension period. During this time:

- The student is not eligible to participate in athletics or extra-curricular activities
- The student is expected to complete academic assignments that can be completed at home
- The student may not be on campus during the period of suspension without prior permission from the Head of Upper School

Dismissal

A student who is dismissed is separated from the school for the remainder of the academic year and loses academic credit for that year. To return to CSS the student must reapply through the Admission Office and be accepted by the school.

Expulsion

A student who is expelled is permanently separated from the school.

NOTE: Following all cases of separation from the school, students may not be on campus without prior approval by the Head of Upper School.

Notification of Colleges of Serious Disciplinary Matters

Students and their parents should be aware that most colleges expect the student to inform them of major disciplinary matters. Of particular note is the fact that the school is required to complete end-of-year reports to colleges to which seniors have gained entry. Colleges actively seek information regarding changes in a student's record, such as disciplinary action taken; such changes could impact college entry. Please be aware that we will not risk the school's long-term relationship with any university or college, which must be built on an honest assessment of a student's performance, to protect a student who has misbehaved.

STUDENT CONDUCT POLICIES

Dress Code

The Dress Code is a set of guidelines that helps establish a culture of collaboration, partnership, and learning at the school by:

- Setting a tone for the school that befits the quality of personal growth and professional education that occurs on campus
- Protecting students from some current styles that would otherwise prompt them to give up control of the visual access they provide to those around them
- Reminding older students that they are visible role models to younger students on

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a constant basis

- Defining the boundaries within which students can experiment in how they express themselves—a type of expression that is encouraged. However, pushing the boundaries of the Code in a consistent or contentious way is clear indication that a student is not interested in participating in the learning environment at this campus.

While some of the parameters of the dress code are spelled out below, the overall code needs to be guided by the principle of respect and dignity for one's self and others in the school community. Therefore, the guidelines here not an all-inclusive list of detailed do's and don'ts; they are built upon an idea of healthy school community. The final arbiter of the dress code is the Head of Upper School. There may be days when the dress code is suspended for a school-wide theme or holiday. On such days, dress should still be neat, clean, non-discriminatory, and respect the dignity of self and others.

General Guidelines

Students should be prepared with attire appropriate for the weather. All attire should be neat and clean with no tears, and no underclothing visible. Attire should not be associated with or have graphics connected to drugs, alcohol, gangs, discriminatory statements, profanity, or evoke negative feelings toward any group of people or individuals. Hair of any length is permitted as long as it is well groomed, clean, and of natural color. Hats are allowed outdoors only. Piercings may be worn, but in ears only. Tattoos must not be visible during the school day. Over and above these guidelines, students who are generally unkempt and sloppily attired will be asked to go home to bring themselves up to standard. That includes excessively large or small clothing, untied shoelaces, or folded-over waistbands, but there will not be a rule for every possible way that a student can be sloppily dressed. In addition to the above guidelines, the following gender-specific guidelines apply.

Guidelines for Boys

Appropriate: T-shirts, collared shirts, sweaters, sweatshirts, shorts, khakis, and jeans

Inappropriate: sagging pants, unkempt hair, unbuttoned shirts, costumes

Dress-Up Days: sport jacket, tie, collared shirt that is tucked in, belt, nice shoes (no tennis shoes), dark socks

Guidelines for Girls

Appropriate: skirts, dresses, shorts, pants, blouses, colored T-shirts, sweaters or sweater sets, shirts with straps that cover undergarments, sweatshirts, collared shirts, slacks, jeans

Inappropriate: tight-fitting clothing—such as tube tops, backless shirts/dresses, or dresses/shorts/skirts (including over leggings) that do not measure to the tip of the student's fingers when arms are held straight to the sides), halters, strapless tops or those with spaghetti straps, bare midriffs, costumes, clothing that is too revealing with reasonable movement during the school day, pajama-like clothing or faux underwear.

Dress-Up Days: dress or skirt that allows girls to walk up stairs modestly, or business-like pants and a dress blouse or pantsuit, nice shoes (no tennis shoes)

Response to dress code violations

Students who are not dressed appropriately will be either given a generic T-shirt to wear through the day or sent home to change. Students who must go home to change risk missing valuable class time and will be held responsible for all work missed.

Dress code violations are minor in the scope of rules violations, but they are—perhaps

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more importantly—a manner through which students engage adults with their emerging identity and spirit. Often, student-faculty discussions about dress are lively and respectful, with a new understanding gained on both sides. However, a consistently hostile attitude toward faculty who might be offended by a student's dress can be as much of a problem as the violation itself. Constantly crossing the dress code guidelines indicates that student is not that happy working and learning within the school community, and so eventually the student may be sent to the Judicial Council and subsequently to the Head of Upper School to have a discussion about whether or not CSS is the right place for the student to learn and grow.

Parents can help their students by being aware of the school's dress code and checking their students on the way out of the house. When parents sign the enrollment contract, they implicitly support the kind of community spirit that is represented by the dress code. If parents disagree with segments of the dress code, they are urged to speak directly with the administration rather than passively allow their son or daughter to violate the dress code and then wait to address it once the student is sent home.

Dress Code for Homecoming and Sadie Hawkins Dances

Minimum dress for boys: collared shirt, dress pants, and dress shoes. Sport coats are optional. Hair should meet the CSS dress code.

Minimum dress for girls: dress, skirt/pants and blouse. Dresses must have straps (spaghetti straps and halters are ok) and be no shorter than mid-thigh. Students who wear jeans, tennis shoes, T-shirts or casual attire will not be admitted.

Dress Code for Prom

Boys: Business or formal dress is required. Minimum dress for boys is a collared shirt, dress pants, sport coat and tie, and dress shoes. Black tie is encouraged. Hair should meet the CSS dress code.

Girls: Minimum dress for girls is dress, skirt, and blouse, or business attire. Spaghetti straps and strapless gowns may be worn. (Spaghetti straps and strapless gowns may be worn if, and only if, the dress allows the wearer to engage in active movement, such as dance-type activities, without becoming a distraction to others or a nuisance to the wearer. Dresses with low-cut fronts or backs or slits above the knee are not appropriate for Prom. If in doubt about a particular dress, please check with the Head of Upper School ahead of time.)

Driving

All student drivers are responsible for following Colorado State driving laws. In addition, they are accountable for driving slowly and safely while on campus (10 mph) and in the CSS neighborhood. Parent, faculty, and neighborhood complaints are taken very seriously. Student drivers are reminded to observe the following:

- Juniors and seniors must have the Lunch Permission form on file in the Upper School office to go off campus for lunch. (See Lunch Privileges in this section for more information.)
- To park on campus, cars must be registered with the Upper School Registrar. See the Registrar for the appropriate form to be kept on file.
- Students driving to school must park in the assigned student parking areas only: in the Trianon parking lot, the theater lot, or behind El Pomar and the Field House.
- In order to keep fire lanes and other restricted spaces clear for safety and access purposes, students may park only in marked parking spaces. Those parking in

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- restricted or unmarked areas will have to move their cars and face disciplinary action.
- During the academic day, students are not allowed to drive to and from school-sponsored activities.
 - Students may not leave campus with a non-CSS community member without parent and school permission.
 - A student who violates the Driving Policy faces driving or riding privileges being suspended or revoked. Depending on the nature of the circumstance, violations range from minor to major. Infractions will result in the suspension or loss of driving and/or riding privileges and disciplinary action. Any incident involving student use/possession of drugs or alcohol and driving is likely to result in expulsion.

Drugs and Alcohol

The Colorado Springs School is committed to establishing a safe and healthy environment for its students. The use of drugs and alcohol during school years can easily establish unhealthy coping patterns that over-ride behaviors that are more socially or emotionally successful; also, the underage use of drugs and alcohol is illegal. For these reasons the following school rules establish clear policies and responses to student drug or alcohol use.

Fundamental Expectation

Students are not allowed to use alcohol or drugs on or off campus at any time that they are under an enrollment contract to The Colorado Springs School. Additionally, the possession of empty alcoholic bottles, drug paraphernalia, inappropriately used prescription medications, toxicants, inhalants, solvents, tobacco products of any kind, or the agreement to purchase or provide any such products to others is not allowed.

Fact vs. Rumor

The School differentiates between rumors and established fact in determining violations of the Substance Abuse policy, If the school becomes aware of rumors about a student, a school official will contact parents to inform them of the scope of knowledge the school may have, even if the information does not carry the certainty needed to initiate a disciplinary response.

On-Campus Violations

On-campus violations are treated much more seriously than off-campus violations and will likely result in dismissal. An on-campus violation is defined as a violation that occurs on the school property, at a school-related event off-campus, at an event prior to coming onto campus or a school-related event off-campus, or at any school-sponsored program. Expulsion is likely with any second violation of this policy, whether it is on-campus or off-campus.

Off-Campus Violations

Off-campus violations, while still important indicators of a student's well being, can be of such a wide variation of circumstances that the Judicial Council will hear each case. A light response from the school may only include a substance abuse assessment by a qualified professional, compliance with resulting treatment recommendations, random search and testing for one year, athletic participation consequences, and relinquishment of leadership positions. The school response becomes more serious if any of the following are involved: the number of poor choices in the incident increases, involvement

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with police, involvement with a car, encouraging the use by others, evasion, risk of harm to self or others, prior infractions of any kind, or discredit to the school. The number of people involved will also be considered. With increased seriousness, school response would escalate to removal from programs, suspension, and requirement of special projects, increased treatment options, or dismissal.

Voluntary Disclosure

While a student is subject to school rules for any specific event, any student or family seeking help from the school for a substance abuse problem—without reference to a specific incident -- will be referred to treatment professionals without any disciplinary consequences. As a result of this referral, the school may set expectations for compliance with recommended treatment and testing in order for the student to remain in school. (Disciplinary consequences would result if, after such a referral, the school becomes aware of a specific incident that violates this rule.)

Testing and Searches

To ensure that the campus is drug free, the school maintains the right to test students using professional methods, with the permission of the Headmaster or Head of Upper School, where there is reasonable suspicion that they are in violation with this policy, or without cause for anyone who has been in violation of the policy within the last year. While parents will certainly be informed if a student is tested, parental permission to test students is implicit in enrolling the student at The Colorado Springs School. Additionally, similar implicit permission exists to search students, their lockers, cars, or personal belongings for the presence of drugs or alcohol when there is due cause, or without cause for those who have been in violation of the policy in the last year. Refusal of testing or searching will result in an immediate suspension of the student, with an administrative proceeding to review whether the student should return to school.

Electronic Devices

We live in an electronic society in which technology use and etiquette is constantly evolving. Our goal is to help students use their electronic devices* appropriately while at school. The following guidelines have been developed to ensure responsible use of electronic devices on campus. Please see the Head of Upper School with any questions or special requests.

- All students are required to read and sign the CSS Telecommunications Agreement, which includes the Internet Policy included below.
- Students who bring electronic devices to school assume all responsibility for keeping track of these items and storing them safely when not in use. Students are highly encouraged to store electronic devices in their lockers (see the US Secretary if you would like to arrange for a lock), rather than leave them lying around in student areas or the gym. The school assumes no responsibility for the misplacement or theft of electronic devices.
- Use of electronic devices, with the exception of computers and electronic planners, is not permitted during the school day in campus buildings or during planned outside activities. While students are in these locations, cell phones/pagers/walkie-talkies, etc. must be turned off and out of sight. Cell phones may be used at lunch or during a free period outside school buildings.
- During special activities such as ECSes, field trips, etc., students are expected

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to follow any special instructions given by the faculty member in charge.

- CSS students understand good audience manners and agree not to use electronic devices during presentations during school (usually in Louisa or the Field House), and “after hours” events (plays, concerts, ceremonies, etc.) except for an urgent matter. Students needing to make or receive a call during these times are directed to step outside the event area to quickly take care of business and then return discreetly to the performance.
- Personal stereos with headphones are a privilege and may only be used in designated areas: the study areas of El Pomar and Maytag (as long as no one else can hear the music and a study environment is maintained) and the Quad.
- Violations of student privacy or cheating on class assignments/exams through use of electronic devices are serious disciplinary issues and will be treated as such.

*This includes, but is not limited to, cellular telephones with or without cameras, pagers, walkie-talkies or other handheld communication devices, any electronic device capable of transmitting or receiving images, as well as any new technology developed for similar purposes.

Food and Drink

Food and drink are not permitted in classrooms or library unless the teacher grants occasional special permission to a particular class on a specific day. Students may have water bottles containing water only on their desks during class time. Students not meeting these expectations will be issued a Yellow Slip. Students may also socialize and have food and drink during the day on the Quad or in Maytag.

Fund Raising

Throughout the year, different student organizations sponsor fundraising events for worthy causes. Fundraising requests must be approved by Forum, the Head of Upper School and, in some cases, the Development Office. Non-approved fundraisers will not be held.

Harassment

Harassment of any kind by any student or any person in the employ or service of The Colorado Springs School will not be tolerated. Any instance of harassment, sexual or otherwise, should be reported to the Head of Upper School or the Head of School. Harassment is the one major violation that may, at the discretion of the administration, not go to the Judicial Council and be deliberated solely within the confines of the administration. All reports of harassment will be carefully considered, during which time it is vital that students reporting harassment keep the report confidential; only the student’s parents and those administrators investigating the incident should be told by the student. Retaliation or intimidation as a result of a harassment report severely compounds the seriousness of the incident and will not be tolerated. After the confidential investigation, minor infractions will result in discipline for the offending party and an effort of reconciliation will be made, with parents being informed of all progress. Major violations may result in suspension, but most likely dismissal—depending on the severity of the event.

The following behaviors would be defined as harassment: verbal abuse; bullying;

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creating a hostile environment through relational aggression, slander, libel, threats, or hazing; demeaning comments with respect to race, religion, ethnicity, or physical appearance; and sexual harassment. Off campus harassment, including harassment online with social networking sites, email, or web sites, is of equal seriousness.

Sexual harassment includes unwelcome or uninvited sexual advances, offensive references to one's body, sexual jokes or references, public display of sexually explicit materials of any kind, or offensive touching. It also includes verbal or physical conduct of a sexual nature when the conduct is an exchange for some benefit, or if the conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. While normal social or dating behavior is not sexual harassment, the persistent expression or pursuit of romantic interest after being informed that the interest is unwelcome *is* harassment.

Internet Policy

The Internet Policy is included in the CSS Telecommunications Agreement that all students sign. The Internet and other technological tools have offered incredible opportunities for research, consumer services, and self-expression. We encourage our students to make use of all of these tools for their best and most appropriate use. The use of the Internet or other technological devices to reference the school in a negative way or to associate the school with negative behaviors will result in serious disciplinary action, up to and including expulsion. The use of the Internet or other technological devices to reference a student's own inappropriate acts or to harass other members of the school community will result in serious disciplinary action, up to and including expulsion. In short, students or their designees should refrain from referencing the school or each other in a negative way on the Internet or with other technological devices.

Living Arrangements

Students must live full time with their parents, legal guardians, or Homestay parents.

Lockers

Students are responsible for keeping their own lockers and surrounding areas clean. Students understand that they take full responsibility for all items brought to school and are reminded not to leave important or expensive items lying about. Students have the choice of whether or not to lock their own lockers. Optional locks may be purchased from the US office for \$5 each. Going into someone's locker without permission is not allowed.

Lunch Privileges

Leaving campus for lunch is a privilege that requires trust on the school's part, and responsibility, good judgment, and accountability on the part of the students. Guidelines reflect the practical nature of the CSS lunchtime.

- Off-campus lunch privileges are accorded to juniors and seniors who are not on disciplinary probation.
- Students going off-campus for lunch are responsible for their own actions.
- Freshmen and sophomores eat on campus.
- Each junior or senior leaving campus for lunch must sign out and sign back in on the designated Off-Campus Lunch Sign-Out form whether or not the student is driving. Failure to sign yourself out and back in will result in the loss of lunch

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- privileges. Students may not sign other students out or back in on the off-campus lunch form.
- Freshmen and sophomores may go out to lunch with a parent, but must sign out and back in with the Upper School office. Parents may pick up their son or daughter only; other students may not go along unless their parent has called the Upper School office to grant permission.
 - Special requests are extremely rare and must be approved by the Head of Upper School or her designee. Social engagements with non-CSS students or others should be arranged for after school hours.
 - The lunch period is from 12:00 to 12:45. All students are expected to be in class by 12:50, even if they have been off campus with a parent for lunch. Students who are not in class by 12:50 will receive an unexcused tardy. Students returning from lunch 10 minutes late (or more) will receive an academic cut.
 - Repeated tardies or other abuse of this privilege will result in loss of off-campus lunch privileges.

Off-campus lunch privileges will be rescinded if abused.

Plagiarism

What is Plagiarism?

According to Joseph F. Trimmer, “Plagiarism is theft. It is using someone else’s words or ideas without giving proper credit – or without giving any credit at all – to the work’s origin” (25). Using any created product without crediting its original source and/or presenting “as new or original an idea or product derived from an existing source” as your own is considered plagiarism (“Plagiarism”).

Why not plagiarize?

Regardless of intent, plagiarism is considered by academic institutions to be a “serious offense”(Trimmer 25). The creator of a piece of literature, for instance, “owns” that work. His or her ideas are considered “intellectual property.” Similarly, if you paraphrase or even summarize another person’s ideas or conclusions from scientific experiments, you must give proper credit in an in-text citation. Such credit makes it quite clear that the words or ideas belong to someone else. In fact, some types of plagiarism violate not only schools’ rules but also state and federal laws. From a practical standpoint, when a student plagiarizes, he or she is not practicing skills needed in order to succeed in Upper School, college, and in the workplace: how to write and analyze originally, how to form unique conclusions, and how to generate new ideas.

If you have any questions about whether or not something you are doing may be considered plagiarism, ask your parents, teachers, or librarians for help.

Works Cited

“Plagiarism and how to avoid it.” Adapted with permission from Lakeview High School, Battle Creek, Michigan.

Trimmer, Joseph F. *A Guide to MLA Documentation*. Sixth edition. Boston: Houghton

Mifflin Company, 2004.

PLEASE NOTE: Plagiarism is a major rule violation and a suspendable offense. Any student who is accused of plagiarism first meets with the teacher, advisor, and Head of Upper School to investigate the situation. If it is determined that plagiarism has occurred, the student then appears before the Judicial Council for disciplinary action. If a subsequent incident occurs during the student's career at CSS, the student may be separated from the school.

Special Events Guidelines

Guidelines for Homecoming, Sadie Hawkins, and Prom:

These are school-sponsored events and all school rules apply.

- All CSS activities are smoke-free. Any student who is involved with alcohol or drugs of any kind will face separation from the school.
- Limos may be rented and used only for transportation to and from the Prom. No limos will be allowed for other events. After students are dropped off, the limo must leave or park.
- Students who choose to ignore the dress code or wear jeans, tennis shoes, T-shirts, or other casual attire will not be admitted to these special events.
- Once admitted to Homecoming, Sadie Hawkins, or Prom, students cannot leave and then return. Parents may be called if students leave more than 45 minutes before the end of the event.
- These events are intended for CSS Upper School students and one friend or date that attends another high school. It is not appropriate to bring a group of outside friends to these events. CSS graduates from the preceding year are allowed to attend with a date. Other college-age or Middle School students are not permitted to attend.
- All non-CSS guests must be approved by the Head of Upper School by Wednesday of the week of the event. Guests who have not been approved in advance will not be admitted to the event. CSS students who bring a guest agree to make sure that all school rules are followed; guests, by their attendance, agree to comply with all school rules.
- Homecoming and Sadie Hawkins activities are held on campus. The Prom is usually held off-campus and the school does not provide After-Prom activities. CSS parents are welcome to organize After-Prom parties or gatherings, as desired.
- These special events conclude around 11 p.m. Students should make transportation arrangements to leave promptly at the end of the event.

Also see dress codes for special events under "Dress Code."

Tobacco Use

For health, safety, and in accordance with the law, CSS prohibits tobacco possession or use of any kind at any time. If a student has a tobacco dependency, he or she should contact the School Nurse or Upper School Counselor for confidential assistance. Use of tobacco (including chewing tobacco) is prohibited on campus, at any school function or

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on the way to or from any school function. Violations of this policy result in the following consequences:

- 1st offense – The student appears before the Judicial Council, meets with the School Nurse, and participates in a quit-smoking treatment program. The student is automatically placed on probation.
- 2nd Offense – The student appears before the Judicial Council for major rule and probation infractions.

NOTE: Students who smoke in CSS buildings may face immediate separation from the school.

Visitors

All visitors must sign-in with the receptionist and receive a badge before coming on campus. All visitors of school age who wish to visit students or teachers or participate in school-sponsored activities in the US must request advance approval from the Head of Upper School to be on campus; those who do not have prior permission will be required to leave. This includes former students who have withdrawn or been separated from the school for disciplinary reasons.

ATHLETIC PROGRAM

CSS Colors: Royal Blue & White

CSS Mascot: The Kodiak

CSS is a member of the Colorado High School Activities Association (CHSAA) and competes on the varsity and junior varsity level with schools of comparable enrollment.

The following interscholastic competitive sports are offered:

Boys: Soccer, Tennis, Basketball, Lacrosse, Cross-Country, and Golf

Girls: Volleyball, Basketball, Soccer, Tennis, and Cross-Country

CSS may offer various non-competitive sports that may include weight training, aerobics, and outdoor education. Our athletics program emphasizes life-long sports skills, sportsmanship, fitness, and teamwork. Please refer to the CSS Parent and Athlete Handbook for specific athletic policies and information.

STUDENT LEADERSHIP

Solid leadership and followership skills are important aspects of the US program. A wide variety of opportunities for students to develop these skills are available.

Ad Hoc Committees

Committees will be formed, as needed, by students and faculty to discuss specific ideas or concerns and make recommendations to Forum or to the Head of Upper School.

Class/Club Officers

The President and Vice President of each class are responsible for the building of class spirit and morale through constructive and meaningful leadership. The class officers, along with faculty sponsors, are responsible for facilitating efficient and effective class meetings.

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Clubs

Each year the US offers a variety of clubs that appeal to the interests of the students. Recent clubs include: Art Club, Colorado Math League, Culinary Club, UpStagers (Drama) ClubKids in Community Service (KICS), The Globe, Investment Club, Matchwits, The Literary Arts Journal, Model UN, Political Club, Science Club, E!Club, and Tech Club. Each student is required to join at least one club. Any student wishing to organize a new club needs to submit a club proposal form to Forum and then to the Head of Upper School for approval.

Forum

Forum meets weekly as the student government body to facilitate social and service activities in the Upper School community. It makes recommendations to the Head of Upper School on policies affecting students and approves special activities. The membership consists of the President, Vice President, Secretary, and Treasurer of the student body (elected by the entire community), Class Presidents and Vice Presidents (elected by class members), and two faculty sponsors

Greeters

Several students are selected each spring to be Greeters for new students arriving in the fall. To be a Greeter is an honor, and student character and follow-through are taken into account in the selection process. Each Greeter is assigned one or two new students and, if possible, will contact those students during the summer. The Greeter is the primary ambassador for the new student and helps him/her become acclimated to CSS.

Judicial Council

This student/faculty council handles most discipline situations involving major rule infractions. The Judicial Council consists of student members elected by the entire community. Student members will be elected in the fall. Two faculty members serve as the JC sponsors.

National Honor Society

The Ursa Major Chapter of the National Honor Society consists of junior and senior members selected for membership by a Faculty Council during selection processes twice a year. Academically eligible students are notified in late August and early January that they may pursue selection through a standard process. The NHS Executive Council is made up of a President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian. This Council conducts weekly meetings and leads the membership in group service projects. The NHS membership serves as Community Service leaders for the entire Upper School.

Student Ambassadors

Students are selected by the Upper School Admissions Officer to take prospective students on campus tours and to classes for a day. Students interested in participating as tour guides should see the Upper School Admissions Officer.

STUDENT SUPPORT

Advisor/Advisee Program

Each student has a faculty advisor. Advisors are responsible for knowing how their

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advisees are performing, both academically and socially. They maintain communication with parents throughout the year. Advisors also assist with course selection and scheduling. Parents are encouraged to call the advisor if they have questions or concerns about their student's progress.

College Counselor

The College Counselor works closely with each student and coordinates all aspects of the college placement program. The counselor also conducts workshops for seniors and juniors, holds individual interviews with each senior in the fall and with each junior in the spring, schedules visitations by college representatives, maintains close communication with parents, and oversees the college placement testing program. All students take the PLAN in the freshmen and sophomore years and the PSAT in the sophomore and junior years. Based on these results, the College Counselor then works with each student to determine which test is more suited to his/her personal strengths as a college entrance exam. Students usually elect to take one or the other.

Preparation for the SAT/ACT is taught as part of the required College Overview class in the junior year as well as in optional private and group workshop opportunities on campus. The College Counselor works closely with each student to identify colleges that would be a "good fit" and assists the student and family in the college application process.

Dean of Student Support

This is a new position in the Upper School. The Dean of Student Support will work closely with students, advisors, the Head of the US and the Learning Team to ensure that students who need additional support or assistance are being monitored and assisted. This may include developing a plan for support, assigning Proctored Study Hall, as needed, problem solving, or providing guidance in addressing a situation of concern.

Educational Testing

CSS may require the student to be assessed by a testing specialist to determine his/her cognitive ability and specific learning needs. If requested, the Learning Specialist will assist in locating appropriate diagnostic or tutorial programs.

Personal Counseling

CSS may require a student to be in counseling to address issues that affect the student's performance at school. If a student or family desires assistance in locating a counselor, the student or his/her parent(s) should contact the Head of US. She will assist the family in finding an appropriate counseling arrangement.

Library

The Colorado Springs School Library is located in the Trianon building. It is a place for research, leisure reading, and study. The library is open from 7:30 a.m. to 5:00 p.m. Monday through Friday. Upper School students are welcome at any time. All school rules are observed in the library. A small computer lab is available for school-related work.

The bar code for library check out is on the student's school ID. Circulating materials may be checked out for three weeks and renewed for an additional three weeks. Back-issue periodicals and videos/DVDs may be checked out for three days. Reference materials do not circulate. Overdue notices are sent to individual students through the

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advising teacher.

Lost materials are billed at replacement cost plus a \$10 processing fee per item. Grades will be withheld at the end of the year for students with overdue and lost materials.

Medical:

CSS employs a full-time nurse to care for the medical needs of our school community. The nurse is located on the second floor of Maytag. She can be reached at 434-3520. In addition, all of the CSS faculty hold current certification for CPR and First Aid training. Should your child become ill during the school day, the school nurse will be available to visit with your child to determine if your student should be sent home.

Prior to the beginning of school each year, each student must have a school physical and return The Consent for Medical Care Form. Students who have not returned their completed forms prior to the beginning of fall sports season (athletes) or the first day of school will be ineligible to participate in sports or attend school. In compliance with state law, each student must maintain a current immunization record on campus. All health information for our students is considered confidential. Health information is kept on file in the Nurse's Room and may be viewed only on a need-to-know basis by select staff members. If a student has a unique health concern, the parent should contact the school nurse immediately.

Administration of Medication

It is recommended that every possible means be taken to give children their medication at home. If it becomes necessary for a student to take any form of medication at school, or during a school-sponsored activity, the following steps must be in place to protect students and school personnel. At no time should a student carry medication on campus or school sponsored trips. The only exception to this rule is if a student requires an asthma inhaler or a specific medication for migraine headache. In these cases, prior permission must be obtained.

- All parents who request that their child receive medication during school hours must complete a Permission for Medication Form. During the school day, the school nurse will be the only one to administer medication on campus. All health forms are available online at www.css.org. Prescription medications at school always require a physician or nurse practitioner's written order. This can be their signature on the Permission for Medication Form or a copy of the written prescription. If it is determined that a prescription medication must be dispensed during school hours a parent may choose to come to campus and administer the medication. If this is not possible, the parent should contact the school nurse.
- Medications must be delivered to the school in a pharmacy or manufacturer-labeled container and must be delivered to the school nurse or her designee by the parent and picked up by the parent (or responsible adult) at dismissal time. Children MAY NOT deliver or pick up their own medication. Medication will be kept in a secure container at the school. It is best to ask your pharmacy to provide separate bottles for school and home use.
- Responsible students may carry asthma inhalers with written parent and physician authorization. The nurse may hold a back up inhaler. Students who have asthma should have an Asthma Care Plan on file in the Nurse's Office.
- To provide temporary symptomatic relief for occasional aches and pains, the School Nurse may dispense certain OTC medications after a screening. These medications are: Tylenol, Advil, Benadryl, Tums and Pepto Bismol. All

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administration will follow established guidelines printed on the package. A parent may provide permission for the OTC medication listed above on The Consent for Medical Care Form. The nurse will make every effort to contact a parent should an OTC medication be administered to their student during the school day.

- During off-campus learning experiences, a designated faculty member will be responsible for administering medication. As stated above, a Permission for Medication Form must be completed for each medication. All medications must be delivered directly to the school nurse, as requested, before the trip. Other school personnel are not allowed to accept student medications from parents.

STUDENT PUBLICATIONS

CSS Arts Journal

Our literary journal, *Mind Muse*, is published and distributed to Upper School students at the end of every school year. A compilation of some of our best writing, this literary journal provides readers with a glimpse of the talents and imagination of our students.

Yearbook

Et Apres, the CSS Yearbook, is created by students and distributed at the close of the school year. Students who have not returned books to the library or who have not cleared academic and disciplinary commitments will not receive a yearbook until all obligations have been met.

FAMILY INFORMATION

Cancellation of School

In the event that school must be cancelled or delayed because of weather conditions, the announcement will be made on the CSS Website (www.css.org). The announcement will also be made on radio and TV stations: **KRDO (1240 AM, 95 FM, or Channel 13), KRCC (91.5 FM), or KKTU (Channel 11), and KOAA (Channels 5/30)**. If school is to be delayed for two hours, all bus runs will be two hours late. An initial decision to delay school may be changed to a closure, so parents are advised to continue listening for updates.

In the event of heavy snowfall during the day, parents of bus riders will be notified and buses may be sent home early. In such cases, students may leave as soon as parental permission has been obtained.

The outgoing message on the school receptionist's voicemail (475-9747) will also reflect the latest in delay or cancellation information.

Meals in Maytag

Students may buy meals in the dining hall. Students may bring their lunch or leave campus for lunch per the CSS Lunch Policy.

Parent Assistants

Due to the nature of safety issues across the country these days, the insurance carrier used by The Colorado Springs School now requires all adults who work with our students to complete a background check. Please see the Head of Upper School for more information.

Parents' Association

The Parents' Association is comprised of all parents of students enrolled at CSS. The

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Association supports the school through volunteer work in a variety of areas. Parents are encouraged to serve on ad hoc school committees, to serve as educational resources, and become involved in fund raising activities. The school welcomes and appreciates this involvement.

Parent Advisory Team

The Upper School Parent Advisory Team (P.A.T.) is comprised of two parents per class. This group serves at the discretion of the Head of Upper School and meets monthly to discuss topics of mutual interest including “what’s happening” at school and upcoming events. Members of the US PAT also help plan Health Education Day and serve as a sounding board for the Head of Upper School as she plans for the future. Members of the P.A.T. usually serve two-year terms.