



*KILLINGTON MOUNTAIN SCHOOL*

Killington Mountain School  
Student-Athlete Handbook

2016-2017

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## Welcome

Dear parents and student-athletes,

This handbook will familiarize you with the expectations of the Killington Mountain School community, and the responsibilities of the individuals within our school. In order for our community to work, everyone must participate in, and support, our shared goals and standards.

At KMS we have built a learning environment that assures that our student-athletes encounter a meaningful curriculum while inspiring them to strive for the highest levels of personal integrity, intellectual accomplishment, self-discipline, and physical well-being. Our goal is to provide an enriching, healthy environment where young student-athletes are challenged to seek their personal best. We define this challenge for each individual in terms of academics, athletics and personal conduct. Within the dynamics of a small school, we ask for personal conduct that respects the rights of everyone in our community. In working toward these collective goals, it is our hope that each student-athlete will acquire the skills, personal discipline, and independence of thought that will serve him or her well in any future endeavor.

The Killington Mountain School is committed to creating a group of student-athletes that embrace academic excellence, athletic excellence, honesty, integrity, accountability and teamwork. Therefore, it is vital that all student-athletes and their parents read this handbook in its entirety. If there are any questions, please ask them before school starts to ensure a clear understanding of school policies and guidelines.

Please understand that although this handbook aims to be comprehensive, it is not a legal document. We understand that adolescents are uniquely qualified to find loopholes, edge cases, and grey areas that are not clearly addressed; our expectation is that student-athletes will abide by the spirit of the Mission Statement as it applies to the guidelines in this document. Further, it is our expectation that they will follow the instruction of faculty and staff who may need to clarify or modify the guidelines in this document to meet the needs of a particular circumstance. Any questions about such cases should be directed first to the staff or faculty member involved and, if necessary, to the Assistant Head of School or Student Life Coordinator.

Sincerely,

*Tao Smith*

*Head of School*

## Killington Mountain School Mission Statement

### The KMS Experience...

...is an **educational opportunity** for the student-athlete with high aspirations and steadfast integrity. We are a community united by shared passions and a competitive spirit; our commitment to each other is built upon teamwork and mutual respect.

Killington Mountain School combines rigorous, college-preparatory academics with world-class athletic training in a personalized setting. Our students learn to balance their responsibilities in an environment that includes academics, athletic training, competition and world travel. It is the mission of the Killington Mountain School to facilitate this dynamic by providing a highly individualized program, skilled teachers and coaches, a dedicated staff and the technological infrastructure to support distance learning.

We believe that the greatest lessons at Killington Mountain School come from facing challenges with courage and grace. The experience of failure and success provides unmatched opportunities for personal growth and creates a lasting will to persevere. Our graduates are uniquely prepared for life beyond KMS.

## Daily Schedules

KMS uses Google Calendar to manage the daily schedule. Each student will be responsible for his/her google calendar. Coaches will insert schedules and events into individual calendars and athletes will share personal calendars with parents.

**Day students are expected to be at school or training at the beginning of each session.**

This is a typical daily schedule in the winter. This schedule will vary due to needs including academic schedules, competition schedules, training and field trips.

### Daily schedule—Monday through Friday

7:00	Morning sport
7:30 - 8:15	Breakfast
8:00 - 12:00	On Hill Training
12:00 - 1:00	Lunch
1:00 - 6:00	Classes
4:00 - 6:00	Afternoon Sport

**Day students leave campus following afternoon classes** (see [Day Student Guidelines](#))

5:30-6:30	Dinner
7:00-8:30	Academic Time
7:00	Exterior doors locked; <a href="#">Campus boundaries</a> in effect
9:00	Middle School students must be in their own rooms
9:15	Lights out for Middle School students
10:00	High School students must be in their own rooms
10:15	Lights out for High School students
10:30	Internet is shut off until 6am

### Saturday and Sunday

Student-athletes should be at training or a competition unless otherwise scheduled by their coach. Weekend schedules will be derived based on google calendars. Athletes are responsible for knowing their schedules and being at the appropriate events and ready to perform.



## School Campus Boundaries

Student-athletes are expected to be either on the school campus or off-campus with a KMS staff member, unless given specific permission to leave campus. The school campus boundaries run from the edge of the driveway, to the tree line behind the school and to the lower side of the school building, to the top of the bank along the front parking lot.

With appropriate permission, a student may sign out to leave the school campus during his or her free time. During a student's academic block, only the Dean of Academics, the Director of Academics, the Registrar, a Student Life Coordinator or the student-athlete's coach may grant permission for a student to leave campus. During a student's training block, the student's coach may grant permission for the student to visit a ski or snowboard shop; all other off-campus excursions must be approved by the Director of Academics or a Director of Student Life. From 6:00 p.m. until the next morning, campus boundaries are in effect, as well as on weekends, the dorm supervisors on duty may grant permission for a student to leave campus. **Securing permission from a person not allowed to grant it shall be considered the same as not securing permission at all.**

If a student-athlete is granted permission to leave campus, he or she is expected to sign out at the front desk, clearly and legibly noting the time of departure, destination, and the staff member granting permission. Each student-athlete must ask for permission individually and sign-out individually; one student may not ask/sign-out on behalf of his or her classmate.

Students do not need to sign out for regularly scheduled training or when leaving with a coach for travel and/or competitions.

**Failure to get permission to leave, failure to sign out, and being at a place other than the one designated on the sign-out sheet may each be grounds for disciplinary action.**

All students must use the sidewalks and may only cross Killington Road at one of the two crosswalks. The first crosswalk is at Peak Performance Ski Shop, and the second is at the Killington Market. Students are not permitted at any time to walk along the east (non-sidewalk) side of Killington Road from business to business. Students are not permitted to go to private homes, condos, inns or hotels during the school day. Dorm students are restricted from these areas except when properly signed out with weekend permission. Failure to comply with these expectations may result in disciplinary action. Students are not permitted to ride The Bus (local public transportation).

**Day students are expected to arrive on campus, park their vehicles, and not use them again except to travel home at the end of the day.** Please see additional day-student guidelines in the "[Day student vehicle policies](#)" section.

Students may use the weight room or trampoline only during non-academic time, or specific Strength and conditioning times and only if there is a properly certified staff member providing direct supervision.

Dorm students need to be back on campus no later than 9pm each night.

## School Cancellations

KMS regularly uses email to provide important information to faculty, parents and student-athletes. Student-athletes are expected to regularly check their KMS-provided email addresses, while we expect parents to regularly check the email addresses that they provide to us. Most communications to the entire community—including providing schedules for upcoming events, reminders of upcoming vacations, and information about changes in the school schedule—will be provided via email.

Please be sure that KMS has your correct email address on file. If you are not receiving the weekly newsletter, we may have an incorrect email address on file; please contact Amy Allen (aallen@killingtonmountainschool.org) to provide any updates.

With coaches and student-athletes regularly training and competing in inclement weather, we cancel school much less often than most public schools in the region. However, we recognize that travel conditions can vary greatly within the greater Killington area, and we ask that student-athletes who cannot safely get to school stay home and contact their coaches and teachers from there.

**School Cancellation will be communicated by 6:00 AM**

It will be emailed to the entire school and posted on the intranet site.

When a weather event forecast for the near-term future appears likely to prevent normal operations, we may adjust accordingly in the form of reduced schedules or school closure, in which case notification will be provided via email. If the decision to close school happens on the morning of the closure.

For their own safety, day students are strongly urged not to come in to school if we have cancelled classes and training due to inclement weather.

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## Academics

### Academic Responsibilities

Killington Mountain School is an athletic academy in which sports are part of the academics. Sport does not take precedence over class time or vica-versa. Students are expected to keep pace in all aspects of student life. If a student is deemed behind in any aspect, an appropriate action will be taken to ensure the student does not fall further behind, and has every opportunity to regain acceptable academic standing.

Full term and winter term students are required to bring a laptop, Ipad or some other electronic device other than a phone on which to do academics. Full-term students are required to purchase technology that will support downloading ebooks and other APS that are required in each academic course.

### Attendance policy

**It is the student's responsibility to be up to date with his or her studies and to seek additional tutorial assistance when needed.** Students are required to attend all classes. The Head of School, Academic Dean or Director of Academics must approve all absences. Unexcused absences will result in academic consequences such as lower grades and possible disciplinary action, which may include removal from training sessions and/or competitions, suspension or expulsion. **When a student is absent, the student has the responsibility to complete all academic work, as if he or she had been in class, to make up the material that was covered in class, and to seek extra help outside of scheduled class times if he or she needs it.** If a day student is unable to attend classes and/or training due to an illness or other reason, his or her parents should notify the school at the beginning of the day (no later than 8:00 a.m.). If calling before business hours, a message may be left for the main desk at extension 212. The student-athlete should contact his or her teachers and coach directly to notify them of his or her absence and to inquire about missed assignments. If an absence is for a scheduled event, such as doctor's visit, please notify the school and any affected teachers in advance. Students may not leave school early for vacation or take school days off without prior approval from the Head of School, Dean of Academics or Director of Academics.

### Weekly academic report

Each week, each teacher will complete a weekly report for each student. This academic report is an evaluation of all work a student has accomplished for the week. It will list materials, topics, tests taken, tests scheduled and work that has been completed. This report is done as a google document which is a shared link. It will be shared with sending school teacher, school counselor or advisor, coach, parents and student.

## Grading scale

97-100 = A+ = 4.0	93-96.99 = A = 4.0	90-92.99 = A- = 3.67
87-89.99 = B+ = 3.33	83-86.99 = B = 3.0	80-82.99 = B- = 2.67
77-79.99 = C+ = 2.33	73-76.99 = C = 2.0	80-72.99 = C- = 1.67
D+ = 1.33	D = 1	

GPA will be calculated as unweighted. The Cumulative GPA is calculated based on entire set of grade points. Pass/Fail Grades will not be calculated in the GPA.

For Students transferring to KMS - the school will only accept "D" or better grades.

## Student travel

If a student-athlete will miss classes as a result of athletic commitments, including competitions, training, and travel, that student must discuss the absence with his or her teachers prior to missing any classes. In situations where a student-athlete qualifies for a competition at the last minute, this communication may be via email; in all other cases, the student-athlete is expected to notify his or her teachers at least three class days in advance of the scheduled absence. The student athlete is expected to have an event in his/her personal google calendar for any events that require absence from the school. This will serve as the attendance and help with logistics.

Student-athletes who participate in **independent sports (i.e. rock climbing, luge, etc.)** and do not travel with KMS coaches for competitions must receive approval from the Dean of Academics or the Director of Academics three days ahead of time for any competition or training related absences. They will also be expected to communicate with their teachers and follow other guidelines as described in the "Attendance Policy."

## Academic integrity

Academic integrity is a fundamental principle of teaching, learning, and scholarship. It means honest and responsible behavior in an academic setting that ensures the work done is one's own, and that the work of others is properly recognized and documented. It also means a commitment to not engage in or tolerate acts of academic falsification, misrepresentation, or deception. Cheating, plagiarism, and falsifying, misrepresenting, or fabricating information and/or sources are the academic integrity violations most likely to occur. In accordance with the [Killington Mountain School Mission Statement](#) and our belief in the academic, social, and ethical well-being of our students, the following policy was developed in an effort to foster, teach, and encourage appropriate academic ethical behavior.

### Definition of academic integrity violations

- A. **Cheating:** An act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he or she has produced on an academic exercise or assists another to misrepresent his or her work.

- B. **Fabrication:** The use of invented information or the falsification of research or other findings.
- C. **Plagiarism:** The inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources as well as electronic sources.
- D. **Academic Misconduct:** Any other academically dishonest acts or assistance to other students in the commission of these acts.  
Academic misconduct *includes*, but *is not limited to*, the following examples:

#### Range of consequences

1. A grade reduction on the assignment in question.
2. A grade of zero (0) for the assignment in question with no opportunity to make up for that work in any way, including extra credit work.
3. If the severity of the situation merits it, the student shall be given a grade of F for the quarter of the course in which the plagiarism has occurred. An F may equal zero to 59 points.
4. For any subsequent occurrence in any course at KMS the student shall immediately be dropped from the course and receive an F for a final grade.

#### Complaint-resolution process

When a teacher has reason to believe that cheating, fabrication, plagiarism, or other academic misconduct has occurred, the following steps will be taken.

#### Teacher Action

1. The teacher will inform the Director of Academics.
2. The teacher will investigate the matter.
3. The teacher and the Director of Academics will meet with the student and issue a consequence.
4. The teacher and the Director of Academics will communicate their decision in writing to the student, the student's parents, the Head of School and the appropriate sending-school faculty. The letter will be placed in the student's KMS file.

#### Student Action

1. The student may appeal any action to the Head of School.
2. The letter to the sending school will not be sent until the appeal is heard.
3. The Head of School will hear from the student, the teacher, the Director of Academics and anyone else necessary prior to making a decision.
4. The Head of School may uphold the original decision or make changes in the original decision.
5. The decision of the Head of School is final.
6. The due process rights of students will always be ensured.

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## KMS Advisory System

Killington Mountain school is committed to helping the student/athlete succeed and have a positive KMS experience. Each student will meet regularly with an Advisory group, whose members will typically be comprised of an administrator and teacher who belong to the same House (Community Team) as the individual student-athlete. Where disciplinary situations may arise, the student-athlete's primary team Coach will also serve as a member of this Advisory group. (See [Advisor's Role - Disciplinary Hearings](#)).

Students will meet with members of their Advisory team in a variety of settings but at a minimum every two weeks, during a specially-scheduled bi-weekly academic block. Individual student-athletes may also be called upon to meet with members of their Advisory group outside of the regularly scheduled times.

The role of this program is to build strong connections, provide help and advice in all aspects of school life and to help promote the KMS Mission Statement. The Advisory system is a way to get to know the students in a more relaxed format, support athletic and academic goals, and provide frequent communication with parents.

In the event a student/athlete shows signs of needing extra help we have a student support referral process. Any teacher, coach, staff member, student or parent can refer a student/athlete for extra support. ([Student Support Referral Form](#)). The referral prompts the advisory committee, (made up of an administrator, teacher and coach) to meet to identify the concerns and discuss an action plan.

## Student of the Week

Student of the week is an award given to the student(s) weekly when warranted. The teaching faculty share nominations via email and then the award is typically given during the all school meeting either at lunch or in the conf room. The winning student is highlighted based on the narratives given by the faculty in their nominations. Criteria are as follows:

- Shows measurable (quantitative) improvement over a period of time.
- Exhibits growth (qualitative) as a student - which could encompass the following areas: organization, attention, participation, overcoming known or unexpected challenges.
- Takes initiative to recognize the need for help and to ask for it - use of flex time, for example.
- Exhibits leadership and is a role model in class.
- Work "exceeds expectations" as set in course guidelines; submits quality work, is timely, meets format and other requirements.
- Is engaged in course content through inquiry, reflection, and shows a desire to learn.
- This may include coursework in both regular classroom setting and Seminar Series.

- SOW may be awarded for excellence in one subject area; however, the student must “meet expectations” in all other classes.

## College Counseling

Student-athletes are encouraged to use the college-planning resources at both their sending schools and at KMS. The college advisor at KMS is available for assistance throughout the college-selection process, which usually begins in a student’s sophomore year at KMS. Student-athletes are encouraged to visit potential colleges and to engage with both the admissions staff and current students at those colleges, particularly as they focus their selections in the junior and senior year. Student-athletes planning to continue their competitive careers in college are especially encouraged to discuss their plans with their coaches as well as the KMS college advisor, who will help those student-athletes find the right fit for their collegiate competition.

The college advisor is also available for assistance with entry essays and application review, and all KMS student-athletes are encouraged to have their materials reviewed prior to submission.

## Library

The KMS library provides an inviting space to read, research, or just relax. KMS students have complete access to Gale Resources via the [Vermont Online Library](#) (VOL) and may request material from surrounding schools and colleges through [Interlibrary Loan](#) (ILL). Additionally, students may visit one of the many surrounding town and college libraries, including The Killington Town Library, Castleton and Dartmouth.

The library at Killington Mountain School is a place for quiet study. Please be aware that classes are occasionally held in the library.

## Academic Atmosphere

During their academic blocks, students should use their time productively and respect the school surroundings. Choosing activities that become a distraction to others is not the best use of time, and is not consistent with the culture of respect. Students who choose to use electronic devices during free time should do so quietly and not interrupt those around them. (in other words. Keep the volume down)

## Dress Code During Academic Hours

Students are expected to be neat and presentable. Ripped or torn clothing, pajamas and clothing deemed inappropriate by the faculty and staff are prohibited. Emblems, logos, or advertisements endorsing drug culture and/or alcohol products, are prohibited.

Hats are not to be worn during classes, at meals or at meetings. Students are expected to change out of training gear before attending classes, and they must wear appropriate footwear while outside of locker rooms and dorm rooms.

Shoes must be worn at all times when in the pantry, dining room and kitchen

## Food and Dining Services

With exception of community outings, outdoor BBQ's and/or other special events, all meals at KMS are served in the Revelon Dining Hall. The KMS Dining Services provide healthy and nutritious options for all members of the KMS Community, including those with vegetarian and/or gluten free diets. The Revelon Dining Hall and adjoining pantry area are the only public spaces at KMS where food and drink are designed to be consumed. All cups, mugs and utensils belonging to KMS should remain in these areas.

All members of the Community are encouraged to utilize spill-proof cups when departing the pantry area with coffee, refreshments, or other liquids. Students should own a water bottle, and are encouraged to fill it with water and use it for hydration throughout campus.

To ensure the best quality and most appropriate meals, we have provided a [Nutrition Information Sheet](#) at the end of this handbook that provides the Nutrition Director with valuable information regarding food allergies, restrictions, and preferences . Each student-athlete should fill the form out thoroughly and turn it into Director of Student Life on the first day of school.

## KMS Gym and Trampoline Policy

This is KMS's policy to use the KMS gym throughout the year:

### **KMS Students:**

All KMS students, including PG students, must be accompanied by a coach in the gym.

### **KMS Alumni:**

May use the KMS gym under the following conditions:

- A waiver must be signed and returned to KMS
- A KMS staff member must be in the building while you are using the gym
- You must check in and check out with a KMS staff member
- All doors and windows must be closed and locked when you leave the gym and all lights and music turned off

### **Summer Gym Hours:**

- Coach Observed Open Hours: 7-10am Monday, Wednesday, Friday  
\*students may schedule alternative times with coaches
- All other times subject to rules above



### School Year Gym Hours:

- Students must be accompanied by a coach
- Open Hours: 8am to 4pm Monday thru Friday while school is in session
  - \* If the school is locked the gym is closed (aka Holidays etc)
  - \* These hours are for Non-KMS Students

### Trampoline Room:

The trampoline room is a student favorite among all disciplines at KMS. For the safety of all athletes the trampoline room is only to be used under the direct supervision of a coach or staff member who has been trained to supervise athletes in the trampoline room. **Under no circumstances may ANY athlete be in the trampoline room unsupervised.**

The difficulty level of tricks that may be performed in the trampoline room will be up to the discretion of the supervising staff members. Such limitations may include but are not limited to: no off axis and no flips. Athletes who do not follow the instructions of the supervising staff member will be immediately asked to leave the trampoline room.

### Bikes, Skateboards, Scooters & Hoverboards

The following guidelines must be followed:

- Hover Boards are strictly prohibited on the KMS campus. Any hoverboard found on campus will be confiscated and returned to the parents.
- Bikes, Scooters and Skateboards are allowed to be used on the access road with permission from staff
- Helmets are required at all times for bikes and skateboards
- Are not to be used inside the school building
- Permission beyond the access road is at the discretion of the coaching staff and dorm staff, it must be pre-arranged and may have specific requirements, such as but not limited to:
  - carry a cell phone
  - go in pairs
  - limited to a specific area
  - specific return time

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## Day Student Guidelines

### Attendance

See attendance section above

## Locker Room

Day students have access to cubbies in the changing rooms next to the gym. Students are expected to treat their cubbies and the entire area with respect, and to work together to keep the changing rooms organized and clean. Non-compliance with these expectations will result in loss of changing room privileges.

## Vehicle Policies

Day students who operate their vehicles are expected to use them to arrive at school, where they will park them until they leave for home in the evening. Students may not use their vehicles to conduct errands and/or visit the surrounding area during school hours.

Day students are asked to park in either the back lot or the side lot. **If a vehicle will be here overnight, it must be parked in the side lot or along the woods** (next to the dumpsters, towards the garage) **and the car keys left in the key box at the reception area.** This applies for any overnight parking but is particularly important for multi-day trips, as KMS staff may need to move vehicles to allow for snowplowing. If a vehicle is parked inappropriately and/or the keys are not provided, it may be towed, and the owner will be responsible for any associated costs and/or damage to the vehicle.

## Participation In Dorm Events

While day-students participate in KMS community events, they are also often invited to take part in activities that are planned for boarding students and all members of the dorm. In these cases, day students must respect the personal space of dorm students. To help balance these needs as well as the logistical concerns of managing between 30 and 65 adolescents, KMS has adopted these policies:

- Day students are allowed in a dorm student's room of the same gender only if permission is given by the dorm student during the academic day. Permission must be given specifically for every individual instance a day student enters and dorm student's room. By their nature, dorm rooms provide limited personal space, and limiting traffic to them during the day helps our student-athletes make the best use of their time.
- During the school day, Day students have access to the student lounge(s), library and conference room for space to relax or study quietly.
- Unless they are staying for academic time, day students are expected to leave campus no later than 7:00 p.m. on school nights and no later than 9:30 p.m. on Friday and Saturday nights.
- Day students may stay for dinner, but there is a **\$10 charge** unless they are attending an academic commitment during study hall (such as SAT Prep Class) or staying on campus due to an early-morning departure for competition. In all cases, advance notice to the kitchen is requested; the total number of students involved means that even a few day students can have a significant amount on the amount of food that will be consumed.
- Day students may stay overnight in the dorm when invited to do so by the residents of a dorm room, but there is a **\$25 charge** unless they are staying due to an early-morning

departure for competition or due to inclement weather preventing travel home. Day students staying overnight are subject to the same rules as dorm students and must turn in their car keys to the dorm supervisor on duty. All overnight visits are subject to the approval of the dorm supervisor on duty; social visits on school nights are not allowed. A minimum of 24 hour notice is requested, with the exception of emergency and weather related situations.

- Day students may stay on campus after school hours **with permission from the dorm supervisor on duty**; permission may be granted for specific activities, such as tuning the night before a competition, participating in an organized group study event, or obtaining assistance with homework.
- Day students that are on campus during the weekend must notify the dorm staff on duty as soon as they arrive unless he/she is here for pre-planned athletics or academics. Regardless, students are subject to all dorm rules.
- Permission to remain on campus is contingent on following all campus and dorm rules and may be revoked at any time by the dorm supervisor or other staff on duty.
- Day students may be invited to join dorm students for off-campus activities, but such invitations will be contingent on transportation and staffing availability.

## Campus Upkeep Responsibilities

All students must respect the KMS campus and clean up after themselves. This is especially true in the cubby area, the day student locker rooms, and in the lounge(s).

In addition, all students will be asked to help with general campus upkeep. When asked for help all students (boarding and day) are expected to respond in the spirit of the Mission Statement and to complete the requested tasks—such as shoveling during and after storms—to the best of their abilities.

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## Dorm Student Guidelines

At Killington Mountain School, we believe that one of the benefits of communal living is the opportunity for personal growth; therefore, for a boarding student, dormitory life is an important aspect of a KMS education. Respect for one's self, for one's roommates, for one's neighbors, and for the dorm staff is the cornerstone of a good dorm experience. The daily life and dormitory rules support the mission of KMS.

We encourage frequent and open communication between students, as well as between students and the dorm supervisors. The dorm should be a positive and healthy environment for study, sleep, socialization and recreation. We recognize that this will be the first time that many of our student-athletes live away from their homes and families, and we attempt to be ready to help them grow into this experience.

## Room arrangements and furnishings

Various furniture arrangements and tasteful decorations are allowed as long as they do not violate any of the regulations listed below. While living space is adequate, it is limited; efficient use of space and resisting the urge to bring all of one's possessions are important. Evening check-in and lights-out includes weekly room inspection, at which time rooms must be clean; student-athletes who repeatedly fail to meet room-inspection standards may face loss of privileges or even disciplinary action.

At KMS we view dorm rooms as personal space. While it is encouraged for students to spend time with their friends and roommates, it is important to make sure we are respecting the personal aspect of dorm rooms. The following room regulations are designed to help ensure student safety and people's personal space.

Room regulations include:

- Refrigerators, space heaters, hot plates, toasters/toaster ovens, and halogen lights are not permitted in the students' dorm rooms.
- The maximum monitor/screen size in a room is 20", larger screen sizes lend themselves to group activities and takes away from the personal nature of the dorm rooms
- Students may not use nails or staples on or in walls or doors.
- Only Window coverings or curtains that are provided should be used.
- Students may not hang anything from ceilings or electrical fixtures.
- Coverings or hangings that create partitions, obscure windows, or present fire hazards are prohibited. Furniture may not be used to create partitions or to prevent direct access to the door.
- Holiday lights are prohibited.
- Incense, candles, or materials that smolder or burn with open flames are prohibited.
- Alcoholic beverage bottles, cans, or drug-related posters or paraphernalia are not allowed for any purpose, including decoration.
- Power strips and extension cords will often be necessary, given the limited number of outlets in each room. They should be kept to a minimum and not used in series. Two-prong extension cords are prohibited; properly installed two-to-three-prong adapters are allowed in conjunction with three-prong extension cords.
- Excessive noise is prohibited. Due to the limited space in student rooms, loud stereos and amplifiers are unnecessary and discouraged. Headphones are encouraged.
- Windows should be kept closed except when the weather is unusually warm; except in cases of emergency, students are expected to enter and exit rooms via the hallway doors, not via windows or deck sliders.
- Skis, Snowboards and bikes are to be stored in either the tuning room or the spin room

Questions about the appropriateness of room decorations, furnishings or screens should be discussed with the dorm supervisors.

## Electronic Usage

Electronics are an integral part of students daily lives from email to school work to schedules and entertainment.

Electronics Usage Policy:

- Electronics can be used up until lights out (9:15pm for middle school, 10:15 for high school)
- In the event that a student still has school work to complete they may ask dorm staff for an extension.
- At KMS we understand that electronics are part of our day to day activities. However, if electronics start having an impact on students performance athletically, academically or socially the electronics may be limited or removed at the discretion of staff.

## Media Usage

One of the wonderful things about KMS is the wide range in age of our students. That wide age range makes certain levels of media (video games, movies, TV shows, etc.) acceptable to some groups of students and not to others, especially in public spaces.

Media used in public spaces must be acceptable and appropriate to all parties who come into contact with it. If a party is not comfortable with the media, use of the media must be discontinued while the party is present.

At no time should a person feel uncomfortable in a public space at the school due to the use of media by anyone. Dorm staff reserves the right to make a final determination of the appropriateness of the media and may remove or confiscate the media.

## Campus Boundaries

See regulations under "[School Campus Boundaries](#)". In addition to these regulations are dorm students are expected to be back on campus no later than 9pm.

## Room Checks

Dorm Staff on duty will conduct periodic room checks every few hours on weeknights and the weekends to make sure that students are present.

## Room Inspections

Each weekend there will be a formal room inspection. Additional room inspections announced or otherwise, may be scheduled by student life staff or the Head of School.

Items that will be inspected

- All regulations under the "[Room arrangement and furnishings](#)" are being followed
- Trash is empty
- Personal belongings are put away and not just piled up or hidden
- Sinks, toilets and showers are clean

- All KMS dining utensils (dishes, cups) must be returned to the kitchen

**Prohibited items found by staff may be confiscated at any time** and will be returned only at the discretion of the staff.

Student-athletes whose rooms fail room inspection will be required to correct the issues found and may face additional loss of privileges. Those who fail repeatedly will face disciplinary action.

## Room Changes

Administrators, in consultation with dorm supervisors and coaching staff, make all dorm room assignments.

Returning students may request rooms and roommates. New students are assigned rooms during the summer. Requests for room changes after the school year begins will be considered only if it is very clear that the change is in the best interest of all parties involved, including the larger KMS community.

## Damage to School Property

It is expected that students will treat school property with respect. If damage occurs, each student is to report the circumstances and the extent of damage to the dorm supervisor or an administrator, who will report the damage to the physical plant staff and Business Office.

**Any damage, accidental or otherwise, will be billed to the responsible person(s).**

Student-athletes who fail to report damage in a timely manner may face additional disciplinary action. **If the person responsible for the damage or breakage is not known, all students sharing responsibility for the use of the damaged area will be assessed for the cost of repair and will be billed through the Business Office.**

## Dorm Meetings

Dorm meetings are held periodically to review upcoming schedules, activities, responsibilities and basic concerns at the discretion of the dorm staff. Students should feel free to express respectfully their relevant concerns and ideas both at this group meeting and directly to dorm supervisors.

## Room Keys

Each student is assigned a room key. Keys will be collected at the end of the student's stay in the dormitory. If a student does not return his or her key, there is a \$50.00 fee for replacement and the rekeying of locks. KMS highly suggests that each student lock his/her rooms to ensure privacy.

## Kitchen

Student-athletes are not to enter the kitchen during normal kitchen hours unless directly supervised by a staff member. If students enter the kitchen at off hours - the student must

respect the space and clean up after themselves. Permission to use the kitchen after normal hours must be obtained from the Dorm Staff and/or the Kitchen Staff

## Ordering Food

Our Chef and Kitchen Staff work very hard to create healthy nutritious meals. However, everyone needs a splurge meal every so often. Dorm students are allowed to order food for delivery on Wednesday and Sunday nights. Food must be ordered with enough time that it will be delivered and can be eaten before Evening Academic Time. All food must be consumed in the dining room. All students ordering food or going out to eat must sign out in the dining room by 3pm. If dorm student(s) want to go out to eat they must make arrangements with the dorm staff.

## Medications

Prescription medications must be noted on the student-athlete's health form and arrangements made with the dorm staff to administer the medication. Unless otherwise arranged with dorm staff, all prescription and over-the-counter medications must be stored by dorm staff.

Over-the-counter medications are available to KMS student-athletes if their parents have provided permission on the student's health form. Please see the [performance-enhancing drugs policy](#) for information regarding supplements.

## Illness

If a student-athlete is not feeling well enough to attend school or training sessions, he or she should inform a dorm supervisor. If the dorm supervisor concurs, the student must inform the Director of Academics and the school office. The student must contact their teachers and coach to notify them of his or her absence and to inquire about missed assignments. If a student requires a doctor, appointments will be made through the school office. If a student is too ill to tell the appropriate people, we ask that the roommate notify the dorm supervisor or that the sick student call the dorm duty phone (802-356-2114). If you are too sick to attend class you are too sick to attend training and vice versa.

## Signing out of the dorm

### During the day and evening

Dorm students who will be leaving campus and returning before lights out that night must secure permission from an appropriate dorm parent and sign out at the front desk. If student-athletes are leaving with a coach for competition, for weekend training or for other training outside of normal training blocks, they do not need to secure additional permission.

Except in special circumstances, all underclass students are expected to be back on campus in time for academic time each school night. Upper-class students (i.e. juniors and seniors) in good academic standing must communicate to the dorm supervisor if they will not be at study hall by 7 p.m and must receive prior approval.; please see the "[Junior and senior privileges](#)" section for more details.

**If any dorm student wishes to ride in a car with another KMS student driver they must have the “Student Driving Permission Form” completed, signed by a parent, and submitted to the Dorm Supervisor.** In certain situations and at the discretion of the dorm staff on duty, dorm students may also be asked to attain specific parent permission to ride with another student driver.

Dorm staff will schedule trips to off-campus locations such as the local movie cinema, the Green Mountain Rock Climbing Center and the Diamond Run Mall. For trips such as these, students are also expected to sign out.

Students can request KMS transportation from their Dorm Supervisor(s) on duty, to attend special occasion activities, and/or community events.

#### **Overnight (weekends and special occasions)**

On some occasions, student-athletes choose not to spend their weekends at the dorm. This is particularly common when student-athletes do not have athletic commitments on a particular weekend, but parents and students are reminded to check with the coaching staff to verify availability.

Before any dorm student signs out, the nature, duration and travel plan of the visit must be provided to dorm staff. We ask that parents call the school no later than 5:00 p.m. on the Thursday before a student-athlete will be signing out for the weekend; for weeknight sign outs, please make arrangements at least 48 hours in advance. Spending school nights away from school is generally discouraged, but special circumstances (including sending-school state-wide testing and family emergencies) do exist.

The student’s parent or guardian must call the school office to provide permission for his or her child to leave the school and once the student leaves the school grounds, the student’s parents or guardian accept all responsibility for the student’s whereabouts and the supervision wherever that student may be.

**Once a dorm student returns to campus, he or she is considered to be “on campus” and subject to all dorm student rules and regulations.** In the event that student wishes to leave campus again, he or she must follow the sign-out procedure.

Please keep in mind that the on the weekends the Dorm is staffed according to the number of dorm students remaining on campus. While students are welcome to return at any time, they must communicate with dorm staff that they are returning. Dorm staff will not transport dorm students who have signed out.

Winter-term dorm students are expressly prohibited from having cars on campus and may not, under normal circumstances, drive themselves back to campus. In extreme circumstances approved by the Head of School or Assistant Head, they may be allowed to return to campus in their own vehicles. In this case, they will park along the tree line, lock the car, and turn their car keys into the dorm supervisor on duty. **Under no circumstances shall winter-term dorm**



**students be allowed to come and go via a motor vehicle under his or her control.** This prohibition extends to dorm students who have signed out for the weekend and wish to return to campus; they **may not return to campus in a motor vehicle and then leave again** under the auspices of “being signed out.”

In cases where the normal procedures for permission to leave campus will cause undue hardship, please contact a Director of Student Life. Parents are reminded that winter-term dorm students are not to have automobiles at the dorm.

## Junior and Senior Privileges

Juniors and seniors in good standing at KMS may be accorded additional privileges earned by a track record of behavior in accordance with the KMS Mission Statement. These privileges have two major components:

- **Quiet Academic Time** — juniors and seniors are excused from the proctored study hall if they are in good academic standing. Unless the student has prior approval from the dorm supervisor, the student is expected to be doing work in his/her room, with the door open, during study hall. Importantly this does not release them from any homework assignments given by their teachers, nor does it provide license to disturb the study hall efforts of other students.
- **Senior driving privileges** — senior dorm students in good standing may be allowed to keep a vehicle on campus during the fall and spring as detailed below.

Note that these are earned privileges and that they may be revoked for any or all students to whom they apply at the discretion of KMS staff. Dorm students exercising either privilege require express permission from the dorm supervisor on duty, who may elect to decline permission if he or she feels that the student is not acting in accordance with the [KMS Mission Statement](#).

## Fall and Spring Driving Privileges for Senior Full-term Student-Athletes in the Dorm

In the Fall and Spring, senior full term dorm students that are in good academic standing and that have been given permission to keep a car on campus are allowed to use the car after the academic day and before study hall provided they do not have other school commitments. Wednesday is the only day dorm residents are allowed to miss dinner in the dining hall. Students are requested to let the dining services know by 2PM. The student is not to go out of the town of Killington and is not to cross or drive on RT 4.

All existing standard sign out policies apply and all students must have the “Student Driving Permission Form” completed.

The keys are to stay with the dorm supervisor when not in use.

Students that wish to drive to other students houses during the week within the RT 4 corridor must receive permission from both the driver parent and the house parent.

Dorm students that have cars on campus during the weekends must sign out and receive specific parent permission for each trip. When students are signed out they are considered the parent's responsibility. All students involved need to have specific permission.

**Any student leaving the dorm or school must have permission first and then must sign out on the sign-out sheet. The student must also sign in upon their return to school.**

Failure to secure the appropriate permission to sign out and to follow the sign-out procedure in full may be considered a major rule violation and dealt with as such.

If a student is late returning to KMS, it is imperative that the student notify the dorm supervisor on duty, or if returning during school hours, the school office.

## Parietals

No male visitors are allowed in the rooms of a female student and no female visitors are allowed in the room of a male student except during established times. The only established time is between dinner and study hall each weeknight.

During such a visit, the door to the room shall remain fully open. All occupants of the room will avoid inappropriate activity, or activity that could be mistaken for inappropriate activity.

Any violations of this policy will be considered a major offense; disciplinary action will include a revocation of parietal visitation privileges.

## Visitors

**All guests to the dorm must sign in and out of the dorm. Non-KMS guests must be introduced to the dorm supervisor on duty upon entry to the building.** Guests must follow all KMS rules at all times, and students who invite guests to campus may be held responsible for their guests' actions. Failure to do so may result in guests being expelled and/or disciplinary action for the student(s) involved.

## Quiet Academic Time

Quiet Academic time is held in the dorm Sunday through Thursday, from 7:00-8:00 for Middle School students and from 7:00 - 8:30 p.m. for High School students. During this time, students are expected to work quietly. This time may also be used for tutoring time with teachers.

During this "study hall", students are expected to be in either with the group or in their own rooms. Students in grades 6-10 will begin the year in proctored study hall; students in grades

11 and 12 may study in their rooms with their doors open, although they are also welcome to work with the rest of the group.

Based on consultation between the dorm staff and the teaching staff, students originally assigned to proctored study hall may be allowed to study in their rooms, and students not originally assigned to proctored stay hall may be required to attend.

**Cell phone use during study hall is prohibited.** Phones will be collected at the start of study hall and returned at the end. This includes phone calls and texting **and includes contact with parents.** Parents who need to reach their children in an emergency situation during study hall are asked to call the dorm duty phone at 802-356-2114; the dorm supervisor on duty will then ask the student to move to a location where they can take a call and hand them the duty phone.

Violations of policies regarding cell phones will result in: The first offense will result in the Student being required to remain in study hall for the amount of time that they had their phones during study hall. Subsequent offense will result in the phone being confiscated overnight or longer.

Tuning of athletic equipment may be allowed during study hall **at the discretion of the supervisor on duty.** Students must ask the dorm supervisor on duty before going to the tuning room.

### Quiet hours and lights out

Sunday through Thursday night, quiet hours begin at 7:00 p.m. A quiet dorm from 7:00 p.m. through the night will allow student-athletes to work productively and will allow those students who need a little extra sleep during the busy winter schedule to get it.

Lights out is at 9:15 for Middle School students and 10:15 for High School students. At this time, student-athletes are expected to be in bed, with their lights out and electronic devices put away. To discourage violations of this rule, student wi-fi Internet access will be disabled from 10:15 p.m. until 6:00 a.m. Student-athletes are expected to remain quietly in their rooms from 9:15 p.m. (Middle School) or 10:15pm (High School) until 6:00 a.m. the following morning except when departing earlier for competition.

Student-athletes who need extra time to complete coursework may request "late lights." A dorm supervisor may grant such a request if he or she feels that the student-athlete has made good use of his or her time during the evening but still needs a few more minutes to work. "Late lights" are to be used sparingly and will not include an extension of time for Internet access.

Parents are asked to remind their child that he or she is involved in a very rigorous schedule of academics and athletics and that time management is one of the key components to a successful year.

Weekend lights out and quiet hours are at the discretion of the dorm staff on duty.

## **Dorm mailing address**

Letters and packages mailed to dorm students should be addressed as follows:

Student's Name  
Killington Mountain School  
2708 Killington Road  
Killington, VT 05751

## **Laundry**

Coin-operated washers and dryers are available in the dorm. Student-athletes should bring their own detergent and other laundry supplies. Dorm staff will be happy to instruct students in sorting, washing, and drying of laundry on request, but students are expected to perform these tasks themselves. Parents are encouraged to remind their children that doing laundry is a normal part of adult life and to encourage their children to do laundry on a regular basis, not just when visiting home.

## **Campus Upkeep Responsibilities**

All dorm students will have rotating responsibilities for campus upkeep and cleanliness. While some of the students' job descriptions may include cleaning certain areas of the dorm, it is expected that all students will clean up after themselves in the common areas of the dorm.

Students are expected to cooperate to keep the dorm clean. Students should be aware that repeated failure to perform dorm chores will result in disciplinary action. Specific responsibilities will include shoveling as well as cleaning, and will be assigned by the Director of Student life and members of the dorm staff.

Students who have assigned duties and wish to sign out for an evening or a weekend must find a willing substitute to perform those duties before they may leave campus.

## **Articles Recommended for Dorm Students**

Students should bring enough clothing for at least two weeks. Since boarding students often share belongings, we strongly recommend labels on clothes and other personal property. KMS takes no responsibility for missing, lost, damaged, or stolen clothing or personal belongings. When considering bedding and clothing, please consider that the building temperature can vary and that some rooms are cooler than others; student-athletes should plan on layering clothing rather than adjusting the heat.

### Personal belongings

- Towels, twin sheets, pillow, pillowcases, mattress cover, blanket(s) and quilt
- Soap, shampoo, toothpaste, toothbrush and other cosmetic/toiletry articles
- School clothes and one set of dress clothes for special events; clothes hangers
- Sleeping bags (for travel to competitions)
- Personal effects, pictures, etc.
- Alarm clock, flashlight

### Academics

- Laptop computer, Ipad , flash drive
- Notebooks, pens, pencils, calculator, stamps
- Desk lamp

### Athletics

- Ski equipment
- Strength and Conditioning equipment
- Water bottles
- Lots of extra pairs of socks
- Running shoes and extra pairs of other shoes/sneakers
- Sweats, gloves, hat, and other cold-weather workout gear
- Appropriate outdoor gear for on-hill training
- Rain gear and extra gloves
- Tuning kit **with lock**.

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## Medical information

KMS encourages student-athletes to take responsibility for their current and continuing well-being while also recognizing that they are adolescents who can use continued guidance in doing so. We recognize that prevention and good general health is the most effective way for the community to remain healthy, but we do provide access to top-quality medical services as needed.

Students are strongly encouraged to get flu shots, H1N1 flu shots, and Meningitis vaccinations prior to arriving at KMS.

KMS has on staff a registered and emergency room nurse who is at the school one or two days per week and is available on an as-needed basis. If a student requires additional medical attention, a staff member will accompany him or her to The Mountain Clinic at Killington. Parents will be required to pay the clinic directly and submit medical reimbursement forms if desired. Please verify how this might work with your insurance prior to the start of the school year. If a student requires emergency medical attention, KMS will send the student with a staff member to the local hospital, Rutland Regional Medical Center.

Prescription medications must be noted on the student's health form and arrangements made with the dorm staff to administer the medication. Self-medication is strongly discouraged. Over-the-counter medications are provided to KMS students as needed if the student's parent has granted approval on the student's health form. Dietary supplements and herbal medicines that are not prescribed by a doctor or specifically authorized by the student-athlete's coach are strictly forbidden; please see "[Performance-enhancing supplements](#)."

KMS works closely with the Vermont Orthopedic Clinic. Their offices at Killington and in Rutland are staffed by some of the most respected orthopedic surgeons in the country.

## Vermont Orthopedic Clinic

### The Mountain Clinic at Killington (located at Ramshead Base Lodge)

Drs. Jim Russell, Matt Gammons  
3902 Killington Road, Killington, VT 05751  
(802) 422 – 6125  
[www.killingtonmedicalclinic.org](http://www.killingtonmedicalclinic.org)

### iSport

Bill Knowles, ATC, CSCS  
Director of iSport Training  
3920 Killington Road, Killington, VT 05751  
(802) 422 -6191  
[www.isporttraining.com](http://www.isporttraining.com)

### Rutland Offices

Drs. Mel Boynton, Matt Gammons  
3 Albert Cree Drive, Rutland, VT 05701  
(802) 775 - 2937

### Rutland Regional Medical Center

160 Allen Street, Rutland, VT 05701  
(802) 775 – 7111  
[www.rrmc.org](http://www.rrmc.org)

## INJURY REPORTING PROCEDURES

Student Athlete health and safety is our #1 concern. Any time a KMS student-athlete suffers an injury the staff member who was present at the time initiates a standard injury reporting procedure to ensure that the best care is taken to address the injury in both the short and long term. All injury reporting is done with the following intent:

1. KMS is dedicated to the proper care of our athletes
2. KMS realizes that any type of situation must have the proper communication home to parents and other medical professionals
3. KMS understands that elite physical activity has inherent risk, but KMS seeks to minimize risk and to prevent further injuries from happening.

Please see Appendix VI to view the full injury reporting form and procedures.

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## **Safety Policies**

### **Fire alarm**

At the sounding of the fire alarm, all classroom and training activity stops. Students proceed to the nearest exit and make their way to the side parking lot. Designated faculty and staff members perform room-by-room checks, take attendance in the side lot, and communicate with 911 dispatchers as needed; all other faculty and staff go directly to the side lot.

Only when the administrator in charge announces that the building is clear may anyone re-enter. Please remember that this may not be until after the fire department has checked the building; students and staff are advised to have appropriate winter jackets with them during the day for this possibility.

### **Evacuation**

At the sounding of an emergency evacuation notice via the central announcement system, students are requested to quickly and safely meet at the designated external meeting area. There will be continuous blasts of the air horn to signal evacuation along with an announcement on which exit to avoid. There will be regularly-scheduled drills to practice this procedure.

### **Lockdown**

At the sounding of an emergency lockdown notice via the central announcement system, students are requested to quickly and safely lock themselves and barricade themselves in the closest safe area and remain quiet listening for an all clear. There will be a one long blast of an air horn followed by an announcement for lockdown. There will be regularly-scheduled drills to practice this procedure.

## Policies and Procedures

### Recycling

KMS is now participating in “zero-sort” recycling. The following items should be recycled and not thrown in the trash:

- Glass bottles & jars (food and beverage containers only, please rinse and discard lids)
- Metal food & beverage cans (please rinse; lids may be placed inside cans)
- Aerosol cans (empty cans only; do not puncture)
- Aluminum cans, foil, and pie plates (please rinse and remove stuck-on food)
- Plastic bottles (soda, juice, milk, detergent, & shampoo bottles with a neck)
- Newspaper, magazines, catalogs, & office paper (including envelopes and shredded paper)
- Corrugated cardboard & boxboard (including cereal boxes, egg cartons, paper towel and toilet paper cores); **no drink boxes, laundry boxes, frozen food boxes, or pizza boxes**
- **No food or other compostables in the recycling**

### Laptop policy/iPad

Full term and winter term students are required to bring a laptop/electronic device. Full-term students are required to purchase technology that will support downloading ebooks and other APS that are required in each academic course. Minimum specifications are available from the Director of Academics or from KMS IT staff. This policy is a direct result of observing how student-athletes are able to perform academic work in the context of a ski academy experience and the growing use of technology to enable KMS students to keep in touch with their teachers and up-to-date while traveling for training and competition.

### Internet policy

Each student-athlete is provided a KMS email account. While at KMS, students must use their KMS e-mail accounts to communicate with teachers, coaches and other staff. All students must follow the KMS Acceptable Use Policy. As a general guideline, student-athletes are expected to act in accordance with the KMS Mission Statement, and this expectation extends to Internet use. Activities contrary to the KMS Mission Statement—such as bullying, harassment, copyright infringement, unauthorized access to computer systems, and fraud—will be grounds for disciplinary action.

Internet Usage Policy:

- Wifi is available from 6am to 10:15pm
- Due to the availability of any content on the internet KMS cannot assume responsibility for limiting any student’s access to material.



- Parents should review their expectations with their children

## KMS Acceptable Use Policy

Members of the KMS community are responsible for their actions at all times. Similar to the classroom, athletic field, or dormitory, the KMS computer network is a shared space. The same standards that govern appropriate behavior in our community apply to the use of the Internet, social media, and of our computer network. Actions taken while using the campus network must reflect the spirit and values of our school.

Users should be aware that while respecting integrity and confidentiality of private information, the network administrator does have the capability to monitor all activities on the KMS network. All information stored on or transmitted via the KMS system is the property of KMS.

Specific actions considered in violation of the Acceptable Use Policy include and are not limited to:

- Sharing password(s) or account(s) with anyone. The account owner has full responsibility for the use of his or her account(s) and will be held responsible for any policy violations that are traced to those account(s).
- Violating rules of copyright and personal property. Ownership of video, text, music, software, and other media is protected to the full extent of the law and failure to respect this ownership may lead to reduced network access for both the individual and the organization.
- Quoting personal communications in a public forum without the original author's prior consent.
- Violating the rights to privacy of students or staff of Killington Mountain School, or others outside of KMS, by posting private material on public spaces such as Facebook, personal web pages or other public areas of the internet.
- Posting material or displaying images that indicate a violation of Killington Mountain School code of conduct.
- Knowingly spreading computer viruses.
- Indulging in dishonesty or deceitful behavior, including any attempt to access, use, or harm other users' accounts or data, impersonation, plagiarism or disregard for copyright laws.
- Committing vandalism, including any attempt to harm or alter the functioning of the network, attempts to bypass restrictions, deliberate abuse or destruction of computer equipment, destruction of data, or misuse of network resources.
- Engaging in harassment, bullying, threatening, or using abusive language.
- Using profanity, pornography, vulgarity, obscenity or other language that tends to be offensive and degrades others.
- Being involved in any activity prohibited by the law.
- Using the network for financial and/or personal gain or for political lobbying, except as part of an acceptable school activity.
- Viewing, storing or transferring obscene, sexually explicit or pornographic materials.

- Creating “chain” type letters; hate mail; threatening messages; harassment; racial, sexist, and discriminatory remarks; or other anti-social behaviors.

Although students may have individual passwords, encryption keys, or access codes to their e-mail and computer network systems, the school may access any communications created, stored, sent or retrieved on such systems at any time. Monitoring of network traffic may occur during routine network testing, during network troubleshooting, and in response to suspicions of prohibited acts. Communication that has been erased or deleted may remain stored in backup files and may be retrieved and reviewed.

If unacceptable use does occur, infractions will be handled like any other violation of honesty or hazing at KMS, including loss of privileges, suspension, or expulsion.

## Banking and student account

KMS student-athletes have two sources of funding for day-to-day spending: the KMS “student account” and their personal checking accounts. The former is used to cover expenses related to participation in the KMS program, particularly those related to student-athlete travel for training and competitions. The second is the student-athlete’s personal checking account, which student-athletes are expected to use for expenses not directly related to school.

### The student account

The school manages this account, and funds are used primarily for travel expenses associated with the student-athlete’s training and competition. Only the KMS Business Office, the Head of School, and the student-athlete may approve charges to a student account. A monthly statement will be sent to parents, detailing all charges against the student account.

For alpine and snowboard competitors, the minimum initial deposit is \$1,000 for underclassmen and \$2,000 for juniors and seniors. For freestyle and freeskiing competitors, the initial deposit will be calculated based on a student-athlete’s projected travel schedule and will be between \$3,000 and \$8,000.

Due to the many influences on a student-athletes training and competition schedule at KMS, the initial deposit may or may not cover the entirety of that student-athlete’s expenses. If the student account balance for a particular student-athlete falls below \$50, an additional deposit equal to half of the initial deposit will be required. This can be via credit card, electronic debit from a checking account, or via check. For electronic charges, parents will be notified via email the day prior to the charge.

If, at any point, a student account is overdrawn, no charges of any type will be allowed. **This may prevent that student-athlete from participating in camps, competitions, and other events.** Keeping a sufficient balance in each student account allows the coaching and teaching staff to plan trips and activities in a reasonable manner, particularly when trips require deposits for lodging and transportation.

Charges to the student account may include:

- \$50.00 refundable dorm damage deposit (for boarding students)
- \$50.00 refundable dorm key deposit (for boarding students)
- Lab fees for courses such as art, photography, and science
- National testing fees (e.g. PSAT, SAT, and ACT)
- College application fees
- Doctors' and pharmaceutical bills (for minor and non-recurring expenses)
- Transportation to airports, train stations, and bus terminals for boarding students
- Charges for day students staying for dinner or remaining overnight in the dorm
- Lift tickets, transportation, lodging, and other costs related to competition and training
- Repair costs for damage to school property

Unused fund will be refunded to non-returning student-athletes in April; unused balances will be carried forward for returning students unless a refund is requested.

In order to make sure our student-athletes are as prepared as possible for competitions and activities, students need to request cash from their student account between 8am and 4pm Monday through Friday. Requests outside of these times may not be able to be fulfilled.

#### **Personal checking account**

KMS recommends that each student-athlete have a personal checking account (with an ATM card) set up at a bank near his or her home. In many cases, larger bank chains may have branches both near home and in the greater Killington area. Balancing the account is the responsibility of the student-athlete and his or her parents.

ATMs are readily available in the Killington and Rutland areas. If students plan ahead, dorm staff will build ATM stops into regularly scheduled trips. If students fail to plan ahead, they may need to use ATMs located at non-bank establishments on the Killington Road, many of which charge higher transaction fees.

An initial deposit of \$500 is recommended for boarding students. Costs to be covered include:

- Allowance (the school will cash weekly allowance checks)
- Incidental travel expenses, activity fees, etc.
- Incidental personal expenses (e.g. toiletries and snacks)
- School-store purchases
- Athletic clothing and/or equipment
- Doctor or pharmaceutical fees in excess of \$50.00

#### **Allowance**

Student-athletes may cash an allowance check in the office of the administrative assistant. Alternatively, parents may make arrangements for a weekly allowance to be paid out of the student account.

## Athletics

Our goal at the Killington Mountain School is to create an environment for the development of successful competitive athletes who are shaped by the ideals of athleticism and are inspired by a fervent and life-long love of their sports. It is understood that the participating athletes are seeking to reach their highest potential as athletes and as people.

As part of Killington Mountain School on-hill practices all student-athletes are asked to wear KMS branded gear, preferably a team jacket, during all official training sessions.

Participating athletes are expected to train by and live by principles that enhance their performance and promote a positive environment for their teammates. While not all the principles can be defined here, it is expected that Killington athletes will live in the spirit of the “ideals of athleticism.” In addition, athletes are expected to adhere to the codes of conduct of VARA, USSA, USASA, FIS, KMS, KSC, ASC, and any other governing bodies associated with their sports.

These and other guidelines help our student-athletes shape their athletic careers and personal lives for success. Athletes who do not live up to these guidelines or who do not adhere to the spirit of the ideals of athleticism may be asked to leave the program.

Always remember:

- You are worthy of your highest goal; allow nothing to deter you on your way to achieving this goal.
- Associate yourself with positive people, places, and things. Remove yourself from any person, place, or thing that creates negativity or does not foster excellence.
- At all times show respect for yourself, your teammates, your opponents, officials, and all others around you.
- Believe in yourself.

Student-athletes are expected to follow these guidelines at all times. This includes, but is not limited to, during training, during travel, and at competitive events.

Always remember:

- Observe and adhere to all safety rules.
- Train year-round.
- Attend all scheduled training sessions in their entirety, unless previous arrangements have been made with your coach.
- Don't be on time; be early.
- Follow the highest ideals of sportsmanship.

- Adversity is an ever-present part of sports; show self-control at all times and grow from the challenge.
- Work to better your teammates and their opportunities; their betterment will elevate your own opportunities.
- Do not use obscene language.
- Follow all policies of the resorts at which you train and compete, including ticket policies.
- Respect the property of others. Do not “borrow” without asking first.

**The purchase, possession, use, or consumption of illegal drugs, alcoholic beverages, or tobacco products by an athlete at any time or any place during the program’s duration is prohibited, will not be tolerated, and constitutes grounds for suspension or expulsion from the program.**

Non-compliance with the spirit of the ideals set forth here will result in one or all of the following steps:

- Discussion between the athlete, coaching staff and KMS administration to correct the issue.
- Personal or telephone discussion with the athlete and his or her parent(s).
- If the situation cannot be resolved in a positive fashion for the athlete involved and the good of the program, the athlete may be asked to leave the program.

### **Killington On-Hill Code of Conduct**

Skiing and snowboarding is a privilege, not a right. The Head of School, KWSC/KMS Program Director, or the General Manager may, at any time, revoke an individual’s on-snow privileges for a specific or indefinite period of time for violation the on-hill code of conduct. This list cannot address every situation that may arise and *includes*, but *is not limited to*, the following examples:

- Be respectful of mountain employees and guests at all times. Be courteous, kind, and gracious in your mannerisms, language, and demeanor. Be apologetic. Saying that you are sorry does not make you wrong or bad, but shows that you recognize other people’s feelings and perspective. Even when you feel that you are in the right, maintain your composure and defer to a higher authority (coach, Head of School, or supervisor) to plead or argue your case for you.
- Ski or ride in control, in such a way that you can stop or avoid all obstacles below you or that may approach you, unseen, from the side. When approaching slow zones, trail crossings, or lift lines, come to a near stop, and then proceed deliberately and with caution. Understand that, although you may be in control, those who may not share your experience, training, and confidence will judge your rate of speed.
- Keep in mind that the recreational skier, ski patrol, mountain ambassador, or mountain executive will **always** be the one who will determine if your rate of descent is appropriate. Follow the “10-foot” rule at all times – do not use skiers or riders on the hill as human gates.

- You must show your pass or ticket to the lift attendant each time that you load the lift. If you shed layers for training or racing, make sure that your pass is on your person when you attempt to load the lift. If not, you will be asked to wait at the bottom of the lift until a teammate or coach can bring your pass to you. Understand that lift attendants may face disciplinary action, including termination of their employment, for allowing skiers or riders on the lift without appropriate credentials, **even when they know you have a pass**.
- Be on your best behavior in the lift line and treat other skiers, riders, lift attendants and operators with the utmost courtesy and respect even if that same level of courtesy or respect is not returned to you.
- Your conduct in the lodge should mirror your conduct on the hill. You are a member of an elite training group and attract attention when in the lodge, on the hill, or in lift lines. When leaving a ski area at the end of the day, KMS policy dictates that your group makes a sweep of the area of the lodge used by KMS skiers or riders. Please pick up any refuse or discarded items, even if you did not make the mess. Coaches have been instructed not to leave a venue until our athletes' area has been picked up.
- Any attempt on the part of an athlete to transfer his or her season pass will result in the immediate revocation of skiing and riding privileges by the resort. Any reinstatement of skiing and riding privileges will be at the sole discretion of the resort, and will, at a minimum, need to be purchased back at the full cost of a season pass. Such action on the part of a KMS athlete may result in suspension or expulsion from the program.
- Any attempt to shoplift will be considered a major rule violation, regardless of the value of the item(s) targeted. A student-athlete found in violation of this rule may face suspension or expulsion.
- Straight-running any trail not specifically closed for training will result in a suspension from on-snow activities for a minimum period of one (1) week.

## Behavioral guidelines

### Jurisdiction

Student-athletes will be considered under the jurisdiction of Killington Mountain School and subject to its rules and regulations at all times during the period for which they are enrolled, when classes are in session, or when official racing, training or camp is taking place. **Students are expected to abide by the rules defining illegal or prohibited substances at all times during the duration of their enrollment**, whether or not they are under direct KMS supervision.

### Harassment

It is the policy of the Killington Mountain School to maintain a learning and working environment that is free from harassment. The school prohibits any form of harassment on the basis of race, creed, color, national origin, marital status, sex, sexual orientation or disability. Failure to follow

the policy will result in disciplinary committee action. A [copy of the full policy](#) can be found as an appendix to this handbook.

In addition to this policy students are also expected to live up to the expectations outlined by the student-led Bullying Education and Resistance (BEAR) Initiative in an effort to support one another and minimize bullying and harassment at KMS. **Each student should read and complete the BEAR mission and pledge sheet at the end of this handbook.**

## Hazing and Bullying

Hazing or bullying includes any act that is intended to or should reasonably be expected to humiliate, intimidate or demean a student-athlete. It also includes any act that is intended to or should reasonably be expected to endanger the mental or physical health of a student-athlete.

This includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing and bullying is prohibited both on and off school grounds.

Student-athletes who have reason to believe that hazing or bullying might or did occur shall report it to a KMS employee. Staff members who have received such a report or who otherwise have reason to believe that an incident of hazing or bullying might or did occur shall report this to the Director of Student Life. The report may be written or oral. If the report is made orally, the receiver shall make a written record of the report.

## Weapons

It is violation of state law for any student to bring a weapon onto school property. Possession or use of firearms, fireworks, ammunition, hunting knives, air guns, blow guns, BB guns, slingshots, any items designated by the school as an attack weapons, and/or any item designed to resemble any weapon is strictly prohibited. Any student who violates this policy may face loss of privileges, suspension, or expulsion. A copy of the full policy can be found as an [appendix](#) to this handbook.

## Notice to law enforcement of student conduct

The school will inform the appropriate law enforcement agency of student acts of theft, destruction, and violence as may be required by law (Safe School Zone law [RSA-D]), or as otherwise deemed appropriate, including conduct involving an assault, unlawful possession or distribution of controlled drugs, and unlawful possession of a firearm or other dangerous weapon.

Students are also advised that federal and State of Vermont laws provide for the imposition of substantial penalties for those convicted of certain conduct (such as distribution of a controlled substance) in the area of school, including mandatory revocation of drivers' licenses, mandatory fines, and even mandatory periods of incarceration.

The Killington Mountain School is covered by the Vermont Drug-Free School Zone law. Under this law, a drug-free school zone is broader than just the school grounds and includes any property used for school purposes by the school (whether or not owned by the school), areas

within 1,000 feet of any such property, and areas within and immediately adjacent to school vehicles. Likewise, under the Safe School Zone law, a safe school zone includes school property and school vehicles as well as any property, public or private, at which a school-sponsored or school-related event occurs. Vermont law also prohibits any person under the age of 21 from purchasing or possessing any liquor or alcoholic beverage.

## **Illegal or prohibited substances**

KMS expects a level of seriousness from its student-athletes, all of whom have chosen to pursue their sport of choice at an elite level. Conversely, student-athletes can expect that the outside world will grant them a level of respect and seriousness in accordance with their stated goals. Therefore, a dedication to be substance-free, above and beyond that of their peers, is in keeping with a KMS student's level of commitment. We recognize that drugs and alcohol present society with concerns that require the attention of all. We also recognize that, as a school, we are not immune to the issues associated with substances and substance abuse. It is our hope that our students will find it important to abstain from any substance use while enrolled at KMS. However, the prevalence of drugs and alcohol in society necessitates a policy dealing with illegal and prohibited substances.

The purchase, possession, use or consumption of illegal drugs, alcoholic beverages or tobacco by a student at any time or in any place during the program's duration is prohibited and constitutes grounds for suspension or expulsion. Furthermore, anyone found in the presence of, or in association with, drugs, alcohol or tobacco products may be subject to a disciplinary hearing. The amount of the substance used or consumed will not be taken into consideration.

## **Drugs, alcohol, and tobacco**

There is no appropriate place for illicit drugs, alcohol, or tobacco at Killington Mountain School. Their use by student-athletes directly interferes with the academic, social, and athletic goals and objectives of the school. Killington Mountain School strongly encourages students to abstain from substances such as alcohol, tobacco and illicit drugs at all times. Students are expected to uphold the school's drug and alcohol policies by personally discouraging others' use of substances and by reporting inappropriate activities to faculty or staff for disciplinary involvement.

Despite the School's commitment to student abstinence from illicit substances, which includes a clear disciplinary policy, student safety is our first concern. The School acknowledges that some students may experiment with such substances. This experimentation may be to a degree that places a student at high risk of serious injury or for ongoing substance abuse and dependence. Accordingly, KMS has designated a safe, confidential and non-disciplinary resource for students who have concerns regarding their own or another's use of alcohol, tobacco or other substances.

There are therefore two potential responses to substance use by students:



- *Disciplinary (discovered)*: Any student caught possessing, using, or under the influence of alcohol or other illicit substance by a faculty or staff member will enter the disciplinary process.
- *Non-Disciplinary (referred)*: If a student observes another student under the influence, or is concerned for that person's safety but does not want to initiate a disciplinary response, the observing student can contact any faculty or staff member and request confidential assistance. Their action will not bring *any* disciplinary response from the school, either for the referring student or for the student who was referred. If a problem is likely to be helped with a brief intervention, the referred student will be given the opportunity to meet privately with a faculty or staff member of the student's choosing to address concerns. However, if a significant or life-threatening problem is suspected, or the initial faculty or staff intervention is not helpful, the student's family will be involved, and the student will be referred to an appropriate professional for further evaluation and treatment.

Students should be clear that involvement with the confidential source does not alter the disciplinary response for a student *found* using alcohol or other substances

### Performance-enhancing supplements

Killington Mountain School believes that the pathway to increasing athleticism is through hard work, discipline and motivation. The use of performance-enhancing supplements presents a message that success can be achieved through the use of a "magic pill." There are possible negative health effects when supplements and/or methods are used with the sole objective of artificially enhancing performance before or during a competition.

Killington Mountain School does not tolerate the use of any performance-enhancing drug by KMS student-athletes. It is expected that Killington Mountain School students will live according to the "Ideals of Athleticism."

KMS student-athletes may use only supplements approved by the coaching staff. The student-athlete's coach must approve such use on an individual basis, in the context of an individual's training and nutrition plan. Any supplement not approved in this manner shall be considered an unapproved substance, even if that same supplement has been approved for other student-athletes.

Failure to adhere to this statement will result in disciplinary action.

### Transportation and Driving Policy

KMS provides transportation to and from all academic, athletic, and special school events. Day students drive to school and are expected to park their cars in the morning and use KMS-provided transportation during the day. When a student leaves at the end of the day, he or she is expected to go directly home. KMS will provide all the necessary transportation for a day student between arrival and departure for the school day (7 a.m. – 6 p.m.) **Students may not**

**drive a school vehicle under any circumstances.** Students are not to use “The Bus.” Please see also specific information for day students and dorm students in the sections above.

## Hitchhiking

Hitchhiking is prohibited.

## Property and theft

Student-athletes shall respect the property of others and of the school.

Borrowing without asking permission first is stealing.

Students shall not interfere with another student's room, study area, cubby, locker or personal belongings. All students are expected to maintain an orderly, clean and healthy environment for living and studying. Abuses will not be tolerated. Additionally, the school reserves the right to make such investigation or inspection of a student's room, desk, study area or personal belongings as may be necessary to assure compliance with, or enforcement of, all guidelines, rules and procedures of the school.

## Discipline — rules and regulations

KMS strives to be guided by principles that seek to cultivate a sense of responsibility and respect in all members of the community. It is the intent of KMS to provide an environment where student-athletes can develop the ability to make mature decisions and healthy choices that reflect well on them, their peers, and their school. In the event that a student makes a mistake, it is the goal of the school to work with the individual so that he or she will make positive decisions and choices in the future. In all cases, the school will attempt to balance the needs and best interests of the individual with those of the KMS community as a whole.

Major offenses may result in an immediate dismissal for a first offense, even for a student whose behavior is otherwise exemplary; in other cases, a student-athlete may be offered the opportunity to continue at KMS under additional conditions. If a student fails to comply with these conditions or continues to violate school policies, KMS staff and administrators may find that the student-athlete and the KMS community would best be served by dismissing that student from KMS.

If a student-athlete is suspected to be in violation of a major school rule, he or she may be required to sit before a Disciplinary Committee. The Disciplinary Committee, made up of several adults from within the KMS community, will attempt to identify the facts surrounding the alleged violation or violations, including both mitigating and aggravating factors. In doing so, the

committee will speak with all student-athletes who may have been involved and weigh their testimony.

Each case presents unique facts and circumstances and is handled accordingly. The committee will work to act in an expedient, reasonable, and consistent manner resulting in a recommendation for consequences to the Head of School. The Head of School reserves the right to accept or to reject the recommendations of the Disciplinary Committee.

## Major Offenses

Suspension or dismissal is a likely consequence for committing a major offense. Major offenses *include, but are not limited to*, the following examples:

- Dishonesty or conduct unbecoming of a KMS student
- Cheating and plagiarism
- Alcohol, drugs and tobacco policy violations
- Harassment, hazing, bullying or fighting
- Fire safety violations
- Boundaries and car policy violations
- Violations of Killington's on-hill code of conduct
- Possession of weapons
- Computer network violations

## Other Offenses

Appropriate faculty will act on minor disciplinary infractions. Consequences may include loss of privileges, community service, loss of personal equipment and/or dorm room restrictions. Other offenses *include, but are not limited to*, the following examples:

- Violation of in-room and lights-out policy
- Failure to complete assignments
- Unexcused class absences and/or lateness
- Unauthorized use of gym or trampoline
- Unsafe practices on training equipment
- Failure to complete campus upkeep responsibilities
- Inappropriate behavior during study hall or use of study time

*It is important to note that an accumulation of minor infractions may lead to a major offense and result in a disciplinary hearing.*

Generally, there are three actions that can result from committing any school offense:

- **Warning:** the student's offense is deemed serious enough to have a verbal warning and possibly a letter of warning on file. Any further offense could result in a more severe punishment.
- **Suspension and/or probation:** the student's offense is deemed serious enough for the student to be suspended following a Disciplinary Committee hearing. Additionally, the

student may be placed on probation upon returning to school after suspension. The student will sign a contract that outlines the suspension and probation period, the terms of which shall be decided by the Head of School.

- **Dismissal from camp:** if a serious offense takes place during a training camp, a student-athlete may be immediately dismissed from that camp. In many cases, this will require last-minute travel arrangements at the expense of that student's parents.
- **Expulsion:** the student's offense is deemed serious enough to require his or her immediate dismissal from KMS.

## Advisor's Role - Disciplinary Hearings

The advisor is the person whom parents should consider the primary contact at KMS. Advisors are expected to communicate with parents' just to touch base or when issues arise unless difficult or extraordinary circumstances get in the way. Advisors are responsible for assuring the regular and timely attendance for all of his or her advisees to school assemblies.

There will be occasions when parents want the ear of one of the teachers or administrators directly, but after one of those occasions, it is the responsibility of both teachers and administrators to keep the advisor informed. All advisors are expected to communicate by letter or email at least once during the year

The advisor should make sure to be informed about any disciplinary situations, such as class cuts, improper behavior in the dormitory or on the athletic field. It is the responsibility of the advisor to keep track of all infractions, to bring them to the attention of the advisee.

When **minor infractions** become chronic, such as: class cuts or lateness, missing or lateness to assembly, study hall, or athletic practices, dress code infractions, or dormitory difficulties occur these infractions should be reported to the advisor using the STUDENT SUPPORT REFERRAL FORM. When dealing with these minors, the advisor should:

1. Speak directly with the advisee about the violation and its implications.
2. Keep a written record of the violations and when they have occurred. Document information in Salesforce.
3. Be creative in making consequences. For example, an advisee who misses assembly might receive a phone call the next morning inviting him to assembly. A chronically late advisee might join his advisor for breakfast for a week. A 6:00 a.m. work project might be devised. An inappropriate garment worn at the wrong time or place might be kept by the advisor for a week or sent home to the advisee's parents.
4. If the advisee is accumulating a significant number of minors and isn't responding to less formal consequences, a meeting of the advisor, advisee, and a discipline committee can be arranged in order to discuss the situation.

When a **major infraction** occurs, the advisor should:

1. See that the advisee provided the Director of Student Life with a carefully written description of the event in question.
2. Sit in on the disciplinary hearing.
3. Be a part of the discussion between the Dean and the advisee when the decision is announced.
4. See that the student-athlete contacts his or her parents as soon as possible as directed by the Dean.

5. In the event of suspension or expulsion, assist the Dean with family contacts, exits from school, the protecting and mailing of possessions, and all other details of the disciplinary action.
6. Continue to monitor and follow-up the behavior of a student who has broken a major rule.

*This handbook contains guidelines for student-athletes as they join the KMS community. It is not a comprehensive legal document, and KMS staff and faculty can—and will—clarify and update policies throughout the school year. In most cases, those clarifications may apply to a particular situation or student-athlete; in others, they may affect the entire community. KMS student-athletes are expected to know and understand the difference between right and wrong, and they are welcome to ask staff or faculty members when they need guidance. In all cases, they will be expected to act in accordance to the KMS Mission Statement.*

## Appendix I – Statutes Relating to Approved Independent Schools

### Vermont Department of Education

### Statutes Relating To Approved Independent Schools and Distance Learning Schools

#### Definitions

#### 16 V.S.A. § 11

20) "Approved Independent School" means an independent school which is approved under 16 V.S.A. §166.

#### Approved Independent Schools

#### 16 V.S.A. § 166

a) An independent school may operate and provide elementary education or secondary education if it is either approved or recognized as set forth herein.

b) **Approved Independent School.** On application, the State Board shall approve an independent school which offers elementary or secondary education if it finds, after opportunity for hearing, that the school provides a minimum course of study and that it substantially complies with the Board's rules for approved independent schools. The Board's rules must at a minimum require that the school has the resources required to meet its stated objectives, including financial capacity, faculty who are qualified by training and experience in the areas in which they are assigned, and physical facilities and special services that are in accordance with any state or federal law or regulation. Approval may be granted without Vermont State Board evaluation in the case of any school accredited by a private, state or regional agency recognized by the Vermont State Board for accrediting purposes.

1) On application, the Vermont State Board shall approve an independent school which offers kindergarten but no other graded education if it finds, after opportunity for hearing, that the school substantially complies with the Board's rules for approved independent kindergartens. The Vermont State Board may delegate to another state agency the authority to evaluate the safety and adequacy of the buildings in which kindergartens are conducted, but shall consider all findings and recommendations of any such agency in making its approval decision.

2) Approvals under this section shall be for a term established by rule of the Board but not greater than five years.

3) An approved independent school shall provide to the parent or guardian responsible for each of its pupils, prior to accepting any money for that pupil, an accurate statement in writing of its status under this section, and a copy of this section. Failure to comply with this provision may create a permissible inference of false advertising in violation of T.13, V.S.A. § 2005.

4) Each approved independent school shall provide to the Commissioner on October 1 of each year the names and addresses of its enrolled pupils. Within seven days of the Vermont Department of Education Independent School Guide (January 2005) 4 termination of a pupil's enrollment, the approved independent school shall notify the Commissioner of the name and address of the pupil. The Commissioner shall forthwith notify the appropriate school officials as provided in § 1126 of this title.

5) The Vermont State Board may revoke or suspend the approval of an approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study, for failure to comply with the Board's rules for approved independent schools, or for failure to report under subdivision (b)(4) of this section. Upon revocation or suspension, students required to attend school who are enrolled in that school shall become truant unless they enroll in an approved public school, approved or recognized independent school or approved home instruction program.

6) This subdivision applies to an independent school located in Vermont which offers a program of elementary or secondary education through correspondence, electronic mail, satellite communication or other means and which, because of its structure, does not meet some or all the rules of the state board for approved independent schools. In order to be approved under this subdivision, a school shall meet the standards adopted by rule of the state board for approved independent schools which can be applied to the applicant school and any other standards or rules adopted by the state board regarding these types of schools. A school approved under this subdivision shall not be eligible to receive tuition payments from public school districts under chapter 21 of this title. However, a school district may enter into a contract or contracts with a school approved under this subdivision for provisions of some education services for its students.

e) The board of trustees of an independent school operating in Vermont shall adopt harassment policies, establish procedures for dealing with harassment of students, and provide notice of these as provided in section 565 of this title for public schools, except that the board shall follow its own procedures for adopting policy.

f) An approved independent school which accepts students for whom the district of residence pays tuition under chapter 21 of this title shall bill the sending district monthly for a state-placed student and shall not bill the sending district for any month in which the state-placed student was not enrolled.

g) An approved independent school which accepts students for whom the district of residence pays tuition under chapter 21 of this title shall use the assessment or assessments required under subdivision.

## Appendix II — KMS Policy on Prevention of Harassment

### I. Purposes

The Killington Mountain School is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the Killington Mountain School to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually,<sup>1</sup> each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the Killington Mountain School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.<sup>2</sup>

It is the intent of Killington Mountain School to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

Killington Mountain School shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

### II. Definitions

- A. **"Harassment"** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity<sup>3</sup> that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

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<sup>1</sup> See 16 V.S.A. §565(c)(1).

<sup>2</sup> See Appendix A.

<sup>3</sup> Effective July 1, 2007, 1 V.S.A. §144 defines "gender identity" as "an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender-identity, regardless of the individual's assigned sex at birth."



(1) Sexual harassment,<sup>4</sup> which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

- (i) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- (ii) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student

(2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

(3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.
- C. **“Complainant”** means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of harassment pursuant to subdivision 16 V.S.A. §565(c)(1).
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District/Independent School, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Notice”** means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.<sup>5</sup>
- G. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- H. **“School administrator”** means a superintendent, principal/head of school/technical center director or his/her designee.

### III. Reporting Student Harassment

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<sup>4</sup> This statutory definition of sexual harassment describes only the “quid pro quo” form of sexual harassment that can occur between an adult and student. However, sexual harassment may also include student to student conduct as well as conduct that creates a hostile environment.

<sup>5</sup> See 16 V.S.A. §14(c)(3).

- A. Student reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.
- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.
- E. False Complaint: Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

#### **IV. Procedures Following a Report**

- A. Notification:<sup>6</sup> Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: (1) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; (2) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and (3) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.
- B. Investigation:<sup>7</sup> Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

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<sup>6</sup> See 16 V.S.A. §14(a).

<sup>7</sup> See 16 V.S.A. §565(b)(1)(E).

All levels of internal review<sup>8</sup> of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District/Independent School, be completed within 30 calendar days after the review is requested.

- C. Action on a substantiated complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.
- D. Alternative dispute resolution:<sup>9</sup> At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.
- E. Appeal: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District's/Independent School's discipline policy, applicable statutes, or collective bargaining agreements.
- F. Independent Review:<sup>10</sup> A complainant may request an independent review if s/he: (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, (2) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or (3) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the superintendent of schools/head of school. Upon such request, the superintendent/head of school shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies<sup>11</sup> that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District/Independent School. The District/Independent School may request an independent review at any stage of the process.
- F. Retaliation: It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

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<sup>8</sup> An "internal review" is any procedure provided by the school through policy or practice and is not the same as an "independent review" as described below.

<sup>9</sup> See 16 V.S.A. §565(b)(1)(C).

<sup>10</sup> See 16 V.S.A. §565(f).

<sup>11</sup> Such as those identified in Section VIII of this policy.

## **V. Confidentiality and Record Keeping**

- A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with Killington Mountain School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by Killington Mountain School in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

## **VI. Reporting to Other Agencies**

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner.

Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

## **VII. Dissemination of Information, Training, and Data Reporting**

- A. Dissemination of Information.<sup>12</sup> Annually, prior to the commencement of curricular and co-curricular activities, Killington Mountain School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication Killington Mountain School that sets forth the comprehensive rules, procedures and standards of conduct for the Killington Mountain School.
- B. Training.<sup>13</sup> The school administrator shall use her/his discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment. The school administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.
- C. Data Gathering. Public school districts shall provide the Vermont Department of Education with data requested by the Commissioner.

## **VIII. Alternative Complaint Process**

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission  
14-16 Baldwin Street

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<sup>12</sup> See 16 V.S.A. §565(d).

<sup>13</sup> See 16 V.S.A. §565(d).

Montpelier, VT 05633-6301  
(800) 416-2010 or (802) 828-2480 (voice)  
(877) 294-9200 (tty)  
(802) 828-2481 (fax)  
Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us)

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
617-289-0111 (voice)  
877-521-2172 (tdd)  
617-289-0150 (fax)  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

### **Legal References:**

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;  
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.;  
Family Education Rights Privacy Act; 20 U.S.C. 1232g;  
Public Accommodations, 9 V.S.A. §§4500 et seq. ;  
Education, Classifications and Definitions, 16 V.S.A. §11a (26);  
Education, Harassment, Notice and Response, 16 V.S.A. §14;  
Education, 16 V.S.A. §140(a)(1);  
Education, 16 V.S.A. §166(e);  
Education, Harassment and Hazing Prevention Policy, 16 V.S.A. §565;  
Education, Discipline, 16 V.S.A. §1161a;  
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;  
Child Abuse, 33 V.S.A. §§4911 et seq.;  
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.

*Washington v. Pierce*, 179 VT 318 (2005)

### **Designated Employees**

The following employees of Killington Mountain School have been designated by the District/Independent School to receive harassment complaints pursuant to this policy and 16 V.S.A. §565(c)(1):

Name: Tao Smith  
Title: Head of School  
Contact information: [tsmith@killingtonmountainschool.org](mailto:tsmith@killingtonmountainschool.org)

Name: Dave Willis  
Title: Assistant Head of School/Chief Operating Officer  
Contact information: [dwillis@killingtonmountainschool.org](mailto:dwillis@killingtonmountainschool.org)

## Appendix IV — Weapons Prohibition Policy

It is the intent of the Killington Mountain School Board of Directors to comply with the federal Gun Free Schools Act of 1994, and Act No. 35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the Board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Act and the Vermont State Board of Education Rules.

It is a violation of state law for any student to bring a weapon to school and is hereby prohibited except as provided for herein. Any student who violates this policy shall be expelled for one calendar year in accordance with the procedures below.

### A. EXEMPTIONS

A student shall be in violation of this policy if the student brings a weapon to school unless the student has written pre-authorization from the Headmaster or building administrator granting him or her permission to bring a weapon to school solely for sporting, recreational, or cultural purposes. Preauthorization is permissible for, but not limited to, the following purposes:

1. the National Hunter Safety Firearm Training Program
2. any other school board approved curriculum or program for firearm instruction/firearm safety.

### B. NOTICE

The Headmaster or his or her designee is directed to take reasonable steps to inform students of this policy and to post notice on school property.

### C. DEFINITIONS

1. For the purpose of this policy, the term “weapon” means:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant;
  - b. the frame or receiver of any weapon described above;
  - c. any firearm muffler or firearm silencer;
  - d. any explosive, incendiary or poison gas including a bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, firearm ammunition, or similar device;
  - e. any combination of parts either designed or intended for use in converting any device into any destructive device described in the immediately preceding example and from which a destructive device may be readily assembled;
  - f. other articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples include but are not limited to knuckles, switch blade/butterfly knives, chains, clubs, stars etc.
  - g. articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm or intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, scissors, pocket knives, etc.
2. For the purposes of this policy, “to school” means any setting which is under the control and supervision of the school district. It includes school grounds, facilities, and vehicles used to transport students to and from school or school activities.
3. For the purposes of this policy, “expelled” means the termination for at least a full calendar year of educational services to a student.
4. For the purposes of this policy, “interim alternative educational placement” means a placement that is distinguishable from the student’s regular school placement.

## Appendix V – Weapons Prohibition Procedure

### A. NOTICE

Any staff member who observes or witnesses a student bring (or in possession of) a weapon to a setting under the control and supervision of the school district including, but not limited to, school grounds, facilities, and vehicles used to transport students to and from school or school activities shall report the information to the Headmaster or his or her designee.

1. Upon receipt of the report of a violation of this policy, the Headmaster or his or her designee shall:
  - a. conduct an investigation of the alleged violation;
  - b. notify the student’s parent(s)/guardian(s) if the student is under the age of 18;
  - c. determine if the student receives special education services (and, if so, follow the procedures in Section II of this Procedure);

- d. notify the appropriate law enforcement agency;
- e. report the violation and findings of the investigation to the Headmaster with a recommendation for possible further action.
2. The Headmaster shall determine whether the facts support an alleged violation and, if so, bring the student before the school board for an expulsion hearing if the violation involves a weapon as defined in Section C, 1, a-e. Violations involving articles defined in Section C, 1, f-g may be handled at the building level consistent with the student handbook procedures.
3. The school board shall hold an expulsion hearing at which the student shall be provided an opportunity to present information relevant to the violation of this policy. The student shall be afforded due process rights with regard to the hearing as required by law.
4. A student found by the board after a hearing to have brought a weapon to school may be expelled for at least one calendar year. However, the board may modify the expulsion on a case by case basis when it finds circumstances such as, but not limited to:
  - a. The student was unaware that he or she had brought a weapon to school;
  - b. The student did not intend to use the weapon to threaten or endanger others;
  - c. The student does not present an ongoing threat to others.
5. Except as provided in Section II of this Procedure, at the discretion of the Headmaster, an expelled student may be afforded educational services at a site other than the school during the period of expulsion under this policy.
6. As required by state law, the Headmaster shall annually provide the Commissioner of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of weapons involved.

#### **B. STUDENTS ELIGIBLE FOR SPECIAL EDUCATION**

1. If a student with a disability brings a weapon to school:
  - a. The school district may immediately remove the student from school, use in-school discipline, or place the student in an interim alternative educational placement for ten school days or less;
  - b. The school district shall provide the parents a copy of the "Parental Rights in Special Education;" and
  - c. The Evaluation and Planning Team (EPT) shall convene to i. determine whether the misconduct is a manifestation of the student's disability in accordance with Vermont Special Education Regulation 4321(5); and ii. review the student's IEP and consider program and/or placement changes, including placing the student in an interim alternative educational placement for up to sixty days.
2. If the misconduct is found to be unrelated to the disability, the student shall be dealt with under the procedures outlined in Section I above. However, if the special education student is expelled, the school district is required to continue to provide an interim alternative educational placement to the student upon expulsion.
3. If the misconduct is found to be related to the disability, the student may not be expelled. The district may keep the student placed in the interim alternative educational placement up to sixty days, while the EPT determines whether program or placement changes are required. The EPT may also prescribe corrective action/consequences which it deems appropriate to address the weapons issue under the IEP and behavior plan (if any).
4. If a parent requests a due process hearing during the sixty day interim alternative educational placement, the interim alternative placement becomes the "stay put" placement during completion of all due process proceedings.

## **Appendix VI - Injury Reporting Procedures**

Student Athlete health and safety is our #1 concern. All injury reporting is done with the following intent:

1. KMS is dedicated to the proper care of our athletes
2. KMS realizes that any type of situation must have the proper communication home to parents and other medical professionals
3. KMS understands that elite physical activity has inherent risk, but KMS seeks to minimize risk and to prevent further injuries from happening.

#### **Medical Release Forms**

All student-athlete have filled out medical release forms when enrolled in the school – these can be found in the student-athlete files in the Administrative Assistant's Office. The release forms are all scanned and have been emailed to medforms@gmail.com . Should you need the form you can log into the gmail account and find the correct person.

#### **Definitions**

KMS and our association with local medical professionals uses the following definitions:

Level 1 injury: Injury causing some treatment but no to minimal modification of training and competing.

Example: Leg contusion. Treat with Ice and exercise but no changes to training plan. This injury only needs to see ATC or MD if persisting more than 1 week or worsening.

Level 2 injury: Injury causing limitation/modification of training. Example: Ankle Sprain. Taping bracing and some limitation in dryland training but may ski/ride to tolerance- Initial evaluation with ATC – if not available then KMC

Level 3 injury: Injury causing missed days and training- Example: Concussion – early rest and return to activity protocol when symptom free. Athlete should be evaluated at KMC

### Action Protocol

1. Any staff member witness to or approached by an athlete should assess whether the situation warrants a clinic or hospital visit. Typically this can be assessed by using the definitions of Level of injury.
2. As soon as possible, the staff member should send an email to [injury@killingtonmountainschool.org](mailto:injury@killingtonmountainschool.org)
3. This email is routed to all coaches, SR administrative staff, the school nurse, and to the school's athletic trainer.
4. Either the nurse or the athletic trainer will respond with next steps protocol.
5. Once the student-athlete has been stabilized and is receiving proper medical attention, the faculty or staff member involved should place a call to the parents to inform them of the situation ( for Level 2 and 3 injuries) Please make sure that the student-athlete is being properly treated prior to calling the parents in order to eliminate any worry or confusion. A follow-up call from the faculty or staff member involved and Head of School should be placed to the parents as soon as treatment procedures have been established and/or completed. If the student-athlete is a dorm member, the faculty or staff member should also follow up with the dorm supervisor on duty either in person or via the dorm phone.
6. In many cases, the email can serve as a record of the situation. IN the event that more detailed information is needed, the trainer, or coach, or nurse may ask for an injury report to be filled out. The copy of the injury report is in the appendix of this handbooks
7. Within a week of an injury that was sports or training related, the coaches will ask the staff member to submit an injury review report that is more detailed on preventative and situational analysis to work towards prevention.



## Student-Athlete Injury Report

KMS and our association with local medical professionals uses the following definitions:

Level 1 injury: Injury causing some treatment but no to minimal modification of training and competing.

Example: Leg contusion. Treat with Ice and exercise but no changes to training plan. This injury only needs to see ATC or MD if persisting more than 1 week or worsening.

Level 2 injury: Injury causing limitation/modification of training. Example: Ankle Sprain. Taping bracing and some limitation in dryland training but may ski/ride to tolerance- Initial evaluation with ATC – if not available then KMC

Level 3 injury: Injury causing missed days and training- Example: Concussion – early rest and return to activity protocol when symptom free. Athlete should be evaluated at KMC

Staff member filling out report \_\_\_\_\_ Date \_\_\_\_\_

Name of Student/Athlete \_\_\_\_\_

Date and Time of Injury \_\_\_\_\_

Name of location where injury occurred \_\_\_\_\_

General Description of injury \_\_\_\_\_

If incident occurred at Killington Mtn. or another ski area, was the Ski Patrol summoned? \_\_\_\_\_

Student's description of injury:

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Staff member's description of injury:

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If there were witnesses to the injury please note their name, address and phone numbers below.

Witness #1 \_\_\_\_\_

Witness #2 \_\_\_\_\_

How were the student's parents notified? \_\_\_\_\_

Time student's parents were notified \_\_\_\_\_

What is the plan of Action(i.e. doctor's appointment, follow-up, student going home, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_

Staff member's Signature \_\_\_\_\_

Please notify the Injury Team via email when an injury occurs at email address of [Injury@KillingtonMountainSchool.org](mailto:Injury@KillingtonMountainSchool.org). This form should be place in the Injury Binder located in the Nurse's Mailbox.

ON SNOW SPECIFIC DETAILS NEEDED:

## Forms to Be Turned In

Please follow the links below to fill out forms required for each student-athlete. Following this list are hard copy versions of the forms for your reference.

[Nutrition Information Sheet](#)

[Student Driving Permission Form](#)

[BEAR Pledge](#)

[Movie Permission Form](#)

[Student - Student Handbook Acknowledgement of Receipt Form](#)

[Parent - Student Handbook Acknowledgement of Receipt Form](#)

# Nutrition Information Sheet

NAME: \_\_\_\_\_ Grade \_\_\_\_\_

## Food Allergies:

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**Specific Diet:** \_\_\_\_\_ (Ex: Basic, Vegetarian, Kosher, GF, DF, Vegan)

**Note: With Food Allergies/Special Diets** we sometimes prepare food specifically for a particular person. It is the individual's responsibility to check with the chef on duty to see if a separate plate has been prepared for them at each meal.

FAVORITE FOODS:

Vegetables:

Likes:

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Dislikes:

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## Breakfast Favorites:

Likes:

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Dislikes:

---

## Lunch Favorites:

Likes:

---

Dislikes:

---

## Dinner Favorites:

Likes:

---

Dislikes:

---

## Snack Favorites:

Likes:

---

Dislikes:

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Anything Extra We Should Be Aware Of:

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## Student Driving Permission Form

**For all students**, please select one:

- My student may ride in a car with any licensed student driver at the discretion of the dorm staff on duty on a case-by-case basis.
- My student may only ride in a car with licensed student drivers when I provide permission to the dorm staff on duty on a case-by-case basis.
- My student may not ride in a car with any student drivers.

**For all licensed student drivers**, please select one:

- My student may drive any other students at the discretion of the dorm staff on duty on a case-by-case basis.
- My student may only drive other students when I provide permission to the dorm staff on duty on a case-by-case basis.
- My student may not drive any other students.

\_\_\_\_\_  
Print Student-Athlete Name

\_\_\_\_\_  
Print Parent or Legal Guardian Name

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date







## **Bullying Education and Resistance (BEAR)**

Mission Statement:

The BEAR Initiative is a student-led initiative whose goal is to minimize bullying and harassment and create a welcoming and productive environment for all students at the Killington Mountain School.

Pledge:

I \_\_\_\_\_ agree to support the BEAR initiative and follow all bullying and harassment policies in the KMS handbook. I promise to be inclusive and supportive of others in the quest to minimize bullying and harassment at Killington Mountain School via group discussions, team activities, and by being a morally conscious member of the community.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date





## Student Movie Permission Form

At KMS there are times when the students have down time, one of the activities KMS does on a fairly regular basis is go to the movies. Since every family has different views regarding what is appropriate for their family we ask that all students and parents please take a few minutes to discuss and fill this permission form out.

**For all students**, please select one:

- My student may see a rated R movie at the discretion of the dorm staff on duty on a case-by-case basis.
- My student may only see a rated R movie when I provide permission to the dorm staff on duty on a case-by-case basis.
- My student may not see a rated R movie.

\_\_\_\_\_  
Print Student-Athlete Name

\_\_\_\_\_  
Print Parent or Legal Guardian Name

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



## Acknowledgement of receipt

Dear student-athletes and parents,

After you have thoroughly and carefully read the 2015-2016 Student-Athlete Handbook, please initial and sign below. This signed document means that parent and student have discussed all the material within and agree to abide by Killington Mountain School's rules, regulations and policies. No student will be allowed to train or attend classes until a signed copy has been received by the school.

Please return this page along with the BEAR Pledge and Driving Permission form by mail, fax or e-mail attachment. Please do not hesitate to call with any questions.

Best wishes,

Tao Smith  
 Head of School  
 (p) 802.422.5671  
 (f) 802.422.5678  
[tsmith@killingtonmountainschool.org](mailto:tsmith@killingtonmountainschool.org)

I agree to abide by the following KMS policies:		
Academic Integrity Policy	_____	(student initial)
Acceptable Use Policy	_____	(student initial)
Killington On-Hill Code of Conduct	_____	(student initial)

I have read, understand and agree to abide by all the rules, regulations and policies within the student-athlete handbook.	
(student-athlete signature)	(student-athlete printed name)
(parent or legal guardian signature)	(parent or legal guardian printed name)