



COLORADO TIMBERLINE ACADEMY

2001 - 2002

COMMUNITY RESPONSIBILITY GUIDELINES

THE POINT SYSTEM:

1. Using a 100 point system allows for more distinction between minor and major offenses.
2. Academic performance is separate from social behavior. We do not feel it fair to punish a struggling student for poor academic performance. However, we do feel it important to impose consequences for behavior contrary to a strong, cohesive community and learning environment.
3. The point system makes it less likely to be suspended from the school for repeated violation of a few minor offenses. Suspension will be the result of a select few major infractions. Expulsion will be the result of reaching zero points due to repeated major infractions or accumulation of major and/or minor infractions.
4. This system allows for more reward for continual compliance to the rules and responsibilities.
5. This system will call for more faculty/parent intervention and communication with students.

Compliance to all rules remains important for the smooth operation of CTA One word of caution, focus on maintaining 100 points. A few points lost here and there will add up more quickly than you realize.

ACADEMICS

I. No Credits

Any student receiving one academic no-credit will be subject to loss of weekday sign-out privileges, required study hall Monday through Friday and loss of car privileges.

A second academic no-credit at any point in the school year will result in a complete loss of sign-out privileges weekdays and weekends for one Bloc and required study hall for one Bloc.

Any violation of restrictions will result in a loss of points.

A third no-credit at any point in the school year will result in the formulation of an academic contract between the student and CTA.

A fourth no-credit earned in a maximum of three Blocs will result in permanent expulsion from CTA.

A student will not receive credit if he/she exceeds the allowed number of absences, unless an appeal is made by the student to the faculty and the faculty agrees to the appeal.

Allowed number of absences	4	4 week Bloc
	5	5 week Bloc

II. Independents

Seniors or juniors wishing to take independent courses - whether as alternatives to or in addition to scheduled classes - **MUST SEEK FACULTY APPROVAL AT AN ACADEMIC COMMITTEE MEETING ONE WEEK PRIOR TO THE BEGINNING OF THE BLOC.**

Only senior students will be allowed to take independent classes, which are additional to the three scheduled classes per Bloc for which they are required to enroll. They will be restricted to one independent course per two-Bloc period, up to a maximum of three independents per academic year.

Juniors will be allowed to take independent courses only in the rare event of there being no viable alternative among the classes offered.

Freshmen and sophomores are not allowed to take independents.

Independent classes, which are substitutes for regular classes, must be done in a classroom. If students take classes in summer school they must receive a grade of "C" or better in order to use these as substitutes for CTA requirements.

ABSENCES AND LATES FOR REQUIRED ACTIVITIES

(Classes, Maintenance, Personal Skills, Study Halls, All School Meetings and Meal Duties)

A student who is late to a required activity will lose 1 point for every 5 minutes up to 20 minutes. At that time, he/she will be marked absent and lose an additional 5 points.

A student who is absent will also be grounded for the remainder of the day.

Students who have pre-arranged, excused absences due to off-campus testing, field trips, family obligations, etc. will not be subject to point loss or grounding.

In addition, teachers are free to lower course grades and/or require students to attend study hall. A student who attends class but who is, in the opinion of the teacher, unfit to study (as a result of lack of sleep or for any other reason) will be dismissed from class and marked absent and therefore subject to a loss of 9 points. The student must report to the Director.

When in class, students are expected to be properly dressed. Shirts and shoes must be worn at all times.

Eating is not permitted in classrooms during class time (or any other time). Doing so may result in a loss of points.

Personal Skills/study hall is a required class and will be graded as any other academic course. Attendance is required unless you have been excused from the office as in the procedure below.

IN CASE OF ILLNESS PROCEDURES

If you are unable to attend 1st period class because you are sick, you must check in at the office by 8:30 AM.

If you are unable to attend any other period, check-in with the office before class time.

Students who are legitimately sick and have checked in will not be subject to loss of points. HOWEVER, they need to remain on campus and are restricted to their cabin for the remainder of the day (except for meals). If a student, who was sick during one or more class periods, is seen out of their cabin for any other reason than meals, the student will lose the total points for the required activities that were not attended due to their illness.

ACADEMIC HONESTY POLICY

This school takes the issue of academic honesty very seriously. Cheating on quizzes or examinations, and plagiarism - the use of another's words or ideas without due credit to the author - are violations of this policy. In such cases teachers may take any action they deem appropriate, including bringing students before the faculty.

Note: This policy is not intended to discourage students from working with one another or in groups.

QUIET HOUR AND STUDY HALL

So that the entire campus will be affected, between the hours of 7:30 and 8:30 PM on Monday through Friday, there will be a quiet hour. In addition, some students will be asked by their teachers to attend a supervised mandatory study hall in the lodge during quiet hour. All assigned students must be in the Red Room and ready to begin at 7:30 PM. Arriving to study hall unprepared, taking unauthorized breaks, leaving early or disrupting study hall will result in loss of points. Students on mandatory study hall will be reviewed weekly by the Academic Committee.

Students who are not assigned to study hall but wish to come down to the lodge to study are subject to the same rules as for assigned students, except that they are free to leave when finished studying.

The bell will signal the beginning of quiet hour. Students not required to attend study hall or ready to study should be out of the lodge by 7:30. They are not obligated to be in their own cabins and are free to sign-out. The lodge, however, will be used only for study during this time. No TV, telephone calls, ping-pong, pool, computer games, Internet, or loud activity will be allowed, and music in the cabins must be played softly. Students may not come in to use the vending machines during this time. Students who fail to observe quiet hour procedures will be subject to a loss of points. The bell will signal the end of quiet hour at 8:30 PM.

TOBACCO

Tobacco use is not permitted on campus or during school sponsored activities. Any student who violates this policy will receive one work hour per offense.

Tobacco use in a building (cabin, lodge, classroom, etc.) will result in a loss of 15 points and receive 8 work hours. Repeat offenses may result in suspension.

TRIPS

Three week-long trips are provided at CTA. Since such trips are part of our required "student - teacher contact days," attendance is required. Students are expected to participate in all activities planned by trip leaders.

SIGN-OUT VIOLATIONS

Students must sign out whenever they leave campus, including school trips. Sign-out means accurately recording your destination, mode of transportation and time returning on the sign-out sheet in the lodge hall.

There can be no sign-outs during any required school activity, including class time, maintenance, personal skills, kitchen duty, work hours, all school meetings, etc.

There are also to be no sign-outs that are inconsistent with the Parent Permission Form.

Each sign-out violation will result in a loss of points.

Students are to return to campus by 10:00 PM on weekdays and 11:45 PM on weekends. Students are to return to their cabins/rooms by 10:00 PM weekdays and 12:30 AM weekends.

Visitors are to leave campus by 9:00 PM weekdays and 11:00 PM on weekends.

Students who are late for curfew or have visitors after allowable times will lose points for 1 to 30 minutes and points for each additional half an hour. Quiet hours are in effect at cabin curfew time.

Students are expected to have all lights out and be in bed by 11:00 PM on weekdays and 1:30 AM on weekends.

Overnight sign-outs on the weekend require a weekend sign-out form approved by the director and **MUST BE COMPLETED BY 3:00 PM ON FRIDAY**. There are no overnight sign-outs on weekdays without the explicit consent of the parents. The director reserves the right to revoke weekend sign-out privileges if he feels this privilege is being abused.

Students who are grounded are not permitted to sign-out.

MISCELLANEOUS COMMUNITY RESPONSIBILITIES

ANIMALS

Students may not keep pets or animals. Students discovered keeping pets will lose 10 points for each day the pet remains on campus.

VISITORS

All visitors must check in at the office. It is the responsibility of the student to introduce a visitor to the faculty on duty (this must be a face to face introduction). Students who wish to have overnight visitors must obtain permission at the Tuesday faculty meeting two weeks prior to the intended visit. Students who do not comply with this policy will be subject to a loss of 10 to 100 points.

Visitors who do not check-in at the office with the faculty member on duty will lose their privileges to visit CTA.

CABIN RESPONSIBILITY

The cabins on this campus require your care. Therefore, they must be kept neat and clean. There should be no damage or vandalism to them. **CANDLES ARE NOT ALLOWED IN STUDENT CABINS**. Possession and/or burning of candles will be punished by a loss of points (the number to be determined by the seriousness of the offense). You are responsible for turning down your heater thermostat during the winter and turning off the lights when leaving your cabin for any length of time. Electric heaters and hot plates are strictly forbidden. Camp stoves are not to be used in cabins at any time.

Students are free to decorate cabins as they choose under the following guidelines:

- Explicit sexual materials may not be displayed on cabin walls. No X-rated movies may be shown in cabins or on campus.
- Posters or other materials containing drug paraphernalia are strictly prohibited.

Work hours will be given for a messy cabin, lights or heater left on, items from the kitchen in cabin, and if the area surrounding the cabin is messy.

WEAPONS

Students may not keep guns of any type (including pellet guns) or knives with blades longer than three inches. Violation of this rule will result in a loss of points. Possession of a firearm will result in expulsion.

STORAGE

CTA takes NO responsibility for personal belongings left on campus during summer months. CTA may provide low-cost storage for student belongings over the summer months at a storage facility. Personal belongings left on campus will most likely not be found when students return.

CAR PRIVILEGES

Students may have cars at CTA. However, their use is a privilege and must be seen as such. This privilege depends upon academic performance, community responsibility, rule compliance, legal operation, and other factors that the faculty consider necessary for the responsible use of a car. If any of these conditions are violated, the faculty may suspend car privileges. Car privileges will be taken away if a student is put on academic probation. Cars may not be used for personal skills except in special situations determined by the faculty. Car use is also not permitted between 8:30 AM and 4:30 PM on school days.

Students can apply for car privileges AFTER the end of the first Bloc. These privileges will only be granted to students achieving a "B" average (with no grade below a "C") during the Bloc prior to application. Privileges will be revoked if a student gets a grade lower than a "C" in any academic class or personal skill.

Driving while intoxicated and/or using a vehicle to transport alcohol or drugs onto campus will result in suspension or possible expulsion and loss of car privileges for the remainder of the year.

Car privileges can also be revoked by the faculty with due cause. Examples of some, but not all reasons for revocation, are the use of a vehicle during required school activities such as All-School meetings, kitchen duty, maintenance etc. Car privileges will also be revoked for incorrect parking on campus. Specifically, cars MUST NOT block any road, gravel or paved, at CTA. Cars must be parked in a manner not to impede access for fire engines or snow plows.

Students must maintain a point level of 75 points. Anything below will result in a loss of car privileges until the students point level returns to 75 points or above.

Reckless or careless driving on or off campus is forbidden. Car privileges will be revoked for such driving. On-campus speed limit is 20 mph on paved roads and 10 mph on gravel or dirt roads. This limit will be enforced by removal of car privileges.

Privileges can be reinstated only after re-application to the faculty.

HITCHHIKING IS NOT PERMITTED at Colorado Timberline Academy .

VIOLENCE, VANDALISM, STEALING AND HURTFUL BEHAVIOR

Violence, vandalism, stealing, and hurtful behavior are taken seriously at CTA. Violence is defined as any physical or verbal threat to another person. Behavior that is insulting, abusive or hurtful to others (whether such behavior can be considered “violent” or not) is not permitted. Sexual harassment is not tolerated.

The definition of stealing is taking something that does not belong to you without the owner’s permission.

In addition, profane insults toward faculty members will not be tolerated. If a student calls a faculty member a profane name, he/she will receive a warning and parents will be notified. If another incident occurs, the student will be suspended for one bloc.

Vandalism involves any damage to personal or school property on or off campus.

The community will decide whether or not a violation has occurred and will give input on possible consequences. Any incident may result in suspension unless the faculty (after input from the community) decides otherwise. Committing a felony crime will result in automatic expulsion. Due to the high level of sensitivity involved with the issues of violence, vandalism, hurtful behavior and stealing, the faculty reserves the right to discuss certain incidents without community wide input.

DRUG AND ALCOHOL POLICY

- I. Colorado Timberline Academy asks for a special commitment from its students in regard to alcohol and drugs. CTA does not permit the use of alcohol or illegal drugs of any kind. While working with teenagers during the past years, we have found numerous problems with drugs in the high school setting. We find that use of drugs and alcohol interferes greatly with both personal and community success. We strive for close student-teacher relationships and the use of drugs and alcohol creates a gap - students are not able to honestly share with teachers all of the important parts of their lives. In addition, we are very concerned about the rising rate of teenage alcoholism and drug abuse in the United States. This is a serious problem, which needs to be dealt with honestly and openly.

We ask that the students who wish to attend Colorado Timberline Academy spend time seriously considering their relationship to drugs and alcohol. Drug use does not promote their learning or enhance their commitment to the community. We give students an unlimited opportunity for educational and emotional growth and we expect a strong commitment in return.

- II. No student may possess or consume alcoholic beverages, “non-alcoholic” beers or other drugs (non-prescribed or illegal) on campus or off. This rule is in effect at all times when a student is at CTA. The faculty recommends parents maintain this policy during summer vacation, spring vacation, Christmas vacation and Thanksgiving vacation, when the school is closed and students are away from the campus.

If a student is found in the room or vicinity of another student using drugs or alcohol, we will consider both students guilty.

A student possessing drug paraphernalia will be considered guilty of involvement.

The penalty for possession or use of incense is a loss of points and compulsory urinalysis. Students are responsible for items in their rooms. It should be noted that while the School has the legal right to search student rooms, it is very careful not to abuse this right.

The use of items which may not be controlled (such as inhalants, “No-Doz”, diet pills, non-prescription drugs, etc.) in an abusive fashion will result in a drug violation.

- III. If a student chooses to violate the drug and alcohol policy of our school, he/she will be sent to a professional for an assessment of his/her drug and alcohol use. The parents or guardian of this student will be requested to participate in this process. The school will use the results of this evaluation to

determine the best course of action for the student. This may include counseling, attending drug and alcohol education classes, mandatory urinalysis testing, campus restrictions, meal duties, work hours, community service, suspension or permanent separation from the school.

If a student violates the drug or alcohol policy a second time he/she will be expelled from CTA.

All students are subject to random urinalysis and Breathalyzer testing. Random tests will be given on a weekly basis. Students who refuse or tamper with the test will automatically be suspended if no prior drug and alcohol violation exists. Students will be expelled if a prior drug or alcohol violation has been received.

Drug and alcohol offenses will be carried over to the following school years. One drug/alcohol offense during the 00-01 (or any prior) school year will result in starting the 2001 year at the second offense level.

The school reserves the right to take any action it feels appropriate in the event of any behavior which may not be explicitly against the policies spelled out above, but is illegal or damaging to our community or the local community. This may include room searches or drug testing on suspicion.

CONCERNING SEXUAL CONDUCT

Given the ever-increasing problems of sexually transmitted diseases and teen pregnancy, we at CTA feel strongly that students should refrain from sexual activity. We expect students to exercise a high level of consideration for the feelings of others. We do not consider boarding school an appropriate place for sexual intimacy between students of high school age. We also consider sexual involvement to be a distraction from our academic goals.

Students are given information and education about sexuality, adolescent development and the responsibilities of relationships. Emphasis is placed on prevention of sexually transmitted diseases and pregnancy and making responsible, appropriate choices about sexual involvement.

While we have no proscribed disciplinary consequences for sexual intercourse, we must protect the physical and emotional well being of all students. Discipline will be a result in the event that any form of sexual activity violates the privacy of others, breaks curfew guidelines, breaks the Colorado Statute Laws, or if there is any sense of hazing, peer pressure, force or threat to the well-being of any individuals.

THE POINT SYSTEM

To insure good communication between faculty, students, and parents, students will be subjected to different levels of intervention.

- 75 points - Student will meet with the director and his/her advisor to discuss possible ideas for improvement. Parents will receive a letter and a personal phone call from the advisor regarding this meeting. Students will also receive 4 work hours.
- 50 points - Student will meet with faculty to discuss other forms of prevention. For example: campus restriction, earlier lights out, etc. A letter will be sent to the parents and a personal phone call from the Director will be made. Student will receive 8 work hours.
- 25 points - Student will meet with faculty and Director. Parents will receive a phone call and letter. Students will receive 8 work hours in addition to further restrictions. Student will lose all privileges and be restricted to campus. Parents will receive a phone call and may be requested to attend a faculty meeting to discuss the student's behavior.
- 0 points - Student will be suspended for two weeks either at home or on an in-house basis. In house suspension may include restrictions to campus, meal duties, and work hours.

WORK HOUR POLICY

An absence from work hours is defined as being more than 20 minutes late to fulfill your assigned number of hours. (Students will lose 1 point for each 5 minutes up to 20 minutes.) A total of 9 points will be lost for an absence.

If you are absent from work hours, you will be grounded for exactly one week (for example, Monday to Monday). Students will also be obligated to complete the work hours the following Monday.

Work hours are going to be from 11:00 to 3:30 and work assignments will be given each Monday.

INCENTIVES IN THE DISCIPLINE SYSTEM

This system also allows for a student to regain points that are lost. A student may gain points by:

- 20 points - For losing 5 or fewer points for a period of 4 weeks.
- 10 points - For losing 10 or fewer points for a period of 4 weeks.
- 30 points - High Honor Roll (no grade below an A)
- 20 points - Honor Roll (no grade below a B)
- 10 points - Effort Honor Roll
- 10 points - Student of the Bloc
- 7 points - Student of the Bloc, first runner up
- 3 points - Student of the Bloc, second runner up
- 15 points - Perfect attendance for the Bloc
- 10 points - Cabin of the Bloc
- 1 point - Clean cabin at maintenance

BANK

Under the point system, students cannot have more than 100 points. Students who receive points by the incentive system may "bank" points when their total is more than 100. When "bank" points reach 50, a student may use these points to take an appropriate free day. When taking the free day, the student must have permission from their teachers and the director and take responsibility for any homework due or assigned in the classes they are missing.

THE POINT SYSTEM

ARRIVING LATE FOR A REQUIRED ACTIVITY

1 POINT -	0 - 5 MINUTES
2 POINTS	- 5 - 10 MINUTES
3 POINTS	- 10 - 15 MINUTES
4 POINTS	- 15 - 20 MINUTES

BEING ABSENT FROM A REQUIRED ACTIVITY

9 POINTS

LEAVING CAMPUS WHILE GROUNDED

9 POINTS

VANDALISM & HURTFUL BEHAVIOR

0 - 100 POINTS (ANY INSTANCE)

PETS ON CAMPUS

10 POINTS PER DAY THAT PET REMAINS ON CAMPUS

SIGN OUT VIOLATIONS

1 POINT EACH VIOLATION

CABIN AND CAMPUS CURFEW VIOLATIONS

1 POINT	-	0-5 MINUTES
5 POINTS	-	5 - 30 MINUTES
10 POINTS	-	30 - 60 MINUTES
15 POINTS	-	60 - 90 MINUTES
20 POINTS	-	90 - 120 MINUTES
25 POINTS	-	120 - 150 MINUTES

HITCHHIKING

5 POINTS EACH VIOLATION

SMOKING IN CABIN

15 POINTS

INFRACTIONS THAT CARRY THE PENALTY OF SUSPENSION

- | | |
|--------------------------|---|
| 1. STEALING | 3. 2 ND USE OF ABUSIVE LANGUAGE TO A TEACHER |
| 2. SMOKING IN A BUILDING | 4. LOSS OF 100 POINTS |

INFRACTIONS THAT CONSTITUTE EXPULSION

1. LOSS OF 50 POINTS AFTER RETURNING FROM SUSPENSION
2. SECOND DRUG OR ALCOHOL VIOLATION
3. 4 ACADEMIC NO CREDITS IN A THREE-BLOC PERIOD
4. BEING CONVICTED OF A FELONY
5. POSSESSION OF A FIREARM