



2025 - 2026
Waterville Valley Academy
Handbook

A Guide for Students &
Parents

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A WORD ABOUT THIS HANDBOOK

This handbook outlines the expectations and procedures for our WVA student-athletes and their families. It is a requirement to read it and to understand the rules and policies set by the Trustees, faculty, and administration. As policies and procedures are updated, WVA will notify students and their families. Procedures outlined in this handbook apply to “normal” circumstances. On occasion, a situation may require an immediate, nonstandard response. In such circumstances, WVA reserves the right to take actions deemed to be in the best interest of WVA, its faculty, and students. This handbook does not limit the authority of WVA to alter its rules and procedures to accommodate any unusual or changed circumstances.

Mission Statement

WVABBTS is a snow sports academy and club that provides world-class training, competition, and a rigorous college-preparatory education tailored to the needs of the dedicated winter athlete. Through exceptional coaching, committed educators, and cutting-edge training venues, we empower athletes to excel both on and off the slopes. With our values of growth, respect, integrity, and teamwork, we are dedicated to developing well-rounded individuals by maximizing their potential in sports, academics and life in a family-focused community.

Vision

WVABBTS will be the premier competitive snow sports academy and club, rooted in a passionately engaged community, fielding the most successful competitors at all levels. By instilling core values and providing exceptional athletic and academic experiences WVABBTS will enable our athletes to reach their full potential throughout their lives.

Core Values

Integrity, Teamwork, Learning, and Excellence

Code of Ethics

Waterville Valley Academy is a professional learning community, which promotes the core values of integrity, teamwork, learning, and excellence. The WVA community believes we must all interact in an environment of kindness, trust, and honesty.

Student Commitment: As a member, I promise to respect and be courteous to all members of the WVA/WVABBTS community and residents of Waterville Valley. I understand by signing the Code of Ethics, I accept personal responsibility to address acts and behaviors by others or me that violate these tenets.

By reading and signing this document, I will embrace and adhere to the standards, expectations, and rules of Waterville Valley Academy as articulated in this Student Handbook. As a WVA student, I commit to live by these standards, expectations, and rules while I am enrolled at WVA. I recognize my personal commitment to support these standards and expectations contributes to my personal strength and success and that of the entire WVA community.

SIGNATURES ARE REQUIRED AT THE END OF THE HANDBOOK

General Philosophy and Community Values

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

- Freedom equals responsibility at WVA. Self-disciplined, motivated, and committed student-athletes effectively manage their individual learning, training, and competition careers.
- All members of the WVA Community are expected to support the WVA Code of Ethics, the values and principles by which we live.
- All students are expected to look for the positive in others with patience, tolerance, compassion, and support. Kindness and thoughtfulness are rewarded with lifelong friendships and community respect.
- Each student can be a leader who exercises responsibility to grow every day as a person, student, and athlete.
- All students take pride in the WVA campus, including buildings and equipment.

Important Contacts

Main Phone/Admin: (603) 236-4246

To Report an Absence:

Day Students - parents/guardians report via email to attendance@gowva.org or by calling the office line for the dorm: (603)236-4246 ext 6.

Dorm Students report to houseparent on duty via the Dorm Hotline phone (603)236-2560 or Residential Director Elizabeth Purcell (802)595-3889.

Executive Director and Head of School: Tom Sell - tsell@wvbbts.org

Head of Academics and School Life: Gary Benedix - gbenedix@gowva.org

Director of College Counseling & Student Services: Priscilla Fay - pfay@gowva.org

Director of Residential Life: Elizabeth Purcell - epurcell@wvbbts.org (802) 595-3889

WV Police: (603) 236-4732 or Emergency: 911

Dorm Phone: (603) 236 - 2560

GENERAL STANDARDS

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

Personal Presentation

The faculty and staff will determine the appropriateness of a student's appearance, language, or behavior, and a student may be asked by a faculty or staff member at any time to change his or her clothing, language, or behavior to align with school expectations. Students who continue to wear inappropriate clothing, as described below, or to use inappropriate language or behavior may be required to report to the Head of School or designee. All students are expected to wear shoes and clean clothing in good repair that represent their pride in their community. Pajamas and slippers are not allowed.

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

Academic Honesty

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

WVA recognizes that Artificial Intelligence (AI) is an important tool for the future, and expects students to use it responsibly, appropriately, and only when permission is given for particular assignments. Students will abide by the following standards:

1. Students will use AI tools responsibly and will not use AI in a way that could harm themselves or others.
2. Students will not share personal or confidential information with an AI tool.
3. Students will only use AI to support their learning and will follow the school's rules and teacher's instructions on when and how to use AI on an assignment.
4. Students will be honest about when AI is used to help with assignments, and will not turn in work that is fully created by an AI as their own.
5. If AI is used, students will review its work for mistakes.
6. Students will check with their teacher when unsure about what is acceptable.

Teachers will use the following AI Assessment Scale in their classrooms to help communicate clearly to students the specific uses of AI allowed on different assessments ranging from no AI to Full AI use.

The AI Assessment Scale

1	NO AI	The assessment is completed entirely without AI assistance in a controlled environment, ensuring that students rely solely on their existing knowledge, understanding, and skills You must not use AI at any point during the assessment. You must demonstrate your core skills and knowledge.
2	AI PLANNING	AI may be used for pre-task activities such as brainstorming, outlining and initial research. This level focuses on the effective use of AI for planning, synthesis, and ideation, but assessments should emphasise the ability to develop and refine these ideas independently. You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.
3	AI COLLABORATION	AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. Students should critically evaluate and modify the AI suggested outputs, demonstrating their understanding. You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use.
4	FULL AI	AI may be used to complete any elements of the task, with students directing AI to achieve the assessment goals. Assessments at this level may also require engagement with AI to achieve goals and solve problems. You may use AI extensively throughout your work either as you wish, or as specifically directed in your assessment. Focus on directing AI to achieve your goals while demonstrating your critical thinking.
5	AI EXPLORATION	AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions to solve problems. Students and educators co-design assessments to explore unique AI applications within the field of study. You should use AI creatively to solve the task, potentially co-designing new approaches with your instructor.



Perkins, Furze, Roe & MacVaugh (2024). The AI Assessment Scale

WVA encourages students to quiz each other, proofread papers, and help each other learn. Students are expected to write their own assignments when working together and must be

particularly careful to distinguish between cooperation and copying. Offenses can be as simple as failure to document sources properly in a paper to the blatant copying of someone else's work. Plagiarism also includes copying homework assignments, submitting the same paper for two different courses, or submitting work that has been completed for some other assignment. If a student is unsure about the use of cooperation with classmates or the use of an outside source, they should consult the instructor involved with the assignment/class. **Academic dishonesty is a clear violation of the Code of Ethics and subjects the offender to our gravest disciplinary measures, including expulsion.** Academic honesty is a pillar of Waterville Valley Academy's educational foundation.

Faculty will bring any concerns of academic dishonesty to either the Director of Academics or the Head of School. The teacher, with the Director of Academics or Head of School will meet with the student to discuss the concern to determine whether it can be resolved in that meeting or if it rises to the level of a Disciplinary Committee. This policy is intended to support both students and faculty.

Acceptable Technology Use Policy

Purpose

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

Qualifying for Use

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

Internet Access and Safety Policy

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

Acceptable Use Policy

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

1. Will not evade established network structures as set up by WVA.
2. Will not set up or participate in internet or LAN-based proxy or sharing applications.

3. Must notify staff about security problems, unacceptable internet sites, or other inappropriate use of the network.
4. Will not install/upload software to WVA computers.
5. Are responsible for making backup copies of their critical documents.
6. Will refrain from cyberbullying, which is discussed below in WVA's Sexual Harassment, Harassment and Bullying Policy.
7. Will not access or create profane, obscene, unlawful, discriminatory, violent, or hateful content.
8. Will not use another user's credentials to log in to the network.

Privacy

1. No guarantee of privacy is given to any function of the network, including files or communication.
2. Parents have the right to review the contents of their student's files and communications.
3. All users must respect the privacy of other network users and the confidentiality of passwords.
4. Users will not share their account information, including passwords, or leave their accounts open.

Copyright and Plagiarism

1. Violation of copyright and/or software agreements is considered a violation of this policy.
2. Explicitly copyrighted materials will often have conditions describing how they may or may not be used.
3. Proper citations will be used when citing electronic information.

Vandalism

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

Email/Direct Communication

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

Phone Policy

WVA's phone policy is aimed at reducing distractions during training and study sessions. All students are required to keep their phones in their backpacks and silenced throughout the academic day and training. Students may use their phones for academic purposes at the teacher's discretion. If a student needs to use their phone to contact a parent or sibling during the academic day, they must seek permission from their teacher or coach. Parents wishing to contact their child should call the school at (603) 236-4246.

Violations of the Acceptable Use Policy

Any violation of this policy may be treated as a major infraction under WVA's discipline procedures and may result in expulsion.

Athletic Life

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

Athlete's Code of Conduct

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

Code of Conduct: WVABBTS/SEF's athletes are required to abide by the following requirements in their daily conduct:

- Uphold our organization's core values of Integrity, Teamwork, Learning, and Excellence
- Honesty with oneself and others
- Promptness
- Respect for Waterville Valley Ski Area and WVABBTS property and facilities, including without limitation, cleaning up after oneself in the WVABBTS Clubhouse and Competition Center
- Respect for official decisions
- Support of WVABBTS staff, coaches and teammates
- Good manners (no profanity), courtesy and thoughtfulness
- Positive attitude and outlook
- Good sportsmanship

- No use of alcohol, tobacco, illegal drugs, controlled substances or intoxicants
- Respect for WVABBTS staff, teammates, competitors and members of the Waterville Valley community at large and other communities visited during competitions and camps
- Observation of any additional rules established by WVABBTS coaches from time to time both on and off the hill
- Observation of all rules and regulations of Waterville Valley Ski Area and other ski areas where competitions take place
- Agreement to help WVABBTS coaches as requested (e.g. side slipping a course, putting away equipment, etc.)

Community Life

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

ACADEMIC PROGRAM

Educational Philosophy

Waterville Valley Academy's academic program for college and career success endeavors to help our students develop the skills and competencies needed to be successful snow-sport athletes and members of society. We strive to instill confidence in our students so they push themselves to take positive risks athletically, academically, and in life. We believe a rigorous program helps our students experience success and understand the value of hard work, which is central to the ongoing success in any endeavor.

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

Full Term

Full-term students take WVA courses and follow the WVA curriculum to achieve WVA graduation requirements and to graduate as WVA alumni.

Role of the Parents (Full Term)

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

Role of the School (Full Term)

Waterville Valley Academy accepts your child as a student-athlete with a commitment to support your child academically, and athletically, and in learning life skills toward a full and productive adult life. Students will receive trimester grades and interim progress reports for all courses. Teachers will support students who miss courses due to WVA athletic travel but will expect students to advocate for themselves and their needs. WVA acknowledges that self-advocacy is a skill developed over time, and we will guide students toward this competency.

Winter Term Students

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

Role of the Parents (Winter Term)

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

Role of the Sending School (Winter Term)

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

- Curriculum: For each of the student’s classes, including curriculum maps, “essential questions,” “enduring understandings” and any other key components and/or competencies students will be responsible for knowing and or being able to do upon return to the sending school. Curricular Support Materials: Any textbooks (one for WVA student and one for WVA teacher), online curriculum, or other support materials needed for successful course completion.
- Communication: Accept and respond to periodic emails or other communication from WVA teachers to make certain the scope and sequence of instruction follows closely that which is taught at the Sending school.

Role of Waterville Valley Academy (Winter Term)

Waterville Valley Academy will teach students most efficiently either using the materials received from the sending school or integration into WVA full-term classes.

WVA will assess and grade the student's work unless required by the sending school. WVA will send progress reports and report cards to both parents and the sending school. Upon request transcripts and/or completed student work will be sent to both parents and sending schools.

Middle School

As a middle school student at WVA, in grades 6 - 8, students receive individualized instruction taught using the WVA curriculum in English/Language Arts, Social Studies/History, and Science. Students follow their home school curriculum for mathematics and world languages. WVA will assess and grade the student's work unless required by the sending school. WVA will send progress reports and report cards to both parents and the sending school. Upon request transcripts and/or completed student work will be sent to both parents and Sending schools.

Role of the Parents(Middle School)

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

Role of the Sending School (Middle School)

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

- **Curriculum:** For each of the student's mathematics & language classes, including curriculum maps, "essential questions," "enduring understandings" and any other key components and/or competencies students will be responsible to know and or be able to do upon return to the sending school. **Curricular Support Materials:** Any textbooks (one for WVA student and one for WVA teacher), online curriculum, or other support materials needed for successful course completion.
- **Communication:** Accept and respond to periodic email or other communication from WVA teachers to make certain the scope and sequence of instruction follows closely that which is taught at the Sending school.

Role of Waterville Valley Academy (Middle School)

Waterville Valley Academy will teach students either using the materials received from the sending school (math and language) or using our middle school curriculum (english, science and history). WVA will assess and grade the student's work unless

required by the sending school. WVA will send progress reports and report cards to both parents and the sending school. Upon request transcripts and/or completed student work will be sent to both parents and sending schools.

Attendance Policy

Full attendance is expected for all WVA programming.

To Report an Absence

WVA school administration must be notified before the start of the academic day if a student will be absent, tardy, or excused early from classes.

Absences for Day Students - parents/guardians report via email to attendance@gowva.org or by calling the office line for the dorm: (603) 236-4246 ext 6.

Absences for Dorm Students will be reported to the house parent on duty in person, via text on the dorm phone (603) 236-2560 or Residential Director Elizabeth Purcell (802) 595-3889. Any ill boarding students can expect to be checked on over the day that they are absent. Any student who is too ill to attend classes or training should be referred to a doctor.

It is the responsibility of the student to communicate with their teachers well in advance of anticipated absences for competition or training to receive assignments for which they will be responsible.

Academic Probation

Any student-athlete who fails to maintain a minimum of a “C” average in any course, will be placed on Academic Probation. During Academic Probation, on-snow privileges may be revoked or limited including travel or competition, and the student and the Head of Academics & School Life will create an academic support plan. The Head of Academics & School Life will continue to evaluate the student-athlete's progress and determine when his/her privileges will be reinstated and/or if further academic support is necessary.

RESIDENTIAL LIFE

Due to the unique nature of living within a co-ed dormitory, privacy and kindness must be afforded to all. It is also important to maintain a safe environment at all times. The goal is to provide a strong and healthy community living experience with a focus on students working to the best of their abilities every day.

Refrigerators: One dorm-sized refrigerator is allowed per room.

DO NOT BRING - Christmas lights, LED lightstrings, tapestries, candles, or incense – all are banned under our safety and fire codes. (Appropriate posters or other wall hangings are fine.)

Televisions and video game units are **NOT** permitted in the dorm rooms. There is a television in the dorm for student use, most generally used for watching sporting events!

Mailing or shipping: Packages may be delivered to students at WVA via UPS, USPS, or FedEx. Packages and mail will be available to pick up at the admin building during regular business hours. Students will not be permitted to enter the admin building after regular business hours to retrieve mail.

UPS & FedEx

Student Name

88 Boulder Path Road

Waterville Valley NH 03215

USPS

Student Name

PO Box 277

Waterville Valley NH 03215

House Etiquette

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

Housing Contract

All students enrolled in the residential program will pay a \$250 damage deposit. Students must inspect their room upon arrival and note any existing damage. Students are expected to keep their rooms in the conditions in which they found them. During the school year students are required to oversee and monitor the conduct of other students visiting their room. At the end of the year, students are required to leave their room showing only acceptable wear and tear. All residents of a room will share the costs of damages unless the responsible party is identified. Students should readdress the contract at the close of the year and sign out in person with the Head of Residential. At check-out the residential staff will assess any damages and students will forfeit their deposit and be billed for damages over the deposit.

Sign-in/Sign out procedures

All students residing in the house are required to notify the staff on duty and text the hotline when leaving and returning to campus. They **must** receive confirmation before leaving. During the school day, students must check in and out with the admin staff. This applies even if a student is leaving with their parents. IT IS IMPERATIVE THAT WE KNOW WHERE YOU ARE AT ALL TIMES.

Visitors

Non-residential visitors may visit upon invitation of the student who lives in the room and the approval of a Houseparent. In no circumstance shall a visitor be in a dorm student's room without that student present. All students may visit upon invitation of the student who lives in the room. While a visitor is in the room, the dorm room door must remain open at all times.

Only residential boarding students are allowed in the dorm after curfew. Non-residential enrolled WVA Students may be permitted to stay overnight in exceptional circumstances. Approval must be given in advance by dorm staff. Under no circumstance may non-enrolled individuals stay overnight at the WVA Dorm.

Policy on Sexual Relations

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

Theft

Theft is a major disciplinary offense and is not tolerated.

Medications

All controlled medications will be held and dispensed by the Director of Residential Life. All students must fill out the medication form provided prior to the school year, including both Rx or OTC medicines, and hand them in upon arrival at school. Any violation of this expectation will be considered a violation of the Drugs, Alcohol, and Tobacco Policy.

Off-Campus Visitation

Student(s) must be given permission by the director of residential life or houseparent on duty and documented via text to the dorm phone to visit any day student, friend, or acquaintance. Additionally, the parents of the student and the parents at the residence to be visited must confirm that they will accept the responsibility of supervising WVA student visitors and will be present at all times.

Meals

It is assumed that all WVA Students, Day as well as Boarding, are eating lunch on campus. Day students are welcome to eat breakfast on campus, however they are expected to communicate with the kitchen staff at least one meal in advance.

Boarding students are allowed to have guests for meals with the same amount of notice. This allows the kitchen staff to plan adequately.

Dorm Dress Code

Students should dress appropriately in attire suited for co-ed living. We do not permit advertisements of drugs, sex, or alcohol to be worn at any time. Students may be re-directed or addressed to change if their attire is inappropriate. Students are advised to wear sandals or flip-flops for hygienic shower/bathroom use. Shoes and shirts are required when in the common areas.

Student House Duties

The dormitory is everyone's home and all of our responsibility. If you see something that needs doing, do it.

- Students will clean/maintain/organize their rooms daily. Room inspections will occur weekly.
- Tasks will be assigned by the houseparents and all students are expected to devote their diligent attention to maintaining the dorm environment.

Evening Requirements

Evening quiet study time is held after dinner. This time is to be used at the student's discretion for homework, doing laundry, tuning, or training. Curfew for all dorm residents is 9pm weekdays.

Sunday - Thursday curfew is 9pm with lights out at 10pm.

Friday and Saturday curfew is 10pm with lights out at 11pm.

Student use of Media/Technology

In today's world, it is a requirement for all students to learn to self-monitor their use of technology. There is no expectation that our internet is private. All use of our network resources can be monitored. We offer education and discussion about sleep patterns and habits. Poor management or use of technology can be disruptive both to student learning and athletic performance, especially after hours in the dorm room. At any time, a houseparent or other staff member may temporarily confiscate technology devices due to inappropriate use. Video games are not to be used during academic or athletic hours.

SCHOOL LIFE

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

Drugs, Alcohol & Tobacco Policy

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

Sanctuary Policy

While it supports a holistic approach to community well-being, Waterville Valley Academy recognizes unhealthy decisions can put one's safety at risk. To dissuade reporting reluctance for fear disciplinary action might follow, the WVA Sanctuary Policy allows a student to reach out without reprisal. "Sanctuary" is a non-disciplinary response to situations in which student safety is compromised. For example, this policy may apply to instances of alcohol or drug use, physical or psychological distress, or unsafe environment on or off campus. If sanctuary is requested and granted, neither the student receiving help nor the student requesting assistance on behalf of another will be subject to disciplinary action, as health and safety are paramount.

The WVA Sanctuary Policy . . .

is reserved for situations when a student feels they or their peer is in danger of harm given the situations stated above; can be invoked by a student who is concerned for the wellbeing of a peer ("peer report") or by the student whose health is at risk ("self-report") to any adult on campus; prioritizes whether immediate medical attention is warranted; supports the need for appropriate, expedient communication with administrators, parents, and staff to create a student action plan. This may include a signed "no-use" agreement, counseling, or additional support elements (ie. medical or personal leave of absence) decided upon by WVA; and invocation will not result in a disciplinary response, nor will it be included on the student's official record.

The WVA Sanctuary Policy, however, does not protect a student from disciplinary action beyond their first invocation during their time at WVA, nor does it apply to those already on a drug or alcohol contract; and may not remain a private matter within the community should a student be disciplined for a subsequent violation.

Sanctuary remains a WVA tool to support the health of the community, but it does not supersede any legal obligation to report to local or national authorities.

Medical Policies and Procedures

1. Physical Exam: Every Waterville Valley Academy student is required to have a complete physical examination prior to the beginning of that student's term of enrollment.

2. Required Medical Documentation: Please make certain that all appropriate health forms are filled out completely and accurately. The signed medical release form is critical to obtaining medical care in the case of an emergency. WVA will work very closely with local physicians to see that the best health care is provided.
 - a. WVA Medical Release form
 - b. Physical Examination form - must be signed by a physician
 - c. Medication List including all OTC & Rx Medications
 - d. COVID-19 Vaccination policy - Waterville Valley Academy recommends, but does not require, all full-time BBTS employees, program participants, or WVA students to be vaccinated against COVID-19.
3. Illness: There are often occasions when parents know before staff that their child is not feeling well. When a student is sick, the basic procedure is the following:

For Dorm Students:

- The person who is sick should notify the Residential Director first at (802)595-3889 or the Dorm Hotline: (603)236-2560.
- The houseparent will then notify parents and make the appropriate appointments with the local physicians if needed.
- If the parent knows about their child's illness first, the parent should immediately contact the Residential Director so proper health care can be provided.
- When physician care is needed, appointments will be made with local physicians from MedCheck Urgent Care, Plymouth, NH; Speare Memorial Hospital, Plymouth, NH; Dartmouth Medical Center, Hanover, NH; and the Alpine Clinic, Plymouth, NH.

For Day Students:

- Parents/guardians of sick Day Students report via email to attendance@gowva.org or by calling the office line for the dorm: (603)236-4246 ext 6.
4. Injuries: Our coaching staff is responsible for the evaluation, management, and rehabilitation of athletic injuries to any of the students at Waterville Valley Academy. The White Mountain Athletic Center and the Thomas Barbeau Training Center have well-equipped training facilities and a pool that allows for the proper management and rehabilitation of many different injuries.
 5. Injury Procedures: The WVA coaching staff will provide basic care. Based on mountain first aid and coaching staff evaluation, the decision will be made whether the athlete needs to be referred to a physician or the emergency room. Parental notification is our policy in all injury and medical cases with the understanding that our primary concern is to address medical issues as permitted by the medical release form if the parent(s) cannot be contacted.

Concussion Policy

The priority of WVABBTS/SEF training programs is the health and well-being of every athlete.

Concussion, also known as traumatic brain injury (TBI), occurs in all snow sports. Traumatic Brain Injury can pose a serious threat to an athlete's cognitive and mental health if managed poorly, and therefore, has risen to the top of the medical community's concerns.

The WVA Concussion Policy for Athletes and Parents is:

- Visit the websites below. Read, learn, and heed! All concussions are serious!
- All athletes are required to wear properly fitted and correctly worn helmets approved for snowsports for all on-snow and dry-slope activities.
- Any athlete who has sustained a concussion may return to training and competition only after medical clearance by a health professional delivered in writing to WVA's Head of School, their coaching staff, and to US Ski and Snowboard Competition Services. More Information located here <https://www.cdc.gov/headsup/index.html>

The WVA Concussion Protocol for Coaches is:

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

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

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

<https://usskiandsnowboard.org/governance/policies/concussion-policy>. One final note: we strongly encourage good habits regarding nutrition, hydration, sleep, active rest, and disciplined rehabilitation with the belief that neglect in any of these areas can lead to illness or injury.

Gambling

Gambling is prohibited.

Sexual Harassment, Sexual Misconduct, Harassment and Bullying Policy

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

Definition of Sexual Harassment, Harassment and Bullying:

1. Sexual Harassment includes but is not limited to any unwanted sexual advances, requests for sexual favors, pressure to engage in sexual activity, physical contact of a sexual nature, and gestures, comments, or other physical, written, or verbal conduct that is gender-based and that interferes with a student's education or athletic training, or creates an intimidating, offensive or hostile environment. Sexual harassment includes but is not limited to obscene remarks, jokes of a sexual nature, and comments about an individual's body, clothing, or sexual activity, communicated in any form, including orally, in writing, or electronically via the internet, cell phones, text messaging or in any other way.

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

consent. These factors include a difference in power between the participants, mental illness, mental disability, intoxication, and/or being under the age of consent

3. Harassment is any physical or verbal abuse of a person because of his or her race, color, national origin, religion, age, gender, gender identity, sexual orientation, physical or mental disability, or any other legally protected status that interferes with a student's education or athletic training or creates an intimidating, offensive or hostile environment. Harassment can further be clarified as any conduct that creates significant anguish for another person with the intent to bother, scare, or emotionally abuse them. Harassment includes communications such as gestures, jokes, notes, and display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the internet, cell phones, text messaging, or in any other way that unlawfully interferes with another person's ability to compete, train or receive an education.

4. Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student-athlete which: (1) physically harms/hurts a student or damages the student's property or belongings; (2) causes emotional distress to a student; (3) interferes with a student's educational or training opportunities; (4) creates a hostile educational or training environment, or (5) substantially disrupts the orderly operation of WVA. Bullying also includes actions motivated by an imbalance of power based on a student-athlete's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student-athletes association with another person and based on the other person's characteristics, behaviors, or beliefs. This includes but is not limited to a student-athlete's actual or apparent race, color, religion, national origin, ancestry, ethnicity, sexual orientation, socioeconomic status, age, physical, mental, or learning disability, gender, gender identity, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

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

Reporting of Sexual Harassment, Sexual Misconduct, Harassment or Bullying

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

WVABBTS/SEF Board of Trustees, if the report may relate to the conduct of the Head of School. The report may be in writing or made orally. If the report is made orally, the receiver shall make a written record of the report.

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

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

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

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

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

DRIVING POLICY

Every student must fill out the driving permission as part of the enrollment packet on Facts, even if they do not intend to drive or ride this form must be completed. Students are not permitted to drive at any time during the programming day without expressed consent from a houseparent or member of the administration.

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

Boarding Student Cars

Boarding students are allowed to have a vehicle on campus with permission from the Head of School. All boarding student vehicle use is at the discretion of the Director of Residential Life.

Driving privileges can be revoked at any point by the Residential Life Director at their discretion. At no time should a vehicle be used without the approval of the Director of Residential Life or the person on duty. The Director of Residential Life will hold the keys to all boarding student vehicles. Boarding student parking is in the TBTC parking lot.

Day Student Cars

Day student (including Post Graduate) driving privileges are the responsibility of parents and/or legal guardians. Day students may use their automobile for transportation to and from school. Day student parking is in the TBTC parking lot. Day students should plan to arrive in advance of their first commitment and may not leave campus until the end of all scheduled academic and athletic obligations. Plan accordingly!

Day students' keys are to be left in the admin building at the start of the programming day.

WVA Vehicles

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

Sign-out Privileges

Students are expected to be on campus for the duration of the programming day.

Any student wishing to leave campus must receive permission and sign out in the admin building. Leaving campus includes going anywhere other than the Dorm, TBTC, and Academic Buildings.

The campus boundaries extend from the parking lot near the dorm, around the Gazebo, up to the top of the ramp, and through the administration parking lot.

Weapons

No weapons or explosive devices are allowed on campus or in any WVA facility, i.e., firearms, fireworks, guns, bow and arrows, air guns, BB guns, slingshots, knives, or any other such devices. Use or possession of a weapon or device in violation of this policy may be treated as a major infraction under WVA disciplinary procedures. Any student found with a weapon in their room and/or possession will face disciplinary action, including possible expulsion.

Criminal Action Under NH State Law

WVA is covered under the "Safe School Zone Law". Under the law, the school may be required to immediately report to legal authorities when any employee has witnessed or has information relating to laws breached on school property. This includes acts of violence, sexual assault, theft, sale or possession of a controlled substance, arson, or criminal threats. Any student with a concern regarding possible criminal activity covered by the Safe School Zone Law should

immediately speak with an adult in the community. Further, if a student under the age of 18 is sexually assaulted or reports he or she has been sexually assaulted, a report also must be made to DCYF.

DISCIPLINARY PROCEDURES

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

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

WVA is a private school and, as such, its discipline system may differ from that followed by a public school or the government. The discipline system is not a trial and the formal rules of evidence do not apply. There is no circumstance under which restraint and seclusion would be used at school.

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

Discipline Committee

Major infractions of the policies and procedures, as outlined below in this handbook will be referred to the Head of School, or designee, for investigation and may result in a discipline committee hearing. The Head of School, or designee, may retain an outside investigator to investigate a major infraction.

The role of the Discipline Committee is to work with student-athletes to help discover the facts of a given case and provide an outcome that serves to strengthen and educate both the community and the individual involved. Should a student be subject to a disciplinary hearing, the student and their parents will receive written notice of the charges against them.

The members of the Discipline Committee shall be a standing committee made up of the following individuals

- Head of School
- Head of Academics
- Dean of Students
- Director of Residential Life
- Snowsports Director (Alpine or FFS)
- Adult representative from the WVA community decided on by the student

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

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

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

Students have the right to appeal the decision of the Discipline Committee. The Head of School, or the Head of Academics & School Life, shall have the right to immediately suspend or expel a student if they deem the infraction harmful to the WVA community.

Major Infractions

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

1. Violation of federal, state, and/or local laws of any nature
2. Theft (e.g. possession of any item that is not rightfully the property of the student-athlete) and/or vandalism
3. Violation of the drug, alcohol, and tobacco policy

4. Violation of the sexual harassment, sexual misconduct, harassment or bullying policy
5. Endangering the safety of the community
6. Violations of the policy on sexual relations
7. Physical violence (e.g. fighting, threats of harm, or acts of terror)
8. Academic dishonesty or plagiarism
9. Violation of the Athlete's Code of Conduct
10. Violation of the weapons infractions
11. Accumulation of disciplinary infractions or repeated failure to abide by policies and procedures of WVA

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

Minor Infractions

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

Suspension and Expulsion

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

Grievance Policy

I. Purpose

Waterville Valley Academy/BBTS is committed to maintaining a learning and working environment in which students, families, and staff feel respected, safe, and heard. This policy outlines the procedures for addressing grievances, including but not limited to issues involving bullying, teacher or staff misconduct, and the use of child restraint practices. It also offers a process for grievances that fall outside existing policies or where further clarity is needed.

II. Scope

This policy applies to all students, parents/guardians, faculty, coaches, and staff at Waterville Valley Academy/BBTS.

III. Guiding Principles

- All grievances must be handled in a respectful and timely manner.
- When possible, parties are encouraged to resolve concerns through direct communication.
- Official grievances must be submitted in writing.
- Grievances may prompt an investigation or require additional documentation.
- The individual submitting the grievance will meet with the appropriate member(s) of leadership for resolution.

IV. Grievance Categories

A. Bullying

Concerns about bullying should follow the grievance process outlined below. Full details regarding the school's bullying policies can be found on pages 20–22 of the Student/Parent Handbook.

B. Teacher or Staff Misconduct

Concerns involving misconduct should follow the grievance steps listed in this policy. Where applicable, incidents may be subject to separate investigation or mandatory reporting requirements.

C. Use of Child Restraint Practices (RSA 126-U)

Any concern regarding the use of child restraint will be addressed in accordance with RSA 126-U. Grievances should be submitted in writing to the Head of School/Executive Director or, if the situation involves the Head, to the Chair of the Board of Trustees.

V. Grievance Procedures

1. Grievance Initiated by a Student or Parent/Guardian

Step 1:

Contact the teacher, coach, or staff member directly to seek resolution.

Step 2:

If unresolved, contact the staff member's direct supervisor (typically a Program Director or Academic Director). Submit the grievance in writing at this stage.

Step 3:

If still unresolved, submit the written grievance to the Head of School/Executive Director.

Step 4:

If the issue remains unresolved, or if the grievance concerns the Head of School/ED, submit the grievance in writing to the Chair of the Board of Trustees.

2. Grievance Initiated by a Staff Member**Step 1:**

Contact your direct manager (typically a Program Director, Academic Director, or Head of School/Executive Director) and attempt to resolve the issue informally.

Step 2:

If unresolved, submit the grievance in writing to the Head of School/Executive Director.

Step 3:

If the matter remains unresolved, or involves the Head/ED, submit the grievance in writing to the Chair of the Board of Trustees.

VI. Documentation and Follow-up

- All written grievances should include the name of the person filing the grievance, the nature of the concern, relevant dates, and any actions taken to resolve the issue.
- The school may conduct an internal review or investigation as needed.
- A follow-up meeting will be arranged with the appropriate leadership staff to address the concern and determine next steps.

Restraint and Seclusion Policy**I. Purpose**

Waterville Valley Academy (WVA) is committed to providing a safe, supportive, and respectful learning environment for all students. While WVA does not employ restraint or seclusion as a matter of practice, staff may utilize such measures in emergency situations when a student presents an imminent risk of physical harm to themselves or others. This policy is in accordance with New Hampshire state law RSA 126-U and related administrative rules.

II. Definitions

- **Physical Restraint:** The use of bodily force to restrict a student's freedom of movement.
- **Seclusion:** The involuntary confinement of a student alone in a room or area from which they are physically prevented from leaving.
- **Medication Restraint:** The use of medication to control behavior or restrict movement. This is not used at WVA.

- **Mechanical Restraint:** The use of devices such as straps, ties, or similar items to restrict a student's movement. This is prohibited at WVA.

III. Use of Restraint and Seclusion

WVA does not use restraint or seclusion as part of routine behavior management or instructional practices. However, restraint or seclusion may be used under the following circumstances:

- A student poses an imminent risk of serious physical harm to themselves or others.
- All other less restrictive de-escalation strategies have been attempted and proven ineffective.
- Any intervention used must be the least restrictive option necessary and must be discontinued immediately once the risk subsides.

IV. Seclusion Practices (Emergency Only)

If seclusion is necessary to ensure immediate safety:

- The student will be continuously monitored by a staff member.
- The student will have access to basic needs (e.g., water, restroom).
- The use of seclusion will be limited to the shortest time necessary.
- The incident will be documented and reported in accordance with WVA procedures.

V. Prohibited Practices

WVA expressly prohibits the use of:

- Medication restraint
- Mechanical restraint
- Any restraint technique that restricts breathing or circulation
- Restraints or seclusion used as punishment, for discipline, or for staff convenience
- Restraint methods that cause pain, injury, or emotional trauma

VI. Documentation and Notification

Any use of physical restraint or seclusion will be fully documented and will include:

- The reason for its use
- The duration of the intervention
- The names of staff involved
- Any observed injuries or follow-up actions taken

Parents or guardians will be notified as soon as possible following the incident. A written report will be provided within 24 hours of the event.

VIII. Duty to Report (Ed 1202.01(e); RSA 126-U; Ed 510)

All school employees have a legal duty to report any known or suspected violation of RSA 126-U.

If a staff member has reason to believe that another individual's actions constitute a violation of RSA 126-U, or constitute misconduct or suspected misconduct as defined under Ed 510, they are required to report the incident to appropriate authorities and school leadership.

IX. Staff Training

All staff will receive training on:

- De-escalation techniques
- Recognizing and responding to crisis situations
- Safe, legal, and appropriate use of restraint (if necessary)
- Documentation and reporting procedures

Training will be reviewed and updated regularly to ensure compliance with state law and current best practices.

X. Oversight and Review

The WVA administration will maintain oversight of all incidents involving restraint or seclusion. This includes:

- Reviewing each incident for policy compliance
- Identifying any training or procedural needs
- Ensuring all documentation and reporting requirements are met

This policy will be reviewed annually and revised as needed to ensure alignment with New Hampshire laws and to uphold WVA's commitment to student safety and dignity.

Acknowledgement & Receipt

I have read the 2025-2026 Waterville Valley Academy Handbook and understand and agree to abide by WVA's policies and procedures contained within.

Student Signature: _____

Student Name (printed): _____

Parent/Guardian Signature: _____

Parent/Guardian Name (printed): _____

Date: _____