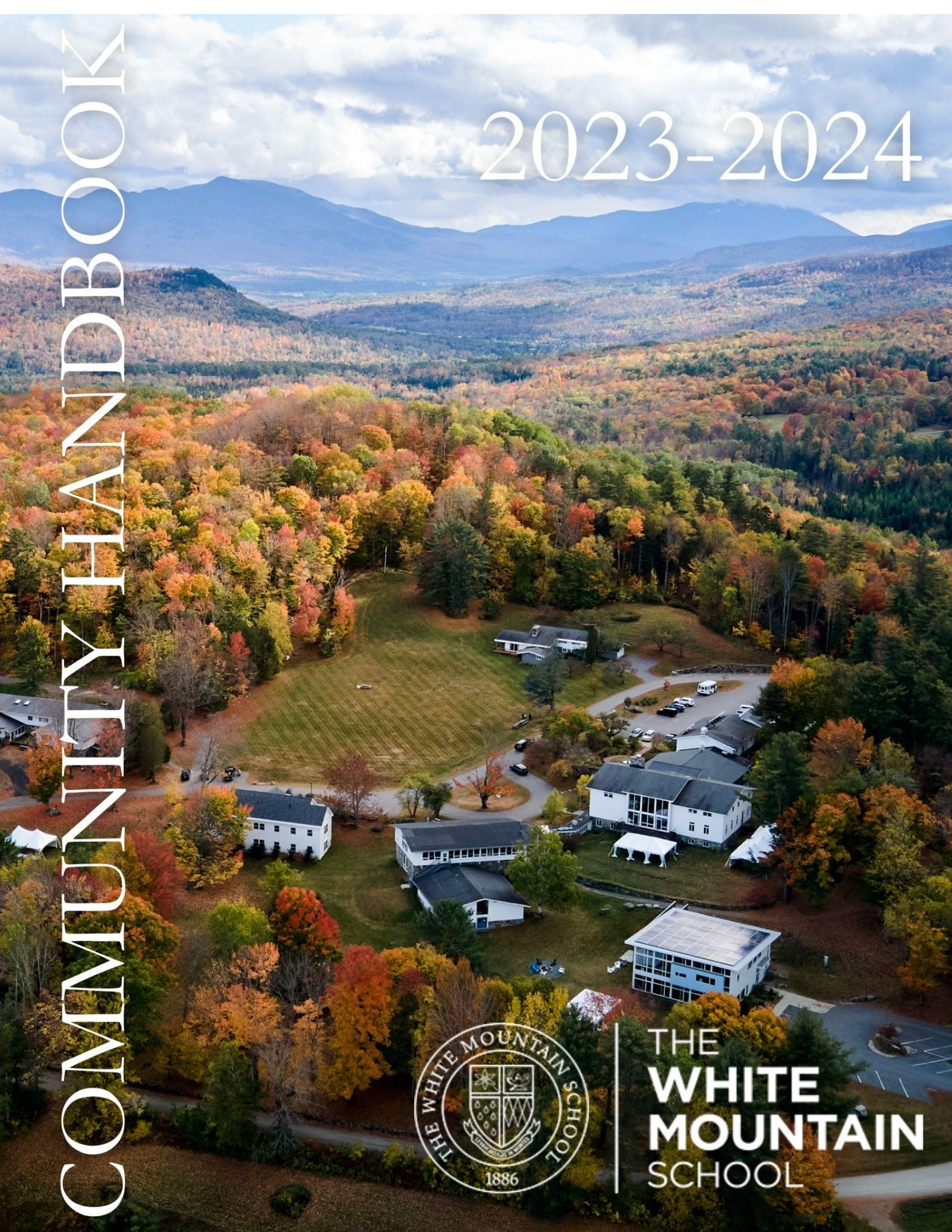


COMMUNITY HANDBOOK

2023-2024



THE  
**WHITE  
MOUNTAIN**  
SCHOOL

Dear White Mountain Families,

Welcome to White Mountain School! We are committed to living White Mountain's mission:

*We are a school of inquiry and engagement. Grounded in our Episcopal heritage, we prepare and inspire students to lead lives of curiosity, courage, and compassion.*

We hope this handbook will answer many of your questions about academics, school rules, student life, athletics, and our community in general. However, if your questions are not answered in the handbook, please feel free to ask us! Your advisor, dorm parents, and teachers, along with the staff, administrators, and Head of School, are all here to help you, and a Directory with contact information is available on our website.

Of course, no set of rules or guidelines can cover every conceivable situation. We reserve the right to deal with individual circumstances as they arise and as deemed necessary by the School. Likewise, these rules and guidelines may be revised during the year; we will notify you if and when they do change. We are constantly seeking ways to improve student experience and clarify policies to build a stronger school community.

Like all schools, White Mountain must comply with numerous governmental laws and regulations. As a result, some sections of the handbook may seem regimented or formalistic. We are sensitive to this concern—especially given our desire to be a true community—but we must abide by the laws and regulations of the state and the greater society. We appreciate your understanding of our need to comply with the law and make our rules as fair as possible for us all. Again, if you have questions about a policy or practice, please feel free to contact us.

Thank you for being part of the community—and for reading this handbook!

**The White Mountain School**

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# Section I: Academics

## Academic Philosophy

We embrace student-driven inquiry as the driving philosophy behind our approach to teaching and learning. Students learn best when they are engaged and find purpose in what they are studying and when their work has an authentic audience. Therefore, we encourage students to boldly pursue new and exciting lines of thinking, pushing and inspiring them to live and grow into their creative and intellectual potential.

## Academic Schedule

White Mountain's academic program is built around inquiry and engagement. Our schedule reflects our commitment to immersive, place-based learning. Students take five or six classes at a time on a rotating schedule that also allows time for community, sports and other co-curriculars, and academic support.

## Academic Attendance

Students are expected to meet all academic commitments.

### Tardiness

Being late prevents students from engaging fully in the learning opportunity, and it often can be disruptive for others in class. As such, students will be assigned two Personal Accountability (PA)<sup>1</sup> points for being late to class.

### Absence

If a student misses a class, it is their responsibility to make up the work they missed, including learning the new material. Students must be proactive in asking the teacher for work missed and in establishing a timeline to make up that work. For unexcused absences, students will be assigned three PA points for missing a short class and five PA points for missing a long class or a Project Block.

## Academic Courses

### Changing a Course

While we discourage switching classes once you have begun, we recognize on rare occasions that it happens. Therefore, if you would like to make a change, you must speak with your advisor first and then the dean of academics. Complete a Course Change form, available outside the dean of academics office, by the end of the first week of each semester.

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<sup>1</sup> Students who have unexcused absences or tardiness from required commitments—including classes, among other commitments—or fail to complete an obligatory task satisfactorily may earn Personal Accountability (PA) points. An accumulation of points will lead to more significant consequences. [Read more about PA points.](#)

## Course Make-Up Guidelines

To make up a course, students must follow these guidelines:

- If a course required for graduation is not completed satisfactorily during the school year, it can be made up during the summer through an accredited program.
- All summer school work for purposes of acceleration or credit must be approved by the dean of academics *before* the beginning of the program.
- If a student receives an incomplete in a course during the school year, they must make up the work within the time limit determined by the dean of academics.
- In the case of a suspension, withdrawal, or health leave for less than three weeks, the student must fulfill any requirements requested by their teachers for that period of time.

## Honors Courses

Honors Courses are available to students who desire to strengthen their depth of knowledge and further develop their skills in a given subject. Students take on a more complex, in-depth exploration of the course material and complete a variety of rigorous assignments, independent projects, and assessments within the context of heterogeneous classrooms. Advanced Placement (AP) courses, Advanced courses, and arts courses cannot be taken for Honors. All other courses are offered with an Honors option. Honors Courses are open to all interested students.

Students communicate their intention to take an Honors Course to their teacher by the end of the first week of class, signing a contract to confirm their enrollment in the Honors Course. At any time before the end of the course, either teacher or student may initiate withdrawal from the Honors Course by notifying the dean of academics. Honors are awarded at the end of the course upon successfully meeting the Honors expectations set forth by the teacher.

## Syllabi and Course Pages

Every course has a companion page on myWMS ([whitemountain.myschoolapp.com](http://whitemountain.myschoolapp.com)). On myWMS, instructors post course materials—including syllabi, assignments, long-term projects, assessment criteria, related readings, and other course-specific resources—which enrolled students and their families have access to. Students and families should take time at the beginning of each semester to familiarize themselves with each course's objectives and classroom expectations.

## Grades and Report Cards

The White Mountain School uses an integrated grading and reporting system through myWMS ([whitemountain.myschoolapp.com](http://whitemountain.myschoolapp.com)). Students and families have a personal username and password to log in and view current assignments, grades, and teacher comments. We believe in both transparency and engagement in the classroom and hope that this system extends that philosophy to grading and grade reporting. If you would like to receive paper copies of interim grades and comments, please contact the registrar.

# Grading, Course Credits, and Transcripts

The White Mountain School uses **competency-based grading**. Students are assessed and receive a score on different competencies from 0 (no evidence) to 7 (exemplary). These competencies scores are then aggregated and translated into a final letter grade which appears on the student transcript.

The School uses the following letter grading system:

<b>A+</b> = 6.56-7.00	<b>A</b> = 5.70-6.55	<b>A-</b> = 5.25-5.69
<b>B+</b> = 4.97-5.24	<b>B</b> = 4.67-4.96	<b>B-</b> = 4.37-4.66
<b>C+</b> = 4.09-4.36	<b>C</b> = 3.79-4.08	<b>C-</b> = 3.50-3.78
<b>D+</b> = 3.08-3.49	<b>D</b> = 2.21-3.07	<b>D-</b> = 1.76-2.20

*Grades below 1.76 indicate failure, and no credit is granted.*

The White Mountain School uses a traditional 4.0-grade point system. A student’s grade point average (GPA) is determined as follows: **A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0**. GPAs are computed to the second decimal point. Grades from previous schools are not used in computing GPAs.

White Mountain is responsible for the preparation of official student transcripts. For grades, courses, and credits earned at other institutions, we include the sending school’s transcript instead of transferring grades and credits to the White Mountain transcript.

## Competency-Grading and The Essential Skills and Habits

White Mountain uses competency-grading with a focus on The Essential Skills and Habits. Each teacher examines 4-8 essential sub-skills and up to five content- and/or discipline-specific skills. Unlike traditional grading, where student grades are generated from recurring performance types (e.g., quizzes, homework, projects), in this model, student grades are determined by how they progress in the specific skills the teacher has identified. This system focuses on skills (as opposed to the performance types) as the primary focus and provides clearer direction into what a student must do to grow and improve: students will have multiple opportunities to demonstrate proficiency in each skill throughout the semester or year. In addition, they will receive targeted feedback on how to improve.

# Academic Honors

## Graduation Prizes

Departmental Honors are awarded to graduating seniors for excellence in and dedication to the various academic disciplines. Department chairs have the specific criteria for Departmental Honors in each discipline, and interested students should review these early in their senior year. Individual academic achievement is also recognized at the end of the year by awarding special prizes covering all academic disciplines.

## Head's List and Effort Honor Roll

At the close of each semester, placement on the Head's List and Effort Honor Roll is determined based on grades from that semester. The lists only recognize White Mountain courses.

The Head's List consists of students who have maintained an A- average or higher, with no grade below a B. Juniors and seniors on the Head's List may be exempt from some of the requirements of Evening Study Hall.

In addition to letter grades for academic achievement, students also receive marks of honors—satisfactory or unsatisfactory—for effort. Students who earn all Honors marks are placed on the Effort Honor Roll. Seniors on the Effort Honor Roll may be exempt from some of the requirements of Evening Study Hall.

## Academic Integrity

Academic integrity is fundamental to learning. We work to create a culture of trust, as we believe this is the best environment for independent and student-driven learning. White Mountain takes academic integrity very seriously. We also work to ensure that students know and understand what defines different forms of academic dishonesty and identify the resources available to them to avoid making mistakes in this area. However, there are times when this trust is breached, and there may be disciplinary consequences, up to and including dismissal for cheating, plagiarism, or any other form of academic dishonesty. Acts of cheating and plagiarism include, but are not limited to:

- Using unauthorized resources on any class assignment regardless of size and/or value.
- Turning in an assignment as your own that does not contain your work and/or ideas.
- Giving and/or receiving any type of unauthorized aid on any assignment.
- Failing to properly cite quoted, summarized, and/or paraphrased sources.
- Submitting AI-produced content as your own

It is a student's responsibility to understand the School's rules and expectations around academic integrity. If you have any questions about academic dishonesty or any of these guidelines, please talk to your teacher, advisor, or the dean of academics.

## Academic Probation

Academic Probation serves as a signal to students and their families, teachers, and/or Learning Center coaches that they need more structure and support inside and outside the classroom. At every formal grading period, a student with two or more grades below a C- or one or more failing grades will be placed on Academic Probation. Among other things, being placed on Academic Probation may include additional and mandatory Assisted Study Halls. Students failing one or more courses during an academic year may not be invited to return to The White Mountain School.

## Baccalaureate and Commencement

Baccalaureate is an annual end-of-year ceremony planned by the senior class to celebrate graduates' experiences at White Mountain and the life ahead of them. Baccalaureate and Commencement are required events for all students, faculty, and staff. Families are invited to attend, and invitations may be extended to additional guests.

Seniors have specific dress requirements for Commencement, which are communicated well in advance of the event. Dress for Baccalaureate is semi-formal.

## College Counseling

The White Mountain School provides individualized college counseling.<sup>2</sup> Both juniors and seniors have an elective class dedicated exclusively to college counseling. They may also meet outside of the class in small groups for additional workshops or activities (e.g., personal statement writing and review, standardized test preparation). Regular, individual meetings occur with the director of college counseling throughout both semesters.

The philosophy of the School's college counseling program is based on the principles that discovering good matches between students and post-secondary institutions is what the college admission process is all about, and that the colleges best suited for our students are the ones that will challenge and nurture their academic and social maturation. In the end, students who are happiest about the college process are those who have thought critically about their abilities, their goals, and needs. In becoming well-informed, students and families who listen to their hearts and heads and let information and insight, rather than over-simplified college rankings guide them, will be happiest and most successful. For more information, please contact the director of college counseling.

## Graduation Requirements

The academic year is based on a semester system. Full-credit (1.0) courses occur over a year. Students will receive a mid-semester grade for full-credit courses; however, only the final grade appears on the transcript. Half-credit (0.5) courses occur over a semester.

The registrar and the dean of academics will transfer high school credits earned at other schools.

In addition to the minimum requirements listed below, seniors must pass all of their spring semester classes.

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<sup>2</sup> The White Mountain School subscribes to and provides the National Association for College Admission Counseling (NACAC) guidelines to students and their families. We expect students to abide by those guidelines, especially with regard to Early Decision commitments

# Minimum Departmental Requirements

The minimum number of credits required for graduation is 19 (earned in the equivalent of U.S. grades 9-12). Students must take at least five courses per semester. They can elect to work with a Learning Coach or have a study block in the sixth course block.

## Requirements for the Classes of 2023, 2024, 2025, and 2026

Department	Requirement
English*	4.0 Credits
History*	2.5 Credits <sup>3</sup>
Philosophy and Religious Studies	0.5 Credit
Mathematics	3.0 Credits <sup>4</sup>
Science	3.0 Credits <sup>5</sup>
Sustainability Studies	0.5 Credit
World Languages*	2.0 Credits <sup>6</sup>
Visual and Performing Arts	1.0 Credit
LASR Program	Completion Required <sup>7</sup>
Field Courses	Completion of One Course Per Semester

\* = Different requirements for English-language learners (ELLs).

## Requirements for the Class of 2025 and Beyond

Beginning with the Class of 2025, students will be required to:

- Take one 0.5 credit Visual Arts course *and* one 0.5-credit Performing Arts course to fulfill the cumulative 1.0 credit Visual and Performing Arts requirement. This differs from the requirement for pre-Class of 2025 students who may fulfill the cumulative 1.0 credit requirement with two half-credit courses from the *same* “genre” (either visual or performing).
- Take one 0.5 credit course within our Design and Engineering Department.

<sup>3</sup> Required: 1.0 World History and 1.0 U.S. History.

<sup>4</sup> Required: 1.0 Geometry, 1.0 Algebra I, and 1.0 Algebra II.

<sup>5</sup> Required: 1.0 Biology and 1.0 Chemistry or Physics.

<sup>6</sup> Required to be 2.0 credits in the same language.

<sup>7</sup> Students who enroll in White Mountain for their senior year only may petition the School for an exemption regarding the LASR requirement.

## LASR Program

All White Mountain students are required to complete the LASR Program. LASR stands for the general categories students may pursue: **Leadership, Arts, Service, and Research**. While individual projects within those categories differ in their direction and emphasis, all projects include research, writing, and a presentation. The LASR program is an opportunity for students to explore their own interests with curiosity and rigor. Students may choose from several approaches to complete a LASR project, including but not limited to the following:

- Research Seminar
- Field Course Leadership
- Independent Study
- Portfolio Seminar and/or AP Studio Art

## The Learning Center

The White Mountain School recognizes that all students learn differently and that some students require additional academic support, guidance, and coaching to thrive in our demanding academic program. Therefore, our Learning Center exists to provide high-achieving students with the individual attention they need to develop self-awareness, self-advocacy, and foundational academic skills and strategies necessary for college. At White Mountain, we believe that good learning is a relational activity. As such, our Learning Center coaches work with pairs of students and are fully integrated into the life of the School. This relationship also helps Learning Center faculty to individualize their coaching to support students' learning styles.

The Learning Center provides two levels of academic support: Academic Coaching and Assisted Study Hall. One aspect of the admission process is to help students and families determine the level of support necessary to be successful in our academic program. Educational testing provides essential insight into a student's learning strengths and challenges and is required of all students at the Academic Coaching level. For both Academic Coaching and Evening Study Hall, Learning Center faculty review weekly reports from teachers, help students develop plans for the week ahead, communicate weekly with parents, help students to set and monitor goals, and advocate for their students.

## Laptops and Computers

All students are expected to bring and maintain a functioning, internet-capable laptop (Mac or Windows operating systems only) or tablet to support their academic work. Help with technology is available for the use of these devices for students.



# Section II: Rules, Expectations, and Policies

## Major School Rules

Major school rules are those where a violation may result in immediate dismissal for a first offense, even for a student whose behavior is otherwise exemplary. The following are activities that are strictly prohibited both on- and off-campus:<sup>8</sup>

1. Physical violence or threats of violence, including intimidation.
2. Hazing, harassment, sexual harassment, bullying, or physical or verbal abuse.<sup>9</sup>
3. Using or promoting hate speech in conversation, entertainment, social media, classroom discussion, or any other form or context.<sup>10</sup>
4. Using or possessing illegal drugs. Misusing over-the-counter (OTC) or prescription drugs or possessing or using OTC or prescription drugs without the School's knowledge and explicit permission. Possessing any type of drug or smoking paraphernalia, including drug masking substances. Being in the presence of others possessing or misusing any of the substances or items as mentioned above.
5. Using aerosols or chemicals as inhalants or any other substances for the purposes of intoxication or being in the presence of others misusing those substances.
6. Using or possessing alcoholic beverages.
7. Dishonesty or lying, including any academic dishonesty,<sup>11</sup> plagiarism, forgery, and/or cheating.
8. Disrespect towards any community member and personal or community property, including vandalism and/or failing to comply with a reasonable request.
9. Possessing firearms, knives, or any items that the School designates as attack weapons or items designed to resemble attack weapons.
10. Lighting unauthorized flames, fires, or burning, including candles or incense.

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<sup>8</sup> The exclusion of certain examples for any rule and/or policy does not imply that the omitted behavior is permitted or without consequence.

<sup>9</sup> Read more about our Harassment Policy.

<sup>10</sup> Read more about our Hate Speech Policy.

<sup>11</sup> [Read more about our Academic Integrity Policy.](#)

11. Unacceptable off-campus behavior, including violations of School rules or policies, as well as municipal, county, state, or federal laws or ordinances.
12. Using, purchasing, or possessing tobacco, nicotine, e-cigarettes, vaporizers, or related paraphernalia.<sup>12</sup>
13. Leaving campus without proper permission or authorization.
14. Leaving the dormitory without faculty permission after check-in or before 6:00 a.m.
15. Unauthorized entry to School buildings or spaces, including employee apartments or offices.
16. Stealing, including shoplifting, theft of services, possession of School keys, and unauthorized copying of printed, audio/visual, or computer materials.
17. Unauthorized use or disabling fire-fighting equipment (e.g., sprinklers, extinguishers, or alarms).
18. Encouraging or consciously being in the presence of any major rule violations by other students.

## Out-of-School and Off-Campus Behavior Policy

Certain activities and/or behaviors outside of school hours and/or off of school property may result in disciplinary action up to and including suspension or expulsion. Such activities or behaviors could include, but are not limited to: violations of laws, use of alcohol or illegal drugs, violence, harassment or bullying, intimidation, vandalism, tobacco or nicotine use, or inappropriate use of technology. We expect our enrolled students to maintain the high standards of health, safety, and behavior we set whether or not they are on campus.

## Student Support

Problems often are avoided when students seek help from Health Services, the Student Assistance Program (SAP), or a faculty or staff member about issues related to drugs, alcohol, tobacco and nicotine, mental health and/or their personal or social life. White Mountain has helped students succeed by treating issues as health issues before they become disciplinary issues.<sup>13</sup>

## Drug-Free School Zone

The White Mountain School is covered by the [New Hampshire Drug-Free School Zone](#) law (RSA 193-B). Under this law, it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound any controlled drug (including marijuana) or its analog within a Drug-Free School Zone at any time, except as otherwise provided by law.

The Drug-Free School Zone includes property used for school purposes by the School, whether or not owned by the School, within 1,000 feet of any such property, and within and immediately adjacent to school buses.

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<sup>12</sup> Read more about our [Tobacco and Nicotine Policy](#).

<sup>13</sup> Learn more about [Support Services and Resources](#).

## Drug and Alcohol Policy

Students are expected to be completely drug<sup>14</sup> and alcohol-free while enrolled at The White Mountain School. Any alcohol or illicit drug use at any time is considered to be a major school rule violation. Using any OTC or prescription medication in ways other than intended or specifically indicated by a medical provider is likewise against School rules, as is the use, ingestion, or inhalation of any substance (legal or not) for the purposes of intoxication. Students should not have any OTC or prescription medication or supplements in their rooms, lockers, or general possession unless given specific permission by the Director of Health Services.

A student consuming, possessing, buying, selling, or under the influence of any substances mentioned above is subject to dismissal and possible referral to local authorities. Being in the presence of the use and/or possession of alcohol or any illegal substance—or legal substances being used illicitly—is also prohibited. Drug and alcohol violations during non-school time may result in disciplinary action up to and including suspension and dismissal. In the event of any alcohol or drug offenses, as outlined above, the School also reserves the right to require drug or alcohol screening, substance abuse counseling, or other counseling or education for the offending student.

In addition, at the discretion of the Head of School or Dean of Students, the School may require, without prior notification, that a biochemical test for drugs and/or alcohol be performed on any student at any time. The cost of such testing is the responsibility of parents or guardians. Failure to appear for testing, failure to provide a sample, or any attempted adulteration of a sample may result in a test to be presumed positive and a disciplinary response up to and including possible dismissal. A positive test may result in disciplinary action, including possible dismissal.

Students should refer to the Student Assistance Program (SAP)<sup>15</sup> for information about support available for students dealing with drug or alcohol issues. The School considers drug and alcohol abuse to be serious health issues. Students requesting support in dealing with these issues may place themselves on the School's drug/alcohol Protocol by speaking to any faculty member. Protocol combines individual counseling, unannounced drug/alcohol screens, and increased levels of structure for students on Protocol to help them maintain sobriety and make positive decisions. Should a student's situation warrant it, a medical withdrawal, a health leave, or other off-campus intervention may also be required. Students caught using drugs or alcohol while on Protocol will be dismissed as this would be an indicator that the issue was more extensive than can be handled at the School. Students with questions about Protocol may speak confidentially to any member of the School's SAP staff.

## Counseling

Counseling for personal issues can be essential to a student's success. Parents and guardians are responsible for arranging counseling and payment with providers, and students are responsible for attending scheduled appointments. This should be facilitated through the Director of the SAP.

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<sup>14</sup> Other than those used as prescribed by medical personnel.

<sup>15</sup> Read more about the [Student Assistance Program \(SAP\)](#).

## Protocol

The School considers drug and alcohol abuse to be serious health issues.<sup>16</sup> Students requesting support in dealing with these issues may place themselves on the School's drug/alcohol Protocol by speaking to any faculty member or administrator. Students may also be offered the option of Protocol if a faculty member or administrator suspects drug use. Self-initiated Protocol does not involve any disciplinary action. School-initiated Protocol, however, may include a disciplinary response.

Once on Protocol, the student participates in a drug and alcohol assessment by an SAP team member and will be required to follow the recommendations of the assessment. Should the assessment results or other factors in the student's situation warrant it, a health leave and off-campus intervention may be required. Protocol combines individual counseling, unannounced drug/alcohol screenings, and increased levels of structure to help students on Protocol maintain sobriety.

Students who violate the Protocol guidelines will be dismissed—a violation indicates that the issue is more extensive than can be handled at the School. Violations of Protocol include, but are not limited to:

- Substance use on- or off-campus at any time, including unauthorized use of prescription or over-the-counter (OTC) medications.
- Possession of drugs—including unauthorized possession of prescription or over-the-counter medications—alcohol, paraphernalia, or masking agents.
- Being in the presence of substance use.
- Evidence of tampering or alteration of drug tests.

Students with questions about Protocol may speak confidentially to any member of the SAP.

## Tobacco and Nicotine Policy

The use or possession of any tobacco or nicotine products—including cigarettes, vaporizers, e-cigarettes, or any other related products and/or paraphernalia—is a major school rule violation. As with drugs and alcohol, this prohibition is in effect both on- and off-campus as long as a student is enrolled.

Each year, the School's Citizenship Committee develops a standard response for violations of the School's policy around using or possessing any of these products. The School institutes a response that is punitive in nature but also supportive of helping students make safe, healthy choices moving forward. If a student demonstrates a pattern of unwillingness to comply with this policy or does not satisfactorily complete the required consequences, they may be dismissed from School.

## Hate Speech Policy

The Cambridge Dictionary defines hate speech as "public speech that expresses hate or encourages violence towards a person or group based on something such as race, religion, sex, or sexual orientation." In addition, hate speech is "usually thought to include communications of animosity or disparagement of an individual or a group on account of a group characteristic such as race, color, national origin, sex, disability, religion, or sexual orientation." Here at the White Mountain School, hate speech of any form will not be tolerated by any community

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<sup>16</sup> Read more about our [Drug and Alcohol](#) and [Tobacco and Nicotine](#) policies.

member. This language includes racial, ethnic, genderphobic, homophobic slurs, or any other derogatory language around identity.

In the event that anyone in the community uses speech, an immediate intervention will take place by the senior administrative team in accordance with the School's commitment to equity, justice, and belonging.

## General Rules and Policies

The rules that follow are those in which dismissal is not usually the first response considered; however, The White Mountain School reserves the right to dismiss a student for any rule violation or accumulation of infractions.

### Rules and Guidelines

Unless otherwise permitted, campus boundaries during the day (7:00 a.m. to 7:00 p.m.) are from Edge Field to Solar Field on the south of West Farm Road (our main campus<sup>17</sup>), including the Bio-Loop and trails. During the evening (7:00 p.m. to 7:00 a.m.), campus boundaries are from the Theater to Hill House Dorm on the south side of West Farm Road. Everything outside those areas is considered off-campus,<sup>18</sup> including The Farm, The Pond, and trails to the north of West Farm Road.

- Students who want to go to The Pond must check out and in with the on-duty faculty member. Students are not permitted to go to The Pond alone. In addition, students are not permitted to swim without an adult present.
- Hitchhiking is not permitted.
- Pornographic material is not permitted.
- Clothing, room decorations, audible music, television, movies, other video content, and video games may not glorify drugs or alcohol or be explicitly profane, offensive, racist, sexist, sexual, violent, or otherwise inappropriate.
- Possession of any type of aerosol is not permitted.
- Inappropriate, excessive public displays of affection are not permitted. Sexual behavior is inappropriate when it intrudes into the community, infringes on the comfort, privacy, or rights of individuals, or compromises the reputation of the School. We ask that students be mindful of how their behavior may impact other students, employees, and visitors.
- Students are not permitted to lock themselves in rooms, unless there is an unauthorized intruder who appears to threaten safety or privacy, or they are directed to do so by a School employee.
- Helmets are required when skiing, snowboarding, rock climbing, whitewater paddling, or riding bicycles, scooters, rollerblades, skateboards, or longboards.

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<sup>17</sup> See a campus map at [whitemountain.org/map/](http://whitemountain.org/map/).

<sup>18</sup> Learn more about [Leaving Campus](#).

- Students who are sick or require medication on an academic day must report to Health Services by 8:00 a.m.

## Intimacy and Consent

The School recognizes and supports the development of sexual awareness among adolescents in our community. With the culture of respect, safety, and belonging at the core of the School, understanding consent is essential to creating a community of accountability.

Consent must be a verbal and positive response. Silence, lack of resistance, or pressuring someone until they say yes does not constitute consent. Consent cannot be given if someone is impaired by alcohol or other drugs, is asleep, or is under the age of 16 in the State of New Hampshire. Behavior agreed to on one occurrence does not count as consent for any future encounters.

If a student has experienced or is aware of any sexual activity without consent, they can speak with their trusted adult on campus who will then be in contact with the members of the Personal Advocacy Group. The School is a mandated reporter under State of New Hampshire law and will report all inappropriate sexual behavior to the [Division for Children, Youth, and Families \(DCYF\)](#). The School is aware of the serious physical, emotional, social, and legal consequences that can result from intimate sexual contact between young people. Therefore, the school strongly encourages students to delay sexual activity. Accordingly, students found engaging in intimate sexual behavior on campus will face an institutional response after discussion with the dean of students.

## Attendance Policy

Students are responsible for meeting all of their commitments. Unexcused absences are a hardship for students, faculty, and staff. Unexcused absences may result in disciplinary action and/or academic consequences. For example, suppose a student misses classwork, including tests and quizzes, because of an unexcused absence, including an unexcused tardy. In that case, credit may not be given for that work at the discretion of the teacher. Learning Center coaches and advisors can help to facilitate these conversations.

Our academic and athletic philosophies emphasize a student-centered, experiential approach. Therefore, classroom and athletic activities are vitally important to the holistic White Mountain experience. Students are expected to participate in each season of our athletic program. Sports meet three days a week. Students are allowed a limited number of absences for academic reasons with prior approval from an appropriate faculty member. Students may also be excused for reasons related to health or injury with approval from the Director of Health Services (if notified before lunch on that day). Students who are excused from class due to illness are not allowed to attend or participate in sports.

Students are required to leave and return from breaks on the dates indicated on the school calendar.<sup>19</sup> If a student leaves before or returns after the designated date without prior permission, the absence may be considered unexcused. Students may not receive credit for work missed due to unexcused absences.

Students requesting an absence from classes, sports, or other required commitments:

1. Must obtain prior permission from an appropriate faculty member.

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<sup>19</sup> Break leave and return dates available at [whitemountain.org/key-dates/](http://whitemountain.org/key-dates/).

2. Must complete and turn in an absence form by lunch at least one day *before* the planned absence.

Failure to get proper permission, complete the form, or obtain the required signatures from teachers/coaches may result in the absence being recorded as unexcused. Unexcused absences may result in disciplinary and/or academic consequences.

## Dress Code Guidelines

As an academic institution, The White Mountain School believes deeply in helping students find and follow their passions, learn more about who they are and how they fit into the world, and become active and positive community participants. Those powerful notions extend to our guidelines for clothing and personal appearance. As a community, we strive to balance individuality with understanding our role in a larger group. What we wear and how we present ourselves should reflect that balance without tilting too far one way or the other.

Clothing choices should be practical and appropriate for the given day, time, and situation. We recognize and support that different clothing is appropriate for classes, sports, and free time. There are times we may dress more casually and others that require more formal dress. Regardless, clothing should reflect the awareness that we are members of an academic community and should be respectful of the learning environment, community members, and the institution as a whole.

Students should be dressed neatly and be well put together on class days—including for Morning Meeting and Family-Style Dinners. Clothing should be clean and in good condition. Students are welcome to wear jeans or khakis, dresses or skirts, t-shirts or ties, and anything else that feels comfortable and shows respect for their academic setting.

If clothing is not within these guidelines, a student may be asked to change. Repeatedly and intentionally dressing outside of these guidelines may result in disciplinary consequences.

Occasional events during the school year (e.g., Community Dinners, Cultural Events, Baccalaureate, Commencement) require semi-formal or formal attire.

## Body Adornment

The White Mountain School does not condone body piercings (other than ear piercings), body modifications, ear stretching, or permanent tattoos on campus. Besides the potential health concerns, we strongly believe that high school students should not make decisions that will permanently alter their bodies. Students may not get piercings, modifications, ear stretching, or tattoos while enrolled at White Mountain except when under the direct supervision of their parents and guardians.

# Discipline

## Citizenship Committee

The Citizenship Committee's mission is to encourage responsible citizenship, uphold the letter and spirit of the rules of The White Mountain School, observe and evaluate the citizenship of students appearing before it, and consider and recommend appropriate disciplinary responses. The committee is comprised of:

- Two faculty members, nominated by the Student Council and elected by the School community.
- A student judge, nominated by the faculty and elected by the School community.
- Four students, nominated by the faculty and elected by the School community.
- The Dean of Students, who provides information to the committee and participates in its proceedings.

The Citizenship Committee may be called upon to advise the School to respond to major school rule violations or multiple minor infractions. The Citizenship Committee is an advisory body, and final disciplinary decisions rest solely with the Head of School. A student called before the Citizenship Committee may ask their advisor or a faculty member to appear before the committee with them as an advocate.

The Citizenship Committee encourages and supports positive citizenship in the community. It recommends rule changes to the administration, reviews the Community Handbook, helps develop appropriate policies, and awards a monthly Citizenship Award to a student who exemplifies good citizenship.

## Dean's Warnings and Discipline

Our School rules are based on the safety, health, and respect of individual students, community members and the community as a whole. Students are expected to cooperate fully with investigations related to potential rule violations. A student who fails or refuses to cooperate may be asked to leave, with or without a disciplinary finding, pending any investigation. Student discipline may include Sunday service hours, reduced privileges, campus/dorm restrictions, mandatory meetings, suspension, and/or dismissal.

Certain infractions or an accumulation of infractions may result in Dean's Warnings. Dean's Warnings are used as the School's official sanction. The White Mountain School will notify a student's parents and guardians if a student receives one or more Dean's Warnings. Students who accumulate four Dean's Warnings in a school year will be reviewed for possible dismissal. Dismissal or suspension may occur without Dean's Warnings.

The School expects students to report suspension, dismissal, or withdrawal honestly on college applications. In those situations, the School may be obligated to notify prospective colleges or universities of disciplinary responses or changes in status.

The policy of the School's Board of Trustees is that no refunds will be issued in the event of suspension, dismissal, or withdrawal.<sup>20</sup>

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<sup>20</sup> Learn more about our [Refund Policies](#).



## Personal Accountability (PA) Points

The most basic requirement of White Mountain students is that they are present, on time, and prepared for their regular obligations. We hold our students to a high standard of personal accountability. Classes, sports, crew, and other activities function more efficiently and effectively when *all* members are present. Absences can create unnecessary hardships and additional work for peers and faculty. Students who have unexcused absences or tardiness from required commitments<sup>21</sup> or who fail to complete an obligatory task (e.g., room inspection, dorm jobs, work hours) satisfactorily may earn PA points. An accumulation of PA points will lead to more significant consequences. The Citizenship Committee sets the responses for earned PA points. Consequences may include a warning letter sent home, Sunday work hours, campus/dorm restrictions, and/or Dean's Warnings.

Points are reset at the end of each semester, but consequences may carry over if attendance problems persist. A student who continues to miss commitments after these consequences or fails to complete required consequences will risk additional Dean's Warnings and dismissal.

## Service Hours

Service Hours are one disciplinary response that the School uses for transgressions of rules or failure to meet one's obligations in the form of hours of service to the White Mountain community.

Service Hours generally occur during free time so they will not interfere with any academic or athletic obligations. Students with service hours may be restricted in additional ways until they have completed all their required hours. A student may be referred to the Citizenship Committee for failure to complete service hours.

## Suspension

The School may suspend a student for significant or persistent rule violations. The suspension may be for a definite or indefinite period. Indefinitely suspended students have no implicit right to return to the School. Suspended students and their parents and guardians must attend a re-entry meeting with the Head of School or Dean of Students .

## Dismissal

All final disciplinary decisions rest with the Head of School, including those that end with a student's dismissal from White Mountain. These decisions may or may not be informed by a recommendation from the School's Citizenship Committee. A student may be dismissed either due to a pattern of behavior or due to a single incident. As mentioned previously, students who are dismissed will not receive a tuition refund. Additionally, students dismissed from the School are not permitted to return to campus or attend school-sponsored events without permission from the Head of School or the Dean of Students.

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<sup>21</sup> Regular and recurring required commitments include, but are not limited to: classes, sports, Family-Style Dinners, Community Dinners, crew, Morning Meeting, and weekend dinner check-in.

## Safe School Zone

The White Mountain School is covered by the [New Hampshire Safe School Zone](#) law (RSA 193-D). Under this law, White Mountain employees must report acts of theft, destruction, or violence in a Safe School Zone to local law enforcement. Acts include those they have witnessed and those they have received information about from a victim.

The definition of “acts of theft, destruction or violence” is broad and includes:

- Theft
- Robbery
- Burglary
- Criminal mischief
- Illegal sale or possession of a controlled drug
- Unlawful possession or sale of a firearm
- Arson
- Simple assault
- Felonious or aggravated felonious sexual assault
- First- or second-degree assault
- Homicide

A Safe School Zone includes White Mountain property and buses and any property (public or private) at which a school-sponsored or school-related event occurs.

## Emergency Management Plan

The School maintains an annually updated Emergency Management Plan to help guide the community in the event of an emergency. Students are required to keep a copy of the plan and know their roles and responsibilities in the event of an emergency, including fire alarms, shelter-in-place/lockdowns, building or campus evacuations and the School’s all-call. The School holds required emergency drills to practice our response to a variety of situations.

The School uses an automated phone system to communicate with students and employees in the event of an on-campus or school-related emergency. As part of this system, students are required to provide the School with their cell phone number and carrier. Non-emergency but urgent notifications may be sent as part of this system, too, such as internet or landline outages.

## Safety and Security Inspections

The White Mountain School conducts various safety and security inspections on a regular basis including that of all buildings, the climbing wall, automated external defibrillators (AEDs), boilers, fire alarms, fire extinguishers, smoke detectors, emergency lighting, heating systems, sprinkler alarms and drains, and well water.

As with many older facilities, the School is aware that asbestos-containing materials (ACBM) have been used in some facilities on campus. The School follows [Asbestos Hazard Emergency Response Act \(AHERA\) guidelines](#) and has a technical inspection report and required management plan for asbestos containing material. The School's AHERA management plan and most recent inspection are available for public review at the Business Office of the School.

## Fire Safety Rules

**In the event of a fire, call 911.**

Our fire safety rules are designed to decrease the risk of fire and to maximize safety in the event of a fire. Fire drills are held throughout the school year in dorms and academic buildings.

- Do not tamper with fire safety equipment (e.g., smoke detectors, sprinklers, heat sensors, fire extinguishers, fire alarms, exit signs).
- Items prohibited on-campus/dorms:
  - Burning and flammable substances (matches, lighters, candles, incense, irons,<sup>22</sup> lanterns, camp stoves, fuel, cigarettes, pipes, fireworks, etc.)
  - Space heaters
  - Electric cooking appliances
  - Homemade lamps or items with make-shift electrical wiring
  - Lights with halogen bulbs
  - Paper window shades
  - Netting
- Keep rooms neat and clean at all times. Rooms will be inspected regularly for compliance with fire safety rules. Arrange furnishings to facilitate a clear view into the entire room from the doorway and provide an easy and direct exit. Keep mattresses on the beds. Keep hallways and stairways clear of clothing and equipment, and do not prop fire doors open in hallways and enclosed stairways.
- Posters and wall coverings must not cover more than 50 square feet of wall/ceiling space per room. This is the equivalent of eight standard-size posters at a maximum. Hangings must be against walls to avoid air access to both sides. Do not cover or hang items near lamps or light fixtures.

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<sup>22</sup> Curling/straightening irons *are* allowed. Please use them only in the bathroom and unplug them when not in use.

- Extension cords may only be used to supply current to one electrical device at a time and are not permitted under rugs or where they will be stepped on. In addition, only one School-approved surge protector (with a built-in fuse) is allowed per student.
- Due to fire regulations, dorm rooms may not be locked when occupied.

## Harassment Policy

It is the policy of The White Mountain School to maintain a learning and working environment that is free from all forms of harassment and sexual harassment. The White Mountain School will not tolerate harassment of any kind, whether general or sexual in nature, or based on specific characteristics such as a person's actual or perceived race, national origin, ethnicity, sex, gender, religion, disability, or orientation. The School will not tolerate any form of harassment of students or employees by anyone on campus or anywhere in the larger community. If harassment occurs, the School will act promptly to investigate the situation and proceed accordingly, prioritizing student wellness, safety, and confidentiality. The intent of a person's actions does not excuse or invalidate the impact of the interaction.

It shall be a violation of this policy for any White Mountain student to harass another student, employee, visitor, or member of the community through conduct or communications of a harassing or sexual nature. Violations are cause for disciplinary action, including dismissal.

Any form of retaliation directed toward someone making a complaint about harassment or for participating in a harassment investigation is also prohibited.

### What is Harassment?

Harassment refers to unreasonable behavior or conduct that is personally offensive or threatening, impairs morale, or interferes with the effectiveness of the work of students and employees. Harassment may occur through text message, email, voicemail, social media, other online platforms, or in physical spaces.

Examples of harassment include, but are not limited to:

- Postings or comments made on social media that are derogatory and/or demeaning to another community member(s) including slurs, signs, gestures, jokes, cartoons, pictures, memes, and videos.
- Pranks in dormitories, classrooms, or any school activities.
- Psychological or physical intimidation.
- Physical threats, assaults, contact, or violence.

Harassment is not necessarily sexual in nature; it may be based on an individual's physical appearance, characteristics, or identity. It may also take the form of derogatory statements or *false accusations* that directly or indirectly impact an individual. This may include:

- Displaying or circulating written material such as notes, photographs, cartoons, digital media, and/or articles of a harassing or offensive nature.

## What is Sexual Harassment?

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment; or (4) such conduct has the purpose or effect of interfering with an individual's acceptance in the school community .

The following are examples of sexual harassment and sexual misconduct. The list is not exhaustive, and community members should seek advice and assistance in circumstances in which they feel uncomfortable because of the behavior of others. Some examples of harassment and sexual misconduct are:

- Physical assault, including rape or any coerced or non-consensual sexual relations
- Sexual advances, whether they involve physical touching or not
- Sexual physical contact
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments
- Inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied
- Sexually suggestive or degrading sounds or remarks (written, oral or electronically transmitted), including graffiti and spreading sexual rumors made to or about another community member
- The use of school and/or personal technology to transmit sexually suggestive, offensive, and/or degrading material received at school or elsewhere
- The open display of sexually offensive objects, pictures and messages

Students should exercise good judgment to avoid engaging in conduct that may be perceived by others as harassment or misconduct. Harassment can come from superiors, employees, students, visitors or vendors. Men and women, boys and girls can be victims of sexual harassment. The White Mountain School does not tolerate any form of harassment or illegal discrimination. Violations of this policy—intended or not—are not permitted.

## What to Do If You Are Harassed

Sometimes when someone has done something to offend you or which you feel is harassing, the behavior can be stopped by confronting the person, telling the person that they have offended you, and asking the person to stop. Do not allow an inappropriate situation to continue, regardless of who is creating the problem. The School is committed to assisting any student who feels that they have been harassed. You should feel empowered to seek the assistance of any trusted adult on campus, and they will contact the Personal Advocacy Group (PAG). The PAG is a group of adults on campus including faculty, staff, and administrators.

# The Personal Advocacy Group (PAG)

A community-based group of people who are here to listen and act against incidents of harassment on campus.



The School will promptly conduct an investigation and take such other action as necessary to deal with the situation. Your complaint or concerns will be kept as confidential as possible, considering the School's obligation to respond appropriately and deal with the harassment.

In situations where there is any doubt whether or not state or federal laws have been violated, the School will report to the State of New Hampshire's [Division for Children, Youth, and Families \(DCYF\)](#), and the Bethlehem police. In situations where harassment may have occurred that are not pursued by the police, the School may involve an independent investigator to adjudicate the complaint. The PAG will continue to keep the student(s) involved and their parents/guardians up to date on the progression of any investigation.

## Child Abuse

As required by law, the School reports all cases of possible child abuse or neglect that it becomes aware of to the State of New Hampshire's [Division for Children, Youth, and Families \(DCYF\)](#).

## Hazing

The White Mountain School does not permit hazing or related behavior among students. Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a formal or informal group, student organization, or team that is likely to endanger any student's physical or mental health.

Examples of activities that may be considered hazing include:

- Paddling, whipping, beating, kicking, or striking in any manner.
- Marking or branding.
- Requiring the carrying of such items as rocks, helmets, books, paddles, or the like.
- Preventing or restricting normal personal hygiene.
- Treating a person in a degrading manner.

- Causing indecent exposure.
- Requiring uncomfortable, ridiculous, or embarrassing dress.
- Preventing or restricting class attendance or sleep.
- Forcing a student to destroy or steal property.
- Transporting and abandoning.
- Tying up, taping, or confining someone in a small place.
- Forcing someone to engage in or simulate sexual acts.
- Establishing or forcing participation in a drinking or eating contest.

Hazing is not tolerated at The White Mountain School. Offending students will suffer appropriate disciplinary action, including the possibility of suspension or expulsion. The White Mountain School is covered under the [New Hampshire Student Hazing](#) law (RSA 631:7). Under New Hampshire law, it is a crime to:

1. Participate as an actor in any student hazing,
2. Knowingly submit to hazing and fail to report it to the School or law enforcement, or
3. Be present at or have direct knowledge of hazing and fail to report such hazing to law enforcement or school authorities.
  - a. Every member of the school community must report hazing to the Head of School. In addition, the School is required by law to report to the local police any hazing reported to it or of which it becomes aware.

Keep in mind that, under the law, the implied or even express consent of any person toward whom any act of hazing is directed is *not* a defense to hazing. Any student who thinks that they have been the victim of hazing should report it immediately to Student Assistance Program (SAP) staff, the Dean of Students, or another trusted adult on campus.

## Leaving Campus

### Closed Weekends

Some weekends during the school year are considered “closed.” On these weekends, boarding students are not permitted to stay off-campus overnight. Closed Weekends are published on the school calendar.

### Permission Forms

Before beginning the school year, online permission forms are completed by parents and guardians regarding whether, when, and how students may leave campus for Town Trips, field trips, or other off-campus activities. If the forms are not submitted, students will not be allowed the respective permissions. Parents and guardians may withhold certain permissions until later in the year, at which point changes may be made through the Dean of Students. The School reserves the right to restrict parent or guardian permissions based on student behavior or other safety concerns.

### Signing In and Signing Out

Students must sign out when leaving campus and sign in immediately upon their return. Students sign-in/out at the front desk in the McLane Building (a.k.a. the “Main Building”), and all off-campus trips must leave and return to McLane. Students signing in/out for a walk, run, or bike ride on roads or trails adjacent to campus or to The Pond

may sign in/out with any on-duty faculty or staff member. Failure to sign in/out will result in the revocation of privileges and additional consequences.

Students with the appropriate permission, who are not otherwise restricted, may leave campus (non-overnight) as follows:

- **Free Time:** 5:30 p.m. Friday (or after Project Block commitments on Saturday) to 7:00 p.m. Sunday.
- **Running:** During free time. Students who wish to run before breakfast should notify an on-duty faculty member the *previous* evening. Anybody running in the dark must have a headlamp and reflective clothing.
- **Town Trips:** On Tuesday and Thursday afternoons. On weekdays, no other off-campus permissions are allowed, except for visiting family members.

Approved methods for leaving campus include by foot, bike (daylight hours only), taxi, White Mountain bus (Town Trip or other school trips), or car with a parent or guardian or approved adult. Students are not allowed to ride in a car with a driver under the age of 25, except for siblings, school employees, and transportation for approved weekend overnight visits.

Day students are not allowed to leave campus until after their last commitment or with prior permission from the Dean of Students. Day students do not have to sign in when they arrive in the morning, provided they arrive before Morning Meeting. If they arrive after Morning Meeting, day students must sign in at the front desk in McLane—this helps prevent phone calls home when students are reported absent. If a day student is sick or absent, a parent or guardian must notify the Front Office.

## Cars on Campus

Students may not have motor vehicles on campus without permission from the Dean of Students. Student vehicle registration, license, state registration, and proof of insurance must be submitted each school year. Students are not allowed to drive, enter, or be a passenger in other students' vehicles. In addition, students are not allowed to drive from place to place, including the athletic fields, on campus. Student cars may be searched anytime at the discretion of the Dean of Students.

## Boarding Students

Boarding students in good academic and disciplinary standing are eligible to have vehicles on campus. However, they may only use their cars to travel to and from home, college visits, and approved weekend overnight trips. With specific parent or guardian permission, they may also be allowed to transport other students for approved weekend overnight trips. Boarding students are not allowed to have a car locally off-campus and must park in the Solar Dorm parking lot. Boarding students will be required to sign a Boarder Car on Campus Policy and turn in their keys to the Dean of Students.

## Day Students

Day students may have motor vehicles on campus with permission from the Dean of Students and a student vehicle registration, license, state registration, and proof of insurance on file. Day students may only drive to and from school at the beginning of the academic day and after their last commitment of the day. Students are not allowed to use their vehicles during the day. With specific parent or guardian permission, they may also be



allowed to transport other students to and from school or for approved weekend overnight trips. Day students may park in The Annex parking lot. Day students will be required to sign a Day Student Driving Policy.

## Weekend and Overnight Permissions

Students must complete a Weekend Request Form (available in the Front Office) and submit it to the Dean of Students by lunch on Thursday. Off-campus overnights also require permission from the student's parent or guardian, advisor, and the family with whom the student will be staying. Those permissions must be submitted to the Dean of Students by lunch on Thursday. The granting of weekend privileges by the School is subject to the student's academic and disciplinary standing. Additionally:

- Students may not leave overnight during Closed Weekends.
- Parental presence is required at homes visited by students. The School encourages parents and guardians to contact one another when their children make weekend plans together.
- Juniors and seniors are allowed to visit colleges overnight with parent or guardian permission.
- Students may not sign out to hotels, motels, or other commercial lodgings unless their own parent or guardian accompanies them.
- Weekend off-campus privileges begin after a student's last commitment. Students must return to campus by 7:00 p.m. on Sunday.
- When signed out for a weekend, the School expects that student to be off-campus. However, if the student returns to campus for any reason (other than an on-campus sporting event) for any portion of the weekend, they must sign in and out according to standard procedure.
- All school rules apply when students are on-campus and off-campus.

## Over 18 Policy

As a student of The White Mountain School, we require that once you turn eighteen, as a condition of continued enrollment, you sign in writing acknowledging that you agree to abide by the Community Handbook and also that the School can continue to communicate with your parents or guardians about matters concerning you, whether it relates to academics, medical or mental health, conduct, activities, or any other issue whatsoever concerning you.

## Senior Privileges

Senior Privileges are granted at the administration's discretion to provide deserving seniors with opportunities for increased independence and responsibility. The senior class designates a senior to propose Senior Privileges.

# Technology Acceptable Use Policy

## Technology Statement of Purpose

The White Mountain School endeavors to create a mission-appropriate teaching and learning environment that includes safe and secure technology use. In this specific section of the Community Handbook, all members of the School community are henceforth referred to as “users.”

In support of the U.S. Department of Education’s goals for acceptable internet use, the School encourages and educates students on the responsible use of computers and internet-based technologies.

It is the policy of The White Mountain School to:

- Maintain an environment that promotes responsible conduct online and keeps our community safe.
- Prevent user access to or transmission of inappropriate material over its network.
- Prevent unauthorized access to secure, private, and/or sensitive online information.
- Prevent unauthorized online disclosure, use or dissemination of personal identification information.
- Comply with the Federal Communications Commission’s (FCC) [Children’s Internet Protection Act \(CIPA\)](#).

## Acceptable Uses

- **Network Login:** To access the internet using the School’s network, users must log in using their supplied network credentials. Users are only permitted to use their own username and password; logging on using another person’s login information is strictly prohibited. Users are also provided with Microsoft Office and Google Workspace, which include email, calendar, word processing and other tools.
- **Website Portal:** Users will also be provided a username and password for myWMS, where users can see grades, comments, assignments, and other important information. ([whitemountain.myschoolapp.com](http://whitemountain.myschoolapp.com))
- **Internet Access:** Network accounts are to be used only by the authorized account owner for the authorized purpose. Individuals with laptop computers, desktop computers, or other network devices are permitted to connect their devices to the White Mountain network through school-owned wireless devices and network jacks. Devices should be virus free, contain anti-virus software, and have security updates regularly installed. Users who need assistance with this should contact the technology specialist.
- **Data Backup:** Users are responsible for and are strongly encouraged to back up schoolwork and other personal data to a thumb drive, external hard drive, or the cloud.
- **Email:** Users are strongly encouraged to check their White Mountain email accounts at least once a day.
- **Content Filter:** White Mountain subscribes to a managed web filter. Some appropriate content may be blocked, and some inappropriate content may not be blocked. Users may request to block or unblock sites by contacting the technology specialist.

## Unacceptable Uses

The White Mountain School prohibits:

- Dishonesty or deceitful behavior, including attempts to access, use or harm other users' accounts or data.
- Violations of confidentiality, including unauthorized communication of another person's personal information (e.g., name, address, phone number, credit card number).
- Invasive software, including the intentional use of viruses, worms, or other detrimental activities.
- Trespassing in another user's email, work, or files.
- Hacking, cracking, spoofing, or using someone else's username and password to access email, voicemail, or other stored information. Users are prohibited from "hacking" into systems, "cracking" passwords or access codes, and creating, transmitting, or storing electronic communications that attempt to hide the user's identity or "spoof" the sender. Additionally, users may not use passwords or access codes that prevent access by the system administrator.
- Vandalism, including deliberate abuse, destruction or misuse of hardware, software, and data, and attempts to alter or harm the functioning of the network or bypass restrictions. As a precaution, food and drinks are not allowed in computer areas.
- Harassment, cyberbullying, and sexting, including but not limited to: threatening, abusive, or sexually explicit language, or using profanity, vulgarity, obscenity, or other language or images that are offensive or degrade others. Definitions and policies around these behaviors are expanded upon later in this section.
- Viewing, storing, or transferring obscene, sexually explicit, or pornographic materials.
- Viewing, storing, or transferring materials promoting drugs, alcohol, tobacco, or other illegal activities, such as images that depict violence or death (legitimate news sources are acceptable.)
- Using writing or images created by another person without proper citation or permission;<sup>23</sup> transferring, utilizing, or storing material in violation of copyright laws or license agreements; intentionally infringing upon the intellectual property rights of others.
- Use of the School's network or internet-based resources for solicitations, advertisements, promotions, or profit, such as passively or actively mining cryptocurrency.

## Cyber Citizenship

- Use of the School's network is a privilege, not a right. As a member of the community, you are responsible for adhering to the School's policies, regardless of whether you use the school network, cellular data, or another internet connection.
- Use of the internet should be limited to academic pursuits during school hours and study halls.

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<sup>23</sup> Learn more about [Academic Integrity](#).

- Users are representatives of The White Mountain School and should behave appropriately on email and other messaging applications and platforms (e.g., texting, blogging, chatting, tweeting).
- Be considerate. If you find someone is still logged in to an account, please log out and give them a friendly reminder to log out next time. Do not look at their files—that is an invasion of privacy and considered trespassing.

## Cyberbullying and Harassment

It is a policy to maintain an educational environment where no form of cyberbullying and harassment is tolerated.

- **Cyber Bullying:** Using the internet, cell phones, or other devices to send, post or share content intended to hurt, embarrass, or intimidate others.
- **Harassment:** Repeatedly sending hurtful, embarrassing, and intimidating messages.

Other forms of harassment include but are not limited to:

- **Sexting:** Sending sexually explicit texts or images via a computer, cell phone, or tablet. In addition to being against our rules, students should also be aware that sexting may subject them to criminal charges under state or federal law.
- **Flaming:** Posting or sending insults with hostility and/or vulgar language.
- **Denigration:** Sending or posting gossip about a person to damage their reputation or relationships.
- **Impersonation:** Using technology to pretend to be someone else.
- **Outing:** Sharing secrets or potentially embarrassing information about others.
- **Cyberstalking:** Harassment that intrusively monitors and/or engages another person online or via an electronic device, including making false accusations, attempting to gather information, getting others to harass, falsely claiming injury, or making other reputation-damaging claims, attempting to arrange a meeting under false pretenses.

Any student who thinks they have been a victim of cyberbullying or harassment should immediately report the incident to a harassment advisor or faculty/staff member. Likewise, any employee who receives a cyberbullying or harassment complaint should immediately inform a trusted adult, member of the PAG, or administrator. Complaints of cyberbullying or harassment will be investigated promptly, and corrective action will be taken when a complaint is verified. Students who engage in cyberbullying or harassment in violation of this policy may be subject to a disciplinary response up to and including suspension or expulsion. We are all responsible for respecting the rights of our fellow community members and helping ensure an atmosphere free from cyberbullying and harassment.

## Privacy

The School has the right to monitor all uses of technology. Web connections are logged and filtered. Users cannot expect privacy rights to extend to the use of school-owned equipment. Users have individual passwords for their email and the school network; however, communications created, stored, sent, or retrieved on those systems are not confidential and are accessible by the School. White Mountain reserves the right to review, audit, intercept,

monitor, access, print, and disclose all messages created, received, stored, or sent using the School's information and communications systems. Users may be required to disclose their password to the network administrator.

## Online Safety

For your safety, do not share personal information (e.g., name, address, telephone number, Social Security Number) or information about your location or whereabouts to unknown individuals on websites and blogs or through chat, text, email, or another messaging system. An in-person meeting with someone you have "met" online is unsafe. If someone who is not in your circle of known friends is trying to contact you for illicit or suspicious activities, let a faculty member or administrator know immediately.

## Use of Cell Phones and Internet Access Devices

As a response to the multitude of research findings with regards to cell phone use, White Mountain School will ask students to refrain from using cell phones during the school day, from 8-4. The negative effects of cell phone usage is quite clear in terms of mental, emotional, and social health. Students are asked to leave their phones at home or keep them out of sight at school, and will be asked to surrender them to the Dean of Students if they are unable to refrain from using them during the school day. A teacher may make an exemption to this policy if a phone is needed for class or for a sports activity that might require phone communication.

Most smartphones and smart devices (e.g., tablets, e-readers, speakers, video game consoles) can connect to the internet using Wi-Fi or cellular network data. Cellular-enabled devices allow students to access the internet without being subject to our time-of-day restrictions, content filtering, virus scanning, and internet-access policies and restrictions. Parents and guardians who want their student's internet access to be subject to the School's network controls should provide their student(s) with devices that can *only* access the internet via Wi-Fi.

We strongly suggest that boarding students access the internet using the School's network. If parents and guardians provide their student(s) with alternative internet connections, the School cannot monitor the safe use of those connections, and the parents and guardians ultimately are responsible for their student's internet use.

The use of cell phones in group settings is highly discouraged, as students are encouraged to engage with those people around them. Faculty may restrict cell phone use where deemed beneficial for a sense of community. The use of cell phones to create ad-hoc networks and internet access is considered a violation of our Acceptable Use Policy and may result in disciplinary action.

## Participation in Remote and Hybrid Learning or Gatherings

Based on our experiences, there may be situations in which remote and/or hybrid learning or gatherings are necessary. Student responsibilities and guidelines for remote and hybrid learning are no different from our accepted and understood campus teaching and learning protocols. White Mountain students should expect to follow the same ethical online behavior as is laid out for on-campus learning. [Learn more about this subject in Appendix IV.](#)

# Section III: Student Life

## Day Students

The White Mountain School has a vibrant day student population. Day students are expected to meet their school commitments, which include but are not limited to: Morning Meetings, classes, Project Blocks, sports, advisory, and community meetings. Attendance may be required at other activities, such as Community Dinners, Community Weekends, and special events. Day students are welcome and encouraged to be involved in evening and weekend activities and may participate in Evening Study Hall on campus with the approval of their advisor.

Day students are subject to the same rules and guidelines as boarding students, whether on- or off-campus. Parents and guardians with questions about day student requirements, scheduling, or other issues should contact their student's personal advisor or the day student coordinator, the latter of whom acts as a liaison to and advocate for the entire day student population.

Students may request that the School change their status from "boarding" to "day," or vice versa. However, the granting of a change in status is not automatic or guaranteed. Financial aid may not carry forward with a change in status, and there are no tuition/fee adjustments with a change from "boarding" to "day" during the school year.

All day students must reside with a family member in their permanent residence of record.

## Financial Issues

### The Fund for White Mountain

The Fund for White Mountain provides the School with essential program support from alumnae/i, parents, friends, and other stakeholders. For information about The Fund for White Mountain, please contact the Director of Development and Advancement.

### Damage Deposit

Charges are assessed for replacement keys, damages during the year, and for additional cleaning or repair to carpet, furniture, or walls at the end of the school year. Unused amounts are rolled over to the next school year, and the remaining amount will be returned after graduation.

### Enrollment Agreement

The Enrollment Agreement is the contract between the financially responsible parent(s)/guardian(s) and the School regarding tuition and fees, payment due dates, available payment plan options, and school rules. **A student is considered enrolled when the School receives the signed agreement and reservation deposit.** A student will not be allowed to register for courses unless the enrollment agreement and related registration materials (health forms, medical releases, etc.) are signed and payment arrangements have been made.

## Health Insurance

Students must have health insurance coverage through a parent or guardian or another policy that has sufficient “out-of-network” coverage and covers the student in the event of accident or illness. Parents and guardians are responsible for verifying out-of-network coverage with the insurance company and communicating changes in health insurance status to Health Services. Parents and guardians may be asked to pay out-of-pocket for services not covered by insurance or to transport their student(s) home for non-emergency services not covered by insurance.

**For International Students Only:** An injury and sickness insurance plan is available for purchase through the Business Office.

## Refund Policies and Tuition Refund Insurance

The School makes commitments for faculty, staff, and other resources based upon enrollment agreements. Therefore, **there are no provisions for refunds**. Student Account funds will be applied toward unpaid balances in the event of absence, dismissal, or withdrawal for disciplinary, academic, or personal reasons.

Tuition Refund Insurance is available to insure tuition payments. Tuition Refund Insurance is available through the Business Office.

## Student Debit Accounts

A student’s debit account is drawn down as needed for school-related discretionary expenses, such as college entrance tests, art supplies, music lessons, computer repairs, club fees, athletic gear, ski passes, Field Course surcharges, school store merchandise, postage and shipping, transportation (to or from airports, medical appointments, etc.), cash for travel, and more.

Parents and guardians must give written permission for expenses over \$50 and to set up a weekly cash allowance. Permission can be emailed to the Business Office.

## Spending Money

Students are encouraged to have a personal debit, ATM, or credit card for school-related and personal expenses. Parents and guardians may give permission for a weekly allowance to be taken out of a student’s debit account for personal expenses or weekend activities.

## Student Services Fee

The Student Services Fee covers mandatory, personal, school-related items and activities. Rather than assessing separate fees for technology services, academic laboratory fees, and student activities, the School charges the Student Services Fee. The Student Services Fee does *not* include personal expenses or spending money.

## Front Office

The Front Office, located on the first floor of McLane Building (a.k.a. the “Main Building”) is open from 8:00 a.m. to 4:30 p.m. (ET), Monday through Friday. To reach the Front Office by phone, please call 603.444.2928 and note that outside of regular business hours, calls will be forwarded to voicemail.

## Housing

Boarding students live in one of four dormitories: Hill House, Carter, the Carriage-Green, or Burroughs. At least two faculty members and, if applicable, their families live in each dorm. The majority of students live in doubles, though there are some singles and triples. Each dorm has at least one common room or lounge.

## Damages

Rooms must be in the same condition at the end of the school year as they were at the beginning of the school year (allowing for reasonable wear). Students whose rooms are left dirty at the end of the year will be charged an additional cleaning fee. Students may not leave for breaks until a faculty member has inspected their rooms. Students are responsible for damage to their rooms, and they should immediately report damage to a faculty member so that it can be repaired. A charge may be assessed based on time and materials to repair any damage.

The cost for damage to dorm common areas may be assessed equally among all student residents of that dorm.

For safety and risk of damage reasons, students are not allowed to go in or out of windows.

## Dorm Check-In and Lights Out

On weeknights, students must check-in at their dorms by 7:15 p.m. for Evening Study Hall. On Fridays before Project Block) Day, check-in is 9:00 p.m., while for all other Fridays, it is at 10:00 p.m. On Sundays, check-in is at 7:00 p.m. for Dorm Meetings.

With the exception of Saturdays, students are expected to be in their rooms by 10:00 p.m. and to have their lights out by 10:30 p.m. Students who use their study hall and free time efficiently and effectively but still require additional study/work time may request “late lights” from the faculty member on duty. The granting of late lights is a privilege and is not automatic or unconditional.

On Saturdays, students must return to campus by 9:30 p.m., check-in at their dorms by 10:00 p.m., and have their lights out by midnight. On Sundays and when returning from break, students must return to campus by 7:00 p.m. Exceptions are granted for students with prior permission from an administrator.

## Dorm Furnishings and Restrictions

Student rooms are furnished with a bed, desk, chair, closet or dresser, and wastebasket. Students must provide the following:

- Twin x-long sheets and pillowcases (3 sets)
- Pillow(s)



- Blankets (minimum of 2)
- Mattress pad (if desired)
- Towels (3 sets)
- Alarm clock
- Desk lamp<sup>24</sup>

**PROHIBITED ITEMS:** Electrical cooking appliances (e.g., hot pots, hot plates, microwaves, rice cookers), televisions, space heaters, clothing irons, candles, lanterns, and other burning substances are prohibited in dorm rooms. Unauthorized items will be confiscated and sent home at the student’s expense.

Small, dorm-sized refrigerators are allowed in dorm rooms, provided that the student maintains them and follows the guidelines for use.

All common rooms are equipped with a television and DVD player. Screens larger than 21” are not allowed in dorm rooms.

Extension cords may only be used to supply current to one electrical device at a time and are not permitted under rugs or where they will be stepped on. In addition, only one School-approved surge protector (with a built-in fuse) is allowed per student. Students may not have an excessive amount of electrical devices plugged in at any time.<sup>25</sup>

## Dorm Jobs

Dorm Teams and student proctors supervise boarding students in the cleaning dorm rooms and common areas.

## Dorm Meetings

Each dorm holds a weekly meeting to discuss dorm issues and to spend time together as a group. Dorm Meetings are required for all boarding students. Additional meetings may be called at the Dorm Team’s discretion.

## Dorm Teams

Each dorm has a Dorm Team, which comprises five faculty members—most of whom live in the faculty apartments in that dorm—and a dorm head. Along with the support of student proctors, Dorm Teams are responsible for dorm-related activities, including supervision and safety, residential life curriculum, working with proctors, formal and informal dorm gatherings, and more. The faculty rotate weeknight and weekend duty in the dorm. The Dorm Team faculty member “on-duty” carries their dorm’s cell phone.

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<sup>24</sup> As part of our conservation efforts, the School requires the use of compact fluorescent light bulbs or LEDs in lamps and light fixtures brought to campus.

<sup>25</sup> Learn more about our [Fire Safety Rules](#).

## Guests

Students who are not residents of a given dorm may visit that dorm in the Common Room only. Resident hallways, bathrooms, and student rooms are only for residents of that given dorm. On weekdays, students may visit dorm Common Rooms after sports and after dinner, but must leave before check-in-time. On weekends, students may visit dorm Common Rooms after brunch or after Project Block, and leave before check-in-time.

Overnight guests are allowed in the dorms on weekends only with prior permission from the Dean of Students. Overnight guests are not allowed on school nights, including Commencement. Overnight guests are not permitted to camp on school grounds or properties adjacent to campus.

Upon arrival, all visitors must be introduced to the on-duty faculty member, the Dean of Students, or the administrator on duty. The student hosting the guest is responsible for their guest's behavior.

## Keys

Boarding students are given room keys on Welcome Day. These keys are the student's responsibility and must be returned at checkout at the end of the year. Replacement keys may be ordered for \$25.

## Laundry

There are washers and dryers located in the dormitories. These machines do not require coins and are available for use during free time and on weekends.

## Personal Possessions

The School does not insure non-school property and does not accept responsibility for students' personal possessions. Student possessions should be insured under the parent or guardian's coverage. We encourage students to label their clothing, outdoor gear, and other valuables and recommend that they lock their dorm rooms when unoccupied.

Personal possessions must be removed from campus at the end of the school year unless other arrangements are made with the School or otherwise directed by the School.

## Radios, Stereos, and Amplified Instruments

Entertainment equipment—including radios, stereos, and other amplified instruments—may be used when it does not interfere with other community members' rights to study, sleep, or have peace and quiet. Stereos should be inaudible outside the student's dorm room.

## Room Changes

In general, the School does not make room or roommate changes. However, students may request a room change to their dorm head after the first quarter. In consultation with the Dean of Students, the dorm head will consider requests as space allows. Students may only make room change requests after they have worked with their advisor, a Dorm Team member, and/or a proctor to resolve a roommate conflict.

## Room Inspections

Dorm rooms must be kept clean. Dorm Teams and/or proctors regularly check rooms for cleanliness and adherence to fire safety regulations.<sup>26</sup> Rooms must be cleaned thoroughly before breaks. In addition, administrators, Dorm Teams, and Maintenance inspect rooms for cleanliness and damage when students depart. The cost of damage to rooms or furnishings or any additional cleaning will be assessed to the student.

## Room Searches

The School may conduct room searches anytime and without prior notification. A student does not need to be present for the School to conduct a search.

## Storage

For a fee, the School provides limited storage over the summer for students' personal belongings.

## Dining

### Meal Times

Meal times are subject to change with the times listed on the Google Calendar considered to be correct.

#### Breakfast

- Monday through Friday: **7:30 a.m.-8:15 a.m.**
- Weekend Brunch: **11:00 a.m.-12:00 p.m.**
- Saturday with Project Block: **8:00 a.m. -8:45 a.m.**

#### Lunch

- Monday, Tuesday, Thursday, and Friday: **11:30 a.m.-12:10 p.m..**
- Wednesday **11:50 a.m.-12:30 p.m.**
- Saturday with Project Block: **11:45 a.m.-12:30 p.m.**

#### Dinner

- 7 days a week **5:45 p.m.-6:30 p.m.**

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<sup>26</sup> Learn more about our [Fire Safety Rules](#).

## Family-Style Dinner (FSD)

Evening meals on Mondays during the school year are “Family-Style.” Students are assigned to a faculty table for a sit-down “family-style” meal. Table assignments rotate throughout the year. At each FSD, students take turns as their table’s waiter.

Attendance at FSD is required for boarding students. Day students are welcome to attend; please contact the Front Office in advance to reserve your seat. The dress code for Family-Style meals is class-day attire.<sup>27</sup>

## Community Dinners

Community Dinners are all-school events. All members of the School community are required to attend. Family members are welcome to join; please contact the Front Office to reserve seating. Seating is assigned. The dress code for Community Dinners is semi-formal, or “dress to impress.”

## Kitchen Crew

All students participate in the Kitchen Crew program. Students are required to complete their weekday and weekend crew responsibilities unless they obtain prior permission from the proper White Mountain School Community Member. Failing to show up or complete crew duties will result in five PA points and needs to be made up or more consequences will be added by the Dean of Students.

## Food Service

The White Mountain School partners with [NexDine Hospitality](#), a food-service provider, to develop healthful, balanced, and interesting menus and meals. All meals include vegetarian options. When possible, we use local food, even produce from our organic farm! Weekly menus are communicated to students via email. If you have questions or comments, please contact the food service manager.<sup>28</sup>

## Composting and Recycling

The White Mountain School composts fruit and vegetable scraps, egg and nut shells, napkins, hay, wood chips, and other organic materials that have not been contaminated by meat, bones, fat, or chemicals. In addition, we recycle paper (magazines, newspapers, mixed paper, phone books), corrugated cardboard, boxboard, glass, plastic (no. 1-7), aluminum, scrap metal, paint (oil and latex), batteries, and motor oil.

## Pets

Students are not allowed to have pets on campus. Visitors must have dogs leashed while on campus grounds and under voice control on School trails. Pets are not allowed in the public buildings on campus. Please remember to clean up after your pets on campus.

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<sup>27</sup> Learn more about our [Dress Code Guidelines](#).

<sup>28</sup> If you require special meals due to illness, please contact Health Services.

# Schedules

## Evening Study Hall

After Check In at 7:15, Evening Study Hall begins at 7:30, ending at 9:30 p.m., Sunday through Thursday. Students are required to study in their own rooms or McLane. Quiet time is in effect campus-wide during this time. Saturday Night Study Hall, 7:30-9:30 p.m., is designed for students missing work or absent from commitments.

## Morning Meeting

Students, faculty, staff, and administrators gather on weekdays for Morning Meeting in Lovejoy Chapel or, when weather permits or conditions necessitate, the Ruhl Family Amphitheater. Attendance is required for all students and faculty. Morning Meeting provides an opportunity for community members to share poetry, readings, stories, talents, science experiments, and other mission-appropriate activities.

## Orientation

Orientation includes on-campus activities and a wilderness trip during the first week of the fall semester. Students are expected to arrive prepared for Orientation Trips. Trip-specific equipment lists are posted on myWMS ([whitemountain.myschoolapp.com](http://whitemountain.myschoolapp.com)). Questions about gear should be directed to the Director of Outdoor Ed.

# Staying in Touch

## Key Contact Information

**Front Office:** 603.444.2928 – Availability: Weekdays from 8:00 a.m. to 4:30 p.m.

**Administrator on Duty (AOD):** 603.616.1528

- Please use this number for after-hour, weekend, and/or emergency-related purposes only.
- Availability:
  - Weeknights from 4:30 p.m. to 8:00 a.m.
  - Weekends from 4:30 p.m. Friday to 8:00 a.m. on the following Monday

**DORM CELL PHONES: For evening emergencies.**

**Burroughs Dorm:** 603.616.1532

**Carter Dorm:** 603.616.1530

**Hill House Dorm:** 603.616.1529

**Carriage-Green Dorm:** 603.616.1531

To speak to the on-duty (4:30-10:30 p.m.) faculty member in the dorm, please call the dorm cell phone. Because they are on active duty, they may not be able to respond immediately.

## All Other School Contacts

Please contact faculty, staff, and administrators using their office phone extensions or email addresses.

### Emergency Contact Information

Parents and/or guardians will be notified when there is an emergency or their student has a serious illness. The School must have a contact number on file for parents and guardians in case of an emergency. Parents and guardians are expected to notify the Front Office when they will be away and/or unreachable at their home or work contact numbers.

## Cell Phones

Cell phones may not be used 8-4 during school days. They may not be used during meals, Evening Study Hall, or after lights out. Students must provide their cell phone numbers to the School.

## Mail and Email

Students are provided with an individual mailbox—located on the first floor of McLane (“Main Building”)—and a White Mountain email account. Students should check both daily.

## Mailing Address

Please use this address for letters and packages:

Student Name  
The White Mountain School  
371 West Farm Road  
Bethlehem, NH 03574-5851 USA

When delivery services are used for flowers, balloons, and other packages, all items should be delivered to the Front Office. Students can pick up packages after dinner.

## Shipping

Students sending packages from school must properly box, label, and tape them with clear packing tape. Boxes are available from the Business Office. Shipping labels can be created with this company: [Pirate Ship](#)

## Student ID

The School issues student identification cards as part of a local photographer’s photo package offered to students and families. The photographer visits campus early each fall for Picture Day. Students are encouraged to carry their ID cards when they leave campus. In addition, students who are minors (under the age of 18) must have photo identification with them to travel by airplane, bus, and train. Replacement cards may be ordered through the Front Office for a \$10 fee.

## Student Leadership

There are many leadership opportunities for students on campus, both formal and informal, and students are encouraged to explore these opportunities with their advisor to find a good fit. These opportunities include, but are not limited to, Student Council, Citizenship Committee, Social Committee, the Admissions Ambassadors Program, proctors, crew supervisors, work job supervisors, athletic and co-curricular captains, and more.<sup>29</sup>

### Student Council

Student Council members, typically juniors and seniors, collectively act as the student body's leading voice and as a liaison between the faculty and student body. They work with issues brought to them by their peers as well as from faculty and the administration. They advise on policies that impact students, and they also advance Student Council ideas. From time to time, they also act as a resource for administration. Student Council members are elected in the spring. All positions run for one full calendar year until new members are elected.

### Student President

The Student President is a community-elected official who leads the student body and coordinates the work of the Student Council, providing focus and support for the other student leaders. The Student President runs Morning Meetings and chairs Student Council meetings and is responsible for seeing that all student government functions are carried out according to the provisions of the Charter.

### Student Vice President

This community-elected official acts in the absence of the student president and possibly in the event of the removal from office or resignation of the student president. The student vice president will also take minutes at all Student Council meetings and be responsible for all student correspondence as a public relations representative.

### Student Judge

This faculty-nominated, community-elected official chairs the Citizenship Committee.

### Social Chair

This community-elected official helps the Social Committee, student activities coordinator (a faculty member), and others to implement student activities and events, including weekend activities, themed dinners, Spirit Weeks, Casino Night, Prom, and other student-led initiatives.

## Student Records

A student record consists of a student's transcript and grades from White Mountain and immunization records required to be kept under New Hampshire law. All other student records are considered the records of the School and are subject to disclosure at the discretion of the School or as may be required by law.

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<sup>29</sup> Learn more about our full range of student leadership opportunities at [whitemountain.org/student-leaders/](http://whitemountain.org/student-leaders/).

Once a student graduates or otherwise leaves, White Mountain deletes grading records and only maintains the official transcript and immunization records in the student's file. The registrar is responsible for maintaining student records and providing them to students or authorized parties on their behalf upon request.

## Transportation

Boarding students must have parent permission to use any kind of transportation, public or otherwise, to locations off campus that are not school-sanctioned event sites.

### Car Services

The White Mountain School understands that parents have many options for how their student(s) are transported to and from locations off-campus for non-school-related reasons. The School is not responsible for any decisions parents make regarding their student's transportation on these occasions, including professional car services or rideshare companies, such as taxi, livery, limousine, Uber, Lyft, or similar services. The School neither endorses nor prohibits the use of car services. The School does not and will not screen, monitor, or otherwise review or assess the safety of these car services or any car service driver or vehicle.

If parents allow their student(s) to be dropped off and/or picked up at the School by a professional car service, then parents expressly acknowledge that The White Mountain School and its employees have no responsibility for that decision. To the extent that parents decide to utilize car services, parents are responsible for reviewing any terms of use or user agreements regarding use by minors for the car service in question. Please be aware that students under 18 are not permitted to use Uber, Lyft, or similar rideshare-based car services according to those companies' respective terms of service.

### Airports, Train, and Bus Stations

Most students and families travel via the [Manchester-Boston Regional Airport \(MHT\)](#), two hours away by car, or [Boston Logan International Airport \(BOS\)](#), three hours away by car. For a fee, The White Mountain School provides pre- and post-break transportation to and from these two airports, along with two train stations, Boston's [South Station](#) and [White River Junction \(WRJ\) Amtrak Station](#), and the [Concord Coach Lines](#) bus station in Littleton. The School provides transportation to and from the bus stop in Littleton on weekends in addition to breaks as long as arrangements are made in advance with the Dean of Students.

### Taxi Services

- [Axis Coach Limousine](#): 603.434.1757
- [Dave's Taxi](#): 603.444.0407
- [Gannon Car Service](#) : 603 254-0960

### Travel Plans

As previously mentioned, for a fee, the School provides pre- and post-break transportation to various transit hubs, the cost for which may be charged to a Student Debit Account.<sup>30</sup> Please align travel plans with the school

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<sup>30</sup> Learn more about [Student Debit Accounts](#).



calendar<sup>31</sup> as extra trips can be expensive and difficult to arrange. If a student makes travel plans outside of the posted schedule, students and families are responsible for arranging transportation to and from school.

Travel plans must be submitted online or communicated by phone or email to the Front Office prior to breaks. The online submission form (“Travel Plans”) and the calendar are posted on the resource board section of myWMS ([whitemountain.myschoolapp.com](http://whitemountain.myschoolapp.com)). Plans must include the following information: departure date and mode of transportation. When traveling by plane or bus, the plans must also include the airline or bus company, arrival and departure times, and flight number (if applicable). Permission is required for students visiting someone other than family.

## **Athletics, Activities, and Events**

### **All-School Events**

Throughout the year, celebrations and other activities are held at all-school events. Some of these events include Welcome Day, Community Weekend, College Day, Sustainable Communities Day, Holiday Dinners, Prom, Community Dinners, the Cultural Event Series, International Night, and Community Service Day. All students are required to attend these events.

### **Bicycles/Skateboards**

Helmets are required when riding a bicycle or using a skateboard on- and off-campus. Bicycles must be stored in designated areas. Students are only allowed to ride bicycles unsupervised off-campus at times when off-campus permission allows. Students must always sign out upon leaving and back in upon their return.

### **Community Service**

Service to our School community, the local towns, and the greater world is a major component of every White Mountain education. This aspect of life at the School is rooted in our Episcopal heritage, and it's in the fabric of everyday life. We believe in giving back, which is why 100% of our students and faculty participate in some form of service regularly. On-campus, we have shared responsibilities in the kitchen and dormitories. Students also volunteer their time to cook and serve meals at a local soup kitchen, tutor elementary school children after school, join international service-oriented Field Courses, and gain training as adaptive sports coaches, to name a few. There are many opportunities to participate and make a meaningful contribution at White Mountain.

### **Community Service Day**

Once a semester, we also take a day to make greater contributions to local organizations as a collective school community. Community Service Day sends organized groups of faculty and students to many different local groups to assist with everything from outdoor spring clean-up work, planting and harvesting vegetables, or playing with children at a daycare center. It is a day that we all look forward to, a day we all feel good about.

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<sup>31</sup> Break start and end dates available at [whitemountain.org/key-dates/](http://whitemountain.org/key-dates/).

## Cultural Events Series

The Cultural Event Series offers performing and visual arts with an emphasis on multicultural experiences. Events are typically preceded by a Community Dinner, which families are welcome to attend. Dates will be shared as they are set throughout the year. Dress for the Cultural Events Series is semi-formal.

## Family Weekend

Families are encouraged to attend one or both Family Weekends. They provide an excellent forum for families to connect with The White Mountain School. Parents and guardians will be provided information on how to schedule meetings with faculty and advisors.

## Mountain Day and Beach Day (Head's Holidays)

Mountain Day and Beach Day are Head's Holidays. One morning in the winter and one in the spring, students will wake up to a surprise—no classes today! We're heading to Jay Peak or Echo Lake Beach. Head's Holidays are a time for the community to come together for fun and relaxation.

## Prom

Get ready for an evening of fun, good food, and lots of dancing! All students and faculty attend Prom. Guests who are not White Mountain students are welcome but must be pre-arranged with the Dean of Students. Guests are not allowed to stay on campus. Students and guests are required to use school-provided transportation to and from Prom. Dress for Prom is semi-formal.

## School Spirit Teams

All students, faculty, and staff are assigned to one of two school teams, Light Blue or Dark Blue, for the duration of their time at The White Mountain School. Competitions are held throughout the school year to earn points for your team. The winning team's flag and team photo are displayed in the lobby throughout the following school year.

## Sports and Afternoon Activities

Sports and Afternoon Activities are an integral part of The White Mountain School Program. Students must participate in a sport or afternoon activity in all three seasons. Each year, White Mountain offers a selection of the following sports and activities as listed below. Students choose their preferred sports and groups are formed.

### Fall Offerings

- Cross Country and Trail Running
- Dance<sup>32</sup>
- Farm and Forest
- Hiking
- Indoor Climbing and Fitness
- Mountain Biking

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<sup>32</sup> Students may take year-long dance classes to meet some or all of their sport/activity requirements. Dance is also offered separately in the fall and winter seasons. Dance courses and placements will be chosen in consultation with the Director of dance.

- Music Group
- Outdoor Climbing
- Soccer (Boys and Girls)

## Winter Offerings

Though our winter offerings will be finalized and communicated for registration during the fall semester, we often offer the following options:

- All Mountain Program (Intermediate-Advanced)
- Alpine Ski Team
- Backcountry Ski/Snowboard
- Basketball
- Climbing Team\*
- Community Service
- Dance
- Freestyle Ski Team
- Ice Climbing
- Snowboarding Team
- Theater
- Weight Training

## Spring Offerings

Though our spring offerings will be finalized and communicated for registration during the winter, we often offer the following options:

- Climbing Team
- Cycling Team
- Dance
- Eco-Art
- Farm and Forest
- Lacrosse (Boys and Girls)
- Rock Climbing
- Track/Running
- Whitewater Kayaking

Participants are required to attend all scheduled sports activities, including weekend commitments. Unexcused absences<sup>33</sup> will result in Personal Accountability (PA) points<sup>34</sup> and disciplinary action.

Students who require an afternoon off from sports for academic reasons must receive permission from their coach *before* noon on that day. Students who are ill or injured may only be excused from sports by the Director of Health Services. Again, students must handle this *before* noon, save for an emergency.

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<sup>33</sup> Learn more about our [Attendance Policy](#).

<sup>34</sup> Learn more about [PA Points](#).

## Student Activities

Many activities are offered on and off-campus throughout the school year, and we encourage students to participate in as many as possible. The student activities coordinator and the Social Committee are responsible for planning student activities.

## Town Trips

There are regular Town Trips into Littleton, usually two afternoons a week and two times over the weekend. Town Trips are not faculty-supervised, and students must have parent or guardian permission to go. Sign up for weekday Town Trips in the Front Office; sign up for weekend Town Trips with the Weekend Duty Team.

## Work Jobs

Students and faculty participate in the School's Work Job program for the common welfare of the community and learning to be an engaged citizen. Some examples of Work Jobs are:

- Grounds maintenance
- Recycling
- Farm and trail work
- Cleaning common areas, student lounge, and classrooms
- Assisting with clerical work
- Working in the library
- Working in the School store
- Yearbook
  - The School yearbook is *The Pendulum*. Students produce the yearbook under faculty supervision.

# Section IV: Support Services and Resources

## Advisors

Each student at The White Mountain School is assigned an advisor. The advisor program provides a unique opportunity for personal and supportive collaboration between adults, students, and families. A student's advisor acts as their advocate and supports them in all aspects of school life. Developing connections with each advisee and maintaining a real awareness of what is happening in their lives from day to day is the essence of what it means to be an advisor. Daily check-ins before Morning Meeting, regular advisor meals, informal gatherings, trips, and frequent conversations help build and maintain this important relationship.

Advisors strive to cultivate an atmosphere of trust and mutual respect in which students can openly discuss their successes, goals, concerns, and overall experience at White Mountain. Parents should expect regular communication from their student's advisor. The advisor is the first point of contact when parents want to discuss their student's progress, ask questions, or share anecdotes. Communication will happen formally and informally, including phone calls, emails and letters home, and meetings on campus.

## Chaplain and Worship Services

A school chaplain supports students, faculty, and staff as they pursue their spiritual beliefs and provides confidential pastoral counseling to individuals or groups. The School respects all religions or lack thereof, and students are encouraged to pursue their individual spiritual beliefs. Transportation may be arranged for students who wish to attend religious services.<sup>35</sup>

## Computer Assistance and Technology Guidelines

Students can access technical support by emailing the School's technical support firm (SNS) at [techsupport@whitemountain.org](mailto:techsupport@whitemountain.org).

The School intends to provide network-related services to the best of its abilities but is not responsible for data loss or service interruptions. The School is not responsible for the accuracy or quality of information obtained through or stored on the School's computer system. Students are responsible for all material directed to or from their accounts; therefore, they must use passwords and not allow others to use their accounts. The School is not responsible for financial obligations resulting from unauthorized use of the system.

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<sup>35</sup> A list of local places of worship is available at [whitemountain.org/area-info/](http://whitemountain.org/area-info/).

## Registrar

The registrar handles transcripts, student records,<sup>36</sup> changes of contact information, and grades. Records, including transcripts and immunizations, must be requested in writing with a signature.

## Health Services

It is the goal of Health Services to promote the health and well-being of students physically, mentally, socially, and spiritually in a confidential, individualized, and caring manner. The health of each student has a direct effect on their ability to fully access the educational opportunities at The White Mountain School. Therefore, Health Services is committed to health promotion, early detection, and appropriate follow-up(s).

The Director of Health Services is a registered nurse and is equipped to provide comprehensive health care for all our students. They work collaboratively with students and families in coordinating, planning, implementing, and evaluating a plan of care for each student as necessary. Each interaction with Health Services is an opportunity for learning and growth.

### Visiting Health Services for Treatment

Students must report to Health Services when they feel too sick to attend classes; they are not permitted to stay in their rooms. On weekday mornings, students should report illnesses or injuries to the Director of Health Services in the Med Room<sup>37</sup> immediately following the Morning Meeting. During the day, boarding and day students should report illnesses or injuries to Health Services. On afternoons, evenings, and weekends, students should report illnesses or injuries to Health Services, an on-duty faculty member, or the administrator on duty.

The Director of Health Services will treat illnesses or injuries on-site or make referrals to other medical providers as necessary. Emergencies are referred to the local hospital, [Littleton Regional Healthcare](#), only a 10-minute drive from campus. Valid health insurance is required for all students.<sup>38</sup>

### Health Records and Forms

White Mountain's health forms are administered by [Magnus Health](#), a web-based student medical record (SMR) solution designed specifically for use in schools. By using Magnus, the School has access to a student's health information, whether on or off-campus, such as an Orientation Trip or a Field Course. Health forms must be completed by logging into myWMS ([whitemountain.myschoolapp.com](http://whitemountain.myschoolapp.com)), the School portal, and subsequently logging into the Magnus portal on the resource board.

Some forms must be updated annually to provide medical care to a student. Once logged into Magnus, parents and guardians will clearly see which forms are required to be updated. Forms for returning students must be updated annually. For newly enrolled students, Health Services will send a letter with detailed instructions on how

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<sup>36</sup> Learn more about [Student Records](#).

<sup>37</sup> The Med Room is located within the Student Lounge on the second floor of McLane Building (a.k.a. the "Main Building").

<sup>38</sup> Learn more about our [Health Insurance](#) requirements.

to complete forms with their corresponding due dates. Forms *must* be completed *before* arrival on campus to ensure the safety and health of every student.

## Physical Exams and Immunizations

The School requires a physical examination upon enrollment. However, the School does not require an annual physical examination for returning students unless the student's health has changed or at the discretion of the Director of Health Services. However, if the student has an updated physical, parents and guardians *are* encouraged to upload the updated report to Magnus or email a copy of the updated physical exam report to Health Services' administrative assistant.

Immunization records, which must meet the requirements of the State of New Hampshire,<sup>39</sup> are also required upon enrollment. If the student receives additional immunizations during a school year, parents and guardians are encouraged to email updated immunization information directly to Health Services' administrative assistant. Please note that if state requirements change, additional immunizations may be required. Should this occur, Health Services will notify parents and guardians directly.

Please contact Health Services' administrative assistant if you need help completing or have any questions about health forms.

## Medical Appointments

Routine medical, dental, and optical appointments and elective surgeries should be scheduled during school breaks. Transportation can be arranged for unforeseen medical or counseling appointments with local providers. Driver fees vary based on the distance to and duration of appointments. Driver fees will be deducted directly from the student's account. Parents and guardians are financially responsible for payment for all medical and counseling appointments not covered by insurance.

## Medications and Prescription Drugs

All prescription medication must be given to the Director of Health Services on Welcome Day by a parent or guardian **and** the student. Following weekends away or school breaks, students must also return medication to the Director of Health Services. **Parents and guardians must update health forms in Magnus, notify Health Services, and provide documentation regarding any changes in medication and/or health status.**

Health Services dispenses most medications at a designated time and location. Therefore, it is the student's responsibility to arrive on time to receive their medication. While most prescription medication is dispensed by the Director of Health Services or an authorized designee, there are instances in which a student may be given a small supply of over-the-counter (OTC) or prescription medication to self-administer. To ensure the health and safety of all students, a parent or guardian **and** the student must complete a **Permission to Self-Administer** form as part of their general health forms if the student is to be allowed to self-administer.

Parents and guardians are responsible for instructing and ensuring that their student knows how to properly self-administer the medication in their possession, whether on campus or away on an Orientation Trip, Field Course, or another off-campus activity. It is the student's responsibility to inform their parent or guardian of any OTC medication they plan to purchase for use during the school year so that their parent or guardian may review

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<sup>39</sup> The State of New Hampshire updates its requirements annually at [dhhs.nh.gov/dphs/immunization/schools.htm](https://dhhs.nh.gov/dphs/immunization/schools.htm)

the instructions and ensure their student self-administers it properly. All medication in a student's possession must be in the original manufacturer's container with the medication name in English.

Some students may be prescribed medication categorized as a controlled substance or a psychotropic drug—these may include narcotics, tranquilizers, and/or stimulants—for psychological or psychiatric conditions such as ADD/ADHD, depression, anxiety, or bipolar disorder. If this is the case, students must receive these medications through Health Services and adhere to and submit an additional and separate form: the **Psychotropic Medication Policy**.

**Please contact the Health Services Administrative Assistant for current information on filling your child's prescription medication.**

## Confidentiality

All community members have the right to privacy, and the School reserves the right not to share information provided to School employees with parents and guardians. In addition, the School cannot share confidential student information with third parties without written consent from parents and guardians (or students aged 18+).

**Parents and students agree, as a condition of continued enrollment, to consent to the release of a student's health-related information—including information related to drug treatment, testing, and medical or mental health records—to employees or agents of The White Mountain School, as determined by the Director of Health Services or their designee, to meet the health or safety needs of the student and community, or the legal responsibilities of the School.**

The White Mountain School maintains appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of The White Mountain School to safeguard student medical information, the School must balance matters of privacy and confidentiality with safeguarding the interests and well-being of students and the community. Therefore, parents and guardians and students consent to allow employees and agents of the School to share any medical, counseling, and/or psychological information necessary to serve the best interests of students and the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents and guardians in advance.

## The Student Assistance Program (SAP)

Our Student Assistance Program (SAP) is a proactive program designed to provide early intervention in a confidential and supportive setting to students in need of emotional, behavioral, or mental health support and those with substance abuse issues. The SAP is based on the recognition that personal problems can debilitate a student's potential to achieve maximum performance in the learning environment—and in life—and that outside professional intervention with students experiencing life-disrupting problems is often late and sporadic. The SAP is also a vehicle whereby issues are brought to the White Mountain community in an educational setting and is a catalyst for structuring group and individual counseling experiences.

## SAP Student Rights Policy

Every student who engages with the White Mountain's SAP is afforded support and care consistent with basic human dignity. Each student shall:



1. Have the right to receive services regardless of race, sex, creed, age, gender identity, or sexual orientation.
2. Have the right to receive services within a reasonable timeframe.
3. Be assured that confidentiality will be protected (as described in the SAP Privacy Statement below).
4. Have the right to know the limits of confidentiality.
5. Have the right to refuse services.
6. Have the right to be treated with respect and dignity.
7. Have the right to an impartial review of complaints, which should be directed to The Dean of Students.

## SAP Privacy Statement

Students are always free to self-disclose any information revealed during work in the SAP with any party of their choosing. However, what a student tells an SAP team member—in their capacity as providers of early intervention, short-term counseling, and liaisons to professional mental health support—will be kept private. In addition, SAP team members will not tell a student’s teachers, advisor, parents, or School administrators what a student has disclosed in the SAP without their express permission. Ethical practice and state laws require SAP team members to keep all work in SAP-related communications strictly confidential, except under certain circumstances including but not limited to:

- When there is a serious threat of one harming one’s self, someone else, or property.
- When an SAP team member feels they must safeguard the student’s interests and well-being or those of another student in the community.
- When there is a suspicion that a child or incapacitated adult is being abused or neglected.
- When there is knowledge of student hazing.
- When the School receives a court order, a valid, authorized, release of information, or in certain litigated matters.

In addition, SAP team members may share information confidentially with a licensed practitioner or with other SAP team members or the program Director for the purposes of professional consultation or guidance, and doing so helps ensure that the student is receiving the best possible care. Thus, there are essentially three levels of privacy within the SAP:

1. Things SAP team members keep to themselves.
2. Things SAP team members share with the SAP team, program Director, or a licensed clinician.
3. Things SAP team members need to share with administrators or other external parties.

Under the law of the State of New Hampshire, parents of children who are under 18 hold the privilege to see and release their child’s mental health records. However, The White Mountain School recognizes that trust is fundamental to the SAP-student alliance and students’ comfort in seeking counseling. For this reason, the School requests that parents respect the privacy of students who may not wish to share certain information. For more information, please contact the Director of the SAP.

# Appendix I: Helpful Resources and Links<sup>40</sup>

## Visiting the School & Local and State Information and Services

- Visiting White Mountain: [Visit](#)
- Campus Map: [Campus Map](#)
- Info and Services: [Info](#)

## White Mountain on Social Media

- Facebook: [Facebook](#)
- Instagram: [Instagram](#)
- LinkedIn: [LinkedIn](#)
- Twitter: [Twitter](#)
- YouTube: [YouTube](#)
- Soundcloud: [Soundcloud](#)
- SmugMug: [SmugMug](#)

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<sup>40</sup> For URLs on the [whitemountain.org](http://whitemountain.org) domain, please be sure to include applicable forward slashes (“/”) when inputting a URL into your browser, otherwise you may not be directed to the correct page.



THE **WHITE MOUNTAIN** SCHOOL

[whitemountain.org](http://whitemountain.org)

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