

STEVENSON

School Policies specific to the Pebble Beach Campus (Grades 9-12)

Advanced Placement and Honors Placement

Each academic department has established written guidelines and criteria for placement in Advanced Placement and Honors levels courses, in order to fairly and consistently address student requests to take these courses. These guidelines and criteria attempt to guarantee that students approved for specific Advanced Placement and Honors courses have the appropriate curricular backgrounds and academic strengths for those particular classes. The guidelines and criteria are available from individual classroom teachers and/or academic department chairs.

Advising Program

Our advising program matches each student with an adult in the community who is there to help him or her in a variety of ways. Students meet regularly with their advisors to talk about their individual progress as well as discuss issues of interest and importance to the school community. Advisors are here to assist students and parents with every aspect of school life, from academic problems to social adjustments and personal difficulties. Students or families with questions or problems can most easily start with a phone call to a student's advisor. If the advisor cannot help directly, he or she can find the right person with whom to talk.

During the first year, we will match students with advisors with whom we hope they will have much in common. In each subsequent year, students will have the choice of continuing that relationship or choosing another advisor with whom they have made a connection. The relationships that develop between advisors and advisees may be some of the most important ones students may have during their time at Stevenson.

Assistance & Care Team

After years of feeling that we should help students out sooner and avoid more serious disciplinary situations, Stevenson School has created the Assistance and Care Team (ACT). ACT is an entirely non-disciplinary, non-administrative way to obtain information about students who are experiencing any number of issues, including depression, alcohol or drug use, cutting, homesickness, conflict with parents, conflict with peers, and sexual and gender issues.

This early intervention system is triggered by anonymous information being sent to the team in a myriad of ways: through mailboxes (distributed throughout the Pebble Beach Campus) or by speaking to a member of ACT.

If a large number of concerns are received in a short period of time, two members of the team will arrange for a first meeting with the "student of concern." This will be a brief, confidential meeting where the ACT members will describe the information received. The identity of the sources will be kept confidential. If the student is willing at that time to meet with a counselor, on or off campus, ACT will help put that together.

If we continue to get messages that someone is still having trouble, we will call a second meeting, including the student, his or her advisor, and the two ACT members from the

previous meeting. At this second meeting, we will repeat our concerns and urge the student to allow us to find help for him or her. The team will warn that should concerns continue, a possible third meeting may occur.

Although it is likely that most problems can be helped by the first two meetings, sometimes a third meeting is necessary. While this is still not a disciplinary issue, a third meeting will mean that parents will be involved, either in person, or by conference call, so that we can be sure that the student receives the best care possible for his or her situation.

Athletic Eligibility

To comply with the CIF Scholastic Eligibility Policy (CIF Statute 205), Stevenson School has the following expectations in order to determine academic eligibility for Interscholastic Sports.

At the conclusion of an academic term (Fall, Winter, Spring) any student who has completed both that and the previous trimester with a GPA below 2.0 on a 4.0 scale in all enrolled courses shall be placed on scholastic probation. This fulfills (CIF 205 B(1)d) which states that student load must comprise at least “20 semester periods” of work which Stevenson reads as a full academic load of 5 core classes or four AP/Honors classes for that period.

CIF allows that probationary period to be up to “one semester” in length and students may remain athletically eligible during that time. At Stevenson School the probationary period will last until the next set of grades (either mid-term indicator grades or end of trimester transcript grades). If a student does not meet the eligibility requirement (GPA greater than 2.0 on a 4.0 scale) at the mid-term they will be declared athletically ineligible for the remainder of that season. If they do not meet the eligibility requirement at the end of that term they will be declared ineligible for the following athletic season.

If a student's grades meet the eligibility requirement at the mid-term indicator period, they may continue on probation in that season, but it is only term end “transcript” grades that will determine eligibility or probationary status for the following season. As per CIF regulations (CIF 205 B (3)), summer course work may not be included to calculate GPA in order to determine eligibility. For further information on eligibility and transfer students, see: www.stevensonschool.org/athletics/pebblebeach/eligibility.

Attendance

When a student is absent, parents must notify the school before 9:00 am that day by calling or emailing the student affairs coordinator at 831-625-8315 or tohara@stevensonschool.org. If a resident student is ill, he or she should see the nurse *before* 8 am. A call from a resident student's parent is not sufficient. Students who fail to follow these procedures may not have their absences excused. Students should check their email daily to ensure that they have met their commitments and that the record is accurate.

Students have a basic responsibility to attend all school commitments including classes, assemblies, class meetings and advisor-advisee meetings, as well as sports and other interscholastic or intramural obligations. Students may miss these obligations if they are ill, or are away due to personal or family emergencies, school related activities, or school-approved college visits. Other absences, such as those for recreational purposes only, are strongly discouraged and may not be excused.

Planned Absences

If a student knows they will be absent ahead of time he or she must complete a planned absence application found in the dean's office at least a week in advance. Completion of a planned absence application involves getting the permission of each teacher whose class will be missed and of a parent. The application is submitted to the dean of students' office for approval. This procedure is not applicable to school-related absences such as field trips or sports commitments, but students must notify teachers at least a day in advance of such absences. Students are responsible for work missed during their absences.

Teachers will announce at the beginning of the course their policies (consistent with school practice) on absences, including make-up work on return from absences, as well as penalties for work missed because of unexcused absences.

A student who misses ten classes from any course for any reason in a trimester may be denied academic credit for that course. A student who misses six classes from any course or sports commitment that meets only twice a week may also be denied credit.

Parents must discuss a situation in which a serious illness or injury precludes attendance directly with the dean of students and the head of Pebble Beach Campus so that measures may be taken to ensure that credit is not lost. Parents should follow these guidelines when requesting a student's absence from school:

- Families should schedule off-campus appointments during the student's free periods or after school.
- Absences for recreational purposes are not excused.
- Any absence due to non-emergency travel (including family events and college visits) requires a planned absence application.
- If a student is missing class for any reason other than illness or a medical a planned absence application is required.
- International families are expected to make travel arrangements that do not require the student to miss any class period. In extenuating circumstances when the family/student cannot secure these flights, the student must submit a planned absence application.
- Non-approved absences will be considered unexcused, which may ultimately affect a student's grade in the course. Families are strongly discouraged from removing students from school for all but the most urgent needs. Students must submit a planned absence application at least one week in advance. A student must attend at least two academic classes to be eligible to participate in sports or other extra-curricular activities on a given day. If a student knows he or she will miss a class for any reason, including sports commitments, he or she must tell the teacher a day in advance. The student must also turn

in all of his or her assignments and take all tests prior to leaving, or make arrangements with the teacher—if not, the teacher has the right to disallow any further absences.

Unexcused Absences / Friday Study Hall

If a student has been marked as unexcused, the absence must be cleared by the start of school on the following day. If the absence remains unexcused, the parents will be notified and the student warned of the problem. An unexcused absence will result in a Friday night study hall of one and a half hours. Other missed obligations or lateness will result in a Sunday morning work crew of one hour or a consequence of equal magnitude. Students are expected to serve these penalties no later than one week from the missed obligation. **Resident students with a Friday study hall may not go on pass until after it is served or other arrangements are made.** Failure to serve study halls or work crews may result in additional consequences or a Standards of Conduct warning.

Tardies

There are no bells between classes at Stevenson. Students must be aware of the time and arrive promptly at all classes and required commitments. Teachers will discipline students for tardies, and they will make their policies on tardies explicit. Repeat offenders will be reported to the associate dean of students for disciplinary action, and chronic offenders may face penalties similar to those incurred by unexcused absences.

Cars and Parking

Stevenson offers a bus system to many areas on the Monterey Peninsula and Salinas, and we encourage students to use the bus. However, junior and senior day students may apply for permission to drive to school. Sophomores may only drive to school with specific permission from the dean of students on an as-needed basis. To park on campus, a student must have completed a registration form that includes parental or guardian permission to drive to and from school, insurance policy information, and the make, year, color and registration number of the car to be driven. Upon completion of registration the students will receive a school parking pass to be displayed on their car.

Resident students (other than senior prefects) are not allowed to have cars on campus or anywhere on the Monterey Peninsula, nor may they drive another person's car. Resident students may drive their parents' car if their parents are visiting the area, with the parents' knowledge and permission, but this does not apply to the cars of any other visiting relatives, siblings, or friends even if they live in the Monterey Peninsula area.

Resident students who have properly signed out may ride with their own family members, other Stevenson parents or Stevenson faculty without special permission. Resident students who have parental permission on file with the dean of students Office may ride in the cars of day students during normal sign-out hours, but only on the Monterey Peninsula. Rides off the Monterey Peninsula under any other circumstances require specific Resident Faculty permission. The Monterey Peninsula is defined by the school as Seaside, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Carmel, and Carmel Valley. Marina, Salinas, and Big Sur are not considered part of the Peninsula boundary. Further, specific information is available on the website at www.stevensonschool.org/studentlife/pebblebeach.

Cell Phones

Resident students with cellphones are encouraged to leave their phones in the residence halls during the academic day. Day students may bring cellphones to campus to retrieve messages or to make emergency calls, but phones may not be turned on during the academic day. Cellphones are not to be used at all in the academic areas of campus, including Rosen, Douglas Hall, and Reid Hall.

Check-In, Lights Out, and Late Lights

Check-In

Each evening, resident students must check in at dinner between 5:45 pm and 6:45 pm. This occurs at the “duty table” in the dining hall, where faculty members check students off a roster. This ensures face-to-face contact with each student at dinner each evening.

On weekdays, faculty and prefects will also check in with students during study hall between 7:30 pm and 9:30 pm, often having longer conversations about the day. After study hall, the next check-in will occur at 10:30 pm, when prefects and faculty ensure that all 9th graders are in their individual rooms for lights out and that all 10th, 11th and 12th graders are back in their own dorms.

Lights Out

“Lights out” means that music and computers must be off, that phones ideally are powered off or placed on desks, and that students must be in bed; it is not the time to start getting ready for bed.

At 11:00 pm each weekday, a faculty member will make sure that each student is in his or her room, and for 9th, 10th, and 11th graders, that they are not using phones or computers and that lights are turned out for the night. 12th graders do not have a lights-out time and are expected to monitor their own sleep. At this point, the dorm has been locked and all students are required to stay in their rooms for the night.

Lights out times on school nights:

	In own dorm	In own room	Lights Out
Freshmen	10:00 pm	n/a	10:30 pm
Sophomores	10:30 pm	10:50 pm	11:00 pm
Juniors	10:30 pm	11:20 pm	11:30 pm
Seniors	10:30 pm	11:00 pm	No Lights Out
Prefects	10:30 pm	11:00 pm	No Lights Out

On Friday and Saturday, there is no mandatory study hall for all students. Students check in at dinner between 5:45 pm and 6:45 pm and then again at their specific check-in time. On Friday and Saturday, all students are required to do a “face-to-face” (short conversation with the faculty member on duty) check-in before they go to bed. Friday and Saturday dinner check-in is not required for seniors.

Lights out times on Friday and Saturday nights:

	On Campus	Face to Face	Lights Out
Freshmen	10:30 pm	10:50 pm	11:00 pm
Sophomores	10:30 pm	10:50 pm	11:00 pm
Juniors	11:00 pm	11:20 pm	11:30 pm
Seniors	11:00 pm	11:20 pm	No Lights Out

Late Lights

If extra time is needed for studying, students may ask the resident faculty member on duty for “late lights.” You must do this before the end of study hall and specify how much time you will need. You will also be expected to work through “quiet time” or you will lose your “late lights.”

Late lights are generally not granted on Sunday night. Late lights may also be requested on a weekend night to finish watching a movie, etc.

Daily Rules and Study

Stevenson School is first and foremost an academic institution and, as such, requires times when optimum conditions for studying must be maintained. Study hall is required of all resident students every evening Sunday through Thursday from 7:15 pm to 9:30 pm. During these hours students must be in their rooms, at the library, in the common rooms, or in another designated study area, and absolute quiet must be maintained. For security purposes, day students are not allowed in the residence halls during the academic day. They may visit between 3:00 pm and 7:00 pm if they are specifically invited and accompanied by a resident. For studying purposes, no one may visit a student room during study hall without explicit permission from the resident faculty member on duty.

Boys and girls may not visit dormitory areas of the opposite sex at any time. Violation of this restriction constitutes a serious disciplinary infraction and may cost a student his or her place in the school. The Hills Common Room in Wilson Hall, the Bechtel Family Common Room in Silverado Hall, Day Hall Commons, the Douglas/Casco Lounge, and the Atwood Family Residence Commons are all open to both boys and girls. When it is appropriate to their studies, students may use the internet or email during their free periods or study hall. Personal phone calls cannot be made or received during study hours. Violation or misuse of the phone privilege can result in the confiscation of a cellphone.

Resident students may not have music on during study hall, except if they use head phones. Music should never at any time be audible outside of student rooms. Music may not be played except with headphones after the end of study hall at 9:30 pm. This is “quiet time,” when those who may wish can continue to study or go to sleep.

The library is open exclusively for quiet study and research to resident and day students from 7:15 pm to 9:00 pm, Sunday through Thursday. Students must arrive at the library before 7:30 pm. At all other times during study hall no one may enter or leave the library to guarantee minimal disturbance for those trying to work there. The library is the site of an evening proctored study hall from 7:30 pm until 8:50 pm. Parents, advisors, administrators,

or students themselves can request that a student be assigned to this study hall on a term-by-term basis. In the fall term all 9th grade boarding students also attend this study hall on a bi-weekly basis. The study hall requires silent study in a classroom setting; computers are not allowed except by special permission from a classroom teacher for a particular assignment. The study hall is proctored by a member of the faculty. At each grading period resident students with a core GPA 2.5 or below (or one D, F, or an incomplete) are also assigned to this study hall.

Debit Card System

Stevenson handles the majority of student purchases using a debit card system. The system works as follows: students will be issued their own personal debit card at the beginning of school. The card will also serve as their student ID card and their library card. Like an ATM card, purchases and cash withdrawals can be made with the card as long as there is a sufficient balance in the account to cover the transaction. Each month you will receive a statement showing the activity on your son or daughter's billing account. Please check your statement each month and deposit funds whenever the balance is low, sending a check payable to Stevenson School with the student name in the memo section, or by wiring funds. An initial deposit is due by August 1 to activate your child's debit account. We recommend an initial deposit each year of \$400 for Day students and \$800 for Boarding students, and \$1000 for international students. Your child's debit card will be valid throughout his or her years at Stevenson. If a card is lost or misplaced, a replacement card will cost \$25.00.

The following charges will require a Stevenson debit card:

- Allowance
This provides a cash allowance for off-campus shopping, recreation (movies, dining out, etc.). The school suggests a weekly allowance of \$40 for all resident students. It is NOT intended to be a variable account from week to week.
- Emergency Withdrawals
The requirement in this category can vary dramatically depending on your child's activities and needs. The parents of international students should pay particular attention to this category as their requirements may be substantial.
- Campus Store
The Campus Store provides school supplies, gifts, cards, clothing with the school's logo, and personal care items.
- Simoneau's
The snack bar is located in the Rosen Family Student Center. Students may purchase snacks, coffee, bagels, etc. during school hours.
- Miscellaneous
This covers nominal charges such as club and class fundraisers (T-shirts, carnation sales, etc.) as well as college testing fees and class trips.

Please contact Liz Creecy (lcreecy@stevensonschool.org or 831-625-8381) with any questions.

Dress Code

Daily dress should be neat, in good repair and in good taste. For both boys and girls, tops must meet bottoms at all points. Excessively baggy, revealing, ripped or torn clothing is not acceptable.

For both boys and girls under garments should not be visible. Additionally, for both boys and girls, inappropriate language or images on clothing are not permitted (including but not limited to alcohol, sex, or drug references). Athletic clothing may not be worn to class or lunch; however, tailored shorts are permissible.

The length of hair is a personal prerogative; however, it must be clean, neat, and worn in good taste; facial hair must also be trimmed and neat. Hats should not be worn to classes, assemblies, or meals by boys or by girls. Extremes of clothing or of hairstyling (Mohawks, partially shaved scalps, exotic hair coloring, etc.) are not permitted.

These standards apply to students during the academic day as well as to resident students at dinner during the week. The code will be enforced by faculty. Students in violation of the Dress Code should expect immediate disciplinary consequences.

Students may not be admitted to academic commitments when in violation of the Dress Code. Upon a student's first violation of the code they will be assigned a written warning by a faculty member and upon the second violation students will earn a Sunday work crew. Continued violations may lead to a Standards of Conduct violation.

These dress standards will be regulated by faculty and violations will be reported to the dean of students office.

Electronic Communication

Email Correspondence

Electronic communication is central to daily life at Stevenson. Students are expected to check their Stevenson school email at least once every day. Email questions should be responded to promptly. Failure to read an email is not a valid excuse for an absence, missed assignment, or missed commitment.

Email is a great way to communicate with your son or daughter's teachers and advisor. It is important to remember that at Stevenson we encourage our students to become their own advocates. Thus, we suggest that parents invite their son or daughter to communicate with their teachers with regularity. Our faculty's priority is to teach your son or daughter. They are expected, however, to return your email and/or telephone call within 48 hours of receipt (within the work week).

Pirate Log

The Pirate Log is a weekly electronic newsletter that is sent by email (weekly during the school year and monthly during the summer). It is the best single source for families for up-to-date information from a variety of departments throughout the entire school. Important reminders, dates, and information are related to the greater Stevenson community through

our Pirate Log. Please contact the Advancement Office with any questions or concerns regarding the Pirate Log.

Online Calendars on the Website

The Stevenson website contains a wealth of information about academic, arts, and athletic programs. The online calendar on the website at www.stevensonsschool.org/calendar is the best place to keep up-to-date on all school events and activities. The “Key Dates” calendar, which is found in the upper right hand side of the web calendar page, provides a two-year list of important dates including the school vacation dates. The online calendar is constantly changing, so be sure to check it frequently.

Emergency Procedures

Disaster Procedure

In the event of a civil or natural emergency, such as an earthquake, the school will carefully adhere to its established procedures. Regular emergency drills are held at school, and the administration is prepared to account for the whereabouts of all students on campus. Bus drivers are trained to follow carefully outlined procedures, and all buses are equipped with cellular phones so drivers may communicate with the school, police, and emergency services. Bus drivers are instructed to deliver students only into the custody of their own parents or designated custodial adults in the event of an emergency. The administration will provide the radio and TV stations listed below with reports as frequently as possible in an emergency situation.

- Television: KSBW, TV 8 (AT&T cable channel 6)
- Radio: FM, KDON 102.5; AM, KDON 1460
- Send Word Now (see information below)

During severe weather (which is common during the winter), special consideration should be taken in regard to transportation. Reid Hall (the dining hall) and The Rosen Family Student Center are equipped with generators so that food service and some lighting can be continually provided in the event of a loss of power.

We are always concerned with the safety of our students and faculty and, in times of severe weather, if a family deems that travel to school is unsafe, they should call the school attendance office (831-625-8315 for the Pebble Beach Campus, 831-574-4600 for the Carmel Campus) to say that their child will not be at school due to road conditions. Please err on the side of caution.

The Pebble Beach Campus phone line (831-625-8300) is designed to be powered by a generator in the event of a power loss. However, phone service may be lost because lines are down or due to some other unforeseen event. In such a circumstance, the school FAX line (831-625-5208) may be open as an emergency phone line.

Emergency Contacts

In an emergency, the following administrators can be contacted at home:

- Kevin Hicks, President and Head of School (831-250-5740)

- Greg Foster, Head of Pebble Beach Campus (831-601-3967)
- Erik Olson, Dean of Students, Pebble Beach Campus (831-238-7048)
- Molly Bozzo, Head of Carmel Campus (831-622-9859)
- Suzanne Barrow, Dean of Students and Associate Head of Carmel Campus (831-595-6936)

Send Word Now

Stevenson employs the Send Word Now service, enabling school administrators to record, schedule, send, and track personalized voice messages (via cellular phones, home phone and email broadcast) to students, parents, and staff in minutes. Send Word Now is a uniform, automated notification system that improves communication via streamlined, efficient, automated communication system. The Send Word Now service is an outreach notification tool designed to help us improve awareness, increase involvement, and improve emergency communication.

Fire Regulations

Life in a densely populated residential community leads to safety risks for all students and faculty. In the history of the school three major fires have affected campus life; the fire in Douglas Hall in the early days of the school, the Pebble Beach Forest Fire of 1987 and the loss of the president's residence in 2007. Students are expected to strictly adhere to the school's fire regulations. These include:

- Treating any fire alarm as a serious situation, knowing evacuation routes and meeting places for dormitories and classroom buildings
- Decorating dormitory rooms in a fire safe manner and preventing false alarms, including but not limited to:
 - Maintaining a direct path from the room door to the students' bed and window
 - Not hanging curtains, tapestries or ceiling decorations
 - Not using holiday lighting on a year round basis
 - Not possessing heaters, immersion boilers, hot plates or hot pots
 - Not using irons, hair straighteners or curling irons except in dorm bathrooms or laundry rooms
 - Not using aerosol air fresheners
 - Not using halogen lamps
 - No smoking
 - No candles
 - No matches
 - No lighters

Fire safety procedures will be reviewed at the beginning of each year and fire drills will occur periodically.

Health Center

The health of the student body is in the capable hands of the nurses in the Campus Health Center. The center is staffed with an evening and a day registered nurse who work closely with area physicians and health centers. The focus of the student health center is wellness;

that is, they work with advisors and dorm parents to help prevent illnesses before they occur.

- Hours of operation:
 - Monday – Thursday, 7:00 am to 10:00 pm
 - Friday, 7:00 pm – 8:00 pm
 - Saturday and Sunday, 10:00 am – 12:00 noon
- Phone: 831- 625-8326
- E-mail: healthcenter@stevensonschool.org
- Fax: 831-625-8345

What happens when my child gets sick or needs medication?

Stevenson has a nurse on duty in the health center, Monday through Thursday from 7:00 am to 10:00 pm, Friday from 7:00 am – 8:00 pm, and Saturday and Sunday from 10:00 am – 12:00 noon; the nurse’s office is set up as a mini-infirmery so the students who feel sick during class time can come and lie down under the nurse’s watchful eye. Boarding students will stay in the infirmery during school hours (not in their rooms). In addition, a nurse is on call 24 hours a day, seven days a week. If the nurse believes that a sick or injured child needs to be taken to see a doctor, this is done right away; he/she will be taken to Monterey Bay Urgent Care, Doctors on Duty, or the emergency room at Community Hospital. If you prefer, you can make arrangements with a private physician to see your child. It is important to check with your health insurance company or HMO to make sure your health insurance will cover care provided by these clinics or the hospital. This should be done right away.

If your child needs surgery, it should be completed over a vacation period at home.

Stevenson can also arrange appointments for students who need to see dentists, orthodontists, or dermatologists.

If your child is seriously ill or injured, he or she will be sent home to recuperate. However, you will find that the Stevenson staff can do a very effective job of taking excellent care of most illnesses and injuries, particularly if you discuss the situation with your child, the school nurse, and for boarding students the dorm head. If you’re concerned about sports participation following an illness or injury, it’s a good idea to talk to the coach directly as well as to the dorm head and the dean of students.

Honor Code and Standards of Conduct

The Honor Code and Standards of Conduct express the ethical framework for our community. It is expected and assumed that all members of the Stevenson community will accept and support these standards. The Honor Code and Standards of Conduct can be found on the school website at: www.stevensonschool.org/academics/pebblebeach/honorcode.

Judiciary Committee

Students who transgress the Standards of Conduct jeopardize their position in the school. In most cases they may appear before the Judiciary Committee. The goal of the Judiciary Committee is to strengthen the student's sense of responsibility to him/herself and to our community. The committee provides counseling and guidance and, where necessary, makes recommendations for disciplinary action to the president, who makes the final decision.

Leaving Campus

Stevenson is a closed campus. A student must have permission from the dean of students offices to leave campus at any time during the school day. If ill, a student should go to see the nurse. Before leaving, the student must sign out at the Dean's Office. Failure to follow this procedure will result in disciplinary action. It is not permissible for students to leave the campus without permission from the nurse or the dean and return the next day with an excuse from parents. Seniors and prefects may leave campus at any time during the school day, but must sign out in the dean of students office.

Medications

Students who are taking prescription medication will be required to keep that medication at home unless they are a boarding student or are required to take that medication at a specific time during the school day. At the Pebble Beach Campus, the Health Center will determine if it is acceptable for a boarding student to keep medication in his or her room after it has been catalogued.

Stevenson has a specific policy concerning psychotropic medications, including stimulants used to treat attention deficit disorder, anti-depressants, pain killers, and sedatives. These are the fastest growing class of abused drugs by adolescents in the United States. This includes such medications as: Ritalin, Adderall, Concerta, Zoloft, Paxil, Wellbutrin, Prozac, Ambien, and Vicodin. These medications must be kept in the Health Center for resident students; or, at home for day students at the Pebble Beach Campus and all students at the Carmel Campus.

Prescriptions maintained in the Pebble Beach Campus Health Center will be distributed on a dosage basis in the morning, before the start of classes, and in the evening, at the dinner hour by the Health Center, since most of these prescriptions are on a one or two times-daily regimen. This distribution will be recorded in the Health Center medication log. Those students with different medication needs will need to arrange times with the nurse's office to take their medication. It is a violation of Stevenson's Drug and Alcohol Policy to have these medications, or any other unapproved prescription, in a student room, student car, locker or elsewhere on campus.

We require that all students prescribed psychotropic medications to inform the health center of their treatment. Pebble Beach Campus resident students must bring their medication to the health center at the beginning of each term or at the initiation of treatment, and any change in treatment must be communicated with the school nurses.

We are sensitive to issues of confidentiality. Families can be assured that their privacy will be respected and that this information will not be shared outside of the health center, the school administration, and resident faculty (directly responsible for the child's well-being). Questions should be directed to the Health Center Staff.

Public Officials

For reasons of safety and security, a student may not be interviewed by a public official (such as a police officer) on campus until the school has received consent from the student's parent or guardian. If a parent or guardian cannot be contacted, the school administration will then seek advice from its legal counsel.

Respect for Others

Whether you are a day student or boarder, you are a member of our residential school. This offers a number of rare opportunities for cooperation, collaboration, and lasting friendships with peers, faculty, and staff. Although we are a diverse school comprised of people with a wide range of interests and traditions, respect for others is paramount to the integrity of our lives here.

We ask, for example, that you be polite and appropriate in all verbal and electronic communications and that you consider carefully how your words, dress, and actions influence others and, in certain instances, have the potential to offend if they are not chosen thoughtfully.

Showing respect for all members of the Stevenson community includes listening when someone else is speaking in class or the chapel, being considerate of all those working in Rosen Student Center, helping to maintain a safe and clean environment in the dorm and on campus grounds, and considering how behavior affects or influences others.

Room Inspection

On Monday through Friday, all resident students must pass room inspection. This basic room inspection requires all students to have their bed made, desks cleared and floor picked up. The purpose of this room inspection is to ensure students have a room that is conducive to studying.

On Saturday morning, all students are expected to pass a more thorough room inspection. During this room inspection, faculty on duty will check to make sure that beds are made, trash is emptied, clothes are picked up, floor is vacuumed, and all drawers are organized. If a student leaves campus for the weekend (goes on pass) his/her room must be cleaned prior to departure.

Sexual Intimacy

For high school students, the issue of sexual intimacy is a complicated one. While we recognize that healthy romantic relationships may involve a range of physical intimacies, we must be clear that in a boarding school there are some special considerations.

We feel that sexual intimacy between students at Stevenson is inappropriate for the following reasons:

- We are concerned about the physical health of students and wish to protect them from sexual behavior that may lead to sexually transmitted infections and/or pregnancy.
- We are aware of the potentially damaging emotional implications that accompany early sexual relationships.
- There is a spectrum of values and moral beliefs around the issues of sexuality and sexual behavior within our diverse Stevenson community that merits respect.
- Students living closely in dormitories have a right to privacy that includes the comfort of knowing when visitors will be present in the dormitory and have the right to be free from unwanted exposure to the intimate sexual behaviors of others.

The school has equal expectations for students regardless of their sexual orientation, and we expect all students involved in romantic relationships, whether same-sex or opposite-sex, to respect their partner's privacy and the privacy of others.

Sign-Out Procedures

During school hours all 9th, 10th, and 11th graders are expected to stay on campus unless they have a scheduled appointment or are departing for the day. However, when they do leave campus, they are expected to sign-out in the Dean of Student's office.

Twelfth graders have the option to leave campus during a free period. To do so, they must sign out in the Dean of Student's Office and, if a resident, sign out in the dorm.

Whenever resident students leave campus (including for mandatory school events), they are expected to sign-out on the dorm sign-out sheet, detailing where they are going specifically and how they are getting there. When they return from being off campus, they must sign in immediately. Sign-out sheets are posted in dorm common rooms.

Resident students are allowed to sign-out to anywhere on the Monterey Peninsula (Marina, Salinas, and Big Sur are not within the Monterey Peninsula boundaries) without asking for special permission. Any sign-out off of the Peninsula requires direct permission from a duty head.

If a senior resident prefect is driving him/herself, he or she must ask permission from the head of the Pebble Beach Campus, dean of students, associate dean of students or director of residence to use his/her car. During the school day, he/she is to sign out at the Dean of Student's office. During the evening and weekend, he/she must ask permission of the duty head and may sign out in his/her dorm.

When a student leaves on pass for the weekend, he or she is assumed to be under the responsibility of his/her host; therefore he/she no longer needs to sign out in the dorm. Students must post their pass on their dorm room door.

Smoking

Smoking is not permitted by the school. Students who smoke should recognize that the school will take disciplinary action. Chewing tobacco is also prohibited, and its use will result in disciplinary action. Tobacco is a drug and will be treated as such by the school. Repeat violations of school rules regarding tobacco use will be regarded as repeated misconduct, a violation of the Standards of Conduct, and grounds for dismissal from school.

Student Rooms

Rooming assignments are not made public until the day students move in. This is due to enrollment changes over the summer.

We have student rooms of different sizes (singles, doubles, triples and a quad). Each student is provided with a bed, a closet or armoire, a bureau or set of under-the-bed drawers, a desk and a desk chair. Each room should have at least one mirror. At the beginning of the year, all students will fill out a document indicating if all furniture is present and in good shape. At the end of the year, a similar document will be filled out to assess student charges.

Students should not move furniture out of the rooms unless given specific permission by the dean of students, associate dean of students or director of residence. The director of admission and the associate director of admission may also give permission on move-in day.

Roommate difficulties need to be expressed to faculty before asking for a room switch. All efforts to settle the roommate difficulties will be exhausted before resorting to a room switch. Room changes will not be considered until after Parents Weekend.

Room switches will only happen with availability.

All students are responsible for maintenance and cleaning of their own room.

All damages to the room should be reported immediately. All students will be charged for damages or missing key cards regardless of when they are reported.

As stated in Stevenson fire regulations, students are required to decorate rooms in a fire-safe manner including but not limited to:

- Maintaining a direct path from the room door to the students bed and window
- Not hanging curtains, tapestries or ceiling decorations
- Not using holiday lighting on a year-round basis
- Not possessing heaters, immersion boilers, hot plates or hot pots
- Not using irons, hair straighteners or curling irons except in dorm bathrooms or laundry rooms
- Not using aerosol air fresheners or deodorant
- Not using halogen lamps

Summer Reading

Each student will be required to complete at least one reading assignment for English and one for history over the summer. A student *may* be required to complete additional reading assignments for Foreign Language courses, depending on his or her course selection.

All students should have received a copy of their summer reading requirements from the registrar's office. Summer reading lists are posted on the school website under the "Academics" link.

Students are encouraged to plan their summer reading by dividing the number of pages in the book by the number of days available to read, thereby beginning to learn how to plan for long-term assignments and to understand that work is easier when divided into manageable sections.

Technology Acceptable Use

The use of technology at Stevenson School is a privilege not to be abused. The school's technology policy applies to all authorized users who access the school's network or equipment using school-owned or personally-owned equipment, including wireless devices.

Details of the Technology Acceptable Use Policy can be found on the school website at: www.stevensonsschool.org/academics/pebblebeach/technology/policy.

Visitors in Dorms

Resident students are welcome to have a high-school aged visitor spend one night on campus during the weekend. To arrange this, they must speak to the director of residence and apply for a pass by Wednesday of the week prior to the visit. The visitor must also have a parent confirm the pass giving him/her permission to spend the night on campus. The visitor is expected to be with a Stevenson host during the entire duration of his/her visit. The visitor is also expected to abide by all resident students rules including all check-ins, sign-outs and lights-out.

All visitors (regardless of if they are sleeping on campus) should check in with faculty on duty before spending time in the dorms.