



# STUDENT HANDBOOK

2021

The United World College USA (“UWC-USA,” “UWC” or the “School”) Student Handbook (the “Handbook”) is published and distributed to members of the UWC-USA community for the purpose of providing information on aspects of student and campus life so students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty and its students. This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies and procedures, before, during and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between UWC and any parent, guardian or student affiliated with or attending the School. UWC may, in its sole discretion, add, revise and/or delete School policies before, during and after the school year.

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Denali-3 Tel: 505 454 4229

Kilimanjaro-2 Tel: 505 454 4224

Kilimanjaro-3 Tel: 505 426 4203

Kosciusko Tel: 505 454 4203

Mont Blanc-2 Tel: 505 426 3382

Mont Blanc-3 Tel: 505 454 4229

For questions about travel arrangements please email: [travel@uwc-usa.org](mailto:travel@uwc-usa.org)

In case of an emergency, if you cannot contact UWC-USA, please call the UWC International Office in London, United Kingdom.

Tel: 44 20 7388 2066

Fax: 44 20 7388 3166

## **WELCOME**

### TO THE STUDENTS OF UWC-USA

Welcome to UWC-USA and to the experience of a lifetime! When you were admitted to UWC, you joined a worldwide movement that recognizes education as a force for peace and sustainability. Our goal is to make your experience here positive, powerful and life-changing. We want this to be the first two years of your lifelong commitment to the UWC mission and values.

In order to make that possible, we have gathered information that will help you live the mission over the next two years. This information will also enable you to participate effectively and comfortably at our school. The Handbook combines the ideas and experience of many people, including UWC students who have come before you. It is designed to help you benefit as much as possible from your educational and personal growth opportunities here in Montezuma. We offer this Handbook in a spirit of optimism and care, trusting that you are ready to take your place here as a thoughtful leader and citizen.

In this Handbook, you will find basic information about life on campus—in the classroom, in the residence halls, and in the wider community. The principles for communal living and related information provide you with a framework for the ways in which we learn, live and adventure together.

Let this year's journey begin!

UWC-USA Employees

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## **I. INTRODUCTION**

### **Mission**

UWC makes education a force to unite people, nations, and cultures for peace and a sustainable future.

### **Values**

- International and intercultural understanding
- Celebration of difference
- Personal responsibility and integrity
- Mutual responsibility and respect
- Compassion and service
- Respect for the environment
- A sense of idealism

- Personal challenge
- Action and personal example

## **Non-Discrimination Policy**

The School admits qualified students of any race, color, national or ethnic origin, ancestry, sex, gender, religion, gender identity, gender expression, sexual orientation, or mental or physical disability, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, gender, religion, gender identity, gender expression, sexual orientation, or mental or physical disability, or any other status protected by applicable law in the administration of its admissions, scholarships, and loans, and its educational, athletic, and other programs.

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## **II. ACADEMIC HONESTY**

Truthfulness and honesty in all personal and academic matters are fundamental expectations of the School. UWC-USA operates on the assumption that students and faculty accept and respect the principle of intellectual honesty. Any form of cheating, including an unsuccessful attempt, undermines the integrity of the School mission and values and may be considered a violation of a major School rule, and, as such, may be subject to disciplinary procedures.

All instances of academic dishonesty or cheating should be reported to the dean of academics. If it is a first case, the School's typical procedure is to resolve the issue at the level of the student and the teacher, with parents and National Committees being informed. Any subsequent violations may be subject to more severe disciplinary action, up to and including expulsion.

**The IB regulations regarding academic honesty are very specific. Any deviation from the regulations may result in a student being ineligible to receive the IB Diploma.**

Malpractice most commonly involves collusion or plagiarism: Plagiarism, simply defined as “the representation, intentionally *or unwittingly*, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.” (Garza, 2014). It is a specialized form of cheating. Therefore, it is the responsibility of all students to familiarize themselves with rules regarding intellectual property. The fundamental rule is this: If material beyond a writer's first-hand knowledge is included in student work, and if such material is not common knowledge of the kind possessed by everyone working in the general area, the writer must credit that material in the appropriate manner. Specific rules for acknowledging sources should be obtained from the subject teachers.

Collusion is defined by the IB as allowing one's work to be copied or submitted for assessment by another.

If the IB determines that a student has engaged in malpractice, the grade N will be awarded in the IB subjects in question. No Diploma will be awarded. The candidate will not be permitted to register for IB examinations at future sessions. Certificates will be awarded for subjects where

no malpractice occurred. Regional Directors will be informed whenever malpractice is confirmed.

### **III. ACADEMIC PROGRAM**

#### **Curriculum**

Our School offers the International Baccalaureate Diploma Curriculum. This curriculum meets the educational requirements of students from many different cultures while also providing a rigorous academic program appropriate as preparation for the world's best institutions of higher learning.

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#### **Overview of the International Baccalaureate Program**



Students complete requirements in six subjects that are tied together by an extended essay, a course in the theory of knowledge, and projects in creativity/activity/service (CAS).

Courses offered and specific requirements can be found on the School's website. Examination regulations can be obtained from the diploma program coordinator.

### **Minimum Requirements**

All students at the School must enroll in the IB Diploma Program and are expected to complete its requirements successfully. Students who, in the School's sole discretion, are constructive members of the School community, meet all the scheduled requirements for the full IB Diploma

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and abide by the School's attendance, service and activity requirements are privileged to remain in residence through graduation. Students who do not provide evidence of their determination to

meet the School's standards in all the above mentioned areas may be required to withdraw at the end of their first year.

Any second-year student who fails to meet a scheduled deadline for submitting an extended essay, to complete a required Theory of Knowledge assignment, an external assessment, a moderated requirement in any IB course, or who does not meet the School's attendance, service and activity expectations, will be considered for dismissal.

Normally, any student who remains a candidate for the IB Diploma and sits the scheduled examinations will be considered thereby to have met the UWC-USA graduation standard. Final official transcripts will not be issued until all IB results have been confirmed.

### **Registration and Class Changes**

Registration for classes takes place online in the summer before a student matriculates, however a mathematics exam is given during Orientation to assure accurate placement for all students, and so there may be minor modifications in the student schedule. Students register for **two year** courses which culminates in their final semester with IB examinations. Choices should therefore be thoughtfully made, taking into consideration any university and national requirements. If a student has sufficient pre-requisites and has the approval of the teacher, they may take a class in one year. If a student takes a School Supported Self-taught Language A1, they usually take that class in one year.

A student wishing to change a class should discuss the matter with their advisor and then see the Dean of Academics. Advisors will consider the request and, if appropriate, will explain the procedure to be followed. Any change of class will ultimately need to be approved by the involved teachers as well as the advisor and dean of academics.

### **Assessments/Test/Examinations**

Teachers generally announce tests and other major assessments at least one week in advance. Students who find themselves in a situation where workload is abnormally high are encouraged to consult with their advisor.

### **Student Reports and Grades**

#### **Grades:**

For each semester, students will receive numerical grades using the IB scale:

1- Very Poor 2- Poor 3- Mediocre 4- Satisfactory 5- Good 6- Very Good 7- Excellent

Each student will also receive an effort grade as follows:

E (excellent) The student goes above what is expected

G (good) The student does all that is expected

S (satisfactory) The student does most of what is expected  
M (mediocre) The student does less than what is expected  
P (poor) The student is seriously deficient in one or more aspects  
I (incomplete) The student has not completed all of the requirements  
NG (no grade) No grade can be given at this time  
U (unsatisfactory) Only used for TOK

Students, parents, and National Committees will receive Academic Progress Reports as follows:

### **Academic Probation**

Students who have serious academic difficulties may be put on and **Academic Contract** or on **Academic Probation**. An **Academic Contract** outlining minimum requirements, expectations, and a plan of action for improvement will be set in an effort to assist and support the student. If there is an indication in the second year that the student may be disqualified from achieving the IB because of failure to produce an extended essay, guided course work, required reports, IA's, and other IB requirements, the student may be asked to withdraw.

In the event that a student has engaged in academic misconduct, they will be placed on **Academic Probation**. With the first instance of misconduct, the student's teachers will be informed. If subsequent acts occur, the parents and National Committees will be notified, and the Dean will consider further consequences. If the student is a second-year, universities will be notified.

Academic misconduct includes plagiarism and collusion.

### **UWC-USA Experiential Education Program**

The UWC-USA Experiential Education Program (ExEd) brings together a large collection of activities that facilitate enrichment, exploration, and student support, satisfy the requirements of the IB two-year diploma program and those of UWC-USA. Through the ExEd program, we hope students will develop their own expertise and skills while committing themselves to the values of the UWC mission and the needs of their school and larger community.

Students collaborate with ExEd activity sponsors, their advisor, and the ExEd Support Coordinator in order to satisfy the requirements of ExEd and learn and grow through mentoring, collaboration and logistical support. The advisor and ExEd Support Coordinator are there to support students in their planning and decision-making; students take the initiative to select from and contribute to their own ExEd experiences and complete the requirements over the two years at UWC-USA.

UWC-USA Experiential Education Program Requirements (Class of 2020)

1. With a UWC advisor, complete a self-review, an interim review, and final review in the context of CAS interviews and ExEd portfolios.

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2. ExEds:

- a. Arts & Culture
    - i. 1 semester of a weekly ExEd
    - ii. 1 Cultural day event or an arts-themed Project Week or SWS
  - b. Constructive Engagement
    - i. 3 semesters, including 2 semesters off-campus
    - ii. 4 Constructive Engagement special events:
      - 1. First Year retreat
      - 2. Annual Conference (First Year and Second Year)
      - 3. Project:
        - a. a digital story or public presentation,
        - b. a SWS or PW trip focusing on Constructive Engagement,
        - c. a project of the student's own proposing
  - c. Sustainability
    - i. Personal: 3 semesters of wellness/physical activity
    - ii. Campus: 2 semesters of campus service in the First Year
  - d. Wilderness
    - i. 2 expeditions (this can include the wilderness orientation expedition)
3. Fill a designated leadership role during the two years
  4. Submit an ExEd portfolio meeting specific criteria

### Registration for ExEd

Each semester, students will register for ExEd activities online. Students will then be notified of their ExEd activity placement. Students will apply in the Spring of their first year for ExEd Leadership; once their Leadership role is determined, they will serve in that capacity for their second year according to the requirements established within the ExEd Track and activity.

### How to complete and receive credit for ExEd activities

1. Each ExEd activity is different in its goals and time commitments. In order to satisfactorily complete ExEd activities, a student must observe the specific requirements of each individual ExEd activity.
2. Students are required to create a portfolio reflecting on each of the Eight Learning Outcomes (defined below). These reflections may be communicated to the ExEd coordinator and ExEd sponsors that are involved in the activities mentioned in the reflection.
3. Students are counted as absent if they are not actively participating in a session for any reason, including illness, excused leaves, college visits, etc. A student may miss up to **three** sessions per semester and still receive credit for the ExEd activity. If a student has four absences, the student will generally not receive credit for the service or activity. The student may work with the ExEd sponsor to make up hours missed.
4. At the end of each semester, the ExEd coordinator will review each student's ExEd record to identify any missing requirements. Students are responsible for meeting the requirements over the two year. In January, the ExEd coordinator will inform students, their advisor and the Dean in writing of any delinquency in fulfilling ExEd requirements. Students who are delinquent will present a written plan to the ExEd coordinator that outlines how they will fulfill their requirements. If deemed necessary, this may become

part of a written contract with the School. If a student does not complete their ExEd requirements, they are no longer an IB candidate and may not be allowed to remain at UWC.

## Definitions

**ExEd Sponsor:** An ExEd sponsor is an employee or volunteer who leads a specific ExEd activity.

**Leadership Role:** Students must fill a designated ExEd leadership role in their second year.

**Creativity:** Arts, and other experiences that involve creative thinking.

**Activity:** Physical exertion contributing to a healthy lifestyle

**Service:** An unpaid and voluntary exchange that has a learning benefit for the student. The rights, dignity, and autonomy of all those involved are respected.

**CE - Constructive Engagement:** Students will have the opportunity to address different kinds of conflicts and gain skills such as dialogue, team-building, facilitation, fundraising, event planning, etc.

**Personal Sustainability:** It is important to get enough sleep and stay fit throughout the UWC experience so that your mind can work effectively. Physical activities include activities like volleyball, soccer, basketball, dance, and yoga.

**Wilderness:** New Mexico is full of beautiful wilderness, from forested mountains and big rivers, to red-rock mesas and desert. The wilderness program helps students develop leadership and communication skills, teamwork, and self-reliance, at the same time as they learn first-aid and outdoor skills.

## **The Eight Learning Outcomes**

Students must complete the following learning outcomes and demonstrate them in the four end-of-semester reflections.

- 1. Identify own strengths and areas for personal growth:** They are able to see themselves as individuals with various skills and abilities, some more developed than others, and understand that they can make choices about how they wish to move forward.
- 2. Take on significant challenges and learn new skills:** A new challenge may be an unfamiliar activity, or an extension to an existing one.
- 3. Plan and implement initiative/project/campaign:** Planning and initiation will often be in collaboration with others. It can be shown in activities that are part of larger projects, for example, ongoing school activities in the local community, as well as in small student-led activities.
- 4. Show perseverance and commitment to activities in the face of challenges:** At a minimum, this implies attending regularly and accepting a share of the responsibility for dealing with problems that arise in the course of activities.
- 5. Demonstrate skills and recognizes the benefits of working collaboratively:** Collaboration can be shown in many different activities, such as team sports, playing music in a band, or helping in a kindergarten. At least one project involving collaboration and the integration of at least two of creativity, action, and service is required.

6. **Engage with issues of global significance:** Demonstrating awareness of and responsibility toward a shared humanity and recognizing the connection between local and global issues
7. **Consider the ethics of choices and actions, and the roles that privilege and power play:** Ethical decisions arise in almost any ExEd activity (for example, on the sports field, in musical composition, in relationships with others involved in service activities). Evidence of thinking about ethical issues can be shown in various ways, including journal entries and conversations with sponsors.
8. **Demonstrate meaningful engagement with and contribution to communities outside UWC-USA:** It is important to learn from and contribute to communities across difference and beyond our comfort zones.

**Please see appendix for more detail (ExEd Handbook)**

## **GUIDANCE**

### **Standardized Testing**

The School recommends that first year students take the SAT in the spring/summer of their first year, and an additional one to two times in the fall of their second year. The SAT is administered on campus at all scheduled testing dates;

SAT Subject tests are offered on the same test dates. The ACT is administered in town at Highlands University. Students who choose to also take the ACT must make their own arrangements with the Dean of Academics for transportation.

For the ACT and SAT results, students must contact those testing companies directly for scores to be released officially to colleges and universities.

The paper-based TOEFL is also administered each fall on campus; students may register for that test with the college counseling department. More universities are accepting the duolingo exam which is less exam and internet based. Register at

<https://englishtest.duolingo.com/applicants>

For students applying to the UK, some specific tests are offered on campus each fall. IELTS exams should be taken in the summer after the first year (in the students home country). The college counselors will provide registration information in the early fall of students' second year on this process. Students should work closely with their college counselor to identify the appropriate college admission tests and schedule.

### **College and University Advising**

#### Mission & Philosophy

The college counseling office at UWC-USA aims to guide students in finding the best intellectual, academic and social match for college while empowering students to be thoughtful and deliberate agents in their pursuit of higher education. The college counseling office is available to provide professional guidance before, during, and after the college search and

application process by engaging in one-on-one meetings, hosting workshops and open forums, and hosting college visits and interviews in addition to providing electronic and print resources.

### **College Counseling Agreement**

Students who choose to use the services of the college counseling office understand that they also have a responsibility to be proactive throughout the application process. Among other responsibilities, they must meet regularly with their counselor, attend scheduled programs, provide all requested materials, abide by all policies, and meet all deadlines.

### **College Visits & Interviews at UWC-USA**

Each year, as many as 75 colleges and universities visit the UWC-USA campus to deliver presentations on their respective institutions and interview interested students. Attending presentations and interviews is a privilege, and it is expected that students recognize this and behave appropriately.

- a. Students must obtain permission from the appropriate faculty or staff member if they need to miss a class, ExEd, activity or Check.
- b. If a student is unable to attend their scheduled interview, they must notify their college counselor at least 24 hours in advance. Finding an eligible and interested replacement is strongly recommended.

The college counselors write recommendations, provide guidance and assist students in the college search and application process. However, ultimately it is the student's efforts and achievements that earn college/university admission and scholarships. Students are expected to be consistent in their academic and co-curricular endeavors even after they are accepted to colleges and universities. Many universities will rescind an offer of admission if a student's final semester grades and/or IB scores drop significantly.

### **Changes in Financial Circumstances/Financial Aid Appeals**

Students' scholarships and financial contributions are determined and negotiated with families and National Committees prior to arrival to UWC-USA. This is a two-year commitment. We recognize, however, that circumstances may change during those two years (loss of employment, significant medical costs, sustained economic and currency devaluations due to political instability, etc.). To discuss the process for the Committee to reconsider a student's financial aid package, please contact the Director of Admissions.

## **IV. SCHOOL RULES**

### **COMMUNITY STANDARDS - Policy And Procedures**

#### **I. INTRODUCTION**

At UWC-USA (hereinafter referred to as the school), we strive to provide a safe environment that is conducive to academic success for students, while fostering socially responsible and productive global citizens. We seek to impart knowledge and develop character, and we expect students to uphold our values that advance the common good and the UWC movement. To this end, the UWC-USA Community Standards are founded on our nine UWC values:

- International and intercultural understanding
- Celebration of difference
- Personal responsibility and integrity
- Mutual responsibility and respect
- Compassion and service
- Respect for the environment
- A sense of idealism
- Personal challenge
- Action and personal example

Our Community Standards encompass most aspects of campus life for students, with the expectation that students will engage with and exemplify these values at all times. The policies also included within the Community Standards include Residential Life, Sexual Wellness, and IT Resources. UWC-USA strives to cultivate an environment in which our students are making informed and good choices, are thriving, and are eager to serve as productive members of the community. While the policies described herein are intended to set guidelines and outline expectations, they are also intended as a positive affirmation of the community we all create.

UWC-USA is a special place and it is a privilege for our students to be a part of our community. It is expected that all students uphold the values and familiarize themselves with and abide by the Community Standards and all other policies that apply to them. Ignorance of the Community Standards is never an excuse for failing to comply, for these values and standards uphold this special place, and promote a safe environment where all members of our community are able to fully engage in the life of UWC-USA.

## **II. HOW STUDENTS LIVE OUR VALUES**

The Community Standards are not designed to just be a list of behaviors that are discouraged or prohibited, but they are also designed to provide affirmative guidelines for positive behavior and contribution to our community.

A UWC-USA student should:

1. Treat our campus, other students, all faculty, and all staff and community members in accordance to each of our nine values;
2. Take responsibility when exercising expression in a manner that also considers the standards of civility, consideration, and tolerance that should shape the actions of members of the community with one another;
3. Assist others by engaging in active bystander intervention, to include watching out for the safety and well-being of fellow community members;

4. Act in ways that minimize risk of harm to themselves and to others, including mental, physical, emotional, or psychological harm, and promote the safety of individuals and the overall community; and
5. Work to further their academic and social development and not interfere with others who are striving to achieve the same.

### **III. WHEN THESE VALUES AND STANDARDS APPLY**

By accepting admission to and enrolling at UWC-USA, students are obligated to conduct themselves consistently with the values of UWC, the Community Standards, other UWC-USA policies and procedures, and all applicable laws. Students may be expelled from UWC-USA if the student's conduct is deemed an egregious violation of these values and standards. The Community Standards and the outlined processes apply to the conduct of both individual students and student groups.

The Community Standards set a range of expectations for the UWC-USA student no matter where or when the conduct may take place, whether on UWC-USA property, at sponsored events or programs, or off-campus. The Community Standards also apply to conduct that takes place at any time from the date that a student is admitted to UWC-USA until the student has completed graduation, including during the summers and breaks.

### **IV. TIMELINE FOR REPORTING**

Staff and faculty who are aware of misconduct are encouraged to address it with the student(s) if possible and always submit an incident report available on Edsby. Students are encouraged to self-report misconduct; self-reporting will be considered a mitigating factor in determining whether and what sanctions may be imposed.

There is no time limit on reporting alleged violations of the Community Standards. However, the longer one waits to report an incident, the harder it becomes for the school to investigate and make a determination regarding alleged violations. Visitors to and guests of UWC-USA are also protected by and held to the Community Standards.

**NOTE:** All instances of academic dishonesty or cheating should be reported to the Dean of Academics. See academic honesty policy in Student Handbook Section II.

### **V. COMMUNITY STANDARDS POLICIES**

**\* Policies containing an asterisk are typically viewed as major violations and may be heard by the Disciplinary Council. Furthermore, they may be considered by all United World Colleges as “No Tolerance” related behavior. However, the Dean of Students or their designee retains discretion as to how these cases are heard on an individual basis. Some likely responses to violating these policies include, but are not limited to: disciplinary probation, suspension & dismissal.**

## 1. Abuse of Any School Policy or Procedure

Students are expected to abide by all policies and procedures applicable to student conduct. Students may be subject to various sanctions, as described further below and in the respective policies, for violations of these policies and procedures. Examples of potential abuse of the UWC-USA's policies and procedures include, but are not limited to:

- Attempting to discourage an individual's proper use of, or participation in a policy or procedure;
- Retaliation (including coercive, threatening, intimidating, or interfering behavior) against anyone involved in a policy or procedure, including, but not limited to, complainants, witnesses, administrators, or decision-makers;
- Failure to comply with the sanction(s) imposed on a student.

## 2. Abusive Behavior\*

UWC-USA prohibits abusive behavior, which is any act that endangers the health or safety of a student or group of students (such as "bullying"), or which destroys or removes public or private property.

## 3. Alcohol\*

The use of alcohol is prohibited. Further, unlawful use, possession, distribution, or dispensing of alcohol either on or off-campus is prohibited.

## 4. Collusion

Collusion is action or inaction by a student who is aware that another student has violated or is violating a policy, and such student assists in the violation of the policy, does not report the violation, or, if appropriate, does not try to stop or otherwise address the behavior. Students are expected to confront their peers, if appropriate, or remove themselves from a situation and then report the information as soon as possible. A student is not required to confront or otherwise attempt to stop a student if such action would jeopardize the student's own safety.

## 5. Community Health Concerns

Conditions that may risk the health of another person are prohibited. Examples include, but are not limited to:

- use of noxious materials;
- use of pungent materials;
- abuse of toilet facilities such that vomit, excrement, or urine is left for others to clean;
- littering in public areas, allowing excessive trash to build up, or spilling garbage cans with the expectation someone else will clean them up.

## 6. Deception/Dishonesty\*

Students are expected to be honest and forthcoming, and not to act in ways that are deceptive or manipulative. This includes knowingly misrepresenting oneself, involving others in violations without their knowledge, or manipulating people or processes. Students are expected to be honest and demonstrate a respect for truth. It is prohibited to knowingly furnish false, falsified, or forged information or to withhold information from a UWC-USA representative, including information requested in connection with the enforcement of any policy or procedure. This includes making false statements as well as falsifying or misusing documents, accounts, records, identification, or financial instruments. Unauthorized use, possession, or duplication of means of access (such as keys or key cards) to facilities is also prohibited.

## 7. Disruption of UWC-USA Activities and Events

Disruption of UWC-USA business, activities, events, and academic courses is prohibited.

Examples include, but are not limited to:

- Obstructing freedom of movement of community members or campus visitors; ●  
Causing noise or participating in a demonstration that disrupts the normal school activities;
- Causing, leading, or inciting disruption of scheduled or normal activities of the school.

## 8. Drugs / Cannabis / Paraphernalia\*

The use, possession, distribution, manufacture, or dispensing of Illicit Drugs\* is prohibited. This policy also prohibits the use of cannabis, even if the intended use is for medicinal purposes. Synthetic drugs that contain ingredients or mimic the effects of illicit drugs are also prohibited. In addition, prescription medications and over-the-counter medications must be utilized according to prescribed instructions and the distribution of prescription drugs without a prescription is prohibited. Drug paraphernalia, including but not limited to, bongs and vaporizers, are not permitted on campus.

*\*\*“Illicit Drugs” refers to “controlled substances” as defined in Schedules I through V, Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and related regulations (21 C.F.R. 1308.11 through 1308.15) as amended.*

## 9. Fire Safety / Hazardous Materials

It is the responsibility of each student to review and follow fire evacuation procedures, participate in fire drill practices, and take proactive measures to minimize risk of fire. Any action or inaction by a student that contributes to increased risk of fire is a violation of fire safety and is prohibited. Examples of violations include:

- Failure to evacuate when a fire alarm is activated;
- Improper use of or tampering with safety equipment, including alarms, signs, and pull stations;

- Discharging a fire extinguisher for any other reason than an attempt to extinguish a fire;
- Starting or causing a fire on campus.

Students may not possess or use materials or articles that can create hazardous conditions on campus. A "hazardous condition" poses a threat to building facilities and/or occupants thereof as determined by facilities services personnel and/or environmental health and safety staff. Legally permitted chemicals or substances that can threaten or cause harm, or cause fear in others are also not permitted.

#### 10. Hazing\*

UWC-USA prohibits hazing, which is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, or which produces ridicule, embarrassment, harassment, intimidation or other similar result, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization. Examples include paddling, creating excessive fatigue, physical and psychological shock, public stunts, and degrading or humiliating games and activities. The express or implied consent of the victim is not a defense, and apathy or acquiescence in the presence of hazing also violates these Standards.

#### 11. Misuse of IT Network

Any misuse of UWC-USA's facilities, equipment, networks, websites, list serves, email, passwords, accounts, or information is prohibited. Misuse that results in network interruption or failure is also prohibited. For more information, see section IV of the Student Handbook.

#### 12. Misuse of Services

Misuse of services is defined as using property, facilities, or personnel in ways that they are not designed or intended. Examples include, but are not limited to:

- Entry onto roofs or into maintenance, construction, or other restricted areas or buildings;
- Misuse of long-distance telephone codes or cable;
- Unauthorized use of equipment, facilities, vehicles, logos, or names;
- Use of resources or personnel for profit such as using a residence hall room or college email address to establish and/or operate a business without prior approval from the Dean of ExEd and Residential Life;
- Hitchhiking;
- Driving a vehicle (during school year) while enrolled at UWC-USA or riding in a car driven by a person under 25 years of age.

#### 13. Non-Compliance

Failure to comply with the directions of a UWC-USA representative, staff/faculty member, or law enforcement officer during the performance of their duties is prohibited. Examples include: ● Failing to show an ID;

- Failing to schedule a meeting when requested or return a phone call from a staff/faculty

- Failing to provide information in connection with the investigation or enforcement of any policy or procedure;
- Not cooperating with a UWC-USA official, even when you believe you may not be at fault for anything.

#### 14. Residential Life Policy & Procedure

Residential Life policies such as Checks, Quiet Time, Curfew & Guests. See section VII of the Student Handbook.

#### 15. Safety & Security

Students are expected to act in ways that minimize risk of harm and promote the safety of individuals and the community. Examples of violations of this policy include, but are not limited to:

- Tampering with or preventing the functionality of physical locking devices; ● Misuse of campus emergency phones;
- Failure to report lost/stolen key(s) or ID cards;
- Opening (or propping open) doors or allowing entry to anyone into residence areas if they are not a personal guest;
- Failure to report suspicious/unusual circumstances or behavior to campus security, staff, or law enforcement immediately.

#### 16. Smoking\*

Smoking of tobacco or any other substance, which includes the use of electronic cigarettes, is prohibited.

#### 17. Theft\*

Theft is defined as the unauthorized acquisition or possession of items/services that belong to another person or entity (including removal of furniture from campus common spaces). Unauthorized entry into or use of facilities or resources is also prohibited.

#### 18. Vandalism / Damage\*

Damage is defined as the actual destruction of or harm caused to any property, regardless of intent. Vandalism is defined as the intentional and/or unintentional damage of or harm to the property of another person or the school, or misuse of property that leads to damage. In addition to being referred for potential discipline under these Standards — as damage to property has a financial impact — the repair charges and/or related fines will be assessed to the student(s) found responsible for the damage. A fine may be assessed for the damage and the actual cost of repair.

Any violation of any UWC-USA policy, and any violation of any local, state, or federal law, is prohibited. UWC-USA may initiate disciplinary proceedings against a student who has violated federal, state, or local laws, without regard to the existence or possibility of civil or criminal proceedings. It is the practice of UWC-USA to pursue timely resolution through its conduct proceedings, rather than to delay campus proceedings until the outcome of criminal and/or civil proceedings.

#### 20. Violence\*

Violence is strictly prohibited. Violence includes threatening or causing physical harm, such as fighting, or any other conduct which threatens or endangers the health or safety of any person and/or the community. Violence against animals is also prohibited. Respectful interactions are governed by mutual consent.

#### 21. Weapons and Explosives\*

The possession or use of any weapon — including but not limited to firearms, ammunition, pellet guns, air guns, paintball guns, stun guns, tasers, smoke devices, bows/arrows, swords, large knives, explosives, and fireworks — is prohibited on campus because of the potential for personal injury, theft, unauthorized use of such items, and disruptive impact on the campus community. In addition, verbal or written threats by a student indicating they have a prohibited weapon or explosive will be taken and responded to as an actual threat, whether or not evidence of such weapon or explosive exists.

## **VI. COMMUNITY STANDARDS PROCEDURES**

The following procedures apply when a student is alleged to have violated the Community Standards or any other school policy which does not have its own separate procedures. A student also may be subject to discipline arising out of the same or related facts and circumstances under the Academic Honesty Policy or Sexual Wellness Policy. The school will decide how to address a situation which potentially involves violations of multiple policies. Please refer to the procedures for Academic Honesty and Sexual Wellness in the Student Handbook.

### **A. Incident Reporting**

Any person, including students, employees, or third parties (visitors etc.), may report an incident of alleged misconduct by a student or group of students. The person reporting the incident can be the alleged victim or a witness to an incident, or someone who otherwise has sufficient information to submit a report. An incident report generally leads to the initiation of this disciplinary process.

A report may be made to the Dean of Students, Director of Residential Life, a faculty member, or any staff member designated by the Dean of Students, or the Director of Residential Life.

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Complaints may also be initiated by UWC-USA upon receipt of information that a student or group of students has engaged in alleged misconduct. (For example, if Campus Security notifies the Dean of Students of alleged misconduct by a student or group of students, a complaint may be initiated by the school against such student or group of students.)

## **B. Interim Suspension / Measures**

The Dean of Students or their designee has the authority to impose an Interim Suspension, which requires a student to leave UWC-USA property pending the outcome of the complaint process. During this time, the student is subject to all of the terms of Interim Suspension and any additional provisions outlined in writing to the student. During an Interim Suspension, the student generally cannot participate in any College activities such as academic coursework, student activities or events. The student cannot be on UWC-USA property for the duration of the Interim Suspension. An Interim Suspension may be imposed:

- To ensure the safety and well-being of the community or preservation of property;
- To ensure the student's own physical or emotional safety and well-being; and/or
- If the student poses an ongoing threat of disruption of, or interference with, the operations of College.

The Dean of Students or their designee may impose additional or alternative interim measures pending the outcome of the complaint process, which may include no-contact orders, counseling, or other requirements determined necessary in light of the complaint.

## **C. Processing Complaints**

The designee of the Dean of Students (currently the Director of Residential Life) will review each complaint and determine the appropriate procedure for addressing the complaint. In deciding the appropriate procedure for addressing a particular complaint, the Director of Residential Life may consider, among other factors, the nature and severity of the alleged misconduct, the prior conduct record of the accused student(s), and the impact on individuals or the community of the alleged violations.

As necessary, UWC-USA reserves the right to initiate a complaint, to serve as complainant, and to initiate or streamline conduct proceedings without receiving a formal complaint by a victim or community member.

Unless it is determined that no action is required on the complaint, the student will be notified of the complaint and, if appropriate, offered the opportunity to meet with a support person. If the student admits to the alleged misconduct and wishes to negotiate a resolution of the alleged misconduct, the appropriate school official (whether a Resident Tutor, Director of Residential Life, or Dean of Students), will determine if a negotiated resolution is appropriate, and then will work with the student to determine if an appropriate response or sanction can be agreed upon between the student and the school. This is referred to as an "admitted and negotiated

resolution” and the student’s participation must be voluntary, and a condition of such a resolution is that it cannot be appealed.

If a student admits to the alleged misconduct but does not want to negotiate a resolution, or the student does not admit to the alleged misconduct, the complaint may be assigned for further processing, which may include:

1. Notifying the Dean of Students—that the complaint falls under the Sexual Wellness Policy. The Dean will then ensure the procedures set forth in the applicable Policy are followed.
2. Referring a complaint to a Resident Coordinator for investigation and resolution. The Resident Coordinator will determine what, if any, investigation is necessary in order to resolve the complaint. For example, the Resident Coordinator may simply speak with the student about whom the complaint was made. A Resident Coordinator is authorized to impose any sanction set forth below, with the exception of Deferred Sanction, Expulsion, Suspension, or Voluntary Withdrawal/Leave.
3. Assigning a complaint to an investigator. Most complaints will not be assigned to an investigator as many complaints can be investigated by the Resident Coordinators or the panels described below, but if it is determined that further information is required, an investigator may be assigned. The investigator will report their findings to the Dean of Students or their designee, and then the next appropriate step in the processing of the complaint will be determined, which may include referral to Disciplinary Council or resolution by the Dean of Students or their designee.
4. Referring a complaint to be resolved through Restorative Justice. A key goal of restorative justice is to encourage accountability, communication, and responsibility through personal reflection and to focus on the relationships involved and rebuilding them. Consequences should be reasonable, related to the offense, restorative, and respectful but may also be very serious and could lead to probation, suspension, or expulsion. See more about restorative justice process in section VII of the Student Handbook.
5. Referring a complaint to the Disciplinary Advisory Council for investigation and recommendation of whether any violation has occurred to the Dean of Students or their designee who then may impose one or more sanctions. In appropriate cases the Disciplinary Council may also be asked to make a sanction recommendation.

*Disciplinary Council is a panel ideally comprised of the student’s Advisor, Resident Coordinator, student(s), and/or any other faculty trained in the process, not to exceed five persons per case. Recommendations from this panel are made to the Dean of Students, and the Director of Residential Life will serve as a process advisor to the council. This type of panel may hear cases where any sanction is possible.*

Not all incidents of alleged violations or complaints will be heard in the above ways; the Dean of Students, or their designee, retains the discretion to investigate, determine whether a policy violation has occurred, impose sanctions, or otherwise resolve a complaint without referral to

If a complaint is assigned to Disciplinary Council, the Council may schedule a formal meeting with the student to ask the student questions about the complaint and provide the student with an opportunity to share information with the Council. The Council considers all relevant evidence, which may include information learned during the formal meeting with the student, and makes a recommendation regarding whether any violation has occurred and, if requested, a recommendation for sanction(s) to the Dean of Students or their designee.

In most cases, the Dean of Students makes a decision about the resolution of the complaint, including whether the student is found responsible for violating the Standards and the sanction(s) to be imposed, and the student is notified of the decision in writing. The standard of proof needed to determine whether a violation of the Standards has occurred is a “preponderance of the evidence” meaning that the evidence shows that it is “more likely than not,” or more than a 50% likelihood that the student is responsible for the violation.

*Note: Just as students with disabilities may be eligible for accommodations in their classes and living environments and other aspects of their educational experience, accommodations may be available for Community Standards procedures as well.*

#### **D. Community Standards Sanctions**

The following sanctions apply when a student is alleged to have violated the Standards, unless another applicable policy has its own sanctions for addressing the alleged misconduct. Please refer to the procedures for Academic Honesty and Sexual Wellness.

If a student violates multiple policies arising out of the same or related facts and circumstances, the school will decide how to impose the appropriate sanction(s). Although student conduct is usually addressed through the processes outlined in the Community Standards Procedures and/or other UWC-USA policies, the school reserves its discretion to address student conduct concerns in any manner in which it deems appropriate, including assigning sanctions up to and including suspension or expulsion when the conduct is regarded as being in severe conflict with the best interests of UWC-USA or in severe violation of the Community Standards. Such sanctions may be initiated according to the discretion of the Dean of Students or their designee.

Among other factors, the need for confidentiality, for immediate action, or for protection of others may prompt such action. The school also reserves the right to grant a reprieve from, or reduce sanctions when circumstances warrant such a response. Students may be Expelled from UWC-USA by the President, the Dean of Students and/or their designee, if the student's conduct is deemed an egregious violation of these values and standards. The Community Standards and the outlined processes apply to the conduct of both individual students and groups of students.

The sanction(s) that may be imposed when a student is found to have violated the Standards will vary. Multiple sanctions may be assigned for one violation. Sanctions may not always be incremental; a student or group may receive the most severe response, even for a first offense. The school may consider various factors when determining appropriate sanctions, including but

1. The nature and severity of the conduct, including whether the conduct involved a single incident or repeated acts;
2. The impact of the conduct on the student, other individuals, and/or the community;
3. The student's conduct history;
4. How the school has sanctioned similar incidents in the past;
5. Whether the student has accepted responsibility;
6. Any mitigating or aggravating circumstances with respect to any parties involved in the case.

The sanctions (in alphabetical order) that may be imposed on individual students or on a group of students include, but are not limited to, the following:

- **Behavioral Contract:** The student and their Resident Coordinator will meet with the Director of Residential Life. The student's Advisor and parent/guardian will be informed. The duration of the contract will be determined and, at the end of the contract, the student's behavior will be reviewed.
- **Disciplinary Probation:** A formal notice that any additional findings of responsibility will likely result in suspension or dismissal from UWC-USA. Students placed on probation may have to meet specific requirements in order to be removed from this status. Parents and National Committees of the students involved may be informed of a probationary status, procedures for review, and consequences related to subsequent violations. If a student is placed on probation this information is communicated to colleges and universities.
- **Dismissal:** Exclusion from UWC-USA, its premises, and all of its activities. In cases of dismissal, the parents/guardians and National Committees or sponsors will be told at the earliest opportunity. A student who has been dismissed from UWC-USA cannot return to campus for at least two years. A student who wishes to return to campus for any reason after the two years must be approved by the President or their designee
- **Educational Sanctions:** Required attendance at an event or interview that is relevant to a specific topic. This is often accompanied by a reflection/research paper. Participating and completing relevant educational programs or trainings.
- **Official Conversation:** A documented conversation with a school staff or faculty member.
- **Official Warning:** A notice from the school that the behavior is unacceptable.
- **Persona Non Grata/Loss of Privileges:** Prohibiting entry to specific places on campus and/or at school-related events, or loss of computer privileges, etc., for a specific amount of time.
- **Reflection/Research Papers:** A document requiring critical analysis and articulation of a specified topic.
- **Restitution:** A monetary or service sanction required to pay for the cost of repairing or replacing physical damage or any other cost incurred as a result of the student's behavior.
- **Roommate Agreement:** A mutually agreed upon written contract that students sharing a living space create and agree to uphold.
- **Room Change:** Relocation to a different residential community or room.
- **Suspension:** Exclusion from UWC-USA with the opportunity to rejoin after a designated time period. Violation of academic honesty, community standards, residential code of conduct, or inability to make appropriate adjustments to the minimum expectations of

UWC-USA could result in suspension. The length of suspension and conditions for returning to the school community will be set by the Dean.

- **Voluntary Withdrawal:** UWC-USA reserves the right to grant a Voluntary Withdrawal for a student in lieu of a formal disciplinary process and potential sanctions.

The following additional sanctions (in alphabetical order) may be imposed on a group of students:

- **Disciplinary Probation:** A formal written notice that any additional violations could result in suspension of the student group's status.
- **Social Probation:** Limiting the student group's social activities for a specific period of time.
- **Suspension of Status:** Suspending recognition of a student group.

*Note:* A student may be required to attend an assessment with a counselor or other appropriate professional to assess if further action by the school is warranted due to conduct impacting the sanctioned student or the surrounding community. If assessment results indicate a need for further action or follow-up, that will be required. Students not facing conduct sanctions may still be required to participate in an assessment if there are concerns for student well-being.

## E. Reprieve from or Reduction of Sanctions

UWC-USA encourages bystander intervention and proactive action such as seeking medical assistance when a student's health and safety may be in jeopardy, including when the danger arises due to the abuse of alcohol or drugs (see Safe Harbor Policy). The school acknowledges behaviors that demonstrate care and concern for the members of our community. Accordingly, the school reserves the right to provide a reprieve from, or reduction of, discipline to a student or group of students who exhibit responsible, proactive behavior in an effort to ensure their own or another student's health and safety during an incident or situation that involves a violation of the school's policies. A reprieve from, or reduction of, sanctions will only be granted by the school when the circumstances so warrant. Generally, UWC-USA will not grant a reprieve or reduction if the conduct and behavior in question include acts of violence, vandalism, or result in harm to others.

## F. Appeals

Any student who is disciplined may appeal such discipline, unless the student has agreed to waive their right to appeal as part of a negotiated resolution. A student is limited to submitting one appeal per case.

An appeal may be based on one or more of the following:

- **New Evidence or Information:** New evidence or information sufficient to alter a decision, or other relevant facts not known at the time of the original disciplinary process.
- **Failure of Process:** Allegations that the those involved in the process, deviated from the Community Standards procedures in a way that unfairly affected the outcome of the complaint.
- **Bias in the Decision-Making Process:** Evidence that a person involved in the decision-making had a bias or conflict of interest which affected the outcome of the complaint.

An appeal may not be submitted because a student disagrees with the assigned sanction. Appeals must be requested in writing by the student to the attention of the President or their designee, within seven calendar days from the date of receipt of the letter (not including the date of receipt) advising the student of the finding of responsibility and sanction.

Appeal letters should include: the stated grounds for the appeal (new evidence or information, failure of process, and/or bias in the decision-making process), any supporting documentation, and information and arguments relevant to support the appeal. The decision on an appeal will be made by the President or their designee, based on the criteria listed above. The decision may include affirming the sanction(s), referring the complaint to an alternate hearing body, or modifying or reversing the sanction(s) imposed. Students should be aware that one potential outcome of an appeal could be additional findings of responsibility and/or increased sanction(s).

*Note:* Sanctions are effective as of the date of the letter advising the student of the finding of responsibility and sanction(s). Even when an appeal is requested, the sanction(s) will be imposed. If a student wishes to have a sanction suspended pending the outcome of an appeal, the student must request this in their request for an appeal. It is at the discretion of the President or their designee to grant a suspension of a sanction.

### **G. Parental Notification**

At the discretion of the Dean of Students, or their designee, and in accordance with applicable law, the school may contact a student's parent/legal guardian to inform them of the finding of responsibility and any sanctions in cases that so warrant, including but not limited to cases involving alcohol or drugs or where the student's well-being was significantly endangered. Disciplinary matters are handled directly by faculty, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter, but should contact the Dean of Students.

### **H. Policy on Disciplinary Records**

It is the school's policy to support students in reporting serious disciplinary consequences to colleges and any other schools to which students may apply. The college counselors will generally, honestly and fully, disclose if a student has been subject to a disciplinary action including, but not limited to, probation, suspension, dismissal, or withdrawal from the school. For students who have applied to colleges via the Common Application, they are expected to immediately notify the institutions to which they are applying (or have already applied) should there be any changes to the information requested in this application, including disciplinary history.

The student should work closely with the college counselors to ensure that both are disclosing and responding in a consistent and thoughtful manner. If a student's disciplinary status changes after the filing of college applications, the student and counselor are obligated to inform all colleges to which an application has previously been submitted or the college at which the student has submitted an enrollment deposit.

The student and the college counselor are expected to notify colleges within two weeks from the date of the change in status. This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

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### **UWC-USA Safe Harbor Policy**

UWC-USA strives to provide a safe and healthy environment for all students. UWC-USA's Safe Harbor Policy encourages students to seek help when a student's health and/or safety is at risk because of:

- An involvement with drugs and alcohol
- An attempt to harm him/herself or another member of the community
- Any abusive situation and/or any situation that may be harmful to a member of the community

Students are encouraged to seek help from the School's faculty and administration, counselors, resident tutors, health care providers, security or any other adults when any situation arises that may require immediate medical attention or involves the previously described situations.

The purpose of this policy is to ensure the safety of all students. In general terms, Safe Harbor entails the following:

- Students in need of help may come forward without the risk of being placed on a formal disciplinary status. (Exceptional aggravating circumstances may result in a disciplinary response. Exceptional aggravating circumstances cannot be exhaustively defined but one example would be acts of violence.)
- A student requesting Safe Harbor for another student will not be subject to a disciplinary response.
- School faculty and administration will not, to the extent possible, disclose the names of students who assist others in seeking Safe Harbor.
- In the rare case that there are exceptional aggravating circumstances in a situation, it is possible that the School would revisit the decision. An example of an "exceptional aggravating circumstance" would be if serious bodily harm was done to another student.

Safe Harbor is not intended as a means of avoidance or a shield for a student who seeks sanctuary after they know or suspect that an adult is aware of unacceptable behavior. Safe Harbor does not apply to a student who distributes illegal substances or aids others in obtaining them. The School's treatment of a student who is distributing or aiding others in the acquisition of drugs/alcohol is outlined in the Student Handbook. It is expected that during any Safe Harbor request a student will demonstrate honesty and fully disclose the extent of their involvement. The absence of full disclosure may result in a disciplinary response.

The following outlines, in general terms, actions the School may take when a student seeks assistance under the Safe Harbor Policy:

- Seek an assessment by a trained counselor/therapist
- Notify the student's resident tutor in an informational, not a disciplinary context
- May need to notify parents in an informational, not a disciplinary context
- Seek an evaluation by a physician

- Create a plan, with the assistance of the above-mentioned people, to help the student address their situation. Part of this plan may require drug testing and/or separation from School for a period of time to seek professional help, *i.e.*, medical leave.

When the student returns to School, a variety of options will be considered. These considerations are not intended as punishment, but are designed to support the student as they reintegrate into the UWC-USA community. Possible areas of review may include student leadership positions. Each circumstance will require an individual plan, and other actions may be considered.

After a student has utilized the Safe Harbor policy, they will most likely be required to participate in periodic drug and alcohol testing when appropriate and/or cooperate in the counseling process. If the student is unable to participate in these measures, then the benefits of Safe Harbor may be terminated and their standing with respect to formal discipline may change.

Safe Harbor is designed to help students seek and receive assistance for themselves or other students in time of crisis or potential crisis. The goal is to encourage students to help themselves and to help others when health and safety may be in jeopardy.

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## **Search and Seizure**

### Search Policy

UWC-USA, in recognition of the occasional necessity of conducting searches and seizures in order to maintain a healthy and safe environment for all members of our community, adopts the following policy regarding searches and seizures.

UWC-USA reserves the right to search persons, personal effects and rooms as follows:

#### I. General Searches:

These are searches where a large or small group of persons, personal effects and/or rooms are searched not because of individual suspicion, but because of circumstances, including but not limited to, there is a reasonable suspicion that illegal substances are being brought into the School, suspicion of stolen items, or checking compliances with fire and security codes. In such cases, random groups of individuals or rooms may be searched.

#### II. Individual Searches:

Individual persons, their personal effects and their rooms may be searched on the basis of reasonable, individual suspicion.

### General Procedures for Searches

The School strives to follow the general guidelines below related to searches and seizures:

- A. A search shall be conducted by an authorized School official of the same sex of the person to be searched and in the presence of a witness of the same sex. The student's privacy will be considered to the extent practicable. A person may be required to empty the contents of all pockets and may be asked to remove outerwear and shoes.
- B. Lockers, desks, storage facilities and bedrooms are School property and remain at all times under the control of the School and subject to inspection. Periodic general inspections of the above mentioned may be conducted by authorized School officials without notice. However, to the extent practicable, when a locker, desk, storage facility and/or bedroom is going to be searched, this will be done in the presence of the person using those facilities and, if possible, of a witness.

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## **ATTENDANCE AND ABSENCES**

**Attendance at classes, services and activities for which students are registered is mandatory.**

**Absences due to a prolonged illness, physical injury, or extenuating family circumstances will be considered excused at the discretion of the Dean of ExEd & Res Life.**

### Overview

- Class attendance is a key component of being a citizen and leader in the UWC-USA community and of a student's academic development. Our attendance policy is meant to create a culture in which students are not just responsible to themselves but to the larger community. A critical component is consistent participation in all aspects of community life: academics, ExEd, and residential life.
- Signal to students that their presence in class augments not just their own experience but also the experience of the rest of the students in their class.
- Help the students assume personal responsibility by "showing up." The beginning of change agency is being present to make a difference.
- Fulfill the school's responsibility for upholding standards expected by colleges and universities.

Attendance procedures:

- Teachers take attendance and enter it on Edsby by the end of each day. ● Only the Deans and the nurse may excuse students.
- If a student is excused by the nurse, they are placed on the sick list for the entire day. ● If a teacher feels that a student needs to be excused and the nurse is unavailable, they must write to the Academic Dean and Registrar to request an excused absence for a

student immediately -- that request must be received by the end of the day, or the student will be considered unexcused.

- Advisors must review advisee attendance weekly and discuss any absences with the advisee. If an advisee accumulates three (3) unexcused absences in one class in a trimester, the advisor must notify the Deans. At three unexcused absences, parents and National Committee will be notified. One more unexcused absence (total: 4) will result in a lowered performance grade.
- Students must review attendance daily. If they see an error, they must report it to the Registrar's Office (via email: [matt.moreno@uwc-usa.org](mailto:matt.moreno@uwc-usa.org) and copy the teacher who you think made an error) within 72 hours (3 days) of the reported attendance error.

Consequences:

If a student has four (4) or more unexcused absences in a particular class in a semester, the grade in that class is lowered by the Registrar in the following manner:

Attendance grading table

	Grade with 0-3 unexcused absences	Grade with 4-7 unexcused absences	Grade with 8-11 unexcused absences	Grade with 12-14 unexcused absences	Grade with 15-18 unexcused absences
Teacher's grade					
7	7	6	5	4	3
6	6	5	4	3	2
5	5	4	3	2	1
4	4	3	2	1	1
3	3	2	1	1	1
2	2	1	1	1	1
1	1	1	1	1	1

If a student has more than 18 unexcused absences in one class, that student will face disciplinary consequences as determined by the Deans, which may include academic probation

or dismissal. Additionally, the advisor, teachers, parents, and National Committee will be notified. If the student is a second-year student, universities will be notified.

If a student has more than 18 unexcused absences total, that student will face consequences as determined by the Deans including potential academic probation or dismissal. Additionally, the advisor, teachers, parents, and National Committee will be notified. If the student is a second-year student, universities will be notified.

If a student has excessive sick and/or wellness days and/or a combination of sick days, wellness days and/or unexcused absences, the Deans will meet to determine what is in the best interest of the student. Additionally, the advisor and teachers will be notified, and parents, and National Committee may be notified. If the student is a second-year student, universities may be notified.

Absences in a previous trimester do not count toward these totals once a new trimester begins.

#### Forum (previously assembly) attendance:

Attendance will be done advisory group and it is expected that advisory groups sit together. It is the responsibility of the student to find the teacher, not the reverse. All absences will towards the total number of absences.

#### **Tardy Policy**

Students are expected to arrive to class on time. For every four tardies that a student accumulates in a trimester in one class, that student will receive an unexcused absence.

Tardy (late) policy:

- Four tardies equals one unexcused absence;
- What constitutes a tardy (late) is laid out in the course overview by individual teachers;
- After 30 minutes, a student is no longer tardy, they absent.

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#### **Faculty Expectations**

- Teachers are expected to follow the attendance policy.
- Faculty are expected to enter accurate attendance by 5 p.m. at the end of the school day
- Advisors are expected to monitor the attendance of their advisees and meet with them if they accrue absences - either excused or unexcused.
- Advisors are expected to inform the Deans if a student reaches 3 unexcused absences in one class.

Students are required to attend all their classes, services and activities. If a student feels too sick to go to classes, the student **must** check in with the school nurse. If a student misses a test or an assignment due date and is not on the sick list for that day, it is possible that the student may not be allowed to take the test at another time or turn in the assignment late. Such consequences may negatively affect the student's grades.

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#### **Student Expectations**

Academics: At UWC-USA there are times when students and/or their parents may request that they leave campus during the school year. When this happens, students are wholly responsible for making all arrangements on campus. It is expected that students notify their teachers using

the missing class form (turned in 5 days in advance), find out what material or assignments they are going to miss, and make arrangements with their classmates to assist them in remaining caught up. If the student will miss an assessment (either in-class or out-of-class), it is up to the student to make arrangements before departing campus. While teachers always do their best to accommodate, students should not expect individual tutoring or assistance upon return. Each teacher will decide an appropriate timeline for when missed assignments are due, which could be upon return or soon after.

Residential: Students are responsible for informing their RC anytime they will be off campus, whether missing check or not, and RCs will ensure they have the appropriate permission. For longer absences that include classes, the Missing Class form (signed by all classroom teachers, the RC, college counselor or the Deans) serves this purpose. School events such as field trips or weekend recreation are covered by the responsible faculty member. Getaway visits, college interviews, or any other trip the student should communicate with the RC. The goal is to ensure we know not only for check, but in the event of an emergency on campus to ensure all our students are safe and accounted for.

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### **Absence from School on a Weekday**

Except for medical reasons, students are not permitted to leave the campus during lesson times (*i.e.*, between 8:00 a.m. and the end of class codes on weekdays) unless permission has been obtained **48 hours in advance** from the Deans.

If a student or group of students wish to be away from campus to attend a meeting or activity, a two-week notice should be given before the proposed absence so that the appropriate people may be advised. The Sponsor of the group must confirm the trip and present a list of names **48-hours in advance** to the Faculty and Administration. The student/students' Advisors and teachers will be consulted and an individual student may be denied permission because of academic, disciplinary, or other problems.

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### **College Visits**

Students seeking permission to visit colleges must be in good academic and attendance standing at UWC-USA. Any college visits must be approved in advance by the Dean of Students and the college counselor. As part of the permission process, parents will typically be asked to confirm that the trip is a legitimate part of the college decision-making process. The School will usually approve a maximum of one visit trip (three days in duration). Parents are encouraged to schedule college visit trips, when possible, into vacation times or Project Week in a student's second year.

The student must ask permission to travel from the Dean of Students and college counselor *in writing* at least ten days prior to departure. UWC-USA must receive an official notification from the college before permission is granted. Students will be expected to pay for all transportation

to and from the airport.

If approved, the student must supply the following information *in writing* to the Dean of Students *and* their resident tutor at least one week prior to departure:

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1. Reason for travel
2. Dates of departure and return
3. Destination
4. Type of transportation organized
5. Written parental permission provided to the Dean of Students and including:
  - a. Permission for their student to visit a specific college
  - b. The dates and times of departure and return to campus
  - c. Permission to travel without a UWC chaperone
  - d. Parental understanding is that the School is not responsible for, but will try to provide, transportation to and from the airport at the student's expense. Cost of transportation should be paid to the business office at least one week in advance.

Students who will be missing classes must also have each teacher, RT, advisor and Ex Ed leader sign a "Permission to miss class form" so that each teacher and leader is aware of the travel.

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### **Leave of Absence**

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the School's Medical Leave policy, which can be found in the wellness center section of this Handbook. The School may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the Dean of Students. The School requires sufficient supporting documentation prior to the approval of any leave. The sufficiency of any supporting documentation will be determined by the School in its sole discretion.

The School makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but not limited to, whether the student must reapply for admission). Whether the period of leave is counted towards academic requirements for promotion and graduation will be determined by the School in its sole discretion.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence will not be used in lieu of disciplinary action to address violations of the School's code of conduct, rules, or policies.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence. Students are advised to consult with the director of admissions to address any affect the leave of absence may have on student visa status.

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### **Security and Emergencies**

UWC-USA takes the safety of its students and the community very seriously. There are systems in place in the event of an emergency on campus and regular drills are conducted to make all on campus aware of the procedures. While the School is in session, there is 24-hour security coverage.

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## Information Technology Center

The Geier Center for Technology offers students access to computers, each with all appropriate hardware and software needed. All systems have access to the Microsoft Office Suite as well as a high-speed connection to the Internet. The School provides storage space for each student to save their schoolwork. Color and black and white printers are available in the IT Center for student use. Each dorm has a computer room allowing access to the Microsoft Office Suite and a connection to the Internet plus one LaserJet printer. While it is useful for students to have their own computers, **it is not necessary or required for students to have their own computers.**

## Information Technology Resources Policy

This policy is to provide UWC-USA's community of students with guidance on the proper use of the School's information technology resources, including, but not limited to, the Internet, the intranet, email, computer, network technologies and supporting systems.

IT resources are important assets that UWC-USA uses to improve external and internal communications and increase efficiency in business and strategic relationships. To encourage the effective and appropriate use of all IT resources, the following policies govern the use such resources:

**UWC-USA** campus community, by willfully using its technology, acknowledge they have read and agree to comply with these policies and all other computer related policies including the agreement outlined in the appendix of this section.

For the purposes of this policy, IT resources usage includes, but is not limited to, all current and future internet/intranet communications services, the World Wide Web, voice over IP, file transfer protocol (FTP), TELNET, email, peer-to-peer exchanges, and various proprietary data transfer protocols and other systems and or services.

Campus community and all users shall respect the privacy of others users. Users must be aware, however, that IT resources can never be totally secure and UWC-USA cannot guarantee privacy.

While the School does not routinely monitor individual usage of IT resources, the normal operation and maintenance of the School's computing resources requires backup and storage of data and communications, logging of activity, monitoring of general usage patterns, and other such activities that are necessary for the rendering of IT resources.

The School may also specifically access and examine the account of any users, if necessary, to comply with federal or state law or if there is reasonable suspicion that a law or School policy has been violated and examination of the account is needed to investigate the possible violation. The School's internal auditor is granted access to School records.

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Communications and other documents made by means of the School's computing resources might be subject to NM Inspection of Public Records Act. Information stored electronically may also be made available in administrative or judicial proceedings.

Students are urged to use the same discretion and good judgment in creating electronic documents as they would use in creating written paper documents. The School will disclose illegal or unauthorized activities to appropriate School personnel and/or law enforcement agencies.

The use of all IT resources is a privilege. Users shall conduct themselves in a manner consistent with appropriate, ethical, and lawful behavior. All of UWC-USA's policies relating to intellectual property protection, privacy, misuse of equipment, bullying, sexual harassment, sexually hostile work environment, data security, and confidentiality shall apply to the use of IT resources.

### **Prohibited Use**

**UWC-USA IT** resources shall not be used for anything other than furthering the education, research, and public service mission of the School and may not be used for commercial purposes or profit making.

No software licensed to the School nor data owned or licensed by the School shall be uploaded or otherwise transferred out of the School's control without explicit authorization from the president or their designee.

IT resources shall not be used to reveal confidential or sensitive information, client data, or any other information covered by existing School, state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Users who engage in the unauthorized release of confidential information via the School's IT resources, including but not limited to newsgroups or chat rooms, will be subject to sanctions in existing procedures associated with unauthorized release of such information.

Users shall respect the copyrights, software, licensing rules, property rights, privacy, and prerogatives of others.

Users shall not download executable software, including freeware and shareware, unless it is required to complete their educational responsibilities. All software must be approved by ITS prior to installation.

Users shall not use IT resources to download or distribute copyrighted material, pirated software or data, including music or video files.

Users shall not use IT resources to deliberately propagate any malicious code.

Users shall not use IT resources to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of the IT resources.

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Unauthorized dial-up, wireless or any other technology to access the Internet is prohibited from any device that is attached to any part of the UWC-USA network. The School's IT resources shall not be used to establish connections to non-UWC-USA Internet service providers without prior authorization in writing by information technology services director.

Users shall not access, store, display, distribute, edit, or record sexually explicit or extremist material using UWC-USA IT resources.

Users are prohibited from accessing or attempting to access IT resources for which they do not have explicit authorization by means of user accounts, valid passwords, file permissions or other legitimate access and authentication methods.

Users shall not use UWC-USA IT resources to override or circumvent any security mechanism belonging to UWC-USA, or any other government agency, organization or company.

Users shall not use UWC-USA IT resources for illegal activity, gambling, or to intentionally violate the laws or regulations of the United States, any state or local jurisdiction, or any other nation.

Users shall not remove any School-owned computer equipment from the School. Users shall not store personal files on the network except in their own network user account; any information that a student leaves on a School-owned device may be deleted at any time, with or without notice.

Users may not disclose confidential or proprietary information related to the School, make public remarks that defame or disparage the School, its employees, its students or its interests, or that recklessly disregard or distort the truth of the matters commented on.

Users may not be "friends" with, or otherwise directly connected to any School employee on any social networking site that is not used primarily for educational purposes (e.g., Twitter is often used by both faculty and the Administration for educational and informational purposes). If a student is contacted by a School employee via non-School channels for non-educational purposes, the student should immediately notify the student's advisor.

Students are expected to remember that the principal purpose of any exchange of information within this community is for educational purposes and that any communication made to or from the School, with or without School-controlled equipment, must be made in line with the School's general standards of conduct. Whether physically on campus or off campus, whether during the School day or at night, on vacation or at any other time while enrolled at the School, whether linked to the School's network from in school or from a remote location or not at all, or using

their own personal computer or communication device on or off campus, students are expected to comply with this Information Technology Resources Policy and any applicable policies and procedures as long as they are enrolled at the School, as set forth in this Handbook and as further described below.

The School has explicit guidelines for using computers and other electronic devices, both on and off campus, using the School's network, and accessing the Internet. The School may

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monitor the activity and contents (including email) of computers on campus and/or connected to the School's network, to ensure student safety and that the guidelines are being followed. The School expects students and parents to adhere to the following guidelines. The examples below are not an all-inclusive list of requirements and possibilities.

*Students may:*

- Use technology for school work or class projects and assignments, at the teacher's discretion
- Access the Internet with teacher permission to enrich learning related to school work ● Use technology in ways directed by the teacher

Definitions: As used in this policy:

**“Access”** means the ability to read, change, or enter data using a computer or an information system or device;

**“Equipment”** means computers, monitors, keyboards, mice, printers, and peripherals, routers, switches, hubs, networks, or any other information technology assets;

**“Freeware or shareware”** means software that is available free of charge and available for downloading from the Internet or any other supporting system. Freeware is protected by a copyright and is subject to applicable copyright laws;

**“Information technology (IT) resources”** means computer hardware, software, databases, electronic message systems, communication equipment, computer networks, telecommunications circuits, and any information, device, or equipment that is used by UWC-USA to support education, programs, research, or operations that is generated by, transmitted within, or stored on any electronic media;

**“Malicious code”** means any type of code, or program, that is intended to damage, destroy, take all resources or delete a computer system, network, file, data or IT resources;

**“Pirated software”** means licensable software installed on a computer system for which a license has NOT been purchased or legally obtained;

**“Security mechanism”** means a firewall, proxy, internet address-screening or filtering program, or other system installed to prevent the disruption or denial of services or the unauthorized use,

damage, destruction, or modification of data and software;

**“Sexually explicit or extremist materials”** means images, documents, or sounds that can reasonably be construed as:

- Discriminatory or harassing; or
- Defamatory or libelous; or
- Obscene or pornographic; or
- Threatening to an individual’s physical or mental well-being; or

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- Read or heard for any purpose that is illegal

**“User”** means any person authorized by UWC-USA to access IT resources, including students, faculty, staff or guests. A user for purposes of these policies does not include a person who accesses UWC-USA telecommunication resources offered by UWC-USA for use by the general public.

**“Campus community”** means all students, faculty, staff and guest accounts;

### Security

Security on any computer network is a high priority, especially when the system involves many users. If a student feels that the student can identify a security problem on the Internet, the student must notify a system administrator. Students should not demonstrate the problem to other users. Attempts to log on to the Internet as someone other than oneself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School’s network.

### Vandalism

Vandalism may result in cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other devices or networks. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, changing hardware or software settings, or changing online materials without permission.

### Reporting Violations

Students are expected to assist in the enforcement of this policy. If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another School community member’s use of technology, the student should immediately report the student’s suspicions, feelings and observations to the Dean of Students or their designee.

All students and their parents must co-sign an Acceptable Use Agreement (“AUA”) at the beginning of each school year and submit the completed form to the Dean of Students. The AUA includes detailed behavioral expectations for email and social networking and is included

as the Appendix to this Handbook and on the Parent Portal on the School's website. Please note that this policy and the AUA do not intend to create, nor do they create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian or student affiliated with or attending the School. The School may, in its sole discretion and without notice, interpret, add, revise and/or delete School policies and procedures at any time, before, during and after the school year.

## **Sexting**

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The School prohibits students from using technology devices (whether owned by the student or the School, and whether through use of the School's network or outside of the School's network, and whether used on or off campus) to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as "sexting").

## **Email**

The School provides students with an email account which should be used only for school-related communication, *e.g.*, contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from school, etc.

## **Social Media**

The School understands the desire of students to use social networking websites, internet bulletin boards, blogs, chat rooms, and other online resources or websites (*e.g.*, Facebook, Twitter, Instagram, Pinterest, Shutterfly, Wikipedia; collectively referred to as social media). Whether or not a student chooses to use social media is a decision the student should make in consultation with the student's parents. However, to the extent that students, parents or members of the School community represent the School to each other and to the wider community, participation in Social Media should be done responsibly with a view toward how both the forum where one chooses to participate and the content posted reflect on the person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in social media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing social media. Students are expected to comply with the policies outlined in the School's Acceptable Use Policy regardless of whether they are using School-provided equipment or their own personal devices.

## **Cell Phones and Electronic Devices**

Use of such mobile devices to retrieve or send information is allowed, with faculty permission, in classrooms. These items may be used in dormitories (except when specifically prohibited) at

any time. In addition, students are prohibited from using cell phones for video or voice recording without the express permission of the faculty member supervising the class, activity or other School-sponsored event.

## **APPENDIX**

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### **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

I understand that, as a member of the UWC-USA (the “School”) community, I must ensure that my conduct conforms to the ideals of honesty, respect, and a sense of responsibility. I will do no harm to others and will act knowing that my actions are held to the highest standards of thought, word, and deed. In particular, regarding the acceptable use of technology, while I am at school and when I am not at school, whether using the School’s equipment or network (the “School Network”) or my own equipment or any other computer or electronic equipment or network, whether during the school day or at night, on vacation or at any other time while I am enrolled as a student at the School, I will adhere to this Acceptable Use Agreement (the “Agreement”).

The School Network is a valuable resource with many functions. As a student of the School, I have the privilege to access and use many of these resources. At times, I may be the only person supervising my School Network activities. Thus, this privilege comes with a serious responsibility to protect the network’s integrity and to safeguard the wellbeing of other users. In all use, my words and actions are governed by the School’s UWC-USA Student Handbook (the “Handbook”) and by the best interests of the School.

This Agreement outlines the privileges and responsibilities of a School Network user. My signature indicates my understanding and agreement to abide by the policy in the Handbook and this Agreement. If at any point my words or actions are in conflict with any part of this Agreement, I understand that the School may restrict or revoke my technology privileges, along with possibly imposing disciplinary consequences, up to and including expulsion.

#### **Privileges and Responsibilities**

1. I understand that I may not portray myself, the School, or anyone associated with the School in a manner that is in conflict with the School’s policies and practices with respect to honesty, integrity, and general standards for community behavior.
2. For security reasons, I understand that I should exercise care in portraying the School in any manner in any public forum.
3. I will adhere to the School’s policies and expectations for interpersonal relationships as referenced in the Handbook. I understand that bullying, harassment, hazing and discrimination of any kind are in conflict with the School’s principles.
4. I will adhere to the School’s policy prohibiting sexting as stated in the Handbook, and will not engage in sexting or initiate or exchange any lewd or offensive materials with any other person through the use of any technology resources.
5. I will not give out or put online personal information that compromises my own

well-being, the well-being of others, or the security of the School community.

The School Network allows me to use internet resources. The Internet is an information repository, allows for communication, and serves as a place for learning. Among other functions, I can conduct research for academic projects. While the School works to ensure that Internet resources are developmentally appropriate for its students, as a School Network user, I share in this responsibility:

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366435016. I understand that I may not access inappropriate websites, content, or materials using the School Network. I will notify my teacher of any information found online that is inappropriate or makes me, or another person, feel nervous or uncomfortable (e.g., inappropriate or embarrassing photos, slander, or abusive comments).

366435968. I will not download or copy commercial software in violation of copyright laws.

366436304. I will not send or receive copyrighted material without the permission of the copyright holder. I will check with a technology department staff member if I am uncertain about the copyright status of online material.

366436528. I will not attempt to gain unauthorized access to network resources or disrupt the network, including by unplugging or tampering with computers, printers, or other hardware resources.

The School allows me to have a user account. My user account allows me to share files and have access to many functions of the School Network. I understand that I am solely responsible for my account and that I must abide by the following rules:

366436192. I will not reveal my password to others, with the exception of my parents/guardians and teachers.

366435128. I will check my email account regularly and respond promptly. 366436416. I understand that I may not send spam, chain mail, or bulk mail from my email account or seek to sell or solicit.

366436472. I will log off when I complete my work or when I leave a computer.

366435296. I will not access or use the accounts or files of others.

366434792. I will not participate in illegal file-sharing programs.

366435352. I understand that no software (even public domain and shareware) may be installed or used on a school computer without the permission of a technology department staff member.

366435912. I may not use the School Network for financial gain or any commercial activity.

366436080. I understand that the School may review my account, including any emails or other files I send or receive, at any time.

366435520. I understand that all files stored on the computers in the computer lab may be erased at the end of each term.

I understand that as a student at the School, I am allowed through the School Network to use email at home and elsewhere. Email communication is a form of social interaction. As such, I

am responsible for what I have written, and I must abide by the Handbook, including, but not limited to, this Agreement. My responsibility extends beyond communications on the School Network and during school hours, especially when my words and actions impact my learning or the learning of others.

## **Personal Laptops and Other Technology Devices**

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If I bring a personal laptop or other network-accessing device (e.g., iPad, iPod, iPhone, Blackberry, Droid, PDA) to school, I understand that the Handbook and this Agreement also govern my use of such personal device.

I respectfully pledge that I will follow these rules for acceptable use of technological resources, at school and outside of school. I understand that breaking these rules may be disruptive to the educational process and may be considered a major disciplinary offense. Violations of this policy may invoke consequences commensurate to the offense, up to and including suspension and expulsion. This Agreement does not intend to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian or student affiliated with or attending the School. The School may, in its sole discretion and without notice, interpret, add, revise and/or delete School policies and procedures at any time, before, during and after the School year.

## **Information Technology Center**

The Geier Center for Technology offers students access to computers, each with all appropriate hardware and software needed. All systems have access to the Microsoft Office Suite as well as a high-speed connection to the Internet. The School provides storage space for each student to save their schoolwork. Color and black and white printers are available in the IT Center for student use. Each dorm has a computer room allowing access to the Microsoft Office Suite and a connection to the Internet plus one LaserJet printer. While it is useful for students to have their own computers, **it is not necessary or required for students to have their own computers.**

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## **V. SEXUAL WELLNESS POLICY AND PROCEDURES**

### **Policy**

The United World College - USA (the “school”) believes that students, faculty, staff, applicants for admission and employment, and visitors, regardless of gender, perceived gender, gender identification, gender expression, sexual orientation, sexual preference, or sexual behavior in the past or present, have the right to be free from **gender-based discrimination, sexual harassment, and sexual violence** (which may include **intimate partner, dating and domestic violence; sexual assault; sexual exploitation; and stalking**). All sexual activities or contact

between individuals must be with each person's **active consent**. The school further believes that students, faculty, staff, applicants for admission and employment, and visitors have the right to be free from **retaliation** for reporting or participating in the investigation of alleged violations of this Policy or in any related proceeding, including a criminal proceeding or a proceeding with a government agency. (All of the highlighted terms in this Policy are defined below.)

The school prohibits, and does not tolerate, gender-based discrimination, sexual harassment, sexual violence, or retaliation. Individuals who engage in such conduct will be subject to disciplinary and other remedial action under this Policy. In addition to violating this Policy, such conduct also may violate certain civil and criminal local, state, and/or federal laws. Any disciplinary or remedial action under this Policy does not supercede any actions, requirements, or consequences of local, state, and federal law enforcement if they become involved. The school does not discriminate on the basis of gender or sexual orientation so as to ensure the equal enjoyment of benefits, programs, and aids provided by the school. While not an official Title IX policy, guidelines for this policy are modeled after best practices for USA colleges and universities in accordance with Title IX of the Education Amendments of 1972.

The purpose of this Policy is to strive to prevent gender-based discrimination, sexual harassment, sexual violence, and retaliation by educating students, faculty, staff, and community members about behaviors that may constitute prohibited conduct, as well as about the meaning of active consent. When prohibited conduct does occur, this Policy guides affected students, faculty, and staff to support services, interim measures, other resources, and explains the procedures for how conduct may be reported, investigated, and addressed. The school is committed to procedures that are equitable for everyone involved, including the **reporting party** (and the **subject of an alleged violation** if not the reporting party) and the **responding party**. The school strives to impartially and reliably investigate alleged violations of this Policy, and take prompt and appropriate action when violations are found to have occurred so as to prevent their recurrence and remedy their effects.

The school requires faculty and staff (except those designated as confidential resources, identified below) to promptly report conduct that may violate this Policy to the **Dean of Students (the "Dean")** or specific designees of the Dean or the President.

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The school encourages students, applicants for admission and employment, and visitors to promptly report conduct that may violate this Policy. Even when a report is not made, the school may choose to address conduct of which it becomes aware that may violate this Policy.

This is the controlling Policy at UWC-USA addressing gender-based discrimination, sexual harassment, and sexual violence, as well as retaliation associated with any such prohibited conduct. This Policy may be interpreted, applied or changed by the school at any time, as determined solely by the school. This Policy does not create any contractual rights with any third party, including with students, faculty or staff, community members, applicants or visitors.

Persons who are not an employee of the college, but live on campus or have any campus privileges are subject to the same expectations of our policy, but not necessarily the same procedures. The school, at its discretion, will determine the individual's involvement in the procedures upon receipt of the complaint. In all instances, the school retains sole discretion to take appropriate action depending on the facts and circumstances of any particular situation and consistent with applicable law.

## **I. SCOPE**

This Policy applies to students, faculty, staff, applicants for admission to or employment with the school, visitors or any third party who otherwise has some relationship with the school. The conduct prohibited by this Policy may be committed by any individual (or group) against any other individual (or group), regardless of such individual's (or group's) gender, perceived gender, gender identification, gender expression, sexual orientation, sexual preference, or sexual behavior in the past or present.

This Policy protects individuals in connection with all the academic, educational, employment, extracurricular, residential, and other programs of the school, whether those programs take place in a school facility or on campus, at an off-campus program or activity sponsored by the school, or on school-provided transportation. Additionally, the Policy protects individuals who experience prohibited conduct off-campus when the conduct has continuing effects on the individual in the school setting. Incidents should be reported to the school as soon as possible after an incident occurs, but there is no statute of limitations for reporting an incident to the school. However, the greater the length of time between the date of incident(s) and the time of the report may affect the school's ability to respond to the incident.

### **Procedures**

## **II. PROCEDURES AND RESOURCES FOR ADDRESSING AND REPORTING SEXUAL HARASSMENT, SEXUAL MISCONDUCT, SEXUAL VIOLENCE, RETALIATION, AND OTHER PROHIBITED CONDUCT**

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If a student, staff, faculty, visitor, or applicant for admission to or employment with UWC-USA has been subjected to, or who has knowledge of, alleged gender-based discrimination, sexual harassment, sexual violence, or retaliation, there are a number of options available to pursue including: reporting to the local police; consultation with a member of the school community; informal resolution processes; and formal complaint procedures. None of these options is mutually exclusive. Please note that UWC-USA employees are considered mandatory reporters, and are required to report concerns related to sexual misconduct to the Dean.

**A. Immediate Response:** In the event of sexual assault, sexual violence, or any other type of sexual misconduct that may be criminal in nature or otherwise requires an immediate response, campus and external resources for immediate assistance are available and encouraged.

School based resources available for support include:

### **School Counselors**

- School Counselors offer support, and counseling in all areas of student wellness, and are able to discuss concerns without obligation to report to school officials. *School Counselors are considered Privileged Confidential Resources. They, however, are permitted to break confidentiality in order to get additional help if the student is in immediate danger to the self (the student) or the community.*

### **Student Health Center**

- The Student Health Center provides confidential information and referrals for issues related to sexual health, contraception, and STI prevention, and any other medical concerns. The Health Center can arrange to support a student and arrange transportation for any medical needs.

### **UWC-USA Office of Security**

- The Office of Security facilitates emergency management and will be involved if local law enforcement or other emergency services are required.

### **SWEET Sponsor**

- The SWEET Sponsor is trained to facilitate conversations and the reporting process in situations related to sexual wellness policy, and is able to offer general information and support to all students. If a student is age 18 or older, the SWEET Sponsor is permitted to offer confidential support and guidance unless concerns indicate immediate danger to the student or the community. *The SWEET Sponsor is considered a Limited Confidential Resource.*

**SWEET (Sexual Wellness Education and Empowerment Team) Peer Advocates** ● SWEET Peer Advocates work to maintain a culture of healthy relationships and active consent on campus. They offer trainings for the student body on issues related to healthy sexuality, and are trained to offer support at various stages of the sexual misconduct reporting process. Students may bring initial concerns to SWEET Peer Advocates to better understand the scope of resources and options available to them. Peer Advocates are trained to provide information and support, but are not authorized to provide counseling, mediation, advice, or determinations about any content that is

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shared. Peer Advocates are further encouraged to consult with the SWEET Sponsor about concerns that may require school involvement or at any point that a student's safety may be at risk. SWEET Peer Advocates are considered *Limited Confidential Resources*.

### **Director of Residential Life**

- The Director of Residential Life is available to facilitate the reporting process, and to consult with students and employees regarding any aspects of this Policy. The Director of Residential Life may be called upon to serve as the Dean's Designee during the investigation process, and may be involved in disciplinary decisions.

### **Dean of Students**

- The Dean of Students serves as the Investigation Coordinator for resolution of all sexual misconduct complaints. The Dean is available to facilitate the reporting process, and to consult with students and employees regarding any aspects of this Policy. **Residential Coordinators**

- The Residential Coordinators are available as live-in members of the dorms for general student support.

**Administrator On Duty:**

- The Administrator On Duty can be contacted 24-7 by any adult on campus in the event of an emergency during which other listed resources are unavailable.

The following external resources are also available to you:

**Las Vegas Police Department**

Phone: 505-425-7504 (non-emergency)

- For emergencies, call 911

**New Mexico Children Youth and Families Department (CYFD):**

Website: <http://cyfd.org/>

**Rape, Abuse and Incest National Network (RAINN):**

24-Hour Hotline: 800-656-4673

Website: [www.rainn.org](http://www.rainn.org)

Should an incident be reported to the police and simultaneously be reported to the school, the school will still investigate and resolve any reports made to the school under this Policy, and take whatever steps are needed to protect the reporting party in the school setting.

The school may also arrange for appointments with external counselors if deemed appropriate.

**B. Limited Confidential Resources (for students age 18+):** These resources are referred to as confidential as they are not required by the school to disclose what you tell them or report prohibited conduct under this Policy unless: you authorize or request that they do so; there is an imminent risk of serious harm; or they are otherwise required by law to disclose or report what

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you tell them. Required disclosure includes mandatory reporting expectations for employees in the State of New Mexico for students under the age of 18. It is possible that a Limited Confidential Resource could be required by a court or by law to disclose information in a criminal or a civil proceeding.

**Limited Confidential Resources Include:**

SWEET Sponsor

SWEET Peer Advocates

**C: Privileged Confidential Resources:** Privileged Confidential Resources include those who,

by law, are authorized to maintain confidentiality at all levels of the process, including any legal proceedings. *At UWC-USA, Counselors serve as Privileged Confidential Resources.*

There is further information about confidentiality below, including what happens if you report an incident to someone other than a confidential resource, or you request that your name not be disclosed to the responding party.

**D. Informal Resolution Procedures:** Students, faculty or staff may pursue a voluntary informal resolution procedure (which may include mediation or restorative justice practices if both parties request restorative justice) for resolving some types of prohibited conduct under this Policy. However, informal resolution procedures will not be used to resolve incidents involving certain types of sexual violence, including rape, or a student complaint of gender-based discrimination, sexual harassment, sexual violence, or retaliation against a school employee. You may contact the SWEET Sponsor, Director of Residence Life, or the Dean to discuss an informal resolution.

**i.** The reporting party may communicate directly, orally, or in writing with the person who has engaged in the allegedly prohibited conduct, and ask that person to cease the behavior. This informal procedure can be done without the involvement of any third party. **ii.** The above confidential resources could help in facilitating communication with the responding party where the reporting party should not communicate directly with the accused individual. **iii.** The reporting party, along with a confidential resource if desired, may discuss and attempt to resolve the matter informally with the Dean or Dean's designee and the person who has engaged in the allegedly prohibited conduct.

**iv.** All aspects of the informal resolution procedures will remain confidential to the extent possible; however, the school cannot guarantee confidentiality in cases where such protection allows the behavior to continue, such that future harm is possible, or the school otherwise has an obligation to address the behavior or disclose it on a need-to-know basis. **v.** The reporting party may at any time end the informal resolution process and begin the formal complaint procedures. Further, the Dean or Dean's designee may determine that a particular incident is not appropriate for the informal resolution process, but instead is sufficiently serious to require immediate interim measures, resolution through the formal complaint procedures, and/or reporting to the local police.

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## **E. Formal Complaint Procedures:**

### **i. Filing a Complaint**

**1.** If you wish to formally report an incident involving alleged gender-based discrimination, sexual harassment, sexual violence, or retaliation, to begin the formal complaint procedures, you must report the incident to one of the following school officials:

If a student is involved:  
SWEET Sponsor  
Director of Residential Life  
Dean of Students

If only staff/faculty are involved:  
Director of Human Resources  
Vice President for Finance and Operations

After you contact one of these individuals they will assist you in filing a written complaint. The school encourages complaints at any time in our attempt to maintain a safe and productive educational community.

In making a decision whether to file a complaint, the reporting party may want to confer with one of the confidential resources listed above. Once the formal complaint procedures have been initiated, the complaint will be investigated and resolved in a manner deemed appropriate by the school regardless of whether the reporting party, the subject of the alleged violation (if not the reporting party), or the responding party leaves the school.

2. If you report an incident to someone other than the above-listed individuals (for example, to a teacher, residence coordinator, or supervisor), they must refer the incident to the Dean who will then determine the appropriate action to take. You may be contacted to determine if you would like to file a complaint or otherwise participate in an investigation.

3. The Dean may decide to initiate a complaint with the school acting as the reporting party.

4. If a complaint regarding a student also alleges violations of the Student Handbook or UWC Code of Conduct, those allegations will be investigated pursuant to the same process that alleged violations of this Policy are investigated.

## **ii. Complaint Procedures**

1. Once a written complaint is submitted, the responding party will be notified in writing (and in person whenever possible) within 24 hours, if possible, of the factual allegations in the

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complaint and the provisions of this Policy and any other applicable Policy alleged to have been violated, and the school's prohibition against retaliation.

The responding party will then have three (3) days to respond in writing to the complaint and/or file a cross-complaint, all of which will be decided in the same investigation and adjudication process. If a cross-complaint is filed by a reporting party (also referred to as the cross-reporting party), the original reporting party (also referred to as the cross-responding party) will be notified in writing of the cross-complaint and will have three (3) days to respond in writing to the

cross-complaint.

Any complaint or cross-complaint that is filed in bad faith may be found to be retaliation against the reporting party who filed the original complaint or against the responding party, and may be a separate violation of this Policy.

If no response is received from the responding party (or from a cross-responding party, in response to a cross-complaint), the formal complaint procedures will still move forward. The Dean will select two staff/faculty members trained in the investigation process and/or a trained outside investigator to investigate the complaint.

**2.** If at any time during the subsequent investigation, the reporting party or responding party has concerns about the formal complaint procedures/investigation process, they should contact the Dean to discuss their concern. If the reporting party or responding party has concerns related to the Dean, they should contact the President.

**3.** Once chosen, the investigator(s) will review the complaint and response, and conduct an adequate, reliable, and impartial investigation into the allegations which will include obtaining and evaluating available evidence. The investigator(s) will communicate individually with both the reporting party and the responding party and may contact other witnesses. The reporting party and responding party may provide information to the investigator(s), including documents and the names of potential witnesses. The investigator(s) will not interview, and the school will not consider, witnesses who are presented solely for purposes of supporting or criticizing a person's character or reputation. Interviews will only be conducted of witnesses with knowledge of the facts surrounding the alleged incident(s). The reporting party and responding party will be kept apprised of the status and anticipated timeframes of the investigation.

**4.** The reporting party or responding party may have a support person of their choice present throughout the formal complaint process. This support person may be a student peer advocate or a trusted employee. This person provides support only and cannot actively participate in the investigation and adjudication process. They may attend interviews or proceedings, but they cannot actively participate in the interview or proceeding. Further, support persons cannot communicate orally or in writing with the investigators or any other school official involved in the investigation and adjudication process.

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**5.** Once the investigator(s) have completed the investigation, including all interviews, the investigator(s) will prepare a document summarizing the pertinent facts. The investigator(s) will then prepare their final written report.

**6.** The standard of proof used to determine whether a violation of the Policy has occurred is a "preponderance of the evidence," meaning that the evidence shows that it is more likely than not, or more than a 50% likelihood, that the individual is responsible for the violation.

7. When the investigator(s) complete the investigation, the investigator(s) will prepare a final written report, which will include factual findings and recommended findings as to whether the responding party/cross-responding party is responsible for violating this Policy or any other related Policy. The report will address the credibility of the witnesses, and will address how any credibility issues were resolved, if necessary. The written report will be submitted to the Dean of Students and the President, and employee supervisors (Dean or Vice President) if the complaint involves an employee.

8. The final decision-maker (Dean, Vice President, and/or their designee) will review the report and decide whether to impose one or more sanctions if one or more violations of the Policy have been found. In deciding appropriate sanctions, the decision-maker may consider various factors, including but not limited to the following:

- a. The nature and severity of the conduct, including whether the conduct involved a single incident or repeated acts;
- b. The impact of the conduct on the reporting party (or cross-reporting party), other individuals, and/or the community;
- c. The individual's conduct history;
- d. How the school has sanctioned similar incidents in the past;
- e. Whether the responding party (or cross-responding party) has accepted responsibility; f. Whether the responding party (or cross-responding party) is reasonably likely to engage in the conduct in the future; and
- g. Any mitigating or aggravating circumstances with respect to either party.

9. The final decision-maker may impose any sanction on a student or group of students, which may include one or more of the following sanctions (in alphabetical order):

- **Behavioral Contract:** The student and their Resident Tutor will meet with the Director of Residential Life. The student's Advisor and parent/guardian will be informed. The duration of the contract will be determined, and, at the end of the contract, the student's behavior will be reviewed.

- **Disciplinary Probation:** A formal notice that any additional findings of responsibility will likely result in suspension from UWC-USA. Students placed on probation will have to meet specific requirements in order to be removed from this status. These requirements will be specified and will vary depending upon the nature of the violation. Parents and National Committees of the students involved may be informed of a probationary status, procedures for review and consequences related to subsequent violations. If a student is placed on probation this information is communicated to colleges and universities.

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- **Dismissal/Expulsion:** Exclusion from UWC-USA, its premises, and all of its activities. In the event of a violation involving severe disciplinary action, the President may involve relevant faculty in a meeting. "Severe disciplinary action" is defined as expulsion. The President will make the final decision on matters related to expulsion. In cases of expulsion, the parents and National Committees or sponsors will be told at the earliest opportunity. A student who has been expelled from UWC-USA cannot return to campus for two years.
- **Educational Sanctions:** Required attendance at an event or interview that is relevant to a

specific topic. This is often accompanied by a reflection/research paper. Participating and completing relevant educational programs or trainings.

- **Official Conversation:** A documented conversation with a UWC-USA staff or faculty member.
- **Official Warning:** A notice from the school that the behavior is unacceptable.
- **Persona Non Grata/Loss of Privileges:** Prohibiting entry to specific places on campus and/or at school-related events, or loss of computer privileges etc. for a specific amount of time.
- **Reflection/Research Papers:** A document requiring critical analysis and articulation of a specified topic.
- **Roommate Agreement:** A mutually agreed upon written contract that students sharing a living space create and agree to uphold.
- **Room Change:** Relocation to a different residential community or room.
- **Suspension:** Exclusion from UWC-USA with the opportunity to rejoin after a designated time period. Violation of academic honesty, community standards, residential code of conduct, or inability to make appropriate adjustments to the minimum expectations of UWC-USA could result in suspension. The length of suspension and conditions for returning to the school community will be set by the Dean.
- **Voluntary Withdrawal:** UWC-USA reserves the right to grant a Voluntary Withdrawal for a student, but the disciplinary record may reflect “withdrawal in lieu of a formal sexual wellness investigation process” or “in lieu of a formal disciplinary process and potential sanctions”.

*Note:* A student may be required to attend an assessment with a counselor or other appropriate professional to assess if further action by the school is warranted due to conduct impacting the sanctioned student or the surrounding community. If assessment results indicate a need for further action or follow-up, that will be required. Students not facing conduct sanctions may still be required to participate in an assessment if there are concerns for student well-being.

**10. Student Withdrawal:** If a student who is a responding party (or a cross-responding party) decides to voluntarily withdraw from the school during a pending investigation or adjudication process, the student’s record will reflect that the student withdrew during a pending investigation process. Whether the student is eligible for re-admission or is allowed on campus thereafter depends on how the complaint is processed after the student’s withdrawal, including whether the student participates in the investigation and is found responsible for one or more Policy violations. If a student withdraws, the school will continue the investigation, although the school may elect to conclude the investigation if the reporting party and the responding party do not

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participate in the continued investigation. Even if an investigation is concluded due to the lack of participation by the reporting and responding parties, the school will take any remedial measures that are necessary in light of the circumstances and to comply with applicable law.

**11.** One or more appropriate sanctions may be imposed at the school’s sole discretion on employees including, but are not limited to, the following:

- **Verbal Warning**

- **Written Warning**
- **Performance Improvement Plan**
- **Suspension**
- **Termination**

**12.** In addition to discipline, the school will take any remedial measures that are necessary to remedy the effects of any discrimination, harassment, and/or retaliation found to have occurred, including if a responding party found responsible is a visitor or other third party over whom the school has limited, if any, authority. For example, the school may bar the person from the campus and all school activities.

**13.** The responding party and reporting party will be notified of the final decision in writing as to whether a violation is found to have occurred and, if so, the sanction imposed, in the form of a letter issued by the Dean of ExEd/RL (for complaints regarding students), or a Dean, Vice President, or President (for complaints regarding employees). The notice shall be in sufficient detail to enable the parties to understand the outcome, and to decide whether to appeal.

**14.** Confidentiality of the formal complaint procedures will be strictly observed, insofar as it does not interfere with the school's obligation to investigate complaints appropriately and to take necessary remedial action, or the school's ability to advise or report on a need-to-know basis. Dissemination of information or materials to persons not involved in the formal complaint procedures is not permitted. When a complaint is made by or regarding an employee, if deemed appropriate by the Investigation Coordinator, the supervisor of the faculty or staff member will be informed.

**15.** If the investigator(s) finds that a complaint or cross-complaint was not brought in good faith, and that the allegations of misconduct were fabricated or malicious, it may recommend that sanctions be imposed on the reporting party or cross-reporting party. However, allegations of violations of the Policy cannot always be substantiated, lack of corroborative evidence does not equate to lack of good faith on the part of the reporting party or the cross-reporting party.

### **iii. Appeals**

**1.** Either the reporting party or the responding party may appeal in writing the final finding of responsibility or non-responsibility based only on one or more of the following reasons: **a.** New Evidence or Information: New evidence or information sufficient to alter a decision, or other relevant facts not known at the time of the original investigation.

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**b.** Failure of Investigative or Decision-making Process: Allegations that the investigators or decision-makers deviated from the Policy in a way that substantially altered the outcome of the case.

**c.** Bias in Investigative or Decision-making Process: Evidence that an investigator or decision-maker had bias or a conflict of interest, and such bias or conflict of interest affected the outcome of the case.

Disagreeing with an imposed sanction is not grounds for an appeal.

**2. Appeal Procedures:**

**a.** The reporting party and the responding party each may appeal the decision, but each is limited to submitting one appeal per case. Written appeal requests should include: The grounds for the appeal; supporting documentation; and information and arguments relevant to support the appeal.

**b.** Appeals will be decided by the President or their designee.

**c.** Anyone who wishes to appeal must submit the appeal in writing to the President within seven (7) calendar days of receiving the letter (not including the date of receipt) outlining the finding of responsibility or non-responsibility.

**d.** If the responding party wishes to have a sanction suspended pending the outcome of the appeal, the responding party must request this when they request an appeal. It is within the sole discretion of the school to grant a suspension of the sanction pending an appeal determination.

**e.** Upon receipt of an appeal, the other party and the decision-maker will be provided a copy of the appeal, and will be provided a designated time period to respond to the appeal. The other party and the decision-maker shall keep the content and fact of the appeal confidential to protect the integrity of the appeal process. The school may redact information from the appeal that is confidential or otherwise not appropriate to share with the other party. **f.** The President will review the appeal materials and make a determination. The President will not substitute judgment for that of the Investigators or the Decision-maker and will limit review to the three grounds for appeal stated above: (1) new evidence or information; (2) failure in investigative or decision-making process; and (3) bias in decision-making process.

**g.** The final appeal decision will be sent to the complainant and respondent in a letter. This final decision cannot be appealed.

**iv. Timeline for Complaint Procedures:** The application of the formal complaint procedures to any case must be promptly completed, with the reporting party and responding party being informed of the outcome, excluding any outcome of an appeal, no more than 60 days from the date of submission of the complaint. On rare occasions, stated timelines under the formal complaint procedures may be extended for good cause. The timeframe for the appeal process is outside of the 60-day time period, but any appeal will be conducted in a timely manner.

**v. Post-Decision Follow-up:** Should the respondent be found to have committed a violation of the Policy, the Dean or the SWEET Sponsor will follow-up with the reporting party periodically to ensure that the prohibited conduct has ceased and that no acts of retaliation have occurred.

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**vi. Continuing Effects:** The school acknowledges that even after a sanction is served, a reporting party may feel continuing effects of the incident. The school retains discretion to address continuing effects by instituting reasonable measures.

**IV. INTERIM MEASURES, ACCOMMODATIONS, AND REMEDIES**

**A.** At any time, the school may take, or a reporting party, responding party, witness or other individual involved in the enforcement of this Policy, may request, whatever interim measures, accommodation or remedies necessary and appropriate to eliminate alleged gender-based discrimination, sexual harassment, sexual violence, or retaliation, prevent its recurrence and address its effects, and/or protect an individual's safety, physical and mental well-being, and rights.

Such interim measures, accommodations and remedies include but are not limited to: i.

Safety accommodations, which may include reporting to local police, or obtaining protection orders from a Court. **If safety is an immediate concern, you are encouraged to contact Campus Security or the Las Vegas Police Department.**

ii. Modifying a reporting party, responding party, or witness's living arrangements, class schedule, or extracurricular activities;

iii. Ordering the reporting and responding parties to have no contact with each other and/or other third parties;

iv. Removing a responding party (or cross-responding party) from campus and/or temporarily suspending them;

v. Providing support resources, including academic support, counseling, disability services, and health and mental health services; and

vi. Targeted training.

**B.** Any interim measure, accommodation, or remedy may be imposed at any time after prohibited conduct has become known to the school; *provided*, however, that a reporting party or a responding party will have an opportunity to respond to a proposed interim measure, accommodation, or remedy that affects them, unless the school is unable to do so in order to ensure the safety of the school community or the school otherwise has sufficient information to warrant the immediate implementation of the interim measure or accommodation remedy. For example, before a responding party is temporarily suspended pending an investigation and adjudication of a formal complaint, the responding party will be advised of the allegations and provided with an opportunity to respond to the allegations. The school has sole discretion on what type of interim measures, accommodations, or remedies to implement.

## **V. CONFIDENTIALITY**

**A.** Because employees (except those designated as limited or privileged confidential resources) have an obligation to report alleged violations of this Policy to the Dean of Students, before a student, faculty, or staff member reveals information that he or she may wish to keep confidential, a "responsible employee" should make every effort to ensure that the student, faculty, or staff member understands:

i. the responsible employee's obligation to report the names of the alleged subject of the prohibited conduct and the person who allegedly committed the prohibited conduct, as well as the relevant facts related to the incident; and

ii. Any possible confidential resources available to the student, faculty, or staff.

**B.** If a reporting party insists that their name or other identifiable information not be disclosed to the responding party and the school agrees to such request, the school's ability to respond to the incident may be limited, and those limitations will be communicated clearly with the reporting party.

**C.** The school cannot ensure complete confidentiality should a reporting party desire to pursue informal resolution procedures or formal complaint procedures. However, the school will preserve the confidentiality of all parties to the maximum extent possible. When a Complaint is made by or regarding an employee, if deemed appropriate by the Dean, the supervisor of the employee will be informed.

## **VI. MISCELLANEOUS**

**A. Education and Training of the UWC-USA Community:** In addition to their other duties and responsibilities under this Policy, the Dean of ExEd and Residential Life, SWEET Sponsor, and Director of Residential Life have the responsibility of educating students, faculty, and staff regarding this Policy, and the nature and negative consequences of gender-based discrimination, sexual harassment, sexual violence, and retaliation. Their responsibilities also include: conducting workshops for students, faculty, and staff; training members of the school community involved in the enforcement of this Policy, including confidential resources, responsible employees, investigators, and others to ensure that they understand the Policy, applicable law, and their obligations in enforcing this Policy; and training students, faculty, and staff about how to identify and report alleged gender-based discrimination, sexual harassment, sexual violence, and retaliation, and active bystander intervention techniques, to include watching out for the safety and well-being of school community members.

**B. Immunity for Students - Reporting Violations that involve Drugs and Alcohol and/or Sexual Activity in Public Places:** The school encourages students, including witnesses, to report incidents of alleged gender-based discrimination, sexual harassment, sexual violence, or retaliation, including when drugs and alcohol are involved or when the sexual activity occurs in a public place (as sex in public places is normally a violation of the UWC standards). The school's primary concern is the safety of the members of the school community and encourages behavior that demonstrates care and concern for members of the school community. Accordingly, the school may provide a reprieve from disciplinary actions for students who exhibit responsible and proactive behavior in reporting alleged gender-based discrimination, sexual harassment, sexual violence, or retaliation, or acting as a witness during the formal complaint procedures (please refer to the Safe Harbor Policy for details).

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**C. Recordkeeping and Reporting:** The School will comply with all recordkeeping obligations required by applicable law. The school may report violations of this Policy to other employers, educational institutions, and other third parties such as National Committees as required or allowed by law, as authorized by a current or former student or current or former employee, or

as otherwise determined in the best interests of the school.

If you have any questions about recordkeeping and reporting, including when and how information is reported to third parties, contact the Dean if you are or were a student, and contact the Director of Human Resources if you are or were an employee.

## Definitions

**A. Active consent:** When each person involved in sexual activity or contact expressly agrees to the sexual activity or contact freely, willingly, and knowingly. Active consent is an affirmative process.

*i. All sexual activity or contact between individuals must be with each person's active consent.*

ii. A person cannot give active consent if, for example, they are:

1. Physically pressured or forced;
2. Psychologically pressured or forced;
3. Threatened;
4. Intimidated;
5. Coerced;
6. Frightened;
7. Unconscious or asleep;
8. Impaired by drugs (including prescription, over-the-counter or illegal drugs) or alcohol; or
9. Their judgment is otherwise substantially impaired, including due to a physical or psychological condition or impairment.

iii. It is the responsibility of the initiator of sexual activity or contact to obtain consent from the other person and to determine whether such consent is freely, willingly, and knowingly given. Engaging in sexual activity or contact with a person who did not give active consent or who withdrew active consent is a violation of this Policy.

iv. It is also a violation of this Policy to engage in sexual activity or contact with another person if it is determined that the person knew or should reasonably have known that the other person was not able to give active consent due to substantial impairment based on drugs, alcohol, or any other physical or mental condition or impairment.

v. Active consent to one form of sexual activity or contact does not provide active consent to other forms of sexual activity or contact. Similarly, neither previous relationships nor prior consensual activities provide active consent to future sexual activity or contact. Active consent must be present throughout the sexual activity or contact and can be revoked at any time. It is important not to make assumptions.

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vi. The best practice is to obtain or give active consent verbally in order to avoid misunderstandings inherent in non-verbal communication. Silence or non-communication should never be interpreted as active consent. A lack of communication is a signal to stop and ask a partner verbally what they would like to do. No sexual activity or contact should be initiated, and

sexual contact or activity should be stopped, until communications are received. A verbal “NO” or physical resistance, no matter how indecisive or weak or passive, always means NO. If there is any doubt about whether a person’s judgment is substantially impaired or whether a person who initially agreed to sexual contact has changed their mind, sexual contact should not be initiated or should be stopped immediately.

vii. Use of alcohol or drugs never makes a subject of an alleged violation at fault for gender-based discrimination, sexual harassment, or sexual violence.

viii. The school prohibits all sexual relationships between employees and students, regardless of student age.

ix. The State of New Mexico defines the age of consent as 17, with a four-year “close in age exemption”. Sexual activity within four years of age, when one student is 18 or over, is not considered statutory rape. However, sexual activity between students aged 15 and 19, 15 and 20, or 16 and 20, is not considered consensual.

x. New Mexico State Laws with respect to mandatory reporting requirements, age of consent, rape and sexual assault crime definitions, and criminal statutes of limitations can be found here: <https://www.rainn.org/laws-your-state-new-mexico>

**B. Gender-based discrimination:** Treating a person (or group) unfavorably or differently because of that person’s gender, perceived gender, gender identification, gender expression, sexual orientation, sexual preference, or sexual behavior in the past or present. Gender-based discrimination may or may not be conduct that is sexual in nature. Gender-based discrimination may include gender-based harassment that is not sexual in nature.

**C. Reporting party:** A person reporting an alleged violation(s) of the Policy. The reporting party may or may not be the subject of an alleged violation.

**D. Responding party:** A person who is accused of violating the Policy who must respond to the allegation(s).

**E. Retaliation:** Any adverse or negative action or behavior against an individual as a consequence of such individual: raising good faith concerns about conduct prohibited by this Policy; opposing gender-based discrimination, sexual harassment, or sexual violence; reporting, making a complaint, cooperating, and/or participating in any way in the school’s procedures under this Policy (including as a witness); or otherwise participating in a process administered by any other third party (including, for example, a criminal process or a complaint with a government agency). Retaliation may result in immediate disciplinary action. Examples of retaliation include but are not limited to:

i. Attempting to discourage an individual’s use of or participation in the informal or formal procedures addressed in this Policy.

ii. Harassment (verbal or physical), coercion, intimidation, or threatening of any member of the school community, including a reporting party or responding party, subject of an alleged violation (if not the reporting party), witnesses, investigators or others involved in the process.

**F. Sexual harassment:** Sexual harassment is a form of gender-based discrimination. Sexual harassment is any unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- i. Either explicitly or implicitly, submission to such conduct is made a term or condition of a person's educational or employment endeavors (otherwise known as *quid pro quo* harassment);
- ii. submission to or rejection of such conduct is used as a basis for education or employment decisions (otherwise known as *quid pro quo* harassment); or
- iii. such conduct has the purpose or effect of unreasonably interfering with a person's academic or work performance, or creating an intimidating, hostile, or offensive educational or working environment (otherwise known as hostile environment harassment). Sexual harassment has the purpose or effect of unreasonably interfering with a person's academic or work performance if, for example, it is sufficiently serious, pervasive or persistent as to create a hostile environment under both an objective (*i.e.*, a reasonable person's view) and subjective (*i.e.*, the subject of an alleged violation's view) standard. The school will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. To be the subject of an alleged violation, one need not be the direct recipient of the conduct; anyone affected or offended by the conduct may be a subject.

Sexual harassment may include but not be limited to: unwelcome texts, phone calls, internet-based communications, or other electronic communications of a sexual nature; crude, obscene, or sexually offensive gestures or unwelcome sexual comments;

**G. Sexual violence:** The act of committing any unwelcome or unwanted physical activity or contact of a sexual nature toward another person without their active consent or when a person is incapable of giving active consent. Sexual violence may be committed by force, intimidation or coercion, or when a person is otherwise incapable of giving active consent (*e.g.*, due to the person's substantial impairment by drugs or alcohol, or because a physical or psychological condition or impairment otherwise impairs a person's judgment). There are many types of sexual violence, including but not limited to the following:

**i. Intimate partner, dating, and domestic violence:** Violence committed by a person who is or has been in a relationship of an intimate, dating, or domestic nature with the other person. The current or former existence of such a relationship will be determined based on a person's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. Intimate partner, dating, and domestic violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; intentionally violent and/or controlling behavior by a person against the other person; psychological abuse; and may include other types of conduct prohibited under this Policy.

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**ii. Sexual assault:** This includes any unwanted sexual contact or penetration (anal, oral, or vaginal) with any body part or object. One type of sexual assault is **rape**, which is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral

penetration by a sex organ of a person, without the active consent of the other person. Another type of sexual assault is **fondling**, which is the touching of the private body parts of another person for the purpose of sexual gratification, without the active consent of the other person. There are other types of sexual assault, including those defined by applicable law. **iii. Sexual exploitation:** When a person takes sexual advantage of another person without active consent for any purpose. Sexual exploitation can take many forms including, for example: photographing, videotaping, or audiotaping sexual activity or contact without active consent; invasion of sexual privacy; sexually-based bullying; sexually-based defamation and slander; or engaging in behavior that is beyond the boundaries of the other person's active consent (such as having a friend hide in the closet to watch you have sexual activity or contact with another person who is unaware that the friend is in the closet; live-streaming sexual activity or conduct); exposing one's intimate parts, such as genitalia, groin, breast and/or buttocks to someone without their active consent, including by electronic means (also referred to as indecent exposure).

**iv. Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of another, or to suffer substantial emotional distress. Course of conduct means two or more acts, including acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking includes "cyber stalking," a form of stalking that may be over an electronic medium such as the internet, social network, blogs, cell phones, texts, or other similar devices. Examples of stalking are set forth in the frequently asked questions below.

**H. Subject of an alleged violation:** The person to or against whom conduct prohibited by this Policy is directed. The subject of an alleged violation may or may not be the reporting party. The subject of an alleged violation may choose not to report the alleged violation or may otherwise not be the one who reports the alleged violation, but who nevertheless is covered by this Policy and is able to participate in the procedures and pursue the resources set forth in this Policy.

To the extent any of the above definitions may overlap, the intent is that they are to be construed broadly and to be illustrative in nature of the conduct prohibited by this Policy.

### **Child Abuse and Neglect Reporting**

The School is committed to the highest standards of care for its students, which includes protecting students from inappropriate or hurtful actions by adults responsible for their care. In accordance with New Mexico law, all School employees are required to report suspected abuse or neglect of any student under the age of 18.

New Mexico law requires that a School employee who "knows or has a reasonable suspicion" that a child has been abused or neglected immediately report such knowledge or suspicion to the CYFD or local law enforcement. Suspicion or belief may be based on factors including, but

not limited to, observations, allegations, facts or statements by a child, a victim, or a third party. Such suspicion does not require certainty or probable cause.

The following procedure is established to ensure that reports are made in a timely and effective manner, and that information about students and their families is treated respectfully. We ask that families understand that the School and its employees are sometimes required to make a report to the CYFD, and we ask that families support our decisions to do so.

If a School employee learns of a situation of possible abuse or neglect, the employee is expected to consult with the dean of students about the situation, so that appropriate actions can be taken to protect the student and timely reports can be made to the CYFD. The Dean of Students will review the situation and, in consultation with the president, may work with the School's health care providers, the student's family, legal counsel and/or a consultant specializing in the care and protection of children, as may be appropriate. If the abuse or neglect is suspected to come from the student's family, the school will strive to identify an approach to help protect the students. In all instances, the school will protect the confidentiality of the student and the student's family to the extent appropriate.

Anyone who has a reasonable belief that a student is being abused or neglected may (and should) make a report to the CYFD at any time. In addition, in the event that it is not clear whether conduct reaches a level of reportable abuse or neglect or there is a disagreement about the decision to report, any school employee who believes that the incident rises to the threshold for making a report is expected to make a report to the CYFD. Once again, the responsibility to report suspicions of abuse or neglect rests both on school employees and the school.

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## **VI. DAILY LIFE AT SCHOOL**

### **Advisors**

Each student is assigned an advisor early on in the first semester. Advisors serve in a number of capacities. The academic aspects of the advisor's responsibilities are typically: to help with study methods; to advise on course changes; to act as a liaison between student and subject teacher if this should be necessary; to ensure that the student is undertaking necessary steps toward university applications and generally to advise regarding academic work. Advisors also typically counsel students on matters related to co-curricular activities and help students plan a sensible co-curricular program that meets the School requirements. Advisors address issues of balance and wellness. Students are expected to meet with their advisor twice a month in a designated time period.

### **School Meetings and Assemblies**

All School Forums are held weekly. On occasion, we are fortunate to be able to welcome visiting speakers and performers. Every student is expected to arrive at Forum promptly and to exemplify mature, supportive and appropriate audience behavior throughout the lecture or performance. All students and faculty are expected to arrive in time to attend Forum.

### **Bulletin Boards and Web Announcements**

The numerous bulletin boards and whiteboards around the School are a major source of communication/information in the School. Some, such as those in classrooms and academic departments, are for specific subjects. Others, including one in the dining hall, are for general use. Announcements may also be posted in the School's intranet by submitting them to the webmaster who must approve them before posting.

Students may not post messages, either with tape, pins, or any other manner, on a wall or door in any School building. Instead, they should use the bulletin boards provided.

Every notice posted in public places on the intranet or distributed broadly on campus must bear the name of the person responsible for the notice and must not be offensive to any individual or group. The name must be clearly written and understandable. In the case where a group is responsible for the notice, this must be indicated, and the name of at least one member of the group must appear. This shall apply to all members of the School community. No unsigned additions or changes should be made to any notice. Any notice that does not bear at least one, clearly written, recognizable name will be removed.

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## **Food Services**

To keep our dining area pleasant and as stress free as possible, we ask you to please adhere to the following rules:

1. Note mealtimes and come before closing time.
2. Students are asked to take or ask for only what they can eat. Throwing food away increases our food provision costs and uses money that is needed for other areas of UWC-USA.
3. The dining hall is open for meals and for study time outside of mealtime. 4. For health and safety reasons, shirts and shoes must be worn in the dining hall and serving area at all times.
5. Please do not sit on the dining hall tables.
6. Throwing food, running, or shouting in the dining hall is an affront to those who are trying to enjoy a meal in peace.
7. Any time that the dining hall is used for a meeting or social event, students are responsible for re-arranging the tables before and after the meeting.
8. If students desire food for a special event, they must see the food service director. A request form needs to be filled out and signed by a faculty sponsor. Normally, food and beverages should not be removed from the dining hall.
9. Common courtesy practiced in the dining room will help to make mealtime/break a pleasant experience. Cleaning up spills and paying attention to keeping the dining room neat contribute to that experience. On finishing the meal, please take dishes back to the dish room. Remove all paper and dispose of it in the trash can next to the dish room window. Please also be mindful of the noise in the dining room. Your table conversation might disturb others, so please keep noise to a respectful level.
10. Dinnerware and silverware should not be removed from the dining hall. 11. Announcements during mealtimes, if necessary, should be kept to a minimum.

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## **VII. RESIDENTIAL LIFE**

### **Las Vegas and the Surrounding Area**

A large percentage of the inhabitants of Las Vegas are Hispanics who trace their ancestry to the Spaniards who originally settled New Mexico in the century following 1598. Although the local people became U.S. citizens when the U.S. took New Mexico from Mexico in 1846 in the Mexican War, many local Hispanic-Americans remain proud of their Spanish heritage and distinctive way of life. Today, many people in Las Vegas still speak Spanish as well as English.

The additional history of Las Vegas can be traced to its role, in the early 19th century, as the last important stop on the Santa Fe Trail before the Trail's end in Santa Fe itself. When the railroad reached Las Vegas in 1879, the town began a period of great importance as a trading center and was for many years the largest town in New Mexico.

Many homes and public buildings of architectural interest date from Las Vegas' late 19th century "golden age." Historical preservation has become a widespread concern, and many old buildings are being preserved or restored, often finding new uses in the modern Las Vegas economy.

But Las Vegas is not just a "relic" of bygone times. It is a vibrant community with a University (New Mexico Highlands University) that offers undergraduate and graduate programs in many fields. UWC students are welcomed to make arrangements to borrow books from the Highlands library.

Important natural resources abound in the surrounding area. Besides hiking in the mountain environment, there are other outdoor opportunities: Storrie Lake State Park, just north of Las Vegas, and the State Wildlife Refuge at McAllister Lake, south of town, where wildlife abounds. Hawks, eagles, herons, and many migratory birds stop here on their seasonal route.

Students will soon become aware, perhaps through their Get-Away Families, that many individuals and groups in the Las Vegas/Montezuma community are interested in getting to know representatives of UWC as members of many of the world's societies and cultures. School groups (including the town's two high schools) and various professional and community service organizations have invited UWC students to speak about the School and about their lives in their home countries. Such experiences offer an excellent opportunity for students to get to know their Get-Away community as well as to acquaint more people with the reasons why UWC's exist.

### **Dormitory Living**

Students learn to live with others and appreciate their needs and differences in the residences. The resident coordinator and assistant resident coordinator work closely with the students to ensure that the quality of residential life reflects and promotes the values of the School. They strive to provide advice, direction, and support for the students in their residence; they also uphold and enforce the expectations and rules of the School. Student Residential Advisors (RAs) are elected by dormitories to represent and assist members of the residence.

### Objectives for Dormitory Life

1. To create a healthy living environment, which encourages adequate time for sleep and study.
2. To foster an environment that supports and respects cultural differences and the individual's need for privacy.
3. To assure to the best of our ability, the safety and well-being of all students, while complying with the legal expectations for an institution such as ours.

### **Residential Policies**

#### **1. Check**

All students must be in their own rooms for Check, which occurs at 9:30 p.m. every night of the week. The residential staff must see each student personally during this time. The dorm areas need to remain quiet after Check to allow students to study and/or sleep.

#### **2. Respect for Privacy, Safety and Well-being of all Students**

Since students share bedrooms, the need to respect privacy is especially important. Students must consider the needs and sensitivities of others above their own personal wishes.

- a. All students must be in their own dorm no later than 12:00 midnight (curfew) on Sunday through Thursday, with the intent that they obtain at least seven hours of sleep.
- b. Students may leave their dorm after Check until 12:00 midnight on weeknights, but must remain within the central campus area. The hot springs and reservoir are not allowed. On weekdays, students are not allowed in other's dorm rooms after curfew. Between check and curfew, students should respect quiet time, and utilize public spaces such as day rooms, the Library, IT Center, a classroom, and/or the Student Center in allow roommates who wish to sleep or have quiet study time in their rooms the privacy they need.
- c. On weeknights, curfew ends at 6:00 a.m., but students are not allowed to visit other dorms until visiting hours begin at 8:00 a.m.
- d. "Weekend Curfew" - At midnight on Friday and Saturday nights, students may only enter the first floor day rooms. All other residential areas of the dorm are off limits to nonresidential students. Students are not required to be back in their dorm at a specific time, but must stay within the central campus area.
- e. No student should go into the room of another student, at any time, without that student's permission.
- f. Sexual relationships are by their nature exclusive, and encroach on the rights of others in the residences. Sexual intimacy, including sleeping together is not permitted in the residences. Violations will be handled through our Sexual Wellness Policy and Procedures.
- g. Due to privacy and sensitivity for others, students are only allowed in same-gender or individual/unisex bathrooms.
- h. The hot springs are open for student use from 8:00 a.m. to Check each night. Before Check a student may visit the hot springs any time they do not have another commitment. Due to safety reasons, students should never go to the hot springs

### 3. Consideration for Others

- a. The residential areas must be quiet from Check until the first scheduled meal of the following day, so that those students wishing to sleep or to study may do so. b. Students should be especially considerate of their roommates' needs for quiet and privacy.
- c. Students should not borrow another's belongings without first having asked permission.
- d. In a close community such as this, respect for other people's property is very important. Stealing or the use or possession of stolen property will not be tolerated. If a student is caught stealing, they will be expected to replace or refund the item, apologize, and work with a counselor to address the underlying issues related to community trust.
- e. Students may own cell phones, but are expected to use them respectfully in public spaces and common areas. Phones may only be used in classrooms with the permission of the teacher. It is expected that a student's use of cell phones will not prevent them from being an active and engaged member of the larger community.
- f. Students should use headphones when listening to loud music or watching movies in their rooms out of consideration for their roommates.
- g. The public areas in and around the residences should be kept neat and clean. All students are expected to participate in day room cleaning and dorm cleaning.

### 4. Leaving Campus

- a. On weekdays, students may leave campus only after their last class has ended but must be back on campus by 7:00 p.m unless they have specific permission to depart earlier/return later. There is UWC school bus service from and to campus on certain days to help students get to town.
- b. On weekdays, students are not allowed to be off campus after 7:00 p.m. **unless permission is given by the Resident Coordinator.** This includes visits to Get-Away families, relatives or friends. Permission must be requested in advance and **in person** from the Resident Coordinator.
- d. Finding a ride off campus by hitchhiking is not only dangerous, but also illegal, and is therefore not permitted.
- E. Permission for weekend off-campus visits typically must be requested from the Resident Coordinator by Thursday morning prior to the weekend, with approvals granted by Thursday afternoon.
- e. Students that have to be away from campus during class time for any reason must obtain permission from the Dean of Students in advance. Consent from parents and teachers may be required. In order for a student to travel without a faculty chaperone, parents must have signed the Travel Permission Form.

### Property/Rooms

- a. Because the School cannot be responsible for things that are stolen, students are encouraged not to bring valuables to school. Students should not keep large sums of money in their rooms. Voluntary banking arrangements are available in Las Vegas. It is wise to keep closets and rooms locked when not present. Students are encouraged to give passports, valuable documents and large amounts of money to their Resident Tutor for safe keeping.
- b. Student rooms are small and essential furniture is provided (bed, desk with light, chair, a closet with drawers and lock, bookcase, and a bed lamp). It has been found that structural changes and removal of furniture frequently result in damage. For this reason, beds and furniture must not be removed from the rooms without permission from the Resident Coordinator. Addition of furniture to rooms should not be made without prior approval. Basic furniture arrangements will be shared by the Resident Coordinator and furniture may not be rearranged outside of these guidelines.
- c. Window screens are to stay on the windows. This helps to prevent animals from coming into a building.
- d. Students are not allowed on roofs.
- e. Television sets and refrigerators are not allowed in student rooms. Electrical cooking equipment may be stored in student rooms, but only used in the dayroom. f. Cafeteria items or excessive food must not be removed from the cafeteria. g. Students need to learn the correct use of the laundry facilities.
- h. Students are responsible for the contents and the condition of their rooms, which should be kept clean and free from fire hazards.
- i. At the end of each school year, the Resident Tutor and/or the Maintenance Department will inspect student rooms for cleanliness and damage. Students will be charged from their room deposit for any damage or if their rooms are not left in a satisfactory state. There is a \$25.00 charge submitted if a student does not clean their room prior to departing for the summer

### **Roles and Responsibilities of the Resident Advisors (RAs)**

The resident advisors will work with the Resident Coordinator, the assistant Resident Coordinator and the rest of the dorm residents, to build and sustain a healthy and respectful community in the dormitories.

The following are some of their specific roles:

- Uphold and respect the residential code of conduct and the community rules, and set an example through personal behavior for others to follow
- Be available to support peers in personal, social and educational issues ●
- Be caring, sensitive, observant, approachable, and available
- Mediate tensions and conflicts that may arise within the dorm without being judgmental ●
- Undertake initiatives to inform peers about issues regarding residential life *i.e.*, fire drills and fire safety
- Call and facilitate meetings within the dorm
- In cooperation with the dorm, organize celebrations and other community building events
- Coordinate initiatives aimed at maintaining a clean, safe, and pleasant environment in the

- Be an active participant in the orientation of the first year class within the dorm and the wider community; facilitate the integration of the first and second year classes ● Have meetings with the residential staff and/or the Dean of Students as needed ● Teach others about the dorm community including keeping the dorm clean and being sustainable
- Maintain confidentiality, as appropriate, while striving to ensure the safety of everyone involved
- Incorporate the strengths and contributions of other dorm members
- Work in close collaboration with the Resident Tutors and assistant Resident Tutors ● Work with and support all other RAs
- As an RA, be able to handle the position of leadership among friends and peers with sensitivity

The position of resident advisor will ideally be occupied by trustworthy students, aware and supportive of cultural differences, with the ability to communicate well with peers and adults, committed to the ideals of UWC and willing to lead by example.

Note: A student who has probationary status is ineligible to apply for this position. In the event that a resident advisor fails to fill the roles expected of a resident advisor, their status as an RA will be reviewed.

### **Room Assignments**

Living with others is an important life lesson that involves learning to compromise, to appreciate others' perspectives, and to share conversation with others. The Resident Tutor assigns both second (with student requests) and first years to rooms. Every effort is made to keep rooming assignments for the year and students should seek the counsel of RTs, and the Dean when there is disagreement or discontent.

### **Safety Procedures**

When many people live together in a small area, safety is always a concern. The carelessness of one person can be the cause of pain and suffering for many others. The following are safety practices (as recommended by the security staff) that are important for the whole community to follow:

- Fire Safety Regulations, which are posted in all dormitory rooms, must be observed. ● The orange sprinkler system pipes in the lower four dorms may not be tampered with at any time. Hanging on the pipes, or using the pipes in any way is prohibited. "Respect the Pipes" is the understanding in these dorms.
- Ceiling smoke detectors are never to be covered, taped, disconnected, or tampered with in any way. Fire extinguishers should not be handled except for a fire emergency. Misuse of smoke detectors and fire extinguishers is illegal.
- Modifying electrical outlets or wiring is a fire hazard and is not allowed. If there is a need for more electrical outlets than are available in the room, a surge protector [that meets local safety requirements] must be used. Items with open flames, such as candles and incense, are not allowed.

- Hanging room dividers are a fire hazard, as are arrangements of furniture that prevent the door from opening completely. These are not allowed. Our security officers may advise students about what is acceptable.
- Flags and other wall hangings must hang 18 inches or more below the ceiling. Security will generally check the wall hangings during the Fall Safety Check.
- Room wall heaters must be clear of obstruction to work properly. Each bed must be at least 6 inches (15 centimeters) from the wall heater. The RT will generally check all room arrangements to make sure the room can be heated properly.
- Outside doors of the residences should be kept locked at all times. Propping doors open may lead to the intrusion of strangers, as well as animals.
- Notify Security or a Resident Tutor of any strangers on campus, especially in the dorm areas.
- Do not sit in the windows of your dorm room or go onto the roofs.
- If you have a computer in your dorm room, use a single surge protector.
- Hot plates are not allowed in the residences.

## Fire Safety

1. Do not use the fire alarm system unless you know or suspect that there is a real fire. 2. Once the fire alarm system has been activated, immediately evacuate the building and proceed to your designated area. Do not remain on the patio or enter another dormitory. You must NEVER ignore a fire alarm.
3. Walk quickly and quietly to the designated place where your dormitory always assembles. When the alarm has been activated in the dorm area, assemble next to your roommate(s) in order of floors until roll call is conducted. Stay in the designated area until you are dismissed by a RT, or a security officer.
4. If you set off a fire alarm either by cooking, accidentally or otherwise, please inform security so they can more easily identify the cause of the fire.
5. Close all windows and doors behind you when the fire alarm system has been activated.
6. Never "test" smoke detectors or fire alarm system.
7. Never remove smoke detectors or cover them.
8. No smoking, candles, or incense in dorm rooms, bathrooms or day rooms.
9. Never place any materials on the bed lamps.
10. No cloth hangings of any size may be placed between the individual sections of the rooms and nothing should block your path to the door.
11. Never use metal plates, trays, or cups in the microwave ovens.
12. Never leave iron unattended.
13. All hair dryers, curling irons, and electric shavers should be disconnected after use.
14. Please be careful never to leave personal items in stairwells or hallways where they could cause someone to fall while they are evacuating for a fire.
15. The RAs and RT's help to ensure that the above practices are followed.

- Guests of students should enter the residence only in the company of their hosts and after they have been introduced to the Resident Tutor or a weekend team member
- All visitors, including siblings, family members, and friends must arrange their own accommodations off campus. The Resident Tutor and Security must be informed of visitors. Friends and siblings can only be on campus from the end of class time to 9:00 p.m. On weekends, visitors must be off campus by Check.
- No visitors are allowed to visit campus during either exam periods or the August or May orientation period.

### **Family Visits**

Although we have no accommodations for parents to stay on campus, we welcome parental visits to the School. Please inform the Resident Tutor and Dean of Students if parents or other close family members will be visiting, and introduce them to the advisor, teachers, resident tutor, and administrators if time permits. We are appreciative of the opportunity to know students' families and will be glad to discuss any issue regarding student progress or UWC-USA in general.

For information regarding personal responsibility when guests are on campus, please consult the **residential life** section, printed in this Handbook. If at all possible, due to the rigor and intensity of the School's academic and co-curricular program, parents should not plan extended visits which conflict with the regularly scheduled school days. More information is posted on the UWC-USA website under the parent portal.

### **Get-Away Families**

Many families in the local area have established a relationship with one or two students, giving the student an opportunity to get away from the campus occasionally and the family a chance to enjoy a friendship with a student. Students and their Get-Away family are encouraged to build the relationship in a natural way with no preconceived expectations. If, as occasionally happens, the relationship is not working out, feel free to talk with the Dean of Students and they will discreetly and diplomatically make new arrangements.

We ask that, as a courtesy, students return all phone calls from Get-Away families within a reasonable timeframe.

### **Student Get-Away Family Guidelines**

1. Any activities with a Get-Away family must be consistent with the guidelines of the School.
2. When visiting your Get-Away family, you should return to campus by 7:00 p.m. All students are expected to be on campus for evening study and activity hours between

7:00 and 9:00 p.m. Sunday through Thursday. For special permissions, please see your resident tutor.

3. Any time you go to your Get-Away families home or leave campus with them, your Get-Away parent must invite you by contacting your RT. Your Get-Away needs to give

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their home number (if available), their cell number, and the time they will pick you up and bring you back to campus. Students should check out and in with Security from the Welcome Center.

4. Do not miss any classes, services or activities because of Get-Away family invitations. You can explain to your family about the expectations at UWC-USA.
5. If your Get-Away family is on campus, you should remain with them at all times. No unaccompanied guests are allowed in the residences as dormitories are not open to the public. Therefore, arrangements for meeting your Get-Away family should be some place other than the dormitory.
6. Families are not to provide driving instruction or allow students to drive any vehicle.
7. No cash gifts or loans may be accepted from Get-Away families.
8. There are no specific expectations of the Get-Away families by the School, so please recognize that students will not all receive exactly the same amount of attention. Each student is unique and so are the families. Each relationship should develop in a natural and individual way. Please make an effort to see your family a minimum of four times during the year. It is hard for Get-Away families to get through to students on dorm phones so please make the effort to phone or email them.
9. Please respect your Get-Away family and maintain a good relationship by returning all phone calls and answering all messages within 48 hours or less.
10. Courtesy: A much-appreciated tradition of our school is that all authorized visitors are greeted courteously and warmly. Consistent with your good judgment, if someone needs help, advice, or direction do not wait for someone else to step in. Likewise, courtesy and high standards of behavior are always expected towards fellow students and all members of the UWC-USA staff.

A great many people have graciously been Get-Aways for UWC students over the years. They are very important people because often we need someone to provide accommodations for students, and often with very little advance notice. ***A thank-you letter written immediately following a visit with any Get-Away family (including families of fellow students) is a simple courtesy in this country and shouldn't be ignored.***

### **Private Study**

Classrooms are generally locked after school hours. Students wishing access to classrooms for private study must have permission from individual classroom teachers.

### **Residential Quiet time and Curfew**

Quiet Hours begin at 9:30 p.m. every night (including weekends) with the expectation that the residences will remain quiet until the following morning. Students making excessive noise and disturbing others during this time will be given a noise violation. In order to create a sleep sanctuary and a quiet place for students to study Sunday through Thursday night, there is no

inter-dorm visitation after 9:30 p.m. Students wishing to study together should use the Library, IT Center, a classroom, and/or the Student Center.

Students are expected to respect each other's right to have quiet in the dorm at all times.

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Curfew begins at midnight, Sunday through Thursday, and at 1 am Friday and Saturday. Breaking curfew means being outside of your dorm building (in the lower 4 dorms) or outside of your dorm hallway (in the castle dorms.)

On Friday and Saturday there is a modified curfew ("Weekend Curfew"). Students may visit other dorms after Check is concluded as long as it remains quiet; however, beginning at midnight, students may enter only the dayrooms of other dorms. If a student is found in any other part of a dorm that is not their own, they have violated the curfew rule.

### **Consequences for noise violation, breaking check or curfew policy:**

First offense: Dialogue and warning with RC.

Second Offense: Response to be determined by the RC. Dialogue with student, RA and RC; restorative measures, loss of privilege for one week to leave dorm after check. Third Offense: Meeting with Dean of Students to determine appropriate response. Parents and national committee are informed.

Fourth Offense: A restorative justice circle will be held.

NOTE: Egregious violations of check/curfew policy, such as completely missing check or spending the night elsewhere may result in case moving directly to restorative justice circle.

### **Finances**

Monies may be deposited into a bank account handled by Southwest Capital Bank and Wells Fargo Bank, both located in Las Vegas. Accounts can be opened during orientation when bank representatives come to the School. Southwest Capital Bank operates an ATM machine which is located in the lobby of the Castle. **It is strongly suggested that students not keep large sums of money in the dorm room.** Resident Tutors may also keep money for students until they have time to go to the bank.

### **Deposit/Breakage/Book Return/Post Office Box Fees**

It is UWC policy to require a damage deposit that will be held against damage to School property, damage to the property of other individuals, loss of textbooks, loss of library books, and to cover P.O. Box fees. Every room should be clean and in good order when students arrive. If there are exceptions to this standard, please tell the Resident Tutor before the second week in September, so that repairs can be made. At the end of each school year, each room will be inspected. Resident Tutors have an information sheet noting cost of damage to walls, lamps etc. Books not returned when requested will be charged to the student. There also will be a charge for replacement of lost keys or a lost lock. If the deposit is used during the year, even in a small amount, it must be replenished, keeping the deposit at the stated level. The money less

the P.O. Box fees will be refunded in its entirety if the room is not damaged, all books, etc., are returned and no other similar debits have been made against the deposit amount. ***First-year deposits will be held over for the second year.***

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The School may make a blanket deduction from all room deposits in order to cover the replacement cost of stolen items. This measure will only be taken if other investigative methods have not led to the return of the stolen items.

### **Post Office Boxes and Keys**

Student mail and packages are delivered to the local post office or mail room on campus. Packages should be sent to the addresses below. On arrival, students go to the post office to receive a key to their box. Each student shares the box with their roommate. A charge of \$10 will be made for lost keys. Keys are to be returned to the RT at the end of each year.

#### UPS, FedEx, and other non-USPS carriers:

All packages need to be addressed to come directly to the Welcome Center on campus. The correct address should be as follows:

Name of Student

UWC USA [note: no hyphen separating UWC and USA]

400 Highway 65

Montezuma, NM 87731

#### Mail and packages to the USPS Post Office in Montezuma:

Name of Student

UWC 400 Hwy 65 [note: please simply write UWC; do not write UWC-USA]

[Your Student's Box Number]B\*

Montezuma, NM 87731

\*Please use your box number and remember to include the letter B after it. So, for example, if your box number is 42 then the address should read

Name of Student

UWC 400 Hwy 65

42B

Montezuma, NM 87731

### **Off-Campus Travel**

#### Procedure for traveling away from campus:

The student must request permission in writing from the Director of Residential Life at least ten

days prior to departure. If approved, the student must supply the following information *in writing* to the Director of Residential Life and their Resident Tutor at least one week prior to departure:

1. Reason for travel

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2. Dates of departure and return

3. Destination

4. Type of transportation organized

5. Written parental permission which will include:

a. Permission to travel

b. Parental understanding that the student may miss classes and is responsible for making up missed class work and assignments

c. Parental understanding that the student will be traveling without a UWC chaperone  
d. Parental understanding that UWC-USA is not responsible for providing transportation or costs incurred while traveling unless the student has arranged with the Dean of Students a hired UWC driver. The student will be billed for the cost of the drive and it is the responsibility of the student or the student's family to pay this within one week of the drive.

Students who will be missing classes must also have each teacher and leader of their activities sign a "permission to miss class" form so that each teacher and leader is aware of the travel.

Hired Drivers: A student may request, through the Dean's office, the ability to use a hired driver to be transported to the train, airport, or another appointment at least one week prior to the trip. These drivers are professional drivers that the School has hired to drive students to Santa Fe or Albuquerque. If a student wishes to use a driver, they must work with the Dean of Students on the time of departure and destination. The student will then be billed for the drive and must pay the business office within one week of the trip.

To/from Santa Fe: one-way \$50

To/from Albuquerque: one-way \$115

Wait time for an appointment: \$10 per hour

Students may request to travel together and they would then split the cost.

### **Travel Information**

If a student intends to stop in another country on the return home for the holidays (even for transit purposes), a visa may be necessary. Check with the foreign consulate before booking a flight. The Director of Admissions has a directory of all the foreign consulate offices in the USA. Mexico requires either a tourist card or visa, for which one must apply in advance. U.S. citizens need proof of citizenship in order to apply for a tourist card. Again, questions should be addressed well in advance. A U.S. citizen planning to leave the country should make sure to have a valid passport (with an expiration date of at least six months past the intended dates of travel) and find out what is needed to enter a specific country. Requirements vary widely.

Although there is an occasional no-class day during the school year, the major vacations will be from mid-December until early January and from late May to mid August. **Students must make their own plans and arrangements for vacation periods. The cost of these plans and**

**arrangements must be taken care of by the family of the student.** The School campus is closed during these times and we cannot be responsible for finding accommodations for students when the campus is closed. It is a good idea to begin planning for the winter vacation early in the fall. There are several reasons for this. Usually, students will be able to obtain better airline rates by planning ahead and during December flights sell out very early. Also, students

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will have time to make alternative plans if something falls through. It is wise to make summer plans early in the spring.

Any time that arrival in Albuquerque does not coincide with the published UWC transportation schedule, students will have to make other arrangements at their own expense (another reason to plan early). It may also be difficult finding transportation due to the limited travel resources in this area.

## **VIII. GENERAL SCHOOL INFORMATION**

### **Accreditation**

The School is accredited by the Independent Schools Association of the Southwest, the International Baccalaureate Organization, and the State of New Mexico Department of Education.

### **Governance**

The School is governed by a self-perpetuating Board of Trustees. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the School consistent with the School's mission and philosophy. The Board of Trustees is responsible for the selection of the president and works in close collaboration with the president, though the president is responsible for the implementation of policy and the day-to-day operations of the School.

### **Current Family Contact Information**

Parents are expected to keep the School informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached.

### **Multiple Households**

In order for the School to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding any issues related to custody, please include the School in the communication loop. These situations can be stressful for parents and confusing for

students, and assistance in minimizing the School's phone calls for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

## **Religious Services**

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An effort will be made to help fulfill religious obligations and desires. On occasion, students are able to visit mosques, synagogues, churches, or temples or attend religious celebrations out of town. On Sunday mornings, a bus drops students at the church of their choice in Las Vegas. Anyone who wishes to participate in a religious activity and doesn't know whether it is possible or not, should feel free to talk with the your resident tutor or the Dean of Students.

### **The Dwan Light Sanctuary**

The Dwan Light Sanctuary is a building on campus which has been consecrated as a quiet and sacred place. It is available to all members of the campus community and their invited guests for contemplation, meditation, prayer, and other spiritual and religious activities.

## **Student Media Information**

In order to portray its program accurately and vibrantly, the School makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the School, in a variety of media formats. Student media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of student media Information may include, but not be limited to, the School magazine, marketing materials, the School website, press releases, social media outlets (including, but not limited to, Facebook and Twitter), newsletters, and local newspapers. The School adheres to the following general guidelines when using student media Information:

- Photographs or references to student media Information in traditional, print publications, such as our yearbook and School publications, may include the first and/or last names of students and community members.
- Photographs or references to student media Information on the public portion of our website will not include last names, without written consent from the family.
- The School will not post student names on social media websites, without written consent from the family.

While the School strives to abide by parent/guardian wishes, we do not guarantee incidental use of a student's name or image will never occur. Parents are asked to contact the School if they would like to opt out of the use of Student Media Information.

## **Background Checks**

With student safety as a priority at the School, the School conducts state and national criminal

history and sex offender registry checks on all current and prospective faculty and staff of the School who may have “direct and unmonitored access to children,” including any individual who regularly provides School-related transportation to students.

The School requires any volunteers who will work independently with students to undergo a state criminal background check. Examples of the types of volunteer activities requiring a background check include, but are not limited to, field trips and tutoring students one-on-one.

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background check is typically not necessary for volunteers involved with larger School functions at which many adults are typically present or in instances where there is only the potential for incidental unsupervised contact with students in commonly used areas of the School grounds.

### **Lesbian, Gay, Bisexual and Transgender Students**

The School strives to provide a safe and supportive environment that will help students succeed academically and socially. To that end, the School promotes respect for all people, and will not tolerate harassment or bullying based on sexual orientation or gender identity or expression that impacts a student’s experience at the School (whether the bullying or harassment takes place on or off campus), including cyber-bullying through the use of electronic technology (on or off the School’s campus, and on or off the School’s network). Particularly with respect to transgender and gender nonconforming students, the School will work closely with students and their families to strive to honor their wishes with respect to use of School facilities, participation in athletics, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the School’s campus facilities reasonably permit.

### **Immigration Information**

The admissions and university counselor will be available to assist you with matters pertaining to your F-1 visa. It is imperative that students on F-1 visas stay in close communication with the admissions and university counselor. Information will be provided throughout the two years about important deadlines and needs to maintain appropriate legal status while enrolled at UWC-USA and after.

#### The I-20 Form and SEVIS

The Student and Exchange Visitor Program (SEVP) is the Department of Homeland Security (“DHS”) program that administers the Student and Exchange Visitor Information System (“SEVIS”). It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F and M nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

The I-20 Form is issued by all SEVP-certified schools to foreign students who have been accepted for admissions in F-1 visa status. This form is presented along with an application for an F-1 student visa at the U.S. Embassy or Consulate abroad. The I-20 Form governs your

status in the U.S. as an F-1 student.

### The I-94 Form

The Form I-94, "Arrival/Departure Record," is a DHS document issued to non-immigrant aliens at the time of lawful entry into the United States at an air or sea port of entry. The Form I-94 is evidence of a non-immigrant's term of admission and used to document legal status in the United States, including length of stay and departure. U.S. Customs and Border Protection

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("CBP") has automated the I-94 process at land and sea ports of entry. An electronic I-94 record will be created and can be obtained at <https://i94.cbp.dhs.gov/I94/#/home>. At orientation, the opportunity to access this website and print a copy of your I-94 will be granted. **Always keep your I-94 in your passport.** When you leave the U.S., if you have a paper I-94 you may be asked to surrender the I-94 to an airline or transportation company official at your port of exit or to an immigration officer as you cross the border. Each time you reenter the U.S., a new I-94 record will be created. **It is important to check the CBP website and print your I-94 record to ensure that it is correct and so you have evidence of your status while in the U.S.**

### SEVIS ID

**Your SEVIS ID number, appears on your Form I-20.**

It is your permanent identifying number for DHS and in the SEVIS computerized data system. Your SEVIS ID remains the same each time you come to the U.S. in F-1 status, and you must have that number with you whenever you re-enter the U.S. Immigration regulations require that your school also have a record of your admission number.

Do not confuse your SEVIS ID number with your UWC student ID number, your Social Security number (if you have one) or other numbers issued to you by various agencies for other purposes. The admission number is to be used only for purposes of identification as an F-1 student.

### Re-entry to the United States after a Temporary Absence

The documents you need for re-entry to the U.S. after a temporary absence are a valid passport and visa, and your re-validated I-20 ID copy.

### I-20 Re-validation

Before departing the U.S. for summer break or other international trips, out of the USA, your I-20 copy must be endorsed. You may then use that endorsed copy as a revalidated I-20 for purposes of re-entry to the U.S. You must have the I-20 endorsed each time you leave the U.S. and plan to re-enter. Your form can only be endorsed by a designated School official, such as the director of admission, the assistant to the office of admission and college counseling, or the Dean of Students. Therefore, it is imperative that you speak with the designated School official prior to any international travel.

Your Passport and I-20 should be with you whenever you travel outside of the US. When

traveling by air within the US, your passport will be needed for identification purposes. As noted above, it is important to check visa requirements for any international travel.

### Expiration of Visas

Your U.S. visa stamped on a page in your passport must be valid for multiple entries and must not be expired when you attempt to return to the United States. If your visa is not expired, you may use it and your I-20 for re-entry and you need not visit a U.S. Embassy or Consulate when you return home. If your visa has expired, or if you have used up the number of entries stated

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on the visa, you must apply to a U.S. consular office abroad for a new, visa. You cannot renew a visa in the U.S.

### Meaning of "Duration of Status"

F-1 students are admitted to the U.S. for duration of status. This is indicated on your I-94 and I-20 forms as D/S. Duration of status means the period of time during which an F-1 student pursues a full-time course of study (unless otherwise approved by the DSO), in an educational program at any educational level, plus a period of 60 days in which to depart from the U.S. or seek a change of status.

### Validity of Passport

The passport of a non-immigrant student must always be valid. At least eight months before the expiration date, find out what you need to do to get the passport renewed. The admissions office has a list of Consulate addresses and phone numbers in the U.S. The admissions office also tracks your passport and visa validity, and may communicate reminders to you around expiration dates, though the student is primarily responsible for tracking this as well.

### Continued Study in the United States

Once you are admitted to another school or university in the U.S., you will be released to the new school in SEVIS and provided with a new I-20 form. If you return to your home country after graduating from UWC-USA, you should take the new I-20 to a U.S. Consulate for a new student status so you can renew your visa. UWC-USA typically transfers students' I-20 status to new colleges or universities in mid-June, after graduation.

An F-1 student is eligible to transfer to another school or program of study. To start the process of transferring, you must bring the following to your designated School official (DSO):

- Written confirmation of acceptance to another Student and Exchange Visitor Program (SEVP)-certified school
- Contact information for the new school's DSO
- The Student and Exchange Visitor Information System (SEVIS) school code for the transfer-in school

Your DSO will then work with you, and the DSO at your new school, to choose a transfer release date (typically in mid-June). This date is when the DSO at your transfer-in school takes

responsibility for your SEVIS record. Several factors go into selecting this date:

- Academic needs
- Travel and employment plans
- Projected start date of your new program

Once your transfer release date arrives, the DSO at your previous school will not have access to your SEVIS record, and your new DSO can create a new Form I-20, "*Certificate of Eligibility for Nonimmigrant (F-1) Student Status*," for you. It is important to get a new Form I-20 (signed by