Conserve School
Community Handbook

One SEMESTER can make a WORLD of DIFFERENCE!
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TERMINOLOGY ... WHAT DID YOU SAY?

AOD – (Administrator-on-Duty) – Responsible for emergencies and general accountability
SMOD – (STAFF MEMBER-ON-DUTY) – Responsible for student supervision in houses, LAB and LRC during afterschool hours and weekends.

BELL TOWER— Bell Tower is located at the Commons

BRIDGE — The entrance to the LAB (sometimes referred to as the “Tower”)

COMMONS – Outdoor gathering space and fire pit between Donahue and Elaine Houses

GREEN MACHINE – Green Wastewater Treatment Plant

INNER LOOP – Area inside the paved roads of Conserve School PLUS the athletic fields, garden, sledding hill and the gold trail (hiking/skiing trail near the LRC)

LAB – Lowenstine Academic Building – which houses most of the classrooms, the dining room, health center and administrative offices.

LEADERSHIP TEAM – Head of School, Director of Student Instruction, Director of Outdoor Programs and Student Life and the Director of Enrollment and Student Support

LRC – Lowenwood Recreation Center

LRC FIRE PIT – Fire pit on Big Donahue Lake outside of LRC

TC – Technology Complex – which houses Conserve School’s maintenance and grounds workshops and offices

TRAILHEAD FIRE PIT – Campus fire pit on the trail around Big Donahue Lake south of the LRC
MISSION

Conserve School inspires young people to environmental stewardship through academics and engagement with the forests, lakes, and wildlife of Lowenwood.

VISION

Conserve School carries forward Jim Lowenstein’s legacy by providing a diverse group of young people with a residential academic setting that fosters:

- understanding of the science of natural resource conservation,
- commitment to protecting the environment,
- an inclination toward careers that help conserve the natural world,
- enjoyment of outdoor activities, and
- love and respect for nature.

DESCRIPTION

Conserve School is for students who have demonstrated a genuine interest in the natural world and who are motivated to conserve it. This semester-long immersion in environmental studies and outdoor activities deepens students’ love of nature, reinforces their commitment to conservation, and equips them to take meaningful action as environmental stewards.

The program interweaves college-preparatory academics with:

- the study of environmental history, nature literature, and the science of conservation,
- environmental service work,
- exploration of careers related to conservation,
- training in teamwork and leadership, and
- engagement with the outdoors.

Designed primarily for high school juniors, Conserve School incorporates the flexibility to accommodate advanced sophomores.

Conserve School students become part of a community that heightens their sense of identity and self-worth and imparts the confidence they need to go forward and make a difference, not only as stewards of the environment, but also as stewards of their own destinies.

NONDISCRIMINATION POLICY

Conserve School admits students of any race, color, national and ethnic origin, immigration status, sex, sexual orientation, gender identity, creed, or religion.

Conserve School and the leaf logo are registered trademarks of the Conserve School Corporation.

Conserve School reserves the right to modify the program described in this handbook as necessary to better meet the needs of our students.
**School-Wide Learning Goals**

After successfully completing a Conserve School semester, a student:

1. Appreciates and experiences the wonder of nature; values fundamental, life-long connections with nature; and expresses those connections in creative ways.

2. Comprehends the complex meanings of sustainability and stewardship and uses these principles as guideposts for their personal and professional life.

3. Will have taken a strong step forward on their educational path equal to or greater than the expected progression in their sending school.

4. Demonstrates the skills necessary to feel comfortable and confident in the outdoors, both alone and with others.

5. Understands and critically evaluates the complexities of environmental issues, including their ethical dimensions, and advocates effectively for what they believe is just.

6. Understands educational and professional opportunities related to the environment and how to pursue them.

7. Frequently takes time for outdoor play and reflection.

8. Demonstrates improved skills in the principles and practices of teamwork and leadership.

9. Demonstrates a commitment and responsibility to community and is inspired to value and take part in service to others.

10. Demonstrates the observational and reflective skills necessary to the development of a meaningful and lasting sense of place.

11. Is able to recognize and critically examine environmental issues across cultures and disciplines.

12. Has a hopeful and realistic outlook, including a personal vision for a better future.

13. Understands the ecology, history and cultures of the Northwoods from the local to the global levels.

14. Has come to know Lowenwood, has developed gratitude for this gift from James R. Lowenstine, and, through their deepening love of this place, has become inspired to be a caretaker of the natural world.
SHARED BELIEFS AND COMMITMENTS

We strive to embody these beliefs and honor these commitments each and every day.

1. We regularly experience, celebrate, and express our love for the outdoors.

2. We educate ourselves about environmental issues so that we can model best practices in stewardship and sustainability through our personal actions and our professional decisions.

3. We take great care to prepare students for continued success in their sending schools as well as in our special areas of focus.

4. We value diverse ways of experiencing and appreciating the outdoors, we respect differences in ability, and we encourage and support one another as we try out new skills and activities.

5. We engage our minds, hearts, and voices in support of local and global environmental issues.

6. We value and nurture our relationships with one another and intentionally build connections across our differences.

7. We remain humble and acknowledge that each of us must commit to continuous self-evaluation and improvement, we encourage one another in our personal and professional growth, and we learn from other experts and organizations with similar values and goals.

8. We regularly set aside our obligations in order to refresh and renew ourselves, play together, and reflect while immersed in the beauty of the natural world.

9. We are willing to both lead and follow, we communicate directly and with compassion, and we demonstrate kindness, honesty, respect, forgiveness, courage, and joy.

10. We support and show respect for the Conserve School community, the larger community, and the natural world through regular service work.

11. We are intentional in observing the flora and fauna around us, learning the history and ecology of the land we live on, and treasuring the opportunity to work and learn at Lowenwood.

12. We believe in the power of experiential, interdisciplinary learning to transform students’ lives.

13. We seek out new and unfamiliar perspectives, value boldness, and are different with a purpose.

14. We share a hopeful vision for our school, our students, and our world.

15. We study and care for our 1200 wilderness acres with local and global history, cultures, and stewardship in mind.

16. We work to develop a deep knowledge and appreciation of Lowenwood.

17. We remember that we are privileged to belong to this special community through the exceptional generosity and foresight of James R. Lowenstein.

These shared beliefs and commitments are distilled in our five core values:

COMPASSION, HONESTY, JUSTICE, RESPECT, AND RESPONSIBILITY
ACADEMICS

ACADEMIC EXPECTATIONS
At Conserve School we wish for students’ academic experience to be as positive as possible. Below are the general academic guidelines that we maintain in order to achieve that goal. Please remember that these are just general guidelines; teachers also have their own classroom expectations.

- Students should be prompt and prepared for each class or required activity, and turn in work on time.
- If a student is having trouble managing a project, he/she should let the teacher know before the deadline. Students should not hesitate to ask for assistance from teachers, advisors, or other staff members.
- Students will enroll in courses based on their individual credit requirements.
- All students must take a full load of at least six courses, including the four core courses.
- Students are not allowed to take more than seven courses.
- Conserve School reserves the right to cancel any advertised course based on review of enrollment and staffing.
- The Director of Student Instruction, in consultation with academic staff members, will determine placement of students.

COURSE SELECTION AND SCHEDULING
Conserve School will make every effort to schedule students into the elective(s) of their choice, but scheduling conflicts may at times prevent students from receiving their first choice selection. All students will be scheduled into the four core subjects of English, History, AP Environmental Science, and Physical Education (Outdoor Skills).

ONLINE COURSES
In order to fulfill a sending school requirement or pursue an academic interest not addressed by Conserve School’s program, students may be allowed to enroll in one online course while attending Conserve School. Conserve School will not place the online course on the Conserve School transcript. Families are expected to cover the cost of the online course. The online school should report the student’s grade directly to the sending school. Families should be sure to discuss the online course with the sending school counselor prior to enrolling the student in the course, in order to make sure that the sending school will accept the online school’s credits.

Online courses are independent and they require a great deal of self-discipline and academic motivation. Conserve School does not provide instruction for online courses, and only provides limited support for online courses. Our experience has shown that even high-performing students can struggle with the online format. Students at Conserve School typically want to spend as much time as possible out-of-doors, taking advantage of extracurricular opportunities, so in this setting an online course can be particularly difficult to focus on.

Conserve School requests that students who are considering taking an online course during their Conserve semester complete our online readiness survey prior to signing up for an online course, found here on our website: http://www.conserveschool.org/academics/our-curriculum. After reviewing the readiness survey and the student’s academic background, families should think carefully before deciding that a student will take an online course while at Conserve. While at Conserve School, students taking an online course must schedule that course into one of their two morning elective blocks, and are required to report to the assigned classroom during that block to work independently on their online course.

The student’s family should arrange the online course well in advance of the semester start date. Parents/guardians should also arrange with the online school to receive regular progress reports. The family should contact Conserve School in advance of the start of the semester to provide the name of the online school, the name of the course, and the web address used to access the course. When students arrive at Conserve School, they should already be registered, they should have signed in to and familiarized themselves with the course, and they should be ready to begin.
Some online schools will allow students to drop a course and will issue a refund or partial refund in the beginning few weeks of a course. Some schools are more lenient with these policies than others. Families and students should research drop dates and policies carefully in advance of enrolling for an online course, in case poor performance makes it necessary for the student to drop a course.

**COURSE ADD OR DROP**

In rare circumstances, students may need to adjust their course schedule by adding or dropping an elective from their course schedule. An elective can be added to a course schedule within the first week of classes. An elective may be dropped from a course schedule within the first two weeks of classes. Course adds and drops must be approved by either the Conserve School Director of Student Instruction or the Director of Enrollment and Student Support, the student’s sending school counselor, and the student’s parents.

**STUDY HOURS**

The purpose of study hours is to regularly provide every student with time and with an environment that is free from noise and distraction that they might study, seek teacher support, or engage in quiet reflective activities. Study hours are held Sunday through Thursday evenings from 8:00 pm to 10:00 pm. During study hours, students may study individually, or as a group in their house. Students may also sign out to the LAB to work independently, with a teacher, or in a group. Students are strongly encouraged to engage in deliberate studying, and to manage their time wisely such that all of their assignments are completed in a timely fashion. Students who fall behind on their assignments may be required to attend supervised evening or after school study hours.

**STUDY BLOCK**

Students who are scheduled to have a study block during the morning hours must study quietly in the LAB or library. Students should keep in mind that this is not free time, but a time to study and do homework. While studying in the Gathering Space or library, students are not allowed to play music on their computers (unless using ear buds) or play instruments, including the piano, as it can distract other classes in session. Students may leave the LAB during a study period, after signing out in the reception area, to go for a walk or bike ride if they do not have any homework. Students must stay within the inner campus boundaries. Students may be assigned to supervised study or extra help during these periods, as needed.

**TRANSCRIPTS**

Conserve School transcripts are available upon request from a student and his or her legal guardians. Conserve School will send transcripts, without charge, to institutions of the student’s choice. These requests should be addressed to the Registrar, or may be completed on the school website. Upon completion of the semester, the Registrar will send a transcript to the student’s sending school.

**DATA COLLECTION**

Conserve School intentionally engages in continuous improvement; therefore, collecting data on our students and our alumni is important to us.

**Demographic Data**

Conserve School collects demographic data on students to ensure that we are carrying forward Jim Lowenstine’s legacy by making the Conserve School experience accessible to a diverse group of young people.

**Achievement and Program Data**

- **Conserve School Formative Writing Assessment**
  
  All students take the Conserve School Formative Writing Assessment at the beginning of the semester. We implement this assessment to collect baseline achievement levels of incoming students, to identify general trends in our current student body, as well as unusually high or low individual scores, to provide students with feedback on areas of writing strengths and areas in need of development, and to provide teachers with data to modify their instructional practices, as needed. Students are not graded on this assessment.
• **PSAT**
  In the fall, Conserve students can choose to take the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) at Conserve School.

• **Advanced Placement Environmental Science Exam**
  Students who are taking the AP Environmental Science course are expected to take the AP Environmental Science Exam. We encourage Advanced Placement students to report their scores directly to Conserve School. We request test results from those students who do not have their scores directly reported to us. We collect this data to provide us with nationally-normed ongoing achievement data about our student cohorts. The AP Environmental Science exam is administered free of charge to spring semester students at Conserve School.

• **Other Advanced Placement Exams**
  Students who wish to take an Advanced Placement Exam other than the AP Environmental Science Exam in the spring while they are at Conserve School, should sign up for those exams on Move-In Day during the spring. Families are expected to cover the cost of AP exams other than the AP Environmental Science exam.

• **ACT and SAT**
  We do not offer the ACT or SAT during either the fall or the spring semester. It’s been our experience that sitting for these college entrance exams, and preparing for them, diverts student time and energy from the unique experiences offered during the Conserve School semester. As such, students and their families should make plans to take these college entrance exams while at home. Visit the ACT or SAT websites for information about test dates and locations near your home.

• **Surveys**
  - We ask our students to complete course surveys, a program survey, and various other kinds of surveys about their Conserve experience and its ongoing influence on their lives.
  - We also ask staff, alumni, our students’ school counselors, and student families to periodically complete online surveys regarding the Conserve School experience. Surveys are a way of engaging all of our stakeholders in our continuous improvement processes. Survey results provide us information regarding stakeholders’ attitudes and perceptions and also help us to focus our efforts to improve student achievement and school effectiveness.
  - We greatly appreciate the cooperation of our students and alumni in facilitating our efforts to collect and analyze relevant data, and to make the Conserve experience as effective and rewarding as possible.

• **Math and Spanish**
  Math and Spanish are continuity courses at Conserve School. Conserve School collects information from each student’s sending school to help teachers individualize courses to best meet the needs of what will be missed at the student’s sending school.

**Attendance**
To ensure student safety, Conserve School staff must be able to account for the location of students throughout the day. When students miss classes or other obligations for any reason, the student life staff or the AOD (after hours) must be notified.

Students are expected to attend all their classes and class activities, and to be punctual. Students with unexcused absences will be disciplined according to Conserve’s discipline policies. Excessive absences may lead to academic probation or intervention such as a behavior contract and, ultimately, dismissal.
TARDINESS/UNEXCUSED ABSENCE

- Students are expected to attend and report to all classes and other school-sponsored obligations on time.
- Teachers will take attendance no later than five minutes into the class period.
- Students who arrive to class after class begins and up to five minutes late will be counted as tardy. Students arriving 5 minutes or more after the class begins will be given an extended tardy.
- Requests for extended absences or accommodations due to illness must be accompanied by a doctor’s note indicating the type of illness or injury, and the details of necessary absences or accommodations.

PENALTIES FOR EXCESSIVE TARDINESS AND UNEXCUSED ABSENCE

- The student must meet with the Director of Enrollment and Student Support if the student receives an unexcused absence.
- The student receives no credit for class work missed during the “cut” portion of the class. The teacher is under no obligation to re-create class work or re-present material that the student misses during the “cut” portion of the class.
- Students will be notified when tardies and unexcused absences cause them to lose privileges or create other restrictions. Excessive absences may lead to academic probation or intervention such as a behavior contract and, ultimately, dismissal.

ABSENCES/FULL ENGAGEMENT

As enumerated in the Enrollment Contract, students and their parent/guardian(s) pledge to facilitate the student’s full engagement in the Conserve School semester. To that end, students and their parent/guardian(s) commit to facilitate the student’s attendance in all required parts of the Conserve School semester, including all weekdays (through Friday at 4:00 PM), and the weekend encompassed by Exploration Week. As part of this, students and their parent/guardian(s) commit to respect Conserve School’s calendar when making travel plans for the opening of school, closing of school, and holiday break, in order to facilitate the student’s full engagement in the experience (please see the semester calendar for exact dates). Conserve School recognizes and respects that each family makes a significant commitment in choosing the Conserve School semester, and that many will have to choose to forgo other opportunities to make the semester feasible. Conserve School asks for this level of commitment for several reasons: 1) In an experience that is as interactive as Conserve School, the absence of a student can alter the experience of other students; 2) Many of the unique learning experiences here are difficult to replicate or “make up” in the case of an absence; 3) In turning away qualified applicants for the limited number of spaces in each semester, Conserve School feels that those students who choose to attend should be those who are able and willing to engage fully in the experience. As a consequence, Conserve School expects that students and families will not request to be absent from required classes and activities (including all scheduled class days and Exploration Week), except as necessitated by urgent need (such as a family emergency).

If an absence is required, it is the student’s responsibility to obtain a “Request to be Absent Form” from the reception area. Students should bring this form to their teachers for their signature, and return the form to the Director of Student Instruction prior to their departure.

Repeated absences of this type may be grounds for dismissal.

ABSENCES DUE TO ILLNESS OR INJURY

A student deemed too ill or injured to attend any or all classes may not participate in any after school activities, and is restricted to their house/wing for the evening.

If a student has an illness or injury serious enough to warrant absence from school, the student may not return to Conserve School’s program until the student’s parent or guardian provides a signed note from a doctor, and a Conserve School Leadership Team member formally approves the student’s return.

The doctor’s note should clearly state that the student is sufficiently recovered to return to classes and to everyday boarding school life. The note should also indicate in detail any activities that the student should refrain from, or any special care that the student...
needs, along with the length of time that these restrictions or special needs will be in place. Conserve School may need up to two full working days to evaluate the circumstances, and to make a final determination regarding the student’s return.

Conserve School reserves the right to separate the student from the school if the Leadership Team determines that the school can no longer meet the student’s health, safety, and/or educational needs.

Prior to the student’s formal return to campus, the student may briefly visit campus to collect belongings, books, or assignments. During the visit, the student remains under the care of the parent or guardian, and must be accompanied by the parent or guardian at all times.

**Repeated Absences and Withdrawal of Academic Credit**

Students must attend at least two-thirds of the class meetings in order to earn academic credit. Once a student has missed one-third of class meetings, the student will no longer be eligible for academic credit, and the Student Support Team (see Student Life section) will convene to consider recommending to the Head of School that the student withdraw from school.

**Safety in Labs, Shops, Art Classrooms**

All students are expected to follow, with the utmost seriousness and attention to detail, safety instructions posted in the classrooms and given to them by school staff. Safety instruction is an integral part of any hands-on course.

**Electronic Devices**

Conserve School provides each student with a laptop loaded with a variety of programs (including Microsoft Office, Skype and Photoshop), access to printers (and paper), access to the Internet, and access to digital cameras and camcorders. Students are not allowed to bring their personal monitor/computer (including tablets, iPad, Nook or Kindle) printers and/or scanners.

**Conserve School Cell Phone Recommendations & Rules**

A full Conserve School experience is one of connection and engagement. It is important that we build a strong sense of community by connecting and engaging fully with each other in common spaces and during school activities. It is also important that we connect fully with nature through engagement with the forests, lakes, and wildlife of Lowenwood. In order to support quality connections and engagement, we have created a set of cell phone recommendations and rules to support students and staff in regulating personal cell phone use. We have created this policy based on feedback from students, teachers, and administrative staff along with a review of articles about the impact of cell phone use.

Conserve School wants to support a culture that promotes responsible cell phone use while also helping students enjoy their time here. We recognize the importance for students to stay in touch with family and friends, of staying safe while exploring the campus and on trips, for snapping quick pictures and for keeping on schedule with calendars and reminders. Conserve School also recognizes that for some students the use of their personal cell phone, or the way their classmates use their cell phones, impacts them negatively. Cell phones can be a barrier to getting the most out of the Conserve School experience.

**Recommendations**

The following recommendations have been crafted by students and staff.

- Politely let your classmates know if their use of their cell phone is bothering you.
- Be considerate about where you use your phone and who might be distracted by your phone conversations or activities.
- Don’t let your phone use interfere with getting enough sleep.
- Be respectful when taking and/or sharing photos and videos of others.
- Have your phone vibrate rather than ring so that incoming calls are less of an interruption.
- Turn off notifications on your apps.
- Try not to take offense if someone lets you know that they are bothered by your cell phone use.
**RULES**
The following are rules that have been crafted with student and staff input.

**CELL PHONE USE DURING CLASS**
- **Rule:** All students will either keep their cell phones in a backpack or a teacher-designated place upon entering class.
  Students may use cell phones during class only with teacher permission. Students are not allowed to use cell phones during class breaks. (Class breaks meaning a break during class, not in between classes)
- **Consequence:** A student who violates this policy 3 times in any given class, will be asked by that teacher to turn their phone in to the teacher-designated cell phone place at the beginning of the next class.

**CELL PHONE USE DURING MEALS**
- **Rule:** The Dining Room is a no cell phone zone. Students will refrain from using their phone during meal times.
- **Consequence:** Students will be politely asked to put their phone away.

**CELL PHONE USE DURING ACTIVITIES**
- **Rule:** For non-academic activities, students will follow the guidelines for cell phone use during the activity as provided by the activity leader.
- **Consequence:** The activity leader will speak with students unable to follow the guidelines and after a second offense may hold on to the students cell phone for the remainder of the activity.

**ACADEMIC HONESTY**
Academic honesty means a student should only turn in work that is completely their own, or work in which they properly cite their sources. Students will be held responsible for understanding what constitutes plagiarism and cheating. Any student who feels uncertain of the meaning of plagiarism and cheating is responsible for seeking clarification from teachers or other staff members.

**CHEATING INCLUDES:**
- A student turning in work that is not their own
- A student claiming credit for group work when they have not fulfilled their responsibilities within the group
- Copying someone else’s work
- Allowing someone to copy their work
- Sharing or acquiring test information, except as allowed by teachers
- Using any type of aid (notes, electronic devices, etc.) during testing without the prior approval of the teacher

**PLAGIARISM INCLUDES:**
- Submitting work that borrows ideas, organization, wording, illustrations, design, layout, or anything else from any source, without acknowledgment of that fact
- Reproducing someone else’s work without proper attribution
- Employing or allowing another person to alter or revise one’s work
- Creating completely or partially false citation information

When one’s work involves use of outside sources for information, one must properly cite exactly what, where, and how those sources were employed. Simply including citation information in a text is not enough; one must clearly indicate when the use of outside information began and ended.

Students should take special care in citing electronic resources, and in avoiding plagiarism of Internet sources.

All cases of cheating and plagiarism are reported to the Director of Student Instruction, and will be treated as serious offenses, with consequences that may include a “0” on the assignment, a failing grade in the class, or dismissal, depending on the circumstances of the dishonesty. Serious cases of cheating or plagiarism may be referred to the Head of School as a violation of the major school rule regarding honesty.
STUDENT LIFE

SCHOOL STORE
The School Store is located on the first floor of the LAB. Snacks, school and personal supplies, Conserve School clothing, and some limited camping equipment are available. Hours will be posted. Purchases may be made on the school website as well.

ELECTRONIC KEY FOB
Students will be issued an electronic key fob when they arrive on campus. Electronic key fobs are coded to allow students access to campus buildings as appropriate. It is strongly suggested that the fob be placed on the lanyard provided. It is the responsibility of the student to immediately report a lost or stolen electronic key fob to Student Life so the fob may be promptly deactivated. Students will be required to produce their fob to student life staff members at various times throughout the semester. Students who are unable to produce their fob upon request OR have damaged it due to neglect will be required to purchase a replacement fob at the cost of $15.00.

MAIL DELIVERY
Each student is assigned a mailbox, which is located in the LAB. Each mailbox has a combination lock. Mail is distributed to student mailboxes Monday-Friday. Packages will be delivered to the LAB mail room for students to pick up. Mail room hours will be posted.

INCOMING MAIL SHOULD BE ADDRESSED AS FOLLOWS:
Name
Conserve School
5400 North Black Oak Lake Road
Land O’ Lakes, WI 54540

OUTGOING MAIL
Outgoing mail brought to the mailroom will go out the following day. Stamps are available in the school store or from the Student Life Coordinator.

VISITS
It is important that, during their semester here, students are able to give their full attention to the unique opportunities available to them, as well as to their connections with classmates. Parents and other family members are welcome to visit at any time, but we strongly encourage short day visits on weekends, to avoid conflicts with required student activities. Minors must be accompanied by an adult. We ask that families, when possible, contact Conserve School at least three school days in advance to coordinate visit plans. Families may enjoy a longer visit with their child during Family Weekend. Visits from students’ peers (including boyfriends/girlfriends) are not permitted.

AUTOMOBILES (DRIVING ON CAMPUS)
Students are not permitted to bring automobiles or other motorized vehicles to campus, or to ride in a vehicle with a driver under the age of 18 while enrolled at Conserve School.

If a student has their driver’s license or permit, they are permitted to drive on and off campus if THEIR PARENT is present in the vehicle. However, the student may not drive on or off campus with another Conserve School student in the vehicle.

ABSENCE FROM CAMPUS
Students may travel off campus in the following situations:
• When chaperoned by a Conserve School staff member.
• When participating in a Conserve School off-campus approved activity.
• With an approved Overnight Absence Request (see Overnight Absence Request).
• In the company of a parent/guardian or another adult who the student’s parent/guardian has designated on the student’s Transportation Form as having permission to take the student off campus.
• Students who are walking, running, or biking under the guidelines described in this handbook.

Any time the student leaves campus, for whatever reason OR length of time, the student is required to sign out at the Reception Desk (school day), or with the staff member on duty in the house (after hours or weekends).

**Absence (Overnight) Requests**

Students will soon find that weekends are an integral part of the Conserve School experience. Our expectation is that students arrive at Conserve School with the intention of fully engaging during their time here with the entire Conserve School program, including weekend activities.

If a student must be absent overnight during the weekend, their request must be submitted on the Overnight Absence Request Form available on the Student Intranet by noon on Wednesday for the upcoming weekend. The student’s parent/guardian must confirm this information with Conserve School by 4:00 p.m. on Thursday prior to the requested absence in order to facilitate the necessary staffing and preparations for meals during the weekend.

**School Breaks**

Each semester will have a one week school break. Dates of school breaks are posted on the school calendar. Students may not stay on campus during school vacation breaks. Students must depart campus by the departure time listed in the calendar and may return no earlier than the posted return time. *Please make travel arrangements for breaks that do not interfere with classes or other school obligations.*

**Airport Shuttles**

Conserve School will arrange airport shuttles for enrolled students flying to or from campus unaccompanied by a parent. The shuttle service is provided for students flying into or out of the Rhinelander Airport (RHI) or Central Wisconsin Airport (CWA). This service is offered to students at the beginning and end of each semester, and for fall and spring break, for no charge to or from the Rhinelander Airport, and for a charge of $50/student to or from Central Wisconsin Airport.

The service to either airport is available to students throughout the semester. For airport shuttles outside of our prescribed holiday breaks, the minimum cost to or from the Rhinelander Airport is $100.00 and the minimum cost to or from the Central Wisconsin Airport is $150.00.

Parents should notify Conserve School if there is a need for the shuttle service. The parent will be asked to send the student’s complete flight itinerary to Conserve School, to assist in arranging airport shuttles. At that time, if applicable, the parent will be notified of the cost of the shuttle. Once the shuttles are arranged, Conserve School will hire a driver to drive the shuttle.

**FAQ**

*How will a student arriving at the airport identify a Conserve School driver?*

• Our driver is given a sign that states “Conserve School” for easy identification by the student. The driver will hold this sign at the gate for inbound flights.

*What happens if the airport shuttle departure from school or flight is delayed due to inclement weather or other circumstance?*

• During school office hours, Conserve School will work with the drivers regarding any issues that may arise with the airport shuttles. After hours, evenings or weekends, the Administrator-on-Duty (AOD) will work with the drivers. The AOD is available 24/7.

**Airport Shuttle Protocols:**

• If the airport shuttle departure is delayed at school due to inclement weather, the driver will call the AOD. The AOD will call the parent to advise the parent of the circumstance and make a new arrangement with the parent. The AOD will then call the driver with the new arrangement.

• If a departing airport shuttle is delayed because a student is tardy to the departing shuttle, the driver will first call the student’s cell phone. If there is no answer, the driver will call the SMOD (staff member-on-duty) to locate the student. If
there is still no answer, the driver will call the AOD, who will go over to the house and locate the student. If there are other students on this shuttle, the driver will wait no more than 10 minutes, so that other students do not miss their flights. If the shuttle leaves campus without a student, the AOD will call the parent to make other arrangements.

- If the student’s flight is delayed on the first-time arrival to school, parents are asked to call our AOD to make new arrangements. The AOD will then notify the driver of any changes.

- If there is a problem with the flight either at the airport or during the flight, students are instructed to first call their parents who will work with the student and airline personnel to make the necessary arrangements to rectify the situation. If the student is unable to reach their parent, students are advised to call the AOD (students have the AOD’s number programmed into their cell phone) who will work with the student for a positive outcome to the situation.

**WHAT IF THE FLIGHT IS CANCELLED AND/OR THE STUDENT DOES NOT ARRIVE ON THE SCHEDULED INBOUND FLIGHT?**
The driver will call the AOD to inform the AOD of the details and wait at the airport for further instruction. The AOD will call the parent and find out the circumstance and then call the driver for final arrangement.

**DOES THE DRIVER JUST DROP OFF THE OUTBOUND STUDENT AT THE AIRPORT?**
Before the driver leaves for an airport shuttle, a hard copy of the student’s flight itinerary is given to the driver (as well as to the AOD) to assist the student at the airport while checking in, downloading a boarding pass, etc. The Conserve School driver will stay at the boarding location in the terminal until the plane leaves the tarmac in the event there is a problem with the flight and the plane needs to turn around. If this situation occurs, the driver will stay with the student and call the AOD. The AOD will call their parent to arrange another flight. The driver will wait at the airport with the student until further instruction from the AOD.

**WHAT ARE THE SAFETY GUIDELINES FOR PASSENGERS BEING TRANSPORTED IN A CONSERVE SCHOOL VEHICLE?**
Prior to putting the vehicle into motion, the driver shall brief all passengers to:
- Fasten their seat belts and remain seated while the vehicle is moving.
- Keep noise to a minimum so as not to distract the driver.
- Behave appropriately. Unruly behavior in a vehicle may distract the driver.

**RELIGIOUS WORSHIP**
Conserve School supports students’ interest in religious worship and religious education. Conserve School offers weekly transportation on most Sundays to places of worship in the area.

**CLOTHING EXPECTATIONS**
Conserve School’s clothing expectations permit flexibility and comfort in attire, in keeping with the active, outdoor-focused nature of life on campus. These expectations have been designed to support students in living these important Conserve School values:

- **Students can expect to spend time daily in active outdoor pursuits, in all types of weather, including during academic classes. As such . . .**
  - Students and parents should carefully review the list of clothing recommended by Conserve School, to assure that students are properly prepared for the semester.
  - It is the student’s responsibility to be aware of proper attire required for each class or activity.
  - Appropriate footwear must be worn in the academic and recreational buildings at all times. In addition, closed-toed footwear with a heal strap must be worn for designated activities, including backcountry swimming and boating activities. Students will often participate in such activities during class.
  - Sleepwear, including pajamas and robes, are not appropriate outside of a student’s house.

- **In attending Conserve School, students are choosing to contribute to a culture of healthy living and support of others. As such . . .**
Community Handbook

CLOTHING

- Clothing that contains messages or images that disparage or objectify others, or contain obscene or suggestive words or images, are not permitted.
- Clothing items may not contain messages or images that promote violence, tobacco, drug, or alcohol use.

At Conserve School, individual style choices are limited by the need to be sensitive to the differing cultural beliefs and developmental needs of others in the community. In keeping with this, Conserve School promotes appropriate modesty in dress, and some students may find this level of modesty to be more conservative than they are accustomed to at home. As such . . .

- We should not be seeing parts of the body which should be covered by undergarments.
- Shirts must be long enough to meet the waistband of the pants or skirt when a student stands with arms at sides.
- Moderate necklines are considered acceptable.
- Students, when not in their own bedroom, must wear a shirt (or other appropriate clothing that covers their torso), except when participating in an aquatic event, during which appropriate swimwear should be worn (see below).
- Swim suits should be one-piece, or suitable for active athletic activities (no Speedo-type briefs, thongs, or string bikinis).
- Dresses and skirts must extend as low as the student’s fingertips when hands are resting at the sides.
- Attire should be clean, neat, and of appropriate size.
- Undergarments, including boxer-style shorts, should not be visible.
- Students who have religious restrictions regarding dress should discuss these with the Director of Outdoor Programs and Student Life and/or the Assistant Director of Student Life at the beginning of the semester so we can make your stay comfortable and as barrier free as possible.

Conserve School supports the desire of students to express themselves through their clothing and style choices. At the same time, Conserve School recognizes the rights of parents in regard to their children’s appearance, and regards academic work as worthy of a high degree of respect and attention. As such . . .

- Students may not add any piercings or tattoos while under school jurisdiction.
- While personal taste is respected in regard to hair and other areas of style, drastic changes to a student’s appearance (ie. hair cutting, shaving or color changes) will require prior parental approval. Students are asked to discuss such changes with their parents/guardians before they make a change and the parent/guardian in turn will need to contact Student Services via email or phone to give permission for their child to make that drastic change in appearance.

Students and parents are strongly encouraged to carefully review the “Conserve School Supply List”, as this will assure that you are prepared to enjoy and fully participate in the activities of the semester. Items listed as “required” are just that – required for successful participation in class and other activities. Items listed as “optional” are those which past students have reported as making their semester more comfortable and enjoyable. The “Conserve School Supply List” includes suggested purchasing outlets, and examples of appropriate clothing and equipment.

CAMPUS COMMUNITY STEWARDSHIP

All members of the Conserve School community are expected to contribute to the operation of the facilities and services of the school community. Students will rotate through assigned chores throughout the semester.

COMMUNITY SERVICE

Conserve School values service to others within our local community. Throughout each semester, students have opportunities for community service in the local and regional area. Students are also encouraged to bring service project ideas that address environmental, global, or personal concerns to the Director and/or Assistant Director of Student Life.
A log of individual community service hours will be maintained on students’ behalf and will be reported on the student’s transcript, as well as sent to each student at the conclusion of the semester.

**GUIDELINES AND EXPECTATIONS FOR STUDENT LIFE**

**STUDENT LIFE PHILOSOPHY STATEMENT**
Student life is an integral part of a student’s education at Conserve School. With the care and guidance of the student life staff, students learn to take increasing responsibility for their own personal, academic, and social development.

Based on our Conserve School Community Shared Beliefs and Core Values, all students are expected to:

- Be honest and forthcoming in all their relationships with their housemates and supervisors.
- Treat everyone with respect and consideration. Conflicts should be addressed directly and constructively – empathy and compromise are essential skills of community life.
- Abide by all school and house rules. Trust is a critical component of student life and must be earned and upheld in all relationships with peers and adults in the house.
- Contribute to the cleanliness and well-being of the house.
- Respect the rich diversity of interests, cultures, backgrounds, and feelings of others.

**SUPERVISION AND SUPPORT**
Conserve School staff live in the student houses and provide supervision, support, advice, discipline, personal attention, and counsel. Staff members:

- Ensure the safety and security of the house.
- Enforce house and school rules.
- Support individual students in the house.
- Facilitate regular house meetings and activities.

Take time to get to know the staff in each house. Staff members are available to help with academic, house-related, or personal problems that may arise during the semester. They will be in the house on a regular basis.

A staff member will be assigned to each student as an advisor. The advisor is the first-stop resource regarding academic, social, personal, and disciplinary matters, and is the first person parents should contact if they have any questions or concerns. Specific duties include:

- Regular meetings and availability for support as needed.
- Parent contact and communication.
- Personal and social support and referral.
- Minor disciplinary concerns.

**CONFIDENTIALITY**
Students have a right to assume that the knowledge that staff members have of their academic achievements and personal situations will not be widely or carelessly shared. Discussion of a student’s well-being and performance should be carefully restricted to those directly responsible for the student’s education. Sensitive personal information that a staff member may possess should not be shared at all in the absence of a clear and compelling need to know on the part of the person making inquiries (including other staff and the student’s parents). The limitations of confidentiality don’t include information of possible abuse or harm to a child. By law, staff members are mandated reporters, and must report any case of suspected abuse or neglect to the appropriate authorities. School staff inform parents/guardians or appropriate authorities when a student’s condition indicates a clear and imminent danger to the student or others. This is done after careful deliberation and, where possible, after consulting with other appropriate professionals.
ROOM ASSIGNMENT AND CHANGES
Room assignments are designated prior to student arrival, based on the Student Housing Form completed by students, as well as other criteria. Students are expected to be open-minded and make a sincere effort to get along with their suite- and wing-mates. It is also understood that living situations can become disruptive to student progress and must be dealt with appropriately. If a problem arises, the student(s) should seek out a staff member to help with mediation. In the case that earnest attempts fail, the student and staff member will bring the problem to the Student Life staff.

In all cases, requests to swap rooms or change roommates must be submitted to and approved by the Director of Outdoor Programs and Student Life and/or the Assistant Director of Student Life.

OPEN HOUSE HOURS
You will be assigned to an individual room with a shared bathroom in one of our residential houses. Your residence house is a place where an individual can expect a certain degree of privacy, and a space to retreat for rest and relaxation. In order to assure this privacy, there will only be certain hours designated as open house hours, meaning, only certain times when the residents from one house can visit the other residential house. These hours and guest behavioral expectations are clearly posted and articulated. There will be a staff member on duty in each residence during the open house hours.

SLEEPOVERS WITHIN WINGS
Conserve School students are required to sleep in their own rooms each night. Staying overnight in a wing is a privilege that may be extended Friday and Saturday nights only at the discretion of the SMOD. Sleepovers are not permitted in individual rooms.
Students must ask permission from the SMOD to host or attend a sleepover.

STUDENT LOUNGES
Each house has a lounge equipped with a full sized refrigerator, dishwasher, microwave and several other electronic appliances, furniture, television, and games for students to access during posted hours. These designated lounges are also utilized during supervised open house hours.

The student lounge kitchen should be used for preparing snacks and treats only, and should not be used to prepare full meals (with the exception of staff-supervised house meals).

Students are responsible for maintaining the cleanliness of these areas.

ROOM FURNISHINGS AND DECORATIONS
Room decorations must conform to the Conserve School Code. Posters or other decorative objects that promote drugs, alcohol or tobacco use, or express intolerant views or depict violence against self or others, or objectify the human body, or contain sexual innuendo, or ridicule or oppose others’ religious beliefs, are considered a violation. A student found to have such items will be asked to remove them.

Each student room has a single bed, a desk and a desk chair as well as built-in drawers, shelves, and an open closet for hanging clothes. Students may not rearrange the furniture in the room, as it may violate fire code standards and/or cause damage to the furniture or walls. There is a $50.00 fine for moving furniture, to deter students from doing this and to cover the cost of damage repair.

WING COMMON AREA
Each wing common area is furnished with a dorm refrigerator, cushioned furniture, a fireplace, and other amenities needed to make student life comfortable. Students are not allowed to move any of the wing common area furniture into their individual rooms. Students are expected to maintain the Conserve School established standard for clean, healthy and safe condition for their bedroom, shared bathroom, shared living space in the wing, as well as the shared spaces of the house they live in. To ensure these standards are met, students have regularly scheduled times for doing their house keeping chores.
**LAUNDRY**

Laundry facilities are provided for student use free-of-charge. Each house is supplied with several washers and dryers. Students are asked to monitor efforts to practice sustainability. Students will need to provide their own detergent.

**CARE OF SCHOOL PROPERTY**

Conserve School prides itself on creating a comfortable atmosphere in which students can feel at home. With this in mind, students are encouraged to be respectful of their surroundings, including all school property. Any student who neglects to care for school property will be charged accordingly for replacement, repair, and/or cleaning of damaged property, and may be subject to disciplinary action.

If unreported damage is discovered and the perpetrator of the damage is not known or discovered, all students sharing use of the area where damage was found will be billed for a share of the cost of repairs or replacement.

**ROOM REPAIRS**

If any repairs are needed within a student room, wing, or house, students are expected to notify a staff member immediately. Room/house repairs discovered after check-out will be billed to individual students or split among house members, as appropriate.

**BLINDS/SCREENS**

Screens may not be removed from windows under any circumstances. Students are required to close their window blinds when not fully clothed.

**STAFF ACCESS TO STUDENT LIVING AREAS**

Conserve School respects the privacy rights of all individuals in the school community. Staff may enter the bedroom of a student, without student permission, if necessitated by urgent need (such as reasonable suspicion of urgent medical need, fire or other emergency evacuation, missing student search, or to check on the well-being of a sick student), or for maintenance, or health and safety inspections; in these instances, staff should announce their presence by first knocking on the door and/or making verbal notice of their intent to enter the room, and providing reasonable time for the student to respond (if not an emergency).

**CURFEWS AND CHECK-INS**

**CHECK-INS**

Each day, outside of normal academic hours, when class attendance is taken, students will be required to check in with the staff member on duty. These times will be posted, but generally fall within meal times, before study hours, and at curfew.

**CHECK-IN/OUT BOARD**

Students are required to post their destination when leaving their house on the Check In/Out Board located in the atrium of each house. The board indicates the destination of each student in order that they may be located in the event of an emergency and is a vital component in our safety protocols.

**COURTESY HOURS**

During courtesy hours students are expected to show respect for others who may be studying or sleeping by keeping noise levels low. Students are also expected to comply promptly and courteously with any request to lower the volume on an electronic device, use headphones, lower voices, or otherwise cease making noise. Courtesy hours will be posted in each house.

**QUIET HOURS**

During quiet hours, students should refrain from making noise that may disturb another’s sleep. Specific times and quiet hour conditions will be posted in each house.

**IN-HOUSE AND IN-ROOM CURFEW**

All students must be present in their house and/or room for curfew checks. Each night the staff member on duty will conduct curfew checks. Curfew times will be posted in the wing and strictly enforced.

**LAPTOP CURFEW**

At the same time as curfew on school nights, laptops will be turned into the designated area until the following morning.
CONDUCT AND DISCIPLINE

Community life at Conserve School is based on our core values: compassion, honesty, justice, respect and responsibility.

Given the creativity of students and the unique characteristics of every semester and situation, it is impossible to create a comprehensive set of rules that cover every contingency. However, based on Conserve School’s experience the following three disciplinary infraction levels, and their consequences, have been created.

MINOR DISCIPLINARY INFRACTIONS

Minor disciplinary infractions tend to be ones resulting from student inattention to detail, attempting to take shortcuts on procedures, or student forgetfulness. Examples of minor disciplinary infractions include infrequent instances of:

- Tardiness to classes, study hours, meals, etc.
- Biking without appropriate footwear or a helmet
- Missing dining room duty
- Inappropriate public displays of affection
- Violation of cellphone rules

Staff will assign appropriate consequences to students who violate minor school rules and expectations. Consequences for minor disciplinary infractions are typically implemented immediately or the next day so that the student can put the incident behind them. Parents are not notified for individual minor infractions.

SERIOUS DISCIPLINARY INFRACTIONS

Serious disciplinary infractions tend to be ones that have the potential to cause harm to students and/or the Conserve School community; as such, they are linked to Conserve School’s core values: compassion, honesty, justice, respect and responsibility. Serious disciplinary infractions are connected to the following school expectations:

- Students are expected to act with kindness and respect to others. Harassment, hazing, bullying, fighting, intentional meanness, or hurtful pranking are not acceptable. Pranks leading to property damage are vandalism and are not acceptable.
- Students are expected to demonstrate respect in how they talk and interact with staff members and each other. Students will refrain from speech, including jokes, that is intentionally hurtful, profane, disrespectful, racist, or sexually explicit.
- Students are expected to respect the trust of the staff. Students will make every effort to abide by school rules, so that staff can spend more time as guides, mentors and educators and less time as disciplinarians.
- Students are expected to act with honesty and personal responsibility. Lying, stealing, cheating, or plagiarizing are not acceptable.
- Conserve School expects caring and appropriate behavior between students. We believe sexual intimacy is inappropriate in a boarding high school setting and is not acceptable. Any touch, for example hugging, between community members must be consensual.
- Students are expected to follow all safety procedures and think about the safety of the community and others before acting. Acts of daring or bad judgment that disregard the safety of an individual or the community are not acceptable. Examples include unauthorized lake access (wading, swimming, walking on ice), unauthorized tree climbing, climbing on roofs and leaving campus without permission (including into the Sylvania Wilderness).
- We believe that a tobacco, drug, and alcohol-free campus is important to the safety and education of our students. Use of tobacco, alcohol, or other non-prescribed or street drugs is not acceptable. Misuse of legal medication is not acceptable.
- Students are expected to be responsible for their own behavior and supportive of others’ efforts to live within the school rules. Any student caught in the presence of the violation of a extremely serious or serious school expectation will be considered a knowing participant, whether or not they have personally violated the expectation. It is our hope that students who find themselves in this situation will attempt to intervene or dissuade the student who is violating the school rule. This
is considered an act of friendship and community responsibility. If the student is unable or unwilling to stop the violation, it is the student’s responsibility to leave the situation immediately. This is called the proximity rule.

- Students are expected to respect the space and property of their peers. Students will not enter each other’s rooms without permission. Abuse, destruction or theft of the property of other students is not acceptable. The student or the student’s family will be held accountable for costs arising from damages.

- Students are expected to respect school property. Misuse, abuse, destruction, or theft of community property is not acceptable. The student or student’s family will be held accountable for damages of Conserve School property. This includes the Conserve School’s forest and lake property. We follow the Leave No Trace principles, meaning students should not flagrantly destroy or over-harvest any of the vegetation or wildlife on the property – with the exception of invasive species removal under the direction of a staff member. Students cannot remove plant materials or wildlife from the Conserve School property with the intent to receive financial gain.

- All students are expected to know and follow school rules and expectations in a responsible and respectful way. Chronic defiance, disrespect, or inability to live within school expectations is not acceptable. Students with multiple minor disciplinary infractions, especially at the same time or within a short time period, may be subject to consequences for a serious disciplinary infraction.

The Head of School, Director of Student Life, or their designee, creates consequences for serious disciplinary infractions with input from other staff members including the student’s advisor. Consequences can include, but are not limited to, in-school suspension, counseling conversations, restorative justice activities, loss of privileges, chemical testing (see Chemical Use and Testing below), and creation of behavioral contracts. Parents are notified of serious disciplinary infractions.

**Extremely Serious Disciplinary Infractions**

Extremely serious disciplinary infractions tend to be ones such that a student’s continued enrollment at Conserve School is called into question. In most cases they will result in a student’s dismissal from Conserve School. Extremely serious infractions are connected to the following school expectations:

- Students who enter into behavioral agreements with the school are expected to honor those agreements. Students who violate behavioral agreements may be subject to dismissal.

- Students are expected to be helpful, truthful and cooperative during the investigation of extremely serious and serious disciplinary infractions. Students who are untruthful or uncooperative during the investigation reduce the ability for Conserve School to extend its trust to the student in the future and this may result in dismissal.

- Students are expected to act with kindness and respect to others. Harassment, hazing, bullying, fighting, intentional meanness, or hurtful pranking are not acceptable. Egregious activity in any of these areas, even if it occurs only one time, may result in dismissal.

- Students are expected to follow all safety procedures and think about the safety of the community and others before acting. Flagrant acts of daring or bad judgment that disregard the safety of an individual or the community are not acceptable. Flagrant is determined at the school’s discretion and will be based on the degree of lack of good judgement, potential for harm to person(s), and potential for harm to property.

- Students are expected to abide by the guidelines of the Conserve School supply list. Unauthorized possession of any of the following items is an extremely serious disciplinary infraction: flammable agents, candles, matches, lighters, fireworks, weapons of any kind, lock picking tools, and space heaters.

- Students are expected to commit to maintaining a living and learning environment that is free of the following prohibited items: tobacco, alcohol, illegal drugs, controlled substances and/or the abuse of prescribed medications. The following related infractions may be subject to dismissal.

  - Bringing the above prohibited items to campus directly, through the mail or from a visitor.
  - Possession of the above prohibited items.
  - Providing or distributing the above prohibited items to other students.
  - Refusal to take a drug test at the request of the Head of School. (See Chemical Use & Testing below)

- Students are expected to know and follow school rules and expectations in a responsible and respectful way. Chronic defiance, disrespect, or inability to live within school expectations is not acceptable. Students with multiple serious disciplinary infractions, especially at the same time or within a short time period, may be subject to dismissal.
The Head of School, creates consequences for extremely serious disciplinary infractions with input from other staff members including the student’s advisor. Consequences can include, but are not limited to, dismissal, out of school suspension, in-school suspension, counseling conversations, restorative justice activities, loss of privileges, chemical testing (see Chemical Use and Testing below), and creation of behavioral contracts. Parents are notified of extremely serious disciplinary infractions.

**Note:** Conserve School takes seriously its commitment to the larger community, and will involve law enforcement and other outside agencies in student behavior issues, when deemed appropriate by school leadership.

**CHEMICAL USE & TESTING**

Conserve School is committed to maintaining a living and learning environment for students that is free of tobacco, alcohol, illegal drugs, controlled substances, and/or abuse of prescribed medications or “over the counter” products. *It is for this reason that parents & students sign the ethics pledge as part of the enrollment process.*

When a student’s participation in a serious or extremely serious disciplinary infraction causes the school to question the honesty or truthfulness of a student, the Head of School may elect to have the student chemically tested to verify that the student was honest about their chemical use when they signed the Conserve School ethics pledge.

Accordingly, Conserve School reserves the right to test students for a variety of reasons, which include, but are not limited to, the following:

- Student behavior and/or personal affect suggests chemical use
- Violation of any serious or extremely serious behavioral expectation
- Student exhibits a significant change in academic performance

For example, a student who is caught wading in a lake, thus violating a serious expectation, might be drug tested.

**DISMISSAL**

In the event of expulsion, the student must leave the campus as soon as possible at the parent/guardian’s expense. The departing student and his or her parent/guardian are responsible for packing and shipping all belongings home before departure. In those cases wherein a student is dismissed prior to the parent/guardian packing student’s belongings, Conserve School staff will pack and ship the student’s belongings and the student’s parent/guardian will be billed for shipping. Conserve School will not be responsible for lost, damaged, or missing possessions. Students who have been expelled are not welcome on campus or at any school-sponsored event. Additionally, Conserve School does not issue full or partial tuition refunds when a student is expelled. Expulsion will be placed on the student’s permanent record.

**FAILURE TO THRIVE DISMISSAL**

There may be occasions when dismissal is warranted due to the student’s failure to thrive at Conserve School, rather than for any particular incident. ”Failure to thrive” means failing to cope with or benefit from more than one aspect of our diverse curriculum, which includes academics, community service, extracurricular activities, and student life.

**MEDICAL WITHDRAWAL**

At times, due to medical needs, it may be necessary for a student to withdraw from Conserve School. The school may choose to initiate such a withdrawal for the following reasons: if the student is missing a significant number of school days due to medical needs, if the student’s medical needs require more support and attention than the school can reasonably supply, or if the student’s medical needs cause a disruption to the school environment. When a student is withdrawn for medical reasons, the student’s transcript will be marked “W” for all courses in which the student is enrolled at the time of the withdrawal.
HEALTH SERVICES

Health Services
Conserve School has trained personnel on staff to handle minor illnesses and injuries. Our Health Care Professional is a trained Emergency Medical Technician (EMT). At Conserve School we strongly urge each student to monitor their nutrition and activities and to receive an adequate amount of sleep. This combination will enhance a student’s wellness and ability to learn and participate in all activities to the best of their ability.

Health Center General Procedures

Parent Notification by Health Care Professional or Designee
Parents are notified by phone when a student’s injury/illness requires the student to be seen by a physician, nurse practitioner, or emergency personnel. Parents are also contacted when a student’s condition is reoccurring or chronic, and consultation with the parent would assist in the patient’s care. Parents will be notified with the results of a visit to the clinic or hospital.

Health Record Maintenance
Student’ health records are maintained for 6 years (Conserve School Business Office Policy) after a student leaves school, unless there has been an injury or severe illness, in which case the student’s health records are maintained for a period of 7 years after the student reaches the age of majority.

Illness
Students who, upon waking in the morning, do not feel well, are expected to report to the Health Center prior to their first commitment. If a student becomes ill during class, the teacher may send the student to the Health Center for an evaluation. After a general health assessment, if the student is well enough to return to class they will do just that.

If deemed necessary, the Health Care Professional may decide to have the student stay in the Health Center for further monitoring, or have the student seen by a medical professional.

Injury
Students who injure themselves in any way are expected to report to the Health Center immediately. When the Health Center is closed, he or she should inform Student life or the staff member on duty in their house, who can help them assess whether they need to be seen by a medical professional.

Medical or Mental Health Emergency
In the event of a medical or mental health emergency, students will be taken to a local clinic or hospital by school vehicle, ambulance, or local law enforcement transport. Staff is empowered by their “in loco parentis” status to authorize medical treatment in an emergency when a parent or guardian cannot be reached.

Health Insurance
Proof of health insurance is mandatory for all students at Conserve School. A student will not be allowed to stay on campus until these forms are received. The section of the Health History Form relating to health insurance must be complete with a copy (back and front) of the insurance card attached. We recommend that parents or guardians talk with their insurance company to discuss the coverage of their student while they reside at Conserve School. Please be aware of insurance co-pays due for any emergency room visits or medical exams, as students are responsible for this charge at time of service.

Prescriptions and Over-the-Counter Medications
All prescription and over-the-counter medications, including vitamins and supplements such as protein powder, must be registered with the Health Center. Prescriptions must be kept in the Health Center and dispensed by Health Center staff, or according to a plan approved by the Health Center staff. The medication must be packaged by daily dosage in “blister” or “bubble” packs, by a licensed pharmacist, per state health code. Any medication changes must be a direct order from the physician to the Health Care Professional.
Permission to dispense over-the-counter medication must be signed by the parent or guardian on the Health History Form prior to the student’s arrival to school. Students are required to go to the Health Center or meet with the designee to receive their medication. We ask that parents not send over-the-counter medications listed on the Health History Form with their child when arriving on campus as we have ample supplies available to students when and if needed. However, parents should send over-the-counter allergy medication with their child if deemed necessary, for students who use it on a regular basis.

Land O’ Lakes Pharmacy (715-547-3788) is the preferred pharmacy that we ask parents to use when placing new prescriptions and refills. Parents are required to complete the Land O’ Lakes Pharmacy Form included in the online enrollment forms. If another pharmacy is desired, parents should have prescriptions sent directly to the attention of the Health Care Professional by daily dosage in a “blister” or “bubble” pack. Conserve School does not become involved in payment for prescription orders, so parents must make arrangements with the pharmacy for payment.

**DENTAL CARE**

Students should schedule routine dental exams and cleaning while at home. Students who are in need of emergency dental care should report to the Health Care Professional.

**MEDICAL APPOINTMENTS**

On occasion, a student may need to be seen by a medical professional. The Health Care Professional will schedule the appointment and notify the parent. Conserve School will transport the student to and from a medical facility and the parent/guardian will be responsible for all costs related to such transportation.
RECREATIONAL OPPORTUNITIES

RECREATION AT CONSERVE SCHOOL
With a 1,200 acre campus, eight lakes, and more than 15 miles of wooded trails, Conserve School offers many outdoor recreational opportunities. The Lowenwood Recreation Center (LRC), located on the shore of Big Donahue Lake, provides a central location for wellness, recreation, and athletic activities to be enjoyed by our Conserve School community. The location of the LRC allows for easy access to Big Donahue Lake for water activities such as swimming, boating, and fishing.

USE OF CAMPUS LAKES
The Conserve School campus contains or is adjacent to the following eight lakes:
- Little Donahue Lake
- Big Donahue Lake
- Lake Elaine
- Little Bateau Lake
- Big Bateau Lake
- Inkpot Lake
- Dollar Lake
- Black Oak Lake

LRC FACILITIES
Information on equipment check-out procedures, recreational activities, hours for open gym and fitness room will be posted in the LRC.

LRC Facilities Include:
- Gymnasium
- Racquetball court
- 32-foot climbing wall
- Dance/Yoga Studio
- Fitness room equipped with state-of-the-art and classic weight machines and cardiovascular exercise bikes, steppers, and treadmills
- Nordic skis, snowshoes, mountain bikes, ice skates, basketballs, volleyballs, soccer balls
- Canoes, kayaks, rowboats (w/paddles and PFDs)
- Board games
- Foosball and ping pong tables

BIKING
Personal bikes brought from home are to be used only by the person who owns the bike unless permission is given to another student.
- Bikes are not allowed on the track or athletic fields.
- Helmets are required when biking and must be buckled securely.
- Closed-toe shoes with heel strap must be worn when biking.
- Due to fire code regulations, bikes are not allowed inside the campus buildings, with the exception of the designated area in the LRC.
- Bikes may be stored outside of residence houses under the bike shelters in the bike racks. Students should not leave bikes outside the doors of the residence houses.
- Guidelines for off-campus biking are listed under the section in this handbook titled “Inner, “Campus Boundaries”. and must be followed whether using a personal bike or a Conserve School bike.
**Boating**

Conserve School has kayaks and canoes available for student use. Students must have passed the Conserve School swim test either with or without using a PFD in order to participate in any boating activity while at Conserve School.

- Weather conditions must be safe for boating – considering conditions such as wind, waves, water and air temperature, predicted weather forecast, storms and lightning, etc. The Director of Outdoor Programs and Student Life or Assistant Director of Outdoor Programs will determine when the boating season closes and opens each year.
- No horseplay with canoes or boats, i.e. no ramming, jumping in and out of boats, etc.
- Wet-footing all canoe and kayak exits and entries before the canoe or kayak lands on shore is recommended to protect them and the shorelines from damage.
- Students may only go boating when the waterfront is opened by a staff member.
- No students are allowed to go boating on any lake except Big Donahue unless they are on a school-sponsored field trip under the direct supervision of qualified staff.

**Camping**

Camping opportunities may be organized by any staff member, a student, or a group of students, with approval of the Director of Outdoor Programs and Student Life or Assistant Director of Outdoor Programs, as a weekend activity. Camping opportunities will be announced during mealtime announcements, as all activities are. Camping is permitted only with staff supervision.

**Fishing**

Conserve School encourages fishing practices which do not promote the spread of exotic species or overly stress the fish population. All those who fish (16 years of age or older) must have valid fishing licenses as mandated by the State of Wisconsin. When fishing on campus lakes, students must first consult fishing regulations and guidelines posted in the LRC and in the student houses.

Fishing the Special Provision Lakes within the Sylvania Wilderness Area is allowed but requires a valid fishing license as mandated by the State of Michigan and may vary with age. Sylvania Wilderness regulations require that only artificial lures with barbless hooks be used.

**Hiking**

Hiking on Conserve School campus trails is encouraged. During firearm deer hunting season students will be given instruction as to attire that must be worn so they are visible. Students will receive orientation to our trail systems during student orientation. Hiking on the trails is not allowed any evening after twilight, unless a student is participating in a supervised special activity. Leaving Conserve School boundaries without permission, or without being with a staff member, is a major school rule violation and is grounds for immediate dismissal.

**Ice Skating**

School has a limited number of ice skates available for student use. Students are welcome to bring their own skates if they wish to skate. Conserve School Outdoor Programs Staff will notify students when and where they are allowed to ice skate.

**In-Line Skating and Skate-Boarding**

After careful review of our campus roads and trails, we feel these roads and trails are not maintained in a way to assure safe operation of in-line skates, skateboards, and roller skis. As such, these items are prohibited on campus.

**Personal Outdoor and Recreational Equipment**

Students have access during the semester to a wide variety of school-owned outdoor and recreational equipment, including boats and paddling gear, Nordic skis, snowshoes, mountain bikes, archery equipment, camping gear (tents, sleeping bags and pads, backpacks, stoves, water purifiers, etc.), and other sports equipment. Students, though, are permitted to bring with them their own recreational, sporting, or camping equipment, subject to the following guidelines:

- To verify that their outdoor or recreational equipment is permitted at Conserve School, students should consult the “Conserve School Supply List” before bringing the equipment to school with them.
- Conserve School is not responsible for loss of, or damage to, personal equipment.
• Personal equipment must be stored or secured in a way that is acceptable to Conserve School.
• Students must use equipment in the way in which the equipment is designed and intended, and must be able to demonstrate the skill necessary to safely use the equipment.
• When allowing others to use their equipment, students must take responsibility for teaching the safe and appropriate use of the equipment.

SLEDDING
Conserve School has inflatable sleds and toboggans for student use on the sledding hill near the athletic fields. No snowboards or skis are allowed to be used on the Conserve School sledding hill unless the students are participating in a lead class activity. Students may not build jumps higher than 12 inches for safety reasons.

SKIING (ALPINE) AND SNOWBOARDING
Conserve School does not have downhill skis or snowboards. Students will be required to wear helmets while downhill skiing or snowboarding on off campus, sponsored trips. Students who participate in skiing or snowboarding off campus, when such activity is offered, will be responsible for their own expenses, including a required ski lesson for novice or inexperienced skiers or snowboarders.

SKIING (NORDIC)
Conserve School grooms approximately 15 kilometers of trails for cross-country skiing during the winter. Students are welcome to bring their own skis, or use the cross-country skis that are available for check-out in the LRC.

SNOWSHOEING
Snowshoeing opportunities abound on the Conserve School campus as well as in the Sylvania Wilderness Area. Students may bring their own snowshoes, or use the snowshoes that are available for check-out in the LRC.

SWIMMING
The following protocols hold for any swimming activity which includes Conserve School staff or students at Conserve School’s Big Donahue Lake, as well as any established lake swimming areas:

• Wading and swimming can only occur in the presence of a Conserve School staff member.
• Wading in up to knee-deep water (“18”) without a PFD is allowed. Swimming footwear guidelines must be followed as well. See “Water Activity Footwear” section.
• Students who desire to swim or wade (under staff supervision only) in water deeper than 18” must have passed the Conserve School swim test. If a student needed a PFD to pass the swim test, then they must wear a PFD whenever they are in the water and the water is above their knees.
• Students who have passed the swim test may swim without a PFD at a permanently established swimming area only (i.e. Big Donahue Lake), when staffed by at least one staff person with a Wilderness Water Safety (WWS) or a Red Cross Waterfront Lifeguard Certification, and who has been approved by the school as a Conserve School Lifeguard.
• All lakes on Conserve School property, with the exception of the designated swim area on Big Donahue Lake, need to be treated as backcountry swim areas (note the protocol for establishing a backcountry swim area below). Swimming in any other Conserve School lake is not allowed – even with PFDs – unless a backcountry swim area has been established and is staffed by at least one person with a Wilderness Water Safety (WWS) or a Red Cross Waterfront Lifeguard Certification, and who has been approved by the school as a Conserve School Lifeguard.
• To swim at established beach areas, consideration must be given to:
  o Water and air temperatures: we adhere to the 120 rule (air temp + water temp must add up to 120 or greater, with water temperature above 50°)
  o Weather/water conditions
  o Presence of wind or waves
  o Physical and emotional condition of the group, including staff

Water Activity Footwear
• At established beaches (swimming areas officially marked off with ropes and/or buoys, etc.): Bare feet are permitted when on the beach and wading or swimming is allowed.
• At non-established beaches (where no area is officially marked off with ropes and/or buoys, etc.): To protect feet from potential cuts from fish hooks, glass, nails and debris, **closed-toe** water shoes, sneakers, hiking shoes or a closed-toed good sturdy sandal with heel straps that keep the sandal securely on the foot **should be worn at all times** when on the beach, wading or swimming. **Flip-flops and foam (croc-type) shoes are not acceptable.**

**Prohibited Water Activities**
• Swimming after sunset and before sunrise
• Jumping or diving into the water from any height, unless at an officially established beach or pool with a designated diving/jumping area that is **staffed** with their lifeguards
• Running, pushing, etc. on docks, diving and jumping areas
• Skinny dipping
• Swimming in threatening weather, including high winds, rain, thunder and lightning. Swimmers must wait until conditions improve, the lifeguard feels it is safe, and it has been at least 15 minutes since thunder was last heard, or lightning last seen
• Swimming in backcountry swim areas and/or moving water without a PFD
• Swimming or wading in fast moving water

**Tree Climbing**
Tree climbing is not encouraged, but also is not forbidden. To minimize the danger, students are not allowed to climb more than six feet above their height when standing on the ground, unless participating in a school activity that is under the direct supervision of a staff member. Flagrant acts of daring or bad judgment that disregard the safety of one’s self or the community will not be tolerated.

**CAMPUS BOUNDARIES**

**CHECK IN/OUT BOARD**
When leaving their house, students are required to post their destination on the Check In/Out Magnet Board located in the atrium of each house. The board indicates the destination of each student in order that they may be located in the event of an emergency.

**INNER CAMPUS BOUNDARIES**
Students must stay on paved campus roads (Aldo Leopold Lane, Sigurd Olson Circle, and Conservation Trail) or within the boundaries of the “inner campus,” which includes the athletic fields and sledding hill, and the gold trail as outlined below, after evening twilight. Hours will be announced and posted accordingly.

**OUTER CAMPUS BOUNDARIES**
Conserve School’s 1200 acre campus provides students with easy access to Wisconsin’s Northwoods. Students will be given opportunities to become acquainted with the Lowenwood campus through orientation activities.

In order to experience Lowenwood in a safe fashion, students must pay strict attention to the following guidelines and warnings. Campus boundaries are clearly marked by yellow signs, stakes, and in some area fences. Students are not allowed to pass beyond those boundaries without the permission of a staff member. Failure to abide by these guidelines is a violation of a major school
expectation. Students should always have in their possession a campus trail map and their cell phone when exploring the campus trails.

**LEAVING THE TRAILS**
Students are encouraged to think carefully before leaving the trails when exploring the outer campus unsupervised. By staying on the trails students will always be able to find their way back to campus by following the intersection markers. In the event of an accident, students can be easily found on the trails and help will be available quickly. Once students leave the trails it becomes difficult to find them and students can become disoriented quickly. Getting lost in the Northwoods can be dangerous. A great prevention is to carry your phone and compass when hiking on the Conserve School campus.

**CHECK IN/OUT SYSTEM WHEN LEAVING CAMPUS WITH APPROVED DRIVER OR RIDING BIKES, HIKING, OR RUNNING OFF CAMPUS**
All students leaving campus must check out and back in at either the reception desk during office hours, at the LRC when open, or with the SMOD (staff member-on-duty) in their house. Students must supply their cell phone number when checking out. Students will also indicate their intended destination, and the approximate time of their return to campus.

Students may leave campus in groups of two or more during these times:

- After School/evening: until posted curfew
- Weekends: 7:00 a.m. until posted curfew

**OFF CAMPUS BOUNDARIES**
Students are required to stay on the Land O’ Lakes bike path when traveling between campus and Land O’ Lakes. Students may not ride on County Hwy B whenever there is the option of riding on the bike path, with the exception of trips to the Black Oak Inn. To the west, students may travel the bike path to its junction with Highway B and Thousand Island Lake Road (at this point, students must turn around and head back), which is a few miles west of the Forest Lake Country Store. To the east, students may travel the bike path into downtown Land O’ Lakes, but are not allowed on Highway 45. Students may not go into private residences without specific prior permission from the AOD, or the SMOD. Various times will be announced as to when the privilege of biking into town is open/closed, based on the seasons. Students should always have a bike map in their possession when exploring the bike trails.

Students are reminded that they are publicly representing Conserve School, and all Conserve School behavior guidelines apply to their conduct while off campus.
TECHNOLOGY

TECHNOLOGY RESPONSIBLE USE GUIDELINES
Conserve School's computing and communications facilities are provided to support the school’s educational mission. Educational uses of information resources have highest priority and supersede other uses.

PERSONAL USE
Students may use Chrome Books only for class-related activities while in class or during study periods. Personal use of Conserve School Chrome Books and communications facilities is allowed during non-class periods when it does not interfere with Conserve School operations, nor cause the school to incur additional expenses. Conserve School does not support streaming of videos from online sources such as Netflix, Hulu, Amazon, etc.

Students may not take their assigned Chrome Books off campus.

ACCESS
All Conserve School students receive Conserve School Google G-Suite for Education and e-mail account for use while enrolled at Conserve School, subject to the provisions of these Responsible Use Guidelines. These accounts allow access to personal documents and settings as well as Internet resources from any Conserve School Chrome Books. Accounts remain active while students are currently enrolled at Conserve School. Students lose access to their email after the semester concludes, but not to their Google Drive.

Each student has exclusive use of one Conserve School Chrome Book. All parents of currently-enrolled students receive Power School accounts, allowing access to information about their child’s grades.

ELECTRONIC DEVICES
See “Electronic Devices” under the Academic Section of this Community Handbook

SERVICES
Conserve School offers access to a variety of internal network services as well as a subset of Internet services, including email, and social networking sites.

PRIVACY
Conserve School retains ownership of its communications and computing facilities. Messages, documents, and other information residing on Conserve School e-mail, voicemail, file servers, and end-user computers are legally the property of Conserve School.

Privacy of information residing on or passing through Conserve School systems is respected during normal system administration. However, Conserve School reserves the right to monitor or review such information without notification.

INTERNET HARASSMENT
Internet harassment is defined as using any public or private tool of the Internet or email service to threaten, harass, defame, or intimidate any individual, or the school as a whole, and is considered a serious form of harassment under the major school rules.

INTERNET HARASSMENT INCLUDES BUT MAY NOT BE LIMITED TO

- Emails or instant messages containing untrue, threatening, or slanderous remarks aimed at another individual or office of the school.
- Posting untrue, threatening, or slanderous remarks aimed at another individual or office of the school on any personal or public access website.
- Inappropriate emails or posts on personal or public websites that demean or harass another individual in writing or photograph.
- Using or forging another individual's email address or website for the purpose of harassing, threatening, or slandering that individual or others.
**Other Prohibited Activities**

- Commercial use.
- Illegal activities include violation of state and federal law, violation of software license agreements, violation of copyright law, and attempting to break into restricted areas. Conserve School may coordinate with law enforcement authorities on suspected violations of law.
- Damage to equipment, software, or data not owned by the user, including physical breakage, electronic corruption or erasure, and/or creating or distributing viruses or other destructive programs. Students will be held accountable and financially responsible for missing equipment or damaged equipment resulting from negligence or intentional destruction or misuse of equipment.
- Violation of security, including not protecting passwords, stealing passwords, not complying with password guidelines, using another’s account without the permission and supervision of a school employee, allowing another the use of student’s account without the permission and supervision of a school employee, leaving accounts unlocked while not attended, attempting to break into restricted areas, attempting to circumvent system restrictions, and distributing restricted information.
- Violation of privacy, including monitoring others’ communications and viewing others’ documents without permission.
- Impeding others’ use of computing resources (e.g. overuse of network, creating or distributing viruses or other destructive programs).
- Academic dishonesty, including plagiarism and cheating, as delineated elsewhere in the Community Handbook.

**Modifications to Equipment**

Students are not allowed to modify Conserve School computing, communications, or AV equipment. Students may not adhere stickers or labels of any size to the outside of the Chrome Book or case.

**Software Installation**

Software may only be installed on student Chrome Book by Conserve School. A student may request installation of software on their Chrome Book by following the Student Software Installation Procedure. Proof of licensing, operating system compatibility, permission of the Director of Student Instruction, Director of Enrollment and Student Support, Director of Outdoor Programs and Student Life, and/or the Assistant Director of Student Life, and Technology and Media Specialist is required.

**Interconnection of Peripherals**

Students may not attach any device to Conserve School Chrome Books equipment, including the network, other than those devices provided by the school or a student-provided pointing device, keyboard, and external hard drive. To protect the integrity of the Conserve School network, Conserve School reserves the right to disallow installation of, use of, or access to any hardware, software, or network service.

**Instant Messaging/Chat Programs/Social Networking Sites**

Certain chat and instant messaging programs are disallowed for students because of the distraction they pose during class hours. Allowed chat/instant messaging programs are only allowed during non-academic hours.

**Protecting Chrome Books**

- Students are responsible for protecting their Chrome Book at all times.
- Chrome Books must be either attended or stored in a designated location at all times.
- Chrome Books may not be taken into the dining room except for a school sponsored event such as a group survey.
- Chrome Books must be in their protective “Always On” case when carried outside of buildings. The “Always On” case should always be shut before carrying it by the handles.
  
  The school-provided Chrome Book and “Always On” case may not be taken outside the inner campus.
- Chrome Books must have the “Always On” case lid closed when carried between rooms.
• When food or drink is present while using the Chrome Book, caution must be used. Damage to the Chrome Book or any technology equipment due to negligence regarding food or drink OR not using the school issued laptop “Always On” case may result in the student being charged for the repair.

CLASSROOM USE
Chrome Books are provided as educational tools with the expectation that students will learn to use them to manage their schoolwork, to improve the effectiveness of their learning, and to improve the quality of their school work.

Students must bring their Chrome Book, a power adapter, and any required accessories to all academic classes, or as directed by the instructor. Students may only use Chrome Books when explicitly directed to by the teacher, and only for purposes directly related to the lesson in which students are engaged.

Consequences for disciplinary infractions with Chrome Books include, but are not limited to, revoking all Chrome Book privileges for a period of time, restricting Internet access, or other penalties as determined by Conserve School.

SAVING FILES
All student school-related files are saved on each student’s Google Drive.

PASSWORD SECURITY
Computers must be locked when the user is away from the machine.

DVD USAGE AND PROGRAM CONTENT
When using DVD players on campus, students are allowed to show DVDs that are checked out from the Conserve School library. These may include movies rated G, PG, PG 13 and R; the R-rated films available in the Conserve School Library have been selected by the school in accordance with the Conserve School library collection development policy. Students may not bring from home or have delivered to them R-rated or unrated movies. Unrated movies are presumed to be R-rated or above unless vetted by the Director of Outdoor Programs and Student Life and/or the Assistant Director of Student Life. Any unauthorized R, NC-17, X-rated, or unrated movie that is not from the Conserve School Library may be confiscated by a staff member, and an incident report will be filed with Director of Outdoor Programs and Student Life and/or the Assistant Director of Student Life, to consider disciplinary action.
SAFETY & SECURITY

Fire Safety and Prevention
Fire prevention is an important, shared responsibility at Conserve School. Strict adherence to the following policies is critical for the safety of our entire community. Staff inspect wings nightly to assure egress routes are safe and clear of obstructions/tripping hazards. Doors to the wings are fire doors and must be closed after curfew and during the day when there is not an adult on duty.

Fire Drills
Conserve School will conduct periodic fire and disaster drills. ABSOLUTE SILENCE is required during all drills. At the first house meeting of the semester, students will be informed of the correct procedure to be followed.

Fire Evacuation Plans
Students will be instructed in fire evacuation procedures upon move-in. Diagrams showing fire evacuation routes and safe rendezvous points are posted in all student rooms, classrooms, and in each of the buildings. ABSOLUTE SILENCE is required during all evacuations.

Severe Storm and Tornado Safety
Students will be instructed in severe storm and tornado procedures at the first house meeting. Diagrams showing safe rendezvous points are posted in student rooms, classrooms, and around each of the buildings. ABSOLUTE SILENCE is required during all evacuations. Conserve School will conduct periodic severe storm and tornado safety drills.

Weapons
Safety is a paramount concern at Conserve School. Students are prohibited from possessing any weapon while in school, on school grounds, at school-sponsored events or activities, or in any school vehicle. The definition of weapons includes, but is not limited to, firearms (including pellet guns, air rifles, paintball guns, and pistols), ammunition, slingshots, explosives, knives and other multi-purpose tools (such as a Leatherman) that contain a blade, and bows of all types (unless previous arrangements have been made with the Director of Outdoor Programs and Student Life, and the bow is given to student life staff at the time of move-in). Pocket knives and multi-purpose tools may be available for check-out in the Gear Room for exploration trips, to be used under the supervision of a staff member.

Money and Valuables
Students are responsible for the safekeeping of valuables and for management of their spending money. We recommend that students do not keep a large or even moderate amount of cash in their rooms. Each student has a locking drawer in his or her room for storing valuables, and is responsible for locking the drawer and keeping track of the key. We recommend that important papers such as a passport, plane tickets, or large amount of cash be stored in the Business Office. Students must be responsible for tracking their own possessions, including their ATM card, credit cards, checkbook, etc.

Personal Property Insurance
Conserve School cannot accept liability for a student’s belongings at the school. We suggest that parents include their student’s belongings in their homeowner’s or renter’s insurance.

Frozen Lakes
Lakes present extreme hazards in winter months as it is not usually possible to be certain how thick the ice is. Traveling on top of lakes is prohibited unless supervised by a staff member who has checked with Campus Services and is sure that the ice is solid.
QUESTIONS?  PLEASE CALL.....

ACADEMICS AND ENROLLMENT (715-547-1328)
Questions about the overall academic program, transcripts, and PowerSchool. Questions about a particular class are best directed to the appropriate teacher.

ADMISSIONS (715-547-1370)
Questions relating to student recruitment, admissions.

HEALTH SERVICES (715-547-1303)
Questions relating to general health care and medications.

STUDENT LIFE (715-547-1329)
Questions relating to move-in or out, student/parent orientation, family weekends, overnight absences, visitors, vacation breaks, weekend activities, transportation, or any other areas of concern.

TECHNOLOGY (715-547-1339)
Questions relating to technology or our Technology Responsible Use Guidelines.

A FULL STAFF DIRECTORY IS AVAILABLE ON OUR WEBSITE; www.ConserveSchool.org

AFTER HOURS
OR
WEEKEND EMERGENCY
Please call the Administrator-on-Duty (AOD)
715-547-1400
Conserve School Ski & Bike Trail Map

Please note the following:
1. There are numbered signs with arrows pointing back to the central campus at most intersections.
2. Bikers are advised to control their speed for both the safety and enjoyment of those walking the trails. Bike helmets are required.
3. Conserve School is a tobacco free campus; no smoking or other tobacco products permitted.
4. Conserve School practices Leave No Trace. Please dispose of all litter appropriately.