

BELLEVUE SKI SCHOOL HANDBOOK

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I. SKI SCHOOL PURPOSE

The purpose of the Bellevue Ski School is to provide a supervised recreational and instructional ski and snowboard program for all students attending grades 2 through 12 who attend any school within the Bellevue School District or reside in the Bellevue School District attendance area.

This program is based on the following concepts:

Adequate safety and supervision.

Minimum cost, non-profit organization.

A recreational and instructional program satisfying both novice and experienced skiers and snowboarders.

Unification of operation procedures and Ski School opportunities throughout the School District.

Promotion of skiing and snowboarding as a school function to minimize private unsupervised skiing and snowboarding, and private highway travel.

II. SPONSORSHIP AND MANAGEMENT

The Bellevue School District has designated the Bellevue Ski School as an approved Bellevue School District activity. The Bellevue Ski School is sponsored by the Bellevue School District. The Bellevue Ski School is administered by the Bellevue Ski Council.

THE BELLEVUE SKI COUNCIL

Parents and faculty volunteers serve along with other members of the community to form the BELLEVUE SKI COUNCIL. All parent and faculty representatives and Ski Council officers serve without remuneration as a service to the community.

RESPONSIBILITY

Overall management and operation of the Bellevue Ski School is assigned to the Bellevue Ski Council. The Council formulates all Ski School policies in accordance with the policies and procedures of the Bellevue School District. The Council has the responsibility to approve operating budgets, annual audits, ski area selection, instructional plans, transportation plans and other major plans affecting total school operation. The Council is responsible for disseminating information regarding the operation of the Bellevue Ski School to all affected parties, and it is empowered to interpret other policies as they affect the operation of the Ski School.

INSTRUCTIONAL STAFF

Instruction is by paid, professional ski instructors contracted for the purpose of providing the instructional program for the Bellevue Ski Council. The Bellevue Ski School is a member ski school of PSIA (Professional Ski Instructors of America).

III. SKI SCHOOL ROUTINE

SKI SCHOOL INFORMATION

While at the ski area, the focal points for information about the Ski School are the class meeting place and the chaperones hut. Additional information may be posted at the bulletin boards at each lift describing changes in bus schedules, special activities, and student paging. During the week, the focal points for information are the Ski School email (info@bellevueskischool.com) or voice mail (425-456-4071), the ski school web page (www.bellevueskischool.com), and the individual Vice Presidents for each program. The names of these Vice Presidents are included on the information or "refrigerator" sheet distributed for each program.

CLASS ARRANGEMENT

Initial classes are arranged to consider the student's school, grade, interest, skiing or snowboarding proficiency, and athletic aptitude obtained from the student registration form. Students are assigned to the same instructor throughout the season unless their ability or need justifies reassignment.

The Bellevue Ski School offers a complete coordinated program in skiing and snowboarding for beginners through experts, covering these major interest areas: recreational, recreational racing, ultimate, freestyle, instructor training, park n pipe, and parent program. (Not interest areas are available at all school levels.) Students may request reassignment as their interest develops in these areas.

Instructors are trained to monitor student progress and recommend appropriate changes. Parents should contact Vice Presidents regarding student needs. At the ski area students should make their needs known to their assigned instructor or the instructional supervisor for their program.

STUDENTS MUST ATTEND ALL ASSIGNED CLASSES!

ACCIDENT INSURANCE REQUIRED

In order to participate in the Bellevue Ski School program each student must have an acceptable form of accident insurance that covers skiing or snowboarding. Identification of the insurance company and parent's signature are required on the application to verify coverage. As a service at registration, the Bellevue Ski School will have available application forms for the regular school insurance that is provided for those not covered under a personal or family policy.

SUPERVISION

Students are supervised by adults on the bus and by instructors during lessons. Students are encouraged to come to the Bellevue Ski School chaperone hut or the Bellevue Ski School instructor building for assistance. Representatives from the Bellevue School District are at the ski area during all regular Bellevue Ski School sessions and are also available to provide assistance.

BUS INFORMATION

Students will board the buses at a zone pick-up point that is published in the program brochure. Loading times and return arrival times are also listed. (Check "refrigerator" sheet.) On special occasions, including ski school cancellation or change in return times, announcements will be made via our web-site (bellevueskischool.com), and/or a telephone call from a ski school representative.

BUS LOADING AT SCHOOL

At the loading sites, chaperones will explain the procedures for loading ski and snowboard equipment on the buses. At some loading sites students are used as loaders, while at others the skis and snowboards are loaded by the bus driver with student assistance. *SKIS AND POLES MUST BE STRAPPED TIGHTLY TOGETHER OR ENCLOSED IN A SKI BAG BEFORE BEING LOADED ON THE BUS.*

See the “refrigerator” sheet for information regarding lift ticket purchases.

Ski School ID Cards are collected by the chaperones when students board the bus and are returned when boarding the same bus prior to leaving the ski area. If students forget their permanent ID, a temporary one-day replacement card may be purchased for \$5.00 when acceptable identification is shown. If students lose their permanent ID, they may arrange for a permanent replacement ID by providing acceptable identification, and \$10.00. Temporary and replacement cards are available from the program Vice President. Middle and High school students must also have their emergency tag (provided by the ski school) attached to their coat or pants. A lost emergency tag may be replaced for \$5.00. Elementary students wear a ski school patch on their coats to identify them as Bellevue Ski School students. *VICE PRESIDENTS RESERVE THE RIGHT TO DENY BUS BOARDING PRIVILEGES.*

ON THE BUS AND UNLOADING AT SKI AREA

On the bus, chaperones will check attendance. During the first trip, each student's instructor, class time, and class location will be announced. Thereafter, changes will be announced as required. When the bus arrives at the ski area, loaders will unload all skis and snowboards before students leave the bus.

SKI CLASSES

Bellevue Ski School facilities and class meeting areas are well known to the ski area employees and are well marked. Class starting times are noted on the bus lists. Students should allow ample time to get to the meeting areas and find their instructor's sign. Vice Presidents, chaperones, and ski and snowboard instructors are available for assistance.

FAILURE TO ATTEND CLASSES MAY RESULT IN SUSPENSION WITHOUT REFUND!

BUS ETIQUETTE AND REGULATIONS

All skiers and snowboarders are required to respect the driver's and chaperone's request for order and quiet while on the bus. *BECAUSE WINTER ROADS PRESENT UNIQUE DRIVING CONDITIONS, STUDENTS WILL BE REQUIRED TO CONDUCT THEMSELVES IN SUCH A MANNER SO AS TO NOT DISTRACT THE DRIVER.* The driver, assisted by the chaperones, is in full charge of the bus at all times. Students are not allowed to stand up while the bus is in motion or to open the windows without the driver's permission. Unless instructed otherwise, students are allowed on buses during transit and lunch periods only. Boots and boot racks are to be kept on the floor, not on the seat. In accordance with State Law, glass bottles or containers are not allowed on the bus.

All Bellevue School District bus regulations will apply to buses used in the Bellevue Ski School.

RETURN TO THE BUS AND BELLEVUE

Skiers and snowboarders are expected to be back at the bus at bus loading time. No students will be allowed to board the bus without the driver being present. Skiers and snowboarders are expected to load their own skis and snowboards (in some cases with assistance

of the driver or the chaperone). When the student boards the bus for the return trip, the chaperone will return the Ski School ID Card.

Specific arrival time back at school in Bellevue will vary depending upon weather and road conditions and circumstances at each ski area. Parents are to meet students at the school or pick-up point at the times stated on the refrigerator sheets.

RIDING THE BUSES vs. PRIVATE TRANSPORTATION

ALL STUDENTS MUST RIDE THE SKI SCHOOL BUS TO THE SKI AREA AND RETURN TO BELLEVUE ON THE SAME BUS except in the following instances:

A student has submitted, IN ADVANCE, to a Vice President, a written request for return by private transportation signed by the student's parent or guardian.

A student is assigned to a safety vehicle due to injury or sickness.

RETURN BY PRIVATE TRANSPORTATION

Students wishing to return from the ski area by transportation privately arranged by them must obtain approval from their ski school Vice President. Students must present a "Return by Private Transportation" form completed and signed by their parent or guardian. This form is to be presented along with their ski school ID to their vice President prior to boarding the bus at Bellevue. The person picking up the student must be identified on the request form and must be an adult, 18 years or older. Copies of the form may be obtained from the Vice President (or copied from the back of this handbook).

The designated release area is the Bellevue Ski School Chaperone Hut. The student and the adult designated on the release form must meet together in the chaperone hut *AT LEAST 30 MINUTES PRIOR TO BUS LOADING*. The person designated on the private

transportation form by the parent or guardian must present ID (driver's license) and countersign the release form in the presence of a ski school representative and the student. At this time the student's Ski School ID Card will be returned and responsibility for the student will be transferred to the designated adult. The request form will be retained by the Vice President. No student should leave the ski area without being signed out at the chaperone hut.

IV. SKI SAFETY AND ETIQUETTE

Safety is of prime concern to all instructors, chaperones and people associated with the Bellevue Ski School. It is expected that each student will demonstrate equal concern by offering assistance when needed and by thinking safety in terms of preventing accidents. Courtesy on the part of all skiers and snowboarders will help avoid accidents. It is the student's responsibility to abide by the "Skiers Code." The Ski Patrol is there to help skiers and snowboarders in trouble. Recognize your own ability and take lessons to improve it. Get in good physical condition before participating. Don't ski or snowboard when you are tired, and don't do either alone.

EQUIPMENT HAZARDS

Extra long skis could be dangerous for beginners.

Ski bindings are only "release bindings." They are not safe unless adjusted properly for the skier using them. Bindings should be individually fitted and adjusted for the skier by a trained ski repair professional.

Goggles or glasses should be made of plastic or shatter-proof glass.

Be careful when carrying your skis or snowboard on your shoulder. You could swing around and injure someone. Also, be careful with your ski poles.

WEATHER CONSIDERATIONS

On cold days be aware of frostbite. Wear a wool hat and keep your parka zipped. Tuck in your shirt and sweater. *KEEP ACTIVE*.

Be sure you are warm and dry. Always wear proper clothes and bring rain gear.

Be aware of the sun. Wear sun glasses and use sunscreen. Reflection off the snow and the thinner atmosphere intensifies the exposure and may result in severe sunburn, eye discomfort or injury.

Unpacked, wet, heavy snow can be dangerous for the beginning skier or snowboarder.

LIFT AND TOW HAZARDS

Ride lifts and tows carefully. Follow posted instructions. Keep your ski tips up when preparing to unload. Remove pole straps from wrists and carry poles by the shaft.

Don't wear loose clothing or flowing scarves on lifts.

SKIING AND SNOWBOARDING POINTERS

Ski or snowboard on patrolled runs and always with a friend to aid you in case of an emergency.

Ski or snowboard on slopes within your ability and under control so you can avoid a collision.

Do not use your ski poles for braking while you are moving.

Rest when tired – statistically most accidents happen in the afternoon. Get a good night's rest before ski school.

When falling, try to fall back and to the side – relaxed and with skis together.

When overtaking another skier or snowboarder say: "On your right!" or "On your left!"

Check a map of the ski area for slope difficulty. Note locations of converging trails and avalanche slopes. Report accidents by location.

Obey ski area boundaries.

Avoid "hot-dogging" down the slopes.

At night the skier and snowboarder should:

Ski or snowboard on lighted slopes only.

Ski or snowboard with a buddy.

Do not try any difficult, far away, or late runs unless there is ample time to allow one to reach the bus on time.

BUS, HIGHWAY, AND LODGE HAZARDS

Highways are slippery – it's easy to fall and cars are hard to control. Stay in designated walkways – do not play in the road or parking lot and cross the road only at the designated crossing.

Lodge steps are usually slippery. Snow packs on the bottom of boots and makes walking in the lodge very slippery. Take time to knock off the snow before entering the lodge.

Bus driving requires extra concentration on slippery streets. Respect the driver's and chaperone's requests for order and quiet.

Do not throw snowballs as doing so may cause eye or head injuries.

Do not ski or snowboard across the road.

EMERGENCIES AND ACCIDENTS

If an injury accident occurs at the ski area, call out for help. Send someone for the Ski Patrol and wait for assistance. The Ski Patrol can be reached through the lift operator nearest the accident.

Ski Patrol personnel are trained in first aid and assisting injured skiers and snowboarders to the Ski Patrol room. At the Ski Patrol room additional emergency first aid is provided and a written record made of the injury and action taken. The Ski Patrol room is not limited to assistance for injuries received while skiing or snowboarding. All injuries or any illness should be reported to the Ski Patrol. For minor injuries or illnesses middle school and high school students may go to the Ski Patrol room or the chaperone hut on their own. Elementary students will be accompanied by their instructor to the chaperone hut or Ski Patrol room.

Depending on the severity of the injury or illness and discomfort to the student, one of the following actions will be taken at the Ski Patrol room or the chaperone hut:

The student will be treated and released, and a record of the incident will be kept by the Bellevue Ski School.

The student will be treated and released to the chaperone hut to wait until boarding the bus for the return to Bellevue.

The student will be treated and taken in a safety vehicle to Overlake Hospital to meet parents/guardian. In this event, the safety driver telephones the parents as soon as possible to coordinate arrival at Overlake Hospital. Parents are expected to contact their family doctor for further advice

All injuries, no matter how slight, must be reported. If for some reason the injury is not reported, the chaperone should be told of

the injury so it can be recorded on the "bus report" at the end of the ski school day.

The disposition of all injuries at the ski area are under the jurisdiction of Ski Patrol.

ACCIDENT INSURANCE FORMS

Parents making skiing or snowboarding accident insurance claims on Bellevue School District insurance may pick up insurance claim forms at a school office. If the student is covered by other accident insurance, the insurance agent should be contacted.

V. EQUIPMENT AND CLOTHING

Please use this list to check your equipment *BEFORE SKI SCHOOL STARTS*. It is most important that equipment fit and be adjusted properly *BEFORE SKI SCHOOL STARTS*.

BOOTS – Properly fitted boots are the most essential item of ski or snowboard equipment for any skier or snowboarder, beginner or advanced. An improper fit will result in a poor learning experience. Consult your ski or snowboard store professional for assistance.

SKIS AND BINDINGS – For beginning skiers, skis should be the same length as the skier's height or up to 5 cm longer depending on the skier's weight. Advanced skier's skis may be longer depending on the type of ski and the skier's weight and ability. Consult your ski store professional for additional assistance.

SNOWBOARDS – should also be appropriate height to the boarder, style of board and the individual skill level. Consult your ski or snowboard store professional for additional assistance.

Only qualified ski repair professionals should adjust bindings. *CHAPERONES AND INSTRUCTORS ARE NOT PERMITTED TO ADJUST SKI BINDINGS.*

SKI BRAKES – All bindings for skis must be equipped with ski brakes.

SNOWBOARDS – All snowboards must have runaway straps.

POLES – Ski poles are required for all students with skis. Make sure students can get their gloved hands in the straps or grips and can hold the pole firmly. To assure proper length, turn the pole upside down with handle on the floor. Grip the pole just under the basket. The forearm should be parallel to the floor. Baskets should be small and lightweight. Consult your ski store professional for additional assistance.

SKI WAX – It is recommended that skis and snowboards be waxed. Consult your ski or snowboard store professional for assistance.

SKI STRAPS/BAGS – For transportation on the bus, skis and poles must be strapped together or enclosed in a ski bag. Ski bags provide the best protection for valuable ski equipment and reduce the chance of separation or loss of equipment. Ski and snowboard bags are left on the bus while at the ski area.

GOGGLES OR GLASSES – For mid-winter skiing or snowboarding, goggles are highly recommended. Sun glasses are recommended in spring. Consult your ski or snowboard store professional for assistance.

SOCKS – Choose smooth, calf length socks with a heel, light to medium-light thickness. Wool, poly or wool blend are recommended. Socks should be worn inside the ski pants.

GLOVES – Gloves or mittens designed for skiing or snowboarding provide the most warmth and best protection. Most experienced skiers and snowboarders find a good "Gore-Tex" glove over a polypropylene liner for cold days is best.

CLOTHING – Wear clothing that is warm, comfortable, and not too loose (nylon and orlon are not as warm as wool). Loose clothing can get caught on lifts. Clothing items you will need are: parka, pants, long underwear, shirt and/or sweaters, and ski hat of any style that can be adjusted to cover the ears and reduce heat loss. If you are new to this part of the country or the mountains, pay special attention to *DRESSING WARMLY*. The high humidity creates coldness more penetrating than the temperature would indicate. Students ski or snowboard in rain, snow and sleet, so be prepared – *BRING RAIN GEAR!*

HELMETS – Bellevue Ski Council recommends helmets for skiers and snowboarders. Helmets must be designed for snow sports. See ski and snowboard store professionals for proper fit. Note: A helmet is not a substitute for safe skiing and snowboarding.

EXTRA EQUIPMENT AND CLOTHING – Bring a small rucksack or bag to carry extra equipment, clothes, or food. Rain gear, an extra sweater or gloves, etc., will help to make skiing and snowboarding more fun.

SKI SWAPS

Ski swaps provide an excellent opportunity to sell or buy used equipment at bargain prices. However, competent advice should be sought before buying any equipment. If buying boots, make doubly sure that they are properly sized. A qualified ski repair professional should adjust the bindings for the skier.

VI. POLICY AND RULES

REFUND POLICY

No refund will be made unless a written request accompanied by the Ski School ID Card is presented to the Vice President stating the reason for withdrawal. Approved refunds will be prorated by the **DATE WRITTEN REQUEST IS RECEIVED**.

All refunds are subject to a \$30.00 service charge. Requests for refunds will not be accepted after the 4th session. All refunds will be prorated up to and including the 4th session. No refunds for Four Week Program. There will be no refunds or “make-up” sessions for students who are absent from a session.

In the event a session is canceled or partially completed, the Ski Council reserves the right to refund, reschedule, or consider the session complete.

Prorated refunds will be issued to students who have injuries that prevent continuation in the program.

GENERAL CONDUCT RULES

The Bellevue School District has designated the Bellevue Ski School as an approved activity. Therefore, students are expected to conduct themselves in the same manner as during regular school times.

Safety is a critical factor in the Ski School operation. Behavior of the student shall enhance the safety of the individual and others. Students are responsible for knowing and abiding by the "Skier's Code".

The following violations shall constitute cause for suspension from Bellevue Ski School without refund:

Willful disobedience.

Use of or possession of alcohol.

Illegal use or possession of stimulants, drugs or drug paraphernalia.

Carrying a deadly weapon; carrying or using dangerous playthings.

Leaving designated ski area.

Skiing or snowboarding in closed areas.

Disobeying safety rules or the "Skiers Code".

Other reasons for suspension may include:

Failure to attend lessons.

Vulgarity or profanity.

Stealing or gambling.

Use of tobacco.

Loaning or selling a Ski School ID Card.

Violation of Bellevue School District rules of conduct and behavior.

ALCOHOL AND DRUGS

Bellevue Ski Council views drug and alcohol use during ski school hours as a major violation. Skiing and snowboarding are sports that require good judgment and quick reflexes. Drugs and alcohol reduce one's reaction time and distort a skier's judgment of his/her own capabilities, placing not only the skier or snowboarder in an increased state of risk, but also others nearby.

Bellevue Ski School policy regarding drugs and alcohol is clear and simple: Immediate permanent suspension of violator with no refund.

If a student is found to be under the influence of drugs or alcohol, or possesses drugs, drug paraphernalia or alcohol, parents, or guardians will be called immediately and requested to pick up the student. The student's ID card will be confiscated and the student terminated from Bellevue Ski School. Bellevue School District

officials will be notified. This violation may become part of the student's permanent school record.

Parents are asked to be aware of the dangers of mixing alcohol and drugs with skiing and snowboarding, and to discuss this concern with their Ski School student.

SPECIAL SKI SCHOOL RULES

ATTENDANCE – Unless excused by a Ski School Vice President or Instructor, students must attend all ASSIGNED classes. Students remaining home are excused from class. Two unexcused absences from class may be cause for dismissal or suspension without refund. All changes in class assignments (instructor or class time) must be approved by the Instructor Supervisor.

PARKING LOTS – Students, parents, or others driving to the bus loading areas *SHALL NOT DRIVE OR PARK THEIR CARS IN THE BUS LOADING ZONES*. Students shall not play in the bus parking lot or the road at the ski area.

ID CARDS – Ski School ID Cards are not transferable and cannot be resold. Loaning or selling an ID Card is grounds for dismissal without refund.

LEAVING THE ASSIGNED SKI AREA OR SKIING OR SNOWBOARDING IN CLOSED AREAS IS ABSOLUTELY FORBIDDEN AND IS GROUNDS FOR DISMISSAL WITHOUT REFUND.

This handbook is intended to acquaint you with the Bellevue Ski School. If you have additional questions, please contact a program Vice President or email to info@bellevueskischool.com.

PRIVATE TRANSPORTATION FORM

PLEASE ALLOW THE FOLLOWING STUDENT TO RETURN FROM BELLEVUE SKI SCHOOL BY PRIVATE TRANSPORTATION:

(student name)

(school) (grade)

(date effective) (pick-up time)

(reason)

(name of ADULT picking up student)

(relationship to student)

X: _____
(parent/guardian signature)

To be filled out at ski area:

Drivers License ID# checked _____

BUS NO. _____

X: _____
(signature of ADULT picking up student)

THE ABOVE SIGNATURES RELEASE THE BELLEVUE SKI SCHOOL FROM ANY RESPONSIBILITY FOR THE STUDENT'S RETURN TO BELLEVUE.