

# MIDDLE SCHOOL BARTRAM CAMPUS STUDENT-PARENT HANDBOOK

**THE BOLLES MIDDLE SCHOOL BARTRAM CAMPUS**  
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# BOLLES

## MIDDLE AND UPPER SCHOOL CALENDAR

~2008~

Middle School Orientation, New 7 <sup>th</sup> and 8 <sup>th</sup> Grade Students Only ...	Thursday, August 14
Upper School New Student Orientation .....	Friday, August 15
Pre-planning for Faculty .....	Monday, August 18 – Thursday, August 21
Sixth Grade Orientation .....	Friday, August 22
Freshman Day .....	Friday, August 22
Classes Begin .....	Monday, August 25
Labor Day Holiday .....	Monday, September 1
End 1 <sup>st</sup> Quarter Interim .....	Friday, September 26
Parent Day, No Classes .....	Friday, October 3
End 1st Quarter .....	Friday, October 24
Faculty Work Day, No Classes .....	Monday, October 27
End 2nd Quarter Interim .....	Friday, November 21
Thanksgiving Holiday Begins, 3:45 p.m. ....	Tuesday, November 25
Classes Resume .....	Monday, December 1
Winter Holiday Begins, 3:45 p.m. ....	Friday, December 19

~2009~

Classes Resume .....	Monday, January 5
End 2nd Quarter .....	Friday, January 9
Reading Day .....	Monday, January 12
Semester Exams .....	Tuesday, January 13—Friday, January 16
Martin Luther King, Jr. Holiday, No Classes .....	Monday, January 19
End 3rd Quarter Interim .....	Friday, February 13
Presidents' Day, No Classes .....	Monday, February 16
End 3rd Quarter .....	Thursday, March 12
Faculty Work Day, No Classes .....	Friday, March 13
Spring Break Begins, 3:45 p.m. ....	Friday, March 20
Classes Resume .....	Monday, March 30
Spring Holiday Begins, 3:45 p.m. ....	Thursday, April 9
Classes Resume .....	Tuesday, April 14
End 4th Quarter Interim .....	Friday, April 24
Senior Exams .....	Monday, May 18—Thursday, May 21
End 4th Quarter .....	Friday, May 22
Awards Day .....	Friday, May 22
Graduation .....	Saturday, May 23
Memorial Day Holiday, No Classes .....	Monday, May 25
Exams, Grades 6 – 11 .....	Tuesday, May 26—Friday, May 29
Makeup Exams, Grades 6 – 11 .....	Monday, June 1
Post-planning for Faculty .....	Tuesday, June 2—Friday, June 5



Dear Bolles Parents and Students:

On behalf of all members of the faculty and staff, I would like to welcome you to membership in The Bolles School family for this 2008-09 academic year. If you are a parent, we are grateful for your willingness to share your son(s) and/or daughter(s) with us. If you are a student, we want you to know that we are pleased that you are joining us as an active participant in the life of this community.

Please read this information carefully as we consistently update and change procedures and add new information to our materials. You are welcome to call a staff member or me at any time if you have any questions or concerns.

The purpose of the Handbook is to communicate the core values, policies and procedures of The Bolles School. We are committed to the development of the whole student, mind, body and spirit, not only for college but also for a subsequent life that is productive and rewarding. We have worked to assemble a faculty and staff who are dedicated to this mission, and have developed a wide range of academic and co-curricular programs and activities through which these professionals can support the growth of students. The Bolles School Values Statement and Honor Code provide the foundation for our work and guide our efforts to develop the “whole person.”

Each member of this community believes in Bolles and what we can accomplish together. You have much to contribute to our School, and we need your participation and your leadership. We want you all to know that we accept our significant responsibility in this educational process with both excitement and resolve, and look forward to working together as partners in this important endeavor.

Sincerely,

A handwritten signature in black ink that reads "John E. Trainer Jr." in a cursive style.

John E. Trainer Jr., Ph.D.  
President and Head of School

## VALUES STATEMENT

The Bolles Community embraces and endeavors to reflect in our own lives respect for the individual. We teach students that all that is uniquely civilized about culture, all that is truly great in human life—in art, in music, in literature, in science, and in technology—represents the achievements of truthful, reflective, and often of deeply-learned individuals trading ideas and goods with one another in mutual respect and to mutual advantage. The success of such persons makes possible such highly desirable but derivative values as generosity, sharing, relief for the poor and destitute, and pride in community.

We recognize the unique opportunity we have to encourage moral growth through self-examination, and we believe that these values reflect our shared philosophy:

- Respect—for the property and opinions of others
- Responsibility for one's actions—self discipline and accountability
- Hard Work—to achieve mental and physical excellence
- Concern for Others—especially for those less fortunate
- Pride—in our community

## THE VALUES STATEMENT AND EXPECTATIONS REGARDING MUTUAL RESPECT AND APPROPRIATE CONDUCT

Whether we attend Bolles as students, or are employed by the School, there are reasonable expectations governing our conduct designed to help insure that all in our community are treated with the respect mentioned prominently in our Values Statement, so that each student here is allowed the same opportunity to achieve success without bullying, insult, threat, or harassment. These expectations apply to all forms of conduct, whether physical, verbal, or written, that is consistent with the values set forth above and which go to the very core of this school.

**Only those students willing to show respect for their fellow members of our community belong at Bolles. Students who choose to ignore this policy can expect significant consequences, including the possibility of suspension or expulsion from the School for particularly serious or repeated infractions.**

## THE BOLLES HONOR SYSTEM

All areas of student life and behavior are governed by the Honor System, whose purpose is to provide the growing, maturing student with on-going developmental experiences leading to and culminating in a firm, secure value system. The Honor System is based upon but not limited to the Honor Code: "I will not lie, cheat, or steal, nor tolerate anyone who does."

To this end, there is an Honor Council, whose purpose is to foster and develop a pervasive sense of personal honor in all dimensions of School life: in the classroom, on the playing field (good sportsmanship), and in the myriad activities that crowd the student's daily life. The Council usually consists of both students and teachers. Interested students must apply for the honor of serving on the Council. The Student Council then selects members. When necessary, the Honor Council also serves as an Honor Court, whose responsibility

it is to deal with infractions of the Honor Code. The punishment customarily imposed for a first offense is intended to impress upon the student the importance of the Honor Code and his or her adherence to it. A second offense (not in the same school year) is considered a far more serious breach and results in a harsher punishment. A third offense at any time while enrolled in Bolles, or a second offense within the same school year, may result in a recommendation to the president of expulsion.

We want the Honor System, not just a Code, to become an integral part of the Bolles experience. Ideally, the System is a constant reminder of the highest aspirations of the Bolles School Mission Statement. We wish to foster in every student a deeply felt sense of self-worth based upon individual responsibility, a feeling of pride in one's own achievements, a feeling of dignity for one's self, and an abiding respect for one's peers.

It must follow then that these philosophical tenets and aspirations culminate in the final dimension of college preparation: Character - which is the ultimate manifestation of the Bolles experience.

We assume that our students are honorable citizens who recognize the right (moral) course of action and follow it. However, we know that doubts, confusion, and pressures sometimes result in mistakes, and we wish to emphasize here that every student is expected to avoid the following:

1. **LYING:** Like cheating, lying, when it occurs, usually results from doubts, pressures, and confusion. Again, if one exercises independently and responsibly his/her duty to know what is expected, when it is expected, where, and how, if applicable, and if he/she follows the course of action suggested by his/her conscience, lying is unnecessary and highly unlikely.
2. **CHEATING:** By (a) knowing the nature of the assignment, test, report, paper, or project, (b) planning his/her time and work so that the goals and objectives can be achieved independently without recourse to external, unauthorized help, (c) executing the assignment, test, or task to the best of his/her ability and accepting the consequences of his/her own shortcomings, (d) signing the Honor Pledge, "I pledge on my honor that I have neither given nor received aid on this work," with a clear conscience.

**What is plagiarism?** Plagiarism is the act of knowingly using another's writing or ideas and presenting them as one's own.

3. **STEALING:** Stealing is largely a matter of respect for property. If one respects one's own property, he/she is likely to respect the property of others; hence, stealing will not occur. Once again, we return to the matter of personal responsibility, which is the key to the success of the HONOR SYSTEM.

Intensive orientation to the Honor System is an integral part of orientation each fall. It is the personal responsibility of each student to become fully aware of the system, in order to cooperate with it, not to be intimidated by it. As the student matures, he/she will grow into

and become part of the System. When the student receives his/her diploma, he/she will reflect with confidence that he/she is truly prepared for college - that he/she has the strength of character to meet and cope successfully with the myriad challenges that lie ahead and that will test his/her strength of character every day of his/her life.

Because technology continues to have an impact on the educational community and the various media in which information is disseminated, students should pay particular attention to the following:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

### **Parents and Independent Schools**

To be successful, every independent school needs and expects the cooperation of its parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, and respect.

### **Parents and the Board of Trustees**

In most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development, hiring, evaluation, or firing of faculty and staff. Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the head of school, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual trustees, including the Board chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process. Trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the head of school.

## **Parents and the Faculty and Administration**

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. Trust and mutual respect are the most essential underpinnings of effective working relationships between parents and school employees.

Inherent in the Bolles Mission Statement is that all members of the community live by the Honor Code and Values Statement: students, faculty, staff, and parents.

Parents' best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents have often proven to be counterproductive.

### **The Bolles School Parent and School Partnership Agreement**

The Bolles School emphasizes high academic achievement, good study skills, and positive character development. We set high standards for each child with whom we work, and then give support to enable him/her to meet these expectations. We expect our students throughout their years here to achieve success in becoming self-motivated and in assuming responsibility for their actions.

At The Bolles School, we value an atmosphere of genuine respect and courtesy between student and student, adult and student and adult and adult.

Parents need to understand that tuition only covers 80% of the School's operating cost, which means that the School needs to exercise tight fiscal responsibility including running a balanced budget, collecting tuition payments in a timely fashion, and asking for annual and capital donations as well as volunteer efforts.

In partnership, we mutually agree to:

1. Promote The Bolles School mission as an inclusive, diverse community of learners and educators.
2. Treat all members of The Bolles School with respect and civility.
3. Help support a home environment that encourages the development of positive learning attitudes and habits including, among other things, consistent, on-time drop-off, regular sleeping routines, and disciplined access to electronic media.
4. Create a culture of mutual respect and high social and academic expectations.
5. Resolve conflicts and questions in the spirit of partnership and objectivity and assume that there are at least two sides to every disagreement.
6. Respect the School's responsibilities to do what is best for the entire community and for the promulgation of itself as an educational institution.

7. Respect the confidentiality of all aspects of the children's experience, including grades, assessments and the experiences of his or her peers.
8. Communicate effectively, efficiently and truthfully with each other about all aspects of the child's' experience.
9. Nurture all children towards an evolving and developmentally appropriate independence.

## **SECTION I.**

### **SCHOOL GUIDELINES AND PROCEDURES**

These guidelines and procedures relate to the conduct and procedures that are expected of Bolles students during the school day. Self-discipline is a distinguishing characteristic of Bolles students, enabling them to follow the guidelines with no problems. Most of the rules are positive in nature and indicate acceptable traits, while some are negative in nature and indicate conduct that should be avoided. Students and parents should be familiar with all guidelines and procedures in the Handbook.

#### **General Attendance**

Active participation in class activities is an integral part in the learning experience at Bolles. For this reason class attendance is essential. The attendance record of **any student receiving more than seven (7) unofficial absences per quarter in any class will automatically be reviewed by the administration. A student receiving more than seven (7) unofficial absences per quarter in a class risks receiving a failing grade for the quarter in that class. Exceptions may be granted by the administration.**

The Dean's Office makes a conscientious attempt to confirm the reasons for all absences as they occur. Parents will be notified when a student has accumulated four (4) unofficial absences from any class during the course of a quarter. When the student reaches seven (7) absences, the parent will again be contacted. At the eighth (8) absence, parents may be asked for further written verification or documentation concerning their child's absences to determine whether an appeal is necessary.

Unofficial absences include illness, family trips, parent-requested absences, holidays not observed by the School, and class cutting. The Dean's Office reviews all unofficial absences for possible disciplinary action.

School functions such as school-sponsored trips or teacher-approved absences, whereby the student is elsewhere on campus, are considered official absences.

#### **Class Attendance**

1. Students are expected to attend all academic classes and to be prompt and prepared. Convocation is considered a class. Participation in either extracurricular or interscholastic art, athletic, and academic performances and competitions requires attendance in a majority of classes on the day of the event. In addition, parental notification or medical documentation must be provided prior to the student's participation in the event. Academic obligations (i.e. tests, papers, quizzes, etc.) must also be fulfilled on that day or arrangements made in advance with the teacher.

2. Absences from school must be reported to the School by calling 724-8850 by 9 a.m. the day of the absence.
  - a. Calls made before 8 a.m. will be received by the answering service.
  - b. From 8 a.m. to 4 p.m. parents of middle school students should call the Middle School Office at 724-8850.
3. The day the student returns to school, written verification of the absence from the parent or guardian must be presented at the Dean's Office.
  - a. The verification must include (1) student's name, (2) dates and periods missed, and (3) reason for absence and must be written and signed by the parent.
  - b. Official absences, which are School-sanctioned, do not require parent verification and readmits are not required.
4. If written verification of absence is not received before first period of the day returning, the student will be admitted to class with an unexcused readmit. The obligation can be removed if a note of absence verification is received by the School before 8:35 a.m. the following day.
5. Students who miss assignments, quizzes, or major tests because of a brief illness or official school absence should be given the same number of days they have missed to make up the work. To be fair to all students, this is standard procedure in all academic departments. Extended absences will be dealt with on an individual basis and should include the student's advisor in the discussion so that the student is not overwhelmed by the amount of work he or she has to make up on a given day.

### **Tardies**

1. An excused tardy must be verified in writing by parent, guardian, or School representative.
2. Unexcused tardies are recorded by the teacher, and after an excessive amount, the student is sent by the teacher to the Dean's Office.

### **Early Dismissal**

1. If it is necessary to leave school during a class period, a written request from parents must be presented to the Middle School Office immediately before first period for a signature approval. Then, the signed request must be presented at the beginning of the class period to the involved teacher. Before leaving campus, students must bring the approved request to the Middle School Office and sign out. Students must also sign in on their return to campus.
2. If the student does not return to the School that day, the same procedure as for regular absences must be followed.

### **Extended Absences**

1. Personal absences, such as vacation or travel, are discouraged when school time is missed. Should there be such absences, the principal must be notified in writing in advance. It is the student's responsibility to inform the teachers of his absence and arrange his work. Makeup work will be at the discretion of the teacher.
2. Should personal absences exceed the limit of seven (7), the School must be petitioned in writing to waive the requirement. The reason for the request must be stated.

## Middle School Dress Code General Guidelines

Middle school prescribed dress and personal appearance should be clean, healthy, and appropriate and reflect a standard of excellence. Each Friday and on other occasions the dress code will be relaxed to accommodate special events. "Regulation" means that the clothing is prescribed and must be purchased at Sunshine School Uniform Shop, 8595 Beach Boulevard, Suite 308, Jacksonville, (904)620-8076. These items are starred below in the "Dress Code" sections.

- Students should be well-groomed in the styles appropriate to the professional world.
- All clothing should be neat and clean with no holes or frayed portions.
- Hair should be clean, neatly combed, and well cut. Extreme hairstyles which attract attention and which distract students from the academic environment are not permitted. Shaved heads are not allowed. Letters, words, numbers, etc. cut into hair are not allowed. If a student is considering a new hairstyle and is not sure if the new style is acceptable, the student should consult the principal **BEFORE** the hair is cut.
- Hats of any kind may not be worn on campus except that coaches may choose to allow hats during team practices or games if appropriate.
- Skirts must be hemmed no higher than 2 inches above the top of the knee.
- Boys may not wear earrings or ponytails.
- Boys must be clean-shaven. Mustaches, beards, or sideburns below the ear are prohibited.
- Shirttails must be tucked in at all times, including PE classes.
- Chewing gum is never permitted on campus.
- Walk-man type radios, CD players, beepers, pagers, laser pointers, and similar devices are prohibited. Student use of cell phones during the school day (8 a.m. to 3:45 p.m.) is strictly prohibited. Students are strongly urged to leave their cell phones at home or in their lockers during the school day. If a student is seen during that time in possession of a cell phone, whether or not the phone is in use, the cell phone will be confiscated and appropriate consequences assigned to the student. Repeat offenses will result in more serious consequences, including confiscation for extended periods of up to the balance of the school year.

## Middle School Boys' Dress Code

### Boys' "A" OR STANDARD UNIFORM:

- **\*TROUSERS:** Regulation khaki or navy purchased at the uniform store.
- **\*SHIRTS & TIES:** Regulation styles and colors with Bolles logo purchased at the uniform store.
- **\*SWEATSHIRTS:** Any Bolles School sweatshirt may be worn.
- **SWEATERS:** Sweaters of the students' choice without slogans, logos, or writing may be worn.
- **OUTERWEAR:** In cold weather, students may wear jackets and coats of their own choice that reflect good taste.
- **BELTS:** Solid navy, brown, khaki, or black. Belts must be worn at all times.

- **SHOES:** Shoes must be solid black, solid brown, or oxford-style brown and black leather. Shoes may not have white soles, designs, or lettering. All shoes must be cut below the ankle. Sandals or shoes with open toes or backs are not allowed.
- **Socks:** Solid navy, black, white, or khaki. Must be worn at all times.

**EACH FRIDAY AND ON CERTAIN OTHER OCCASIONS, STUDENTS MAY WEAR THE “B” UNIFORM WHICH CONSISTS OF THE FOLLOWING:**

- **\*SHORTS:** Regulation khaki or navy with Bolles logo.
- **\*KNIT SHIRTS:** Regulation white, navy, yellow, green, or red polo shirts with Bolles logo or Bolles team shirts with collar. Long or short sleeves.
- **T-SHIRTS:** The only T-shirt that is allowed on Fridays is the campus Spirit Shirt sold each year by the Student Council.
- **BELTS:** Same as with “A” uniform.
- **SHOES:** Same as with “A” uniform, plus athletic shoes.
- **SOCKS:** Same as with “A” uniform.

“Regulation” means that the clothing is prescribed and must be purchased at the Sunshine School Uniform Store at 8595 Beach Boulevard. These items are starred above.

**Middle School Girls’ Dress Code**

**GIRLS’ “A” OR STANDARD UNIFORM:**

- **\*SKIRTS:** Choice of several regulation styles in khaki or navy. Skirts must be hemmed no higher than 2 inches above the knee. Please allow for growth when purchasing skirts.
- **\*SLACKS/CAPRIS:** Regulation khaki or navy purchased at the uniform store.
- **\*BLOUSES:** Regulation styles and colors, purchased at the uniform store with the Bolles logo.
- **SWEATERS:** Sweaters of the students’ choice without slogans, logos, or writing may be worn.
- **\*SWEATSHIRTS:** Any Bolles School sweatshirt may be worn.
- **OUTERWEAR:** In cold weather, students may wear jackets and coats of their own choice that reflect good taste.
- **BELTS:** Solid navy blue, brown, khaki, or black must be worn with clothing that has belt loops. Belts may NOT be worn on skirts that do not have loops.
- **SHOES:** Shoes must be solid black, solid brown, or oxford-style brown and black. Shoes may not have white soles, designs, or lettering. All shoes must be cut below the ankle. Sandals or shoes with open toes or backs are not allowed.
- **SOCKS & TIGHTS:** Solid navy, black, khaki, or white. Socks are not required for girls when appropriate footwear is worn.

**EACH FRIDAY AND ON CERTAIN OTHER OCCASIONS, STUDENTS MAY WEAR THE “B” UNIFORM WHICH CONSISTS OF THE FOLLOWING:**

- **\*SHORTS:** Regulation khaki or navy with Bolles logo.
- **\*KNIT SHIRTS:** Regulation white, navy, yellow, green, or red polo shirts with Bolles logo or Bolles team shirts with collar. Long or short sleeves.
- **T-SHIRTS:** The only T-shirt that is allowed on Fridays is the campus Spirit Shirt sold each year by the Student Council.

- **BELTS:** Same as with “A” uniform.
- **SHOES:** Same as with “A” uniform, plus athletic shoes.
- **Socks:** Same as with “A” uniform.

“Regulation” means that the clothing is prescribed and must be purchased at the Sunshine School Uniform Store at 8595 Beach Boulevard. These items are starred above.

### **Messages**

Messages to students during the school day are discouraged because they interrupt classes. Should it be ABSOLUTELY necessary for a parent to reach a student, please call the Middle School Office, 724-8850, and the message will be delivered as soon as possible.

### **Transportation**

A major concern of the School is the safety of the students coming to school and returning home, as well as during the time on campus. Traffic signs and speed bumps have been installed so that there can be maximum safety and convenience for all concerned.

Bolles contracts for bus service and the carrier has established rules for bus conduct. These regulations will be given to each rider at the beginning of the school year. They are an extension of our code of conduct and violations are reported to the principal. Repeated violations may result in the offenders not being permitted to continue riding the bus. Parents who need to arrange for transportation should call 733-9292 and ask for the transportation director.

### **Emergencies**

In the event of any emergency that might result in closing the School or canceling classes, official news will be broadcast on all available local media stations. Decisions regarding School closure because of inclement weather will be made by 6 a.m. and communicated to the media outlets.

### **Official Honor Code**

In coming to Bolles, students are committing themselves to adherence to the Honor Code, “I will not lie, cheat, or steal, nor tolerate anyone who does.” They should study the Honor Code and direct questions concerning it to one of the Honor Council members. The Honor Code is explained on page 5.

### **Harassment**

The Bolles School maintains a policy prohibiting harassment of students based upon race, color, sex, religion, national origin, age, or handicap by students, faculty, or any individuals associated with The Bolles School. Harassment in violation of this policy has the purpose or effect of unreasonably interfering with a student’s school environment or creating an intimidating, hostile, or offensive learning environment.

Harassment may be physical, emotional, or sexual and may be delivered through teasing and/or bullying. Any activity that fosters or can be interpreted as hazing or verbal harassment either person-to-person or via communication venues will not be tolerated. Such conduct is defined as any behavior that creates an environment that limits a student’s ability to participate in or benefit from the educational program.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Sexual harassment may also come in the form of physical or emotional harassment and may be delivered through teasing, bullying, etc. These behaviors may include, but are not limited to, the following if they are unwelcome to any individual exposed to the behavior:

- Using positions of authority to promise, directly or indirectly, the individual a reward, if the individual complies with a sexually oriented request.
- Using positions of authority to deny, directly or indirectly, an individual scholastic or athletic related opportunity, if the individual refuses to comply with a sexually oriented request.
- Using threats, directly or indirectly, to coerce compliance with a sexually oriented request.
- Engaging in sexually suggestive physical contact or touching another individual in a way that is unwelcome.
- Engaging in indecent exposure.
- Making sexual or romantic advances towards an individual and persisting despite the rejection of the advances.
- Making repeated and unwanted sexual jokes or innuendoes
- Making graphic commentary about an individual's body, sexual prowess, or sexual deficiencies.
- Unwanted sexual actions such as leering, whistling, or prolonged staring at private body parts.
- Displaying inappropriate sexually suggestive objects or pictures at school or during school functions.

Sexual harassment can involve males or females being harassed by members of either sex. Romantic or sexual relationships between any employee of The Bolles School and a student are strictly prohibited and will result in disciplinary action. This includes temporary students or individuals for whom The Bolles School is providing an organized service such as after-school programs or summer camps.

The Bolles School strongly encourages students who believe they are being harassed, or who believe that another student is being harassed, in violation of this policy to promptly notify his or her parents and any one of the following individuals:

- Katie Cussen, Director of Counseling Services, San Jose Campus
- Jackie Witt, Director of Counseling Services, Bartram Campus
- Ruth Hartley, Associate Head of School/Finance
- Richard Anderson, Middle School Principal, Bartram Campus
- Scott Smith, Academic Dean (office on the San Jose Campus)
- Julie Babcock, Upper School Associate Principal, San Jose Campus
- Student's Advisor

Reporting of complaints or concerns should be made promptly so that rapid and constructive action can be taken. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the complaining individual, the person accused of harassment and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint, investigation, and resolution will be handled with sensitivity, and confidentiality will be maintained to the maximum extent practical and appropriate under the circumstances.

Misconduct constituting harassment will be dealt with appropriately. If an investigation results in a finding that this policy has been violated, appropriate disciplinary action will be taken. The discipline for serious or repeat violations is expulsion. If the complaining party is not satisfied with the resolution of his or her complaint of harassment, the complaining party may file a written appeal with the president.

The Bolles School will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the act of harassment. Acts of retaliation should be reported immediately in accordance with the reporting procedure and will be promptly investigated.

### **The Bolles School Computer Usage Statement**

The Bolles School computer network (including all School computer equipment and Internet access through school equipment, and personal network files of Bolles students, faculty, and staff) is provided for students to conduct research, to learn about computers, to facilitate learning, and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and access entails responsibility on the part of all network users.

The Bolles School has in place an Honor Code and a Values Statement, which apply to all areas of school life, including the use of computers. For example, a student who opens another student's book bag and reads a personal letter found in that book bag would be in violation of both the Honor Code and the Values Statement. Similarly, opening and reading another student's personal computer files without permission would also violate the Honor Code and the Values Statement. Both the Honor Code and the Values Statement are displayed prominently on campus and are explained in this book.

The following policies exist to aid the student in clarifying specific situations, and are not intended to be all-inclusive. If a situation arises that is not specifically covered in these policies, a student is expected to apply the Honor Code and the Values Statement. If in doubt, the students should seek the advice of a teacher or advisor.

1. Accessing the accounts and files of others is prohibited. A network password is considered to be the personal property of the user and may not be used by another for any purpose. It is also a violation to give your password to another student for any reason.

2. Attempting to subvert network security, to impair functionality of the network, or to bypass restrictions set by the administrators is prohibited! This includes, but is not limited to
  - Altering the computer's operating system environment (see #5)
  - Purposely downloading viruses
  - Downloading programs that can be used as hacking tools
  - Tampering with computer equipment or data infrastructure components.

Assisting others in violating these rules is also considered unacceptable behavior.

3. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy as well as plagiarism. The network is a valid academic resource and use thereof is governed by the same rules as library resources. This includes the Internet. All information obtained through the Internet and other computer research tools must be cited when used in a student's work. Information gained from a web site is the same as information found in an encyclopedia or magazine. Students should see their classroom teacher for help in the proper methods of citing the various computer resources.
4. Using the network for commercial purposes or in support of illegal activities is prohibited. This includes, but is not limited to
  - Uploading or downloading of illegal or pornographic material
  - Uploading or downloading of copyrighted materials such as music, movies, and books
  - "Burning" copyrighted materials onto optical media with the intention to sell
  - Sending chain letters and threatening or harassing e-mail
  - Use of profanity and other similar activities.
5. Students may not copy files to the network, download files from the network, or alter the system settings, system files, or programs on The Bolles School computer and network equipment in any way without the permission of the network administrator. This includes altering the Windows<sup>®</sup> environment.
6. Files from the Internet, dial-up bulletin boards, or online services such as America Online, may not be downloaded to the network or computer hard drive without permission from the instructor or network administrator. These files may be downloaded only to the student's CD or pin drive to protect our systems from viruses.

**Internet safety guidelines:**

1. Never give your last name to anyone over the Internet.
2. Never give your phone number or mailing address to anyone over the Internet.
3. Never reveal information about other people over the Internet.
4. Never agree to a face-to-face meeting with someone you have "met" online without your parents' consent.
5. If you receive any e-mail or other communication with someone over the Internet that makes you feel uncomfortable, tell your parents or a teacher immediately.

## **Alcohol, Tobacco, and Other Controlled Substances**

1. Smoking is not permitted anywhere on campus during the academic day or at School-sponsored functions.
2. Student possession or consumption of alcoholic beverages of any kind is prohibited by the School and by State laws.
3. The possession, sale, use, or exchange of illegal drugs is prohibited by the School and by the State.
4. The abuse of legal, over-the-counter medications or herbal remedies is also prohibited.
5. Violation of any of the above rules will result in disciplinary action that may include probation, suspension, or expulsion from the School.
6. The faculty, administration, and Board of Trustees recognize that students' poor judgment may lead to abuse of these substances. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration will seek to identify students in the School community whose actions indicate that they may be using drugs or alcohol. Where evidence exists that a student may be involved, his/her parents will be apprised of our concern and urged to seek professional help. In those instances where student behavior strongly indicates drug or alcohol use, the administration may require professional intervention and subsequent treatment, if indicated, in order for the student to continue enrollment at the School.

## **The Bolles School Search and Seizure Policy and Procedures Statement**

To ensure a safe campus environment for all students, guests, and personnel, The Bolles School has the authority to search and confiscate any item(s) that may pose a danger to others. If a personal search is necessary, it will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. The student's parent will be notified of the search as soon as reasonably possible.

The head of school and authorized staff members may search, using any methods determined to be effective and reasonable by the head of school, a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other School property; or student automobiles. No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on School property. Contraband includes any substance or materials prohibited by School policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process will be taken by staff. Storage, return, or the destruction of such items shall be at the discretion of the head of school or the head's designated agent. The cooperation of all students, parents, personnel, and guests will ensure a safe environment for our children.

## **Discipline in The Bolles Middle School**

The Bolles middle school is a community of learners, and discipline in the middle school includes the development of academic discipline as well as appropriate behavior.

Students are expected to work with each other and with their teachers, coaches, and advisors in positive and constructive ways. Self-control, appropriate language, and respect for peers and adults are emphasized and expected. Parents are asked to reenforce these behaviors.

Academic discipline includes the realization on each student's part that class work, homework, and projects are to be completed as assigned. Teachers and advisors are eager to work with both students and parents in the development of study habits and academic discipline.

The middle school faculty is a competent, caring, and supportive group of professionals committed to helping students as they develop academic and personal discipline. Discipline problems are dealt with for the most part by teachers. Students who have continued problems obeying the School policies are sent to the dean of students. The dean of students may apply work details during the day, after school, or in more severe cases, on Saturday morning. Serious discipline problems are handled by the principal.

### **Saturday Work Days**

"Saturdays" are constructive work projects on school grounds given to students who have committed more serious offenses, or have failed to respond to normal disciplinary procedures. They are assigned by the principal. Most students in the Bolles middle school will not receive Saturday Work Days. Receiving a "Saturday" is a sign that a serious behavior problem exists that could become severe if not corrected. In all cases, parents will be notified of the nature of the problem and the date of the work day. "Saturdays" are supervised by the dean of students and usually are between 9 a.m. and 12 p.m. Failure to serve a Saturday Work Day could result in expulsion.

### **Serious Offenses**

The following offenses are considered serious and could result in expulsion:

1. Possession or use of any nonprescription drug or alcohol or tobacco product on campus or at any school-sponsored event, on or off campus
2. Possession of any weapon, gun, knife, slingshot, pellet gun, martial arts weapon, mace, pepper spray, fireworks, or any other item used as a weapon
3. Lying, cheating, or stealing
4. Disrespect for a teacher
5. Intentionally injuring or threatening to injure another student
6. Bullying or harassment (see page 14).
7. Continued disregard for standard rules and regulations
8. Vandalism

## **SECTION II.**

### **SOCIAL GUIDELINES**

Middle school is a special time for developing friendship, learning new social skills, and enjoying life. The middle school administration and faculty, working closely together with the parent community, are committed to providing a wide variety of social activities that are appropriate for students. The support of both students and parents is vital for the success of these activities.

#### **School-Sponsored Events**

1. On-campus events require conduct that is compatible with the academic day guidelines. All events will be adequately chaperoned by School personnel and parents.
2. Off-campus School events must fulfill the following requirements:
  - a. All events and activities sponsored by Bolles organizations must be approved by the middle school principal and must be chaperoned by School personnel or by persons designated by the administration.
  - b. Students attending events away from the Bolles campus should conduct themselves as they would for an on-campus event.
3. There are no sororities or fraternities at The Bolles School. Membership in a sorority or fraternity is incompatible with the basic philosophy of the School. We do not support them or any activity they sponsor and the School discourages participation by a student, male or female, in these discriminatory and superficial organizations.

#### **Parent Guidelines for Social Gatherings**

The following information may be useful to parents who have never hosted a party for adolescents but are considering doing so. Although it may seem early to present middle school parents with this information, it is best to inform parents so that they are prepared to handle new situations that may occur as children mature. Much of this information has been offered to us by parents who have had the experience of hosting social functions for students.

Suggested guidelines are:

1. Large parties are unmanageable.
2. Parents should discuss ground rules of the party specifically with sons or daughters, and these should be explained to guests prior to the party.
3. Lack of a specific guest list encourages friends of friends to “crash” the party.
4. Parents planning to host a party should feel free to call other parents who have hosted similar events. The School can help with names of other parents who will share their experiences.
5. The parents should be present and visible at regular intervals during the party.
6. Parents of guests should feel free to call in advance and ask questions about the nature of the party and general ground rules which that family has for its parties.
7. The host should know who is spending the night and should check that the guest has informed his or her parent or guardian.

8. Parents greeting guests at the door or being introduced to guests helps to establish the proper tone.
9. Guests should remain inside until the party is over. If the party is outside, guests should not leave and then return to the area.
10. **MOST IMPORTANTLY**, plan the party carefully with your son or daughter—cover all aspects and don't let the event just “happen.”

### **SECTION III. STUDENT SERVICES**

#### **The Campus Store**

The Campus Store is open daily during the school year and is the place where one may purchase all workbooks and other required materials, as well as binders, paper, pens, and pencils. In addition, there is a display of “spirit” clothing, decals, and locks which **MUST** be used on book lockers. The store is also the distribution point for P.E. clothing and intramural uniforms. Cash may be paid for all of the above or they may be charged to your account during the school year.

#### **Textbook Purchases**

Textbooks are no longer sold in the Campus Store on campus. New and used textbooks are available for online purchase through the Bolles Virtual Bookstore, a web-based store operated by MBS Direct. Customers access the Bolles Virtual Bookstore by following the Campus Store link found at the top of the Bolles web site ([www.Bolles.org](http://www.Bolles.org)).

MBS Direct ships orders within 24 hours, according to the purchaser's instructions (excluding holidays and weekends). Online purchases may be made using Visa, MasterCard, American Express, and Discover cards. An e-mail address is required for payment confirmation for online purchases. Mail or fax orders may be made by contacting MBS Direct at 1(800)325-3252. The specific course name and number are needed to place the order, available from a student's schedule or from the Bolles Registrar's Office. Mail and fax orders may be made using credit card, personal check, or money order.

This new, convenient service is accessible from anywhere in the world, 24 hours a day, 7 days a week. The School's partnership with a national company means more used books are available for purchase, and, for those last-minute customers, overnight shipping is available!

The following information is provided by MBS Direct <http://direct.mbsbooks.com/VBdocs/OrderForm.pdf>):

#### **Textbook Returns and Refunds**

MBS Direct allows books/materials (new or used) to be returned within 14 days of the course start date or the date received (whichever is later) for a full refund. Details are available online at the Bolles Virtual Bookstore or by calling MBS Direct.

New course materials must be returned in new condition (without any kind of writing or marking) to receive a full refund. Returned books should be shipped UPS ground or insured mail. Postage on returns is not refundable.

### **Buyback Procedures**

All books having resale value will be bought back as used. Books may be sold online at [www.mbsdirect.net](http://www.mbsdirect.net) or by calling MBS Customer Service at 1(800)325-3252 to obtain a quote by e-mail or mail, along with a prepaid shipping label. If the books have resale value, shipping instructions will be given during the phone call.

### **Finance Center**

The Finance Center, located on the Upper School San Jose Campus, is the place for the following:

- Student account questions and/or payments
- Transportation details and changes
- Student organizations' treasury accounts

### **Guidance and Counseling**

#### **1. Guidance**

Guidance activities at Bolles function as an ongoing and integrated part of school life. Beginning with the admission process, the staff seeks to communicate with the parent and the student regarding the entire program.

The goals of the Guidance Program encompass the following areas:

- a. Communication
- b. Course Selection
- c. Academic and Social Adjustment
- d. Development of Sound Values and Sense of Self-Esteem
- e. Decision-Making, Career Awareness, and Preparation
- f. Personal Counseling
- g. Providing Resources on College and Career Research
- h. Developing Proper Study Techniques
- i. Evaluation Through Subjective and Objective Devices
- j. Curriculum Development and College Selection

Guidance, therefore, is the unique factor which runs throughout the scope of the entire School's operations. Its primary goal and purpose is to provide the common base upon which all curriculum and program developments are built. Guidance provides the School with a focus, the student and parent with the direction, and the faculty with the knowledge that each individual part of our educational program contributes to the total mission-college preparation, selection, and success.

#### **2. Advisor Program**

Each student in the middle and upper school is assigned to a faculty member whose primary responsibility is to serve as an advisor for specific students. A minimal class load makes the advisor readily accessible to both students and parents. Our advisors

have extensive orientation and training in the needs of students in their care, including not only academic matters, but also areas of value development, decision making, drug abuse, and interpersonal relationships.

### **3. College Selection Process**

Beginning in Grade 7, the guidance staff, assisted by the faculty, develops programs designed to enable the student to assess him or herself in terms of academics, activities, athletics, and social aspects of personal development. This function of the Guidance Program progresses with increasing depth for each successive grade. The ultimate objective is to provide the student with the knowledge and sophistication required to begin the college selection process with understanding and experience in self-evaluation and goal setting.

While a number of programs leading to the ultimate selection of colleges take place at all grade levels, the program becomes intensive in the junior and senior years. Course selection, materials orientation, test selection, college visits, interviews, parent meetings, and conferences are all a vital part of this process. During the first semester of the senior year, most formal applications to college are completed. The objective is to have the student select the college or colleges best equipped to provide educational and social experiences as well as career/professional preparation.

### **4. Student Counseling**

The School employs a full-time guidance counselor who conducts regular classes in all grades through the P.E. program, covering such topics as peer relationships, decision making, bullying, drug and alcohol information and other topics relating to growing up in today's world. In addition, the guidance counselor is available for individual counseling as needed.

### **5. Student Well-being and Psychological Assessments**

The mental and physical well-being and safety of our students is of paramount importance to the School. As such, there may be times when concerns might arise about emotional issues, chemical abuse, or other matters that may adversely impact the welfare or safety of a student or those around him or her.

Based upon the observations or recommendations of a member of the Bolles staff, the School may require that a student be evaluated by an independent mental health professional acceptable to the School, and this evaluation could include drug and/or alcohol screening. Circumstances may call for an evaluation and report before the student is permitted to return to School.

## **Student Health Center**

The School has an established Student Health Center and a nurse on duty. The medical facilities offer emergency and minor medical services to the School community. All student medical records are kept there and the nurse should be informed of any unique or special physical conditions of a student. A student requiring medical attention must request permission from a teacher or the School Office to go to the Health Center.

## Library

The mission of the Pratt Library is the acquisition, organization, circulation, and preservation of all library materials selected and obtained through purchase or gifts in support of the curriculum. The Library and its resources are available during regular library hours, 8 a.m. - 3:45 p.m.) to the faculty and students of The Bolles School for study, research, and recreational reading.

The following regulations govern conduct, library use, and borrowing privileges:

1. The majority of library patrons use the library for study and research. To have a desirable atmosphere for work, conversation and noise are kept to a minimum.
2. To facilitate the cleaning and maintenance of the building, food, drinks, and gum are not permitted in the library under any circumstances.
3. The loan period aims to make all materials available to the largest number of users in a given period. If a book is not returned by the end of the loan period, it becomes overdue and the student is notified to that effect.
4. A book may be renewed ONLY if no other patron has put in a request for it.
5. Overdue notices are sent as a courtesy. They are not to be regarded as a prerequisite for meeting library obligations. The first overdue notice is sent to the student. If he/she fails to respond within five days, a notice is sent to the parents and the student will be given demerits. These will be rescinded if the book is returned immediately; if the book is irretrievable, the student's account will be billed. No additional books may be checked out until the overdue books are returned. There is no overdue fine.
6. All library obligations must be cleared before students may take mid-term or final exams.
7. The borrower is responsible for all materials checked out until returned to the library. The charge for lost or damaged materials is replacement cost for that type of book, plus 20 percent of cost as a processing fee.
8. Reference books, periodicals, and AV materials are available for in-house and overnight use only.
9. Books placed on "reserve" circulate for varying lengths of time as determined by the teacher requesting the reserve.
10. Please do not re-shelve books after browsing and in-library use, but leave them on the circulation counter.
11. If you need assistance with library matters, please ask the librarian.

## Lockers—Lost and Found

### 1. Personal Property Storage

The School has book lockers that are assigned to each student. These lockers, located in the classroom areas, must be secured by locks that are available in the Campus Store. Athletic lockers are available also where P.E. or athletic clothing is to be kept. It is essential that all athletic lockers be secured at all times as well. All students must use school locks on their lockers. This aids us greatly in solving the many locker problems that occur during the year.

## 2. Lost Items

- a. Books and clothing left unattended are placed in a designated area.
- b. On the middle school campus each day the grounds crew picks up books and clothing left unattended. These items are placed in lost and found in the Middle School Office.
- c. Small or valuable personal items that are found are to be turned in to the Middle School Office and can be claimed there by proper identification of the item.
- d. At the end of each quarter, unclaimed lost and found items are donated to charity.

## **SECTION IV. ORGANIZATIONS AND ACTIVITIES**

### **Student**

Middle school is the time when extracurricular activities should enrich students' lives by giving them opportunities to pursue or develop new interests, skills, and friends. In many cases, these activities supplement the academic program.

1. Convocation: One Wednesday per month during Activities Period all middle school students meet for Convocation in the auditorium. At this time programs are presented to the students on topics of educational, personal, and School interest. Outside speakers are often engaged, and on many occasions the students themselves are involved in the presentations.

Convocations provide students with an excellent opportunity to develop the skills of listening and good audience behavior. Additionally, Convocations are planned to give the individual student a sense of belonging and identity with a peer group.

2. Music: The Bolles School offers both vocal and instrumental programs. The Middle School Chorus, Beginner Band, and Concert Band are open to any student in grades 7 and 8. Sixth graders receive both instrumental and vocal instruction, as well as music appreciation through the required Fine Arts Enrichment program.

3. Clubs: The number and kinds of clubs vary from year to year. When a student group becomes interested in an area not currently offered, contact should be made with the middle school activities director for organizational information. Some clubs offered are in the following areas of interest: service, drama, photography, environmental awareness, and chemistry.

4. Drama: Drama is offered as a semester elective, both first and second semester. A different play is produced each semester, making it possible for a student to choose drama for a full year if he or she wishes. Additional parts, as well as technical positions, may be available to students who are not taking drama as a class. These positions will be announced.

5. Art: Three semester art classes are offered: Drawing & Painting, Sculpture and Ceramics, and Graphic Design. These classes may be taken any time during the 7th or 8th grade years.

## The Bolles Parent Association

The Bolles School Parent Association offers parents the opportunity to become involved in the life of the School. Parent volunteers on our four campuses work together to coordinate school-wide events and projects, and also to plan and produce events on individual campuses.

Association dues assessed each year support the numerous activities that the Parent Association sponsors, such as Grandparent Days, Faculty/Staff Appreciation Days, new parent activities, academic grants, parent education programs, grounds improvements, etc. on all campuses. In addition, parents raise funds for the School through the Parent Fund and the Tuition Drawing.

Parent involvement is essential to the continued success and growth of the School, and parents are encouraged to actively participate in the Parent Association. For more information about the Parent Association and opportunities to volunteer, visit our web site at [www.Bolles.org](http://www.Bolles.org) and click on Parents, or call the Parent Association hotline at (904) 256-5045.

### SECTION V. ACADEMIC GUIDELINES AND PROCEDURES

The academic school year at The Bolles School is divided into two semesters of two quarters each. Ends of Interims and Quarters are:

End of First Quarter Interim: .....	September 26, 2008
End of First Quarter: .....	October 24, 2008
End of Second Quarter Interim: .....	November 21, 2008
End of Second Quarter: .....	January 9, 2009
Eng of Third Quarter Interim: .....	February 13, 2009
End of Third Quarter: .....	March 12, 2009
End of Fourth Quarter Interim: .....	April 24, 2009
End of Fourth Quarter: .....	May 22, 2009

Grades are sent home with students at the end of each interim grading period and at the end of each quarter, except in June when grades will be mailed. Reviewing grades with your child regularly can often alleviate later problems. The dates for report card distribution are:

First Interim: .....	October 2, 2008
First Quarter: .....	October 31, 2008
Second Interim: .....	December 4, 2008
Second Quarter (including First Semester): .....	January 23, 2009
Third Interim: .....	February 20, 2009
Third Quarter: .....	March 19, 2009
Fourth Interim: .....	April 30, 2009
Fourth Quarter (including Second Semester): .....	June 12, 2009

First semester exams will be given during the week of January 13-16, 2009. Second semester exams will be given May 26-29, 2009.

## **Academic Load**

The normal academic load for students in grades 6 - 8 consists of seven subjects, which includes physical education/intramural sports. Of the remaining six courses, at least four must be major academic subjects.

## **Homework**

Homework serves an important role in the educational process. Homework is generally designed to be done outside of class time and independent of teacher assistance, although Zero Hour is an ideal opportunity to seek help for difficulties encountered when completing homework. Homework may be assigned for many purposes, including: pre-reading or previewing content to be discussed in class; investigation, reinforcement, or expansion of course material presented in class or in readings; long-term projects requiring planning and consistency; and reviewing for assessments.

Homework assignments for the sixth grade average 15 to 20 minutes per class per evening. Seventh and eighth grade assignments range from 20 to 30 minutes per class per evening. Regular homework is not assigned over the Winter or Spring Break holidays, although a long-term assignment may be due after a break but with the assumption that students have had ample time to complete the assignment before the break. All teachers provide exam review guides before the Winter holiday to be used at the student's discretion. A normal one night's worth of homework is the guideline for other holiday breaks during the year. Students who miss work for religious holidays should follow the guidelines for Class Attendance on page 10 in the Handbook.

Teachers provide information about homework expectations and guidelines as a part of the Parent Night presentations in the fall. Parents are encouraged to attend this important informational evening, or may contact the student's advisor or teacher(s) at any point during the year if questions or concerns arise in reference to student homework policies.

## **Grades**

The academic grading system is determined on a letter basis as follows:

A	Excellent
B	Good
C	Satisfactory
D	Poor
F	Fail

Credit is given only for a grade of C or better. Students who receive a grade below C for the year will be required to attend summer school. Students who receive more than one grade below C for the year may be withdrawn from school. Number grades are not reported. The use of a plus (+) or minus (-) designation will help to determine more exactly the degree of progress.

## **School Policy on Participation**

Several areas of student activity place great demands on a student's time. While it is the philosophy of the School to encourage such involvement, a student who represents Bolles on an athletic field, in a performance, or in other activities must first satisfy the academic demands of the School. Participation in either extracurricular or interscholastic art, athletic, and academic performances and competitions requires attendance in at least half of the

student's classes on the day of the event with no unexcused absences. Academic obligations (i.e. tests, papers, etc.) must also be fulfilled.

Students' grades are monitored with regard to continued participation at the end of each grading period. At four weeks into each academic quarter, all grades are reviewed. Any student with two Ds or one F is placed on participation warning. Participation in the activity may continue, but warning status alerts the student, the family, the advisor, and the coach or sponsor that potential exists for the student to lose the privilege of participation in contests or performances for a period of four weeks and that determination will be made at the end of each quarter. A student who is placed on participation restriction at the end of a quarter will remain on that restriction until the student's grades improve appropriately, as measured by subsequent interim or quarter grades. Participation status for the first four weeks of the second semester is based upon first semester grades.

***The list of those students who have not met the above standards for participation and are therefore unable to participate becomes official seven calendar days after grades are distributed to students. Any student who wishes to make an appeal concerning his participation status must do so within a week of this date or remain unable to participate in contests or performances for the remainder of the four week period. Appeals must be made in writing to the principal and include statements from the student, coach or sponsor, and the student's advisor.***

The student may be asked to make a personal appearance before the committee that reviews such appeals and/or produce other supporting material such as weekly progress reports or comments from teachers. Coaches or activity sponsors may, of course, establish their own policies regarding the level of participation of students relative to their academic performance if these are consistent with the above stated policy.

### **Schedule Course Changes**

Schedules will be mailed to students in August, preceding the opening of School. Occasionally, schedule changes are needed. Students needing changes should obtain a Schedule Change Form from their advisor and should turn it back in to the office when completed.

After the opening of School, students should do the following concerning a schedule change: consult the teacher of the course involved for recommendations and suggestions; consult your advisor for information concerning alternatives; and bring the request to the Middle School Office. Schedule changes can only be made by the Middle School Office after the proper authorization is obtained.

Schedule changes are not made to accommodate personalities, personal whims, or other non-educational reasons.

### **Zero Hour**

Zero Hour is a daily program of special help before regular classes each academic day. The block of time from 8 - 8:40 a.m. provides an opportunity for immediate help in any subject area, an uninterrupted and "sacred" block of time for academic assistance and/or individual research. Additionally, Zero Hour offers parents an excellent opportunity to meet with a teacher or counselor in order to solve a problem together. All campus facilities are open for student use at 8 a.m.

## Academic Honors

Students achieving First and Second Academic Honors during a quarterly report period receive certain privileges:

1. First Honors is determined as follows:

**Taking 5 Major Academics:**

3 courses minimum A  
2 courses minimum B  
No grade below B

**Taking 4 Major Academics:**

3 courses minimum A-  
1 course minimum B  
No grade below B

2. Second Honors is determined as follows:

**Taking 5 Major Academics:**

3 courses minimum B  
2 courses minimum B-  
No grade below B-

**Taking 4 Major Academics:**

3 courses minimum B  
1 course minimum B-  
No grade below B-

## Awards

Bolles Middle School seeks to recognize outstanding students in many ways. Following are explanations of some of the awards given:

1. **STUDENT OF THE MONTH**—Student of the Month is given to one boy and one girl in each grade each month of the academic year. The award is mainly for citizenship. Academics are considered, but are not the main focus. Nominations are made by any student or faculty member. Grade level advisors select the winner from among the nominees.
2. **PRESIDENT'S LIST**— The purpose of the President's List is to recognize students who have, in the preceding quarter, made significant contributions above and beyond the level of performance expected of the Bolles student to create a positive impact in the Bolles community at large. Students are nominated for this award by teachers, club and class sponsors, or fellow classmates. A committee of administrators and advisors then makes recommendations to Dr. Trainer for his approval. The awards are presented at convocations, and a letter is sent home to announce the student's selection.
3. **HONORS**—First and Second Honors are given based entirely on academic achievement. No other factors are considered. A full explanation is above.
4. **ACADEMIC BANQUET**—Each year, the top scholars in each grade are honored at an Academic Banquet. The top 10% of each grade is invited based on Grade Point Average computed at the end of the third quarter. Students are invited to this event by mail. Invitation is based strictly on academic achievement. No other factors are considered.
5. **AWARDS DAY**—Each year, in the spring, a large number of awards are given to various students. There are two basic types of awards given. Academic Awards are given in each discipline and are chosen by the members of each department based on grades, attitude, and interest shown in the subject. Recognition awards are given for outstanding contribution in a variety of areas and are chosen by a vote of the entire faculty. Parents of award winners are invited by phone.

## Tutoring

Many opportunities exist during the school day for a student to receive additional help for academic concerns. Regular use of Zero Hour and Activities Period can meet the needs of most students. In addition, other appointments with teachers may be possible at mutually agreeable times. If students avail themselves of these opportunities, it should be possible to avoid the expense of hiring a tutor. We believe that the teacher who teaches the course of study is the person best equipped to provide extra assistance.

Tutoring outside normal classroom and extra help arrangements should be viewed as a temporary measure designed to address a specific situation, not as a long term substitute for appropriate course placement or responsible student effort. If the services of a tutor are deemed necessary, professional considerations do not allow Bolles faculty to receive extra compensation to tutor students who are currently enrolled in their class, nor should teachers be expected to offer tutoring during the school day.

Of primary importance is close communication among parents, student, teachers, advisor, and tutors. Students benefit most from extra help if it is consistent with the expectations and standards of their regular courses. It is vital, therefore, that a Bolles teacher be made aware that his or her student is being tutored outside of class. If a tutor is hired for any reason, please notify the advisor, who will facilitate cooperative interaction between the School and the tutor.

## Examinations

Semester examination schedules are posted one month in advance. Students are responsible for knowing their schedule. If a family emergency necessitates rescheduling of an examination, the middle school principal should be contacted immediately to make other arrangements. Buses will operate on their regular schedule during exam week.

## Athletics

A Bolles athlete realizes that representing the School in sports is a distinctive privilege and that there is a certain code that must be willingly accepted in order to be the greatest possible asset to the School, the team, and the coach. Candidacy for any Bolles team indicates belief that obligations can best be fulfilled by adherence to the following provisions:

1. **CONDUCT**—Knowing that conduct both on and off the athletic field will be an example to the whole student body, nothing will be done to bring discredit to the athlete, the team, or the School.
2. **SPORTSMANSHIP**—Engaging in a particular sport, the athlete will do his best to follow the rules, to abide by officials' decisions, to refrain from the use of profanity and taunting, and to treat opponents with fairness. The athlete will be humble in victory and uncomplaining in defeat.

3. **LOYALTY**—Recognizing that loyalty to the School is vital to the success of any athletic endeavor, the athlete will do the following:
  - a. faithfully cooperate with the coach, the team members, and all School authorities
  - b. insure eligibility by maintaining high academic standards
  - c. take care of all School property and equipment issued
4. **COURAGE**—Accepting responsibility as a team member, the athlete will perform duties in a manner that will earn the respect of teammates and opponents alike.

**Regulations and Awards:** School academic and state eligibility regulations must be adhered to in every respect in order to compete in interscholastic athletics. In awarding letters, the coach of the respective sport will submit a list of his recommendations to the director of athletics who will then make the final decision regarding such awards.

**Eligibility:** It is imperative that a certified copy of the birth certificate of each student who will compete in interscholastic athletics be presented to the School for registration with the Florida High School Athletics Association. The birth certificate **MUST BE CERTIFIED BY THE STATE IN WHICH IT WAS ISSUED**. Notarized photostatic copies are **NOT** accepted by the Florida High School Athletic Association. The birth certificate must be filed with the School not later than August 1. Academic eligibility standards are required by the Florida High School Athletic Association and are strictly enforced at Bolles.

#### **Off-Season/Out-of-Season Training Policy for Bolles Athletes**

Off- or out-of-season training by Bolles athletic teams is limited to weight training and conditioning activities. These activities must be organized and supervised at all times by a Bolles coach. Students, whether or not a member of a Bolles team, are not allowed to use a Bolles athletic facility for practice, weight training, or conditioning without direct supervision of a coach. Unsupervised free play or practice on School grounds is not permitted.

## SECTION VI. GENERAL INFORMATION

### WHOM TO SEE ABOUT...

#### Middle School Bartram Campus Phone Number (904) 724-8850

Absence .....	Mr. Collins
Admission .....	Mrs. Ehlert
Advancement .....	Mr. Wenzel
Advisor Program	
Grade 6 .....	Mr. Coyne, Mrs. James
Grade 7 .....	Mrs. Boswell, Mr. Crowley, Mrs. Garson
Grade 8 .....	Mrs. Caruso, Mr. Denmark, Mrs. Helwig
Alumni* .....	Mrs. Peery
Athletics .....	Mr. Denmark
Band .....	Mrs. Vance
Bills, fees, and charges* .....	Mrs. McDaniel
Campus Store .....	Mrs. Durant
Calendar .....	Ms. Anderson
Chorus .....	Mrs. Clifton
Day Camp* .....	Mr. Paige
Drama .....	Mr. Fritton
Facilities (Bartram Campus) .....	Mr. Gonzalez
Facilities* (San Jose Campus) .....	Mr. Woodson, Mr. Snell
Guidance .....	Mrs. Witt
Health Center .....	Mrs. Kidd
Honor Court .....	Mr. Collins
Insurance* .....	Mrs. Ennis
Librarian .....	Mrs. Williams
Messages .....	Mrs. Bennett
P. E. ....	Mr. Collins
Parent Association* .....	Mrs. Unterspan
Public Relations* .....	Mrs. Olson
Resident Dean (Females, Bartram Campus) .....	Mrs. Ryan
Resident Dean* (Males, San Jose Campus) .....	Mr. Boswell
Summer Programs* (non-academic) .....	Mr. Lyon
Summer Programs* (academic) .....	Mrs. Denmark
Transcripts .....	Ms. Anderson
Transportation* .....	Mr. Williams

**\*office located on San Jose Campus**

## Academic Day Bell Schedule

### Grade 6 Schedule

Zero Hour .....	8 - 8:40 a.m.
Period 1 .....	8:45 - 9:30 a.m.
Period 2 .....	9:35 - 10:20 a.m.
Period 3 .....	10:25 - 11:10 a.m.
Period 4 .....	11:15 a.m. - Noon
Period 5 .....	12:05 - 12:50 p.m.
Period 6 .....	12:55 - 1:40 p.m.
ACTIVITIES .....	1:40 - 2:10 p.m.
Period 7 .....	2:10 - 2:55 p.m.
Period 8 .....	3 - 3:45 p.m.

### Grade 7-8 Schedule

Zero Hour .....	8 - 8:40 a.m.
Period 1 .....	8:45 - 9:30 a.m.
Period 2 .....	9:35 - 10:20 a.m.
Period 3 .....	10:25 - 11:10 a.m.
Period 4 .....	11:15 a.m. - Noon
Period 5 .....	12:05 - 12:50 p.m.
Period 6 .....	12:55 - 1:40 p.m.
Period 7 .....	1:45 - 2:30 p.m.
ACTIVITIES .....	2:30 - 3 p.m.
Period 8 .....	3 - 3:45 p.m.

### Distribution of Materials

Please note that neither parents nor outside interests are permitted to distribute or display any publication, announcement, advertisement, or other written or printed matter on any Bolles campus. This policy is intended to protect our families from receiving unwanted and/or unauthorized materials.