

SAN JOSE CAMPUS  
BOYS' BOARDING PROGRAM  
STUDENT-PARENT  
HANDBOOK  
2009-10

THE BOLLES SCHOOL  
7400 San Jose Boulevard  
Jacksonville, FL 32217  
Main Phone Number: (904) 733-9292  
Office of Residential Life: (904) 256-5400  
Boys' Boarding Director:  
(904) 256-5401  
Fax Number: (904) 739-9363  
[www.Bolles.org](http://www.Bolles.org)



# BOLLES

## MIDDLE AND UPPER SCHOOL CALENDAR

### ~2009~

Middle School Orientation, New 7 <sup>th</sup> and 8 <sup>th</sup> Grade Students Only .....	Thursday, August 13
Upper School New Student Orientation.....	Friday, August 14
Pre-planning for Faculty .....	Monday, August 17 – Thursday, August 20
Sixth Grade Orientation .....	Friday, August 21
Freshman Day .....	Friday, August 21
Classes Begin.....	Monday, August 24
Labor Day Holiday .....	Monday, September 7
End 1 <sup>st</sup> Quarter Interim .....	Friday, September 25
Parent Day, No Classes .....	Friday, October 2
Fall Break, No Classes .....	Monday, October 5
End 1 <sup>st</sup> Quarter .....	Thursday, October 22
Faculty Work Day, No Classes .....	Friday, October 23
End 2 <sup>nd</sup> Quarter Interim.....	Friday, November 20
Thanksgiving Holiday Begins, 3:45 p.m. ....	Tuesday, November 24
Classes Resume .....	Monday, November 30
Winter Holiday Begins, 3:45 p.m. ....	Friday, December 18

### ~2010~

Classes Resume .....	Monday, January 4
End 2nd Quarter .....	Friday, January 8
Faculty Work Day/Reading Day, No Classes .....	Monday, January 11
Semester Exams .....	Tuesday, January 12—Friday, January 15
Martin Luther King, Jr. Holiday, No Classes .....	Monday, January 18
End 3rd Quarter Interim.....	Friday, February 12
Presidents' Day, No Classes .....	Monday, February 15
End 3rd Quarter.....	Thursday, March 11
Faculty Work Day, No Classes .....	Friday, March 12
Spring Break Begins, 3:45 p.m.....	Friday, March 26
Classes Resume .....	Tuesday, April 6
End 4th Quarter Interim .....	Friday, April 16
Senior Exams .....	Monday, May 17—Thursday, May 20
End 4th Quarter .....	Friday, May 21
Awards Day .....	Friday, May 21
Graduation .....	Saturday, May 22
Reading Day (No Upper or Middle School Classes) .....	Monday, May 24
Exams, Grades 6 – 11 .....	Tuesday, May 25—Friday, May 28
Memorial Day Holiday, No Classes .....	Monday, May 31
Makeup Exams, Grades 6 – 11 .....	Tuesday, June 1
Post-planning for Faculty .....	Wednesday, June 2—Friday, June 4

# SAN JOSE CAMPUS BOYS' BOARDING PROGRAM

## STUDENT-PARENT HANDBOOK

The San Jose Campus of The Bolles School provides comfortable residence halls for 80 male students. Located in Bolles Hall, rooms are convenient to dining facilities and classrooms. Recreational facilities are also available. Under the direction of a director of residential life, a staff of six faculty members (and their families) live with the young men in Bolles Hall.

### How to Use This Handbook

This handbook will give each boarding student and his parents a good overview of what to expect during the coming school year. It contains many useful suggestions for making the best of dormitory life.

### Boarding Program Philosophy

The Bolles Boarding Program provides students with a number of unique opportunities: attendance at a first-rate college preparatory school; participation in extracurricular and social events found in most suburban independent schools; education in self-discipline, personal organization and self-reliance; and lastly, acquaintance with students from all over the nation and the globe.

A unique emphasis is put on providing a supportive atmosphere that allows boarding students to confidently gain the necessary skills for more independent living. Age-appropriate activities, structured study time, room inspections, and regular academic counseling help prepare these young men to better benefit from, as well as contribute to, the total residential life program. Specific staff members are assigned to the supervision of these students.

The Boarding Program strives to build:

- A strong sense of responsibility.
- A striving for excellence in whatever the student undertakes.
- Respect for the property, rights and feelings of others.
- The ability to appreciate other people from varied regional and cultural backgrounds.
- Skills for using leisure and study time wisely.
- Good manners
- Self-reliance and leadership

### Faculty Supervisors

#### Boarding Advisors

The primary authority in dorm matters is the boarding advisor. Boarding advisors are members of the faculty who live on the San Jose Campus. The boarding advisor monitors his advisees' class attendance, overall academic performance, and in-dorm conduct. Regarding academics, updates from teachers are sent to the academic advisor and then to the boarding director for their information and action. The director of residential life works closely with the academic advisor to maintain records of interim and quarter grades in order to communicate to the boarding advisor on how to help his advisee.

The boarding advisor works to establish an environment in which students respect academics and personal goal setting. Each hall comprises a dorm family unit, headed by one boarding advisor. Each boarding advisor directs minor discipline, citizenship reports, and transmission of grades for the boys in his family. Celebrations of birthdays and holidays also occur within these family units. As always, ultimate responsibility for a student's success or failure rests with the student and his personal motivation.

### **Academic Advisors**

In addition to boarding advisors, boarding students have a day school advisor called an academic advisor. This teacher is in direct contact with the student's teachers and receives from them periodic updates on his progress. The academic advisor offers academic and personal counseling. He or she helps introduce and administer such national tests at the Educational Records Bureau Test and the PSAT. Academic advisors begin the college placement process by conducting sessions in values assessment, decision-making, self-assessment and more concrete exercises such as reading a college handbook. Academic advisors are in close contact with hall advisors and the students' parents.

### **College Placement Counselors**

Bolles is fortunate to have a nationally recognized college placement program. Beginning early in the second semester of the junior year, each student is assigned a college placement counselor who supervises all aspects of the college admission process. In the senior year, the college placement counselor also becomes the student's academic advisor. During the summer before the senior year, parents of boarding students are encouraged to have a conference with their son's college placement counselor.

### **Director of Residential Life**

The director of residential life supervises the boarding program for the boys on the San Jose campus. He is directly responsible for overseeing the boarding advisors for each hall in the day-to-day running of the dorm, and directly handles more serious concerns that may arise.

#### **A Weekday at Bolles, San Jose Campus**

7:30 - 8 a.m.	Breakfast
8 - 8:30 a.m.	Zero Hour
8:35 a.m. - 3:45 p.m.	Classes
4 - 6 p.m.	After school activity
6 - 7 p.m.	Dinner
6:45 - 7:30 p.m.	Convocation Dinner (every other Monday)
7 - 8 p.m.	On campus recreation
8 - 10 p.m.	Study Hall
10 p.m.	Evening snack
10:30 p.m.	In room
11 p.m.	Lights out

#### **A Weekend at Bolles**

9:30 a.m.	Study Hall and work hours(if needed)
10 a.m. - 1 p.m.	Brunch
3 - 5 p.m.	On campus activity
6 p.m.	Dinner
7 - 10 p.m.	Off campus activity
10 p.m.	Curfew (Gr. 7 & 8)
11 p.m.	Curfew (Gr. 9 & 10)
12 a.m.	Curfew (Gr. 11 & 12)

## **Boarding Life**

### **Academic Reporting**

Please refer to the San Jose Campus Upper School or Bartram Campus Middle School Student-Parent Handbook 2008-09 for most information regarding academic concerns.

### **Quarter Reports**

There are four grading quarters divided into two semesters at Bolles. The student will receive two progress reports for each quarter. A quarter is eight to nine weeks long. The first report, called an Interim Report, will be received after four or five weeks have passed in each quarter. The grades represented on the Interim Report are not official, and serve merely to update the student and the parent about current progress.

At the end of each quarter, an official Grade Report is issued. This form reflects the interim grade as well as the quarter grade, and follows the student's progress throughout the year. By the end of the year all grades will be reflected on this report.

### **Tutoring**

It is the philosophy of the School that students who are admitted to Bolles and who take advantage of available resources, zero hour, academic advisor, and boarding advisors and who put in the required amount of preparation and class attention will succeed. In unusual situations, tutoring might be an option, but only after thorough review by parents and teachers. Unnecessary tutoring simply impedes the academic initiative, self-esteem, and future student independence.

### **Honors Privileges**

Students with First Honors have shown themselves to be goal-oriented and self-disciplined. They do not need to have their study time supervised, and are therefore not required to attend official Study Hall, but instead, may choose their own schedule to complete their work. Second Honors privileges include: two Study Hall skips per week. Please refer to the San Jose Upper School Student-Parent Handbook for definitions of First and Second Honors. These privileges are contingent upon continued academic success and may be removed if teachers or advisors deem it appropriate.

### **Automobiles and Driving Privileges**

The use of an automobile by boarding students (grades 11 and 12 only) is considered a privilege and may be withdrawn at any time deemed appropriate by the director of residential life. Sophomores are permitted cars only if very special circumstances exist and then only with the permission of the director of residential life. Careless or reckless driving, failure to park in assigned area, speeding on campus, citations by local law enforcement officials, or poor academic performance will result in the suspension of driving privileges. If driving privileges are revoked, the student will turn in all automobile keys to the director of residential life until driving privileges are restored. Repeated or serious infractions may result in the permanent revoking of the driving privilege, in which case the student will be asked to return the automobile to the student's home. All students who have a car on campus must complete a driver registration form and turn it in to the director of residential life. Failure to do so will result in loss of driving privileges. Boarding students are not allowed to lend their automobiles to other students. The director of residential life will keep an extra key for all student drivers and a copy of valid insurance card. These keys should be turned in on Registration Day. All student drivers will have limited driving privileges for the first month of school as they get oriented to their new lifestyle. Returning student drivers will begin the year with full privileges. Other students may not ride with a new student driver until October. This will aid the staff in deciding riding privileges for all boarders.

## **Taxis**

Upper school students may arrange taxis for trips around town, provided they have permission indicated on the permission form and ask for and receive permission from the dorm parent on duty. Students may not ride in taxis solo and must observe all other dorm rules regarding passengers in a car. A taxi arriving after curfew will not be accepted as an excuse to miss student curfew deadlines. Taxis to and from the airport will not be permitted because we cannot depend on their timeliness and we prefer to maintain oversight of important details such as immigration documents.

## **Common Rooms**

There are several lounges and hallways shared by the boarders. It is important that students respect the property provided by the School in those spaces, and it is important that students take into account the rights of other students while sharing those common places. Student lounges are furnished with TVs, VCRs, microwaves, couches, and games. The School expects that students will take pride in and care for their dormitory. If these areas are abused, they will be closed temporarily.

## **Damages**

Students must take care of school property. For example, air conditioners should not be left on the coldest setting or they will freeze up. Nor should windows be left open while the unit is being used. Walls near phones are not meant for graffiti.

At the beginning of the year, all rooms are inspected and a written report on their condition is made. Thereafter, periodic inspections are made to evaluate the rooms and assign fines for damages. Students are personally responsible for damage to school property in and about your room. This includes holes in the wall, intentionally jammed locks, torn screens and window shades, graffiti, and broken windows. If someone else damages a boarder's room, it is the boarder's responsibility to identify those who damage the room; otherwise, the boarder will bear the full expense of repair. The cost of all repairs will be billed to parents. Careless or intentional damages will also result in disciplinary action.

## **Expectations**

Each member of the dorm community is expected to be:

- Studious: To make a sincere effort at his studies.
- Honorable: To be fair in dealing with others, honest and reliable.
- Respectful: Courteous to adults and patient with the shortcomings of peers.
- Prompt: To arrive at classes, dinner, study halls and curfew on time.
- Neat: To keep his person, clothes and belongings in order.
- Mannerly: To uphold standards of good taste in language and social conduct.

The staff will follow through on all disciplinary policies because all rules have a valid reason for their existence and their implementation. All students will be treated in a kind and caring manner, but students should understand that caring sometimes means saying "no."

## **Supervision**

- Prefects: Fellow students chosen for their leadership abilities. Prefects will monitor hall and room orderliness, Study Hall, and curfew.
- Boarding Advisors: Boarding faculty in charge of the day-to-day management of their halls and departments. Equally as important, they serve as role models and provide mature guidance in both academic and personal matters.
- Director of Residential Life: Coordinator and chief administrator for the boarding program. Responsible for handling serious disciplinary matters.

## **Honor Code**

The Bolles Honor Code reads as follows: "I will not lie, cheat, or steal, nor tolerate anyone who does." A student's honor is a serious matter at Bolles and students are expected to be honest at all times. Honor Code violations that take place in School, or that take place in the dorm and involve especially serious violations or academic integrity, will be referred to the Bolles Honor Council as opposed to the Boarder Honor Council. When a student violates the Honor Code in the dorms, he is typically sent to the Boarder Honor Council, made up of students and residential life faculty, who make a determination based upon evidence presented of the student's innocence or guilt. Violation of the Honor Code can be grounds for dismissal from the School.

## **Disciplinary Action**

Dorm discipline is designed to teach each student that he is accountable for his actions and that privilege is based on responsibility. Fairness and consistency are goals for which the dorm staff strives.

Boarding advisors are the prime arbiters of disciplinary matters. Their decisions are made in concert with other supervisors. The Disciplinary Committee composed of the director of residential life and the dean of students handles serious discipline cases. Disciplinary responses will vary according to the individual and his situation. Possible actions include:

**Minor Infractions:** For repeated minor infractions or for sufficiently flagrant violations, the boarding staff may issue demerits from the director's office which will result in Saturday work hours.

**Work Detail:** Especially in the cases where damage has occurred to either school or personal property, a student may receive other responsibilities in the upkeep and maintenance of our living facilities.

**Curtailment of Privileges:** Weekend leave, permission to take late curfew, use of a car, and attendance at School events are all privileges which might be restricted, usually in response to poor grades or violation of Study Hall or curfew policies.

**Suspension/Expulsion:** The decision to suspend or expel a student is made after a student has developed a chronic history of infractions or has committed an extremely serious offense such as possession and use of drugs and/or alcohol. Major offenses are listed below. Students who commit a serious offense are reviewed by the disciplinary committee. Recommendations for suspension or expulsion will come from this committee.

## **Major Disciplinary Offenses**

The following offenses are some examples which are considered serious and could result in referral to the School's Disciplinary Committee and suspension or expulsion from Bolles:

- Violations of the School's Computer Use Policy
- Disrespect toward any faculty member or student
- Repeated disobedience or refusal to obey School regulations
- Use, possession, or sale of alcohol or drugs
- Use or possession of weapons, knives, pellet, or BB guns, sling shots, etc.
- Vandalism or theft
- Harassment or assault
- Use, possession, or sale of pornographic materials
- Misuse of over-the-counter or prescription medications

## **Official Boarder Honor Code**

In coming to Bolles, students are committing themselves to adherence to the Honor Code. They should study this Boarder Honor Code and direct questions concerning it to one of the Honor Council judges. It is designed to parallel the Bolles Honor Code and provide a process to confront violations within the boarder community.

### **ARTICLE I**

- Section 1. The regulations concerning student conduct in regard to lying are:
- In any instance in which a student is asked a question pertaining to his conduct, he is on his honor to tell the truth or he may remain silent.
  - Deliberate verbal or written falsification is a form of lying and, therefore, a violation of the Code.
  - Deliberately allowing a false assumption to be drawn also constitutes lying.
  - A student's word is taken as honorable at all times and can be determined only before the Honor Council.
- Section 2. The regulations concerning student conduct in regard to stealing are:
- Students are on their honor not to steal; no student has the right to take or to use anything which is not his property without the express consent of the rightful owner or author.
  - This aspect of the Honor Code applies to stealing at all times, both on and off campus.
- Section 3. The regulations concerning student conduct in regard to cheating are:
- Students are on their honor neither to give nor receive any unauthorized information in any form of schoolwork where credit is earned or lost.
  - Teachers will determine what constitutes authorized and unauthorized information.
  - In most cases involving cheating, the matter will be referred to the Bolles Honor Council.
- Section 4. Condoning lying, stealing, or cheating is an honor offense; students are on their honor to report infractions of the regulations described in Sections 1, 2, and 3 or of Article V, Section 4. All accusations must be made promptly. The chair or advisor will determine the time limit.

### **ARTICLE II**

- Section 1. Except as otherwise provided, the Boarder Honor Council is the judge of boarder honor offense cases.
- Section 2. The boarder prefects will serve on the Boarder Honor Council. The director of residential life may remove and reappoint members as he sees fit.
- Section 3. The term of the Boarder Honor Council will coincide with the prefect term of one full school year.
- Section 4. The director of residential life shall select from the prefects a chair whose duties are to determine with the director of residential life the validity of all accusations and to decide whether to convene the Boarder Honor Council when an accusation is made. He shall also 1) maintain a record of all accusations and of all action taken on them; 2) place approved cases on the agenda; 3) notify the

associate head of school/student life, Office of the Dean of Students, the accuser's advisor and the accuser, and the faculty advisor for the Bolles Honor Council of the outcome of each session of the Boarder Council.

### **ARTICLE III**

- Section 1. The process by which an individual brings a case before the director of residential life is as follows:
- a. If a boarder feels that an honor offense has been committed, he contacts any prefect, who must then inform the chair of the charge.
  - b. The chair records the accusation on a designated card; this same card shall be used to record all information pertinent to the case.
  - c. The chair and the director of residential life decide whether a valid case exists. If it is decided that a case does not exist or should be disposed of alternatively, the accuser is thus informed. If the chair and director of residential life feel that the charge warrants investigation, the persons involved, including all witnesses, are notified and the Council convenes.
- Section 2. Boarders who commit honor offenses may turn themselves in; their integrity in doing so will be taken into account by the Boarder Honor Council.

All participants in Honor Court proceedings must adhere to the School dress code. This helps support the serious nature of the proceedings.

### **ARTICLE IV**

- Section 1. A session of the Boarder Honor Council shall proceed as follows:
- a. The accused student stands before the Council while the chair reads that charge against him.
  - b. The accused either admits guilt or declares his innocence; if he chooses the latter, the accuser will also be expected to testify. In certain cases documented, written testimony or evidence may also be admissible.
  - c. All statements and claims of both parties are directed alternately to the Boarder Honor Council. All questions, information and rebuttals exchanged between the accused and the accuser must be mediated through the Council chair.
  - d. After the Boarder Honor Council is satisfied that all relevant information has been presented, the members shall arrive at a decision in private. The Council may reach its decision through consensus; if there is dissension, the chair conducts a vote.
  - e. If the accused student is found guilty, the Council determines a penalty either by consensus or by a vote
  - f. If a student feels that he has been treated unjustly, he may appeal to the associate head of school/student life within twenty-four school hours following the decision; this rule may be suspended only in extraordinary circumstances.
- Section 2. Students have the right to remain silent; however, the Boarder Honor Council may take failure to respond to its questions into consideration in its judgments.
- Section 3. Students brought before the Boarder Honor Council have the right to have their advisor present at the session.

- Section 4. Both the accuser and the accused may have witnesses.
- Section 5. The maximum penalty for a student found guilty of an offense is a recommendation to the head of school that the student be expelled. Penalties are determined as follows:
- a. A first conviction routinely results in a number of work hours.
  - b. In addition to work hours, the Boarder Honor Council will give restrictions for second offenses. The Boarder Honor Council will determine the number of days of restriction.
  - c. After two convictions to any Boarder Honor Code offense within one academic year, the Boarder Honor Council may recommend expulsion to the head of school.
  - d. After a second conviction by the Boarder Honor Council, a student can be declared ineligible for four weeks. The activities affected will be the same as those affected by academic ineligibility.
  - e. Any Boarder Honor Council member, Student Council member, class officer, or club officer can be removed from office after any conviction by the Boarder Honor Council. Also, any conviction will disqualify a student from running in the next class, club, or Student Council election, but after that election the student will be free to participate in any subsequent elections provided no further convictions occur.
  - f. Any third conviction may result in a recommendation of expulsion.
  - g. Boarder Honor Council members may be removed from office at the discretion of the Honor Council, head of school, and director of residential life for conduct  
1) unbecoming of a Boarder Honor Council member or 2) detrimental to the integrity of the Boarder Honor Council.

## **ARTICLE V**

- Section 1. The Boarder Honor Council may hold sessions as the chair or director of residential life deems necessary; the Council requires four judges to convene. More than one case may be reviewed during a session.
- Section 2. An Honor Council judge shall disqualify himself when a) he feels that he is unable to judge a case objectively, or b) he himself brings a case before the Council.
- Section 3. The proceedings of a Boarder Honor Council session are closed to all except those directly involved. The identity of the accuser and opinions set forth by members of the Council during a case are privileged information; divulgence of these or any aspects of a Council session, except a guilty student's penalty, constitutes a separate honor offense.
- Section 4. All records of Boarder Honor Council cases are kept confidential and filed with the director of residential life and the faculty advisor to the Bolles Honor Council, with immediate access limited to the Boarder Honor Council chair and advisor; the Council may use its discretion in granting other persons such access.

## **Earrings**

The School's position about earrings is simple. Male boarding students are not permitted to wear earrings at any time. If you wear an earring in the presence of boarding staff, you will lose it.

## **Electrical Appliances**

Only juniors/seniors are permitted televisions. Hot plates, rice cookers, clothes irons, popcorn poppers, coffee makers, microwaves, and heat or sun lamps are not permitted in the dorm rooms.

## **Fire Safety and Evacuation Procedures**

Fire extinguisher boxes and alarms are located throughout all living areas. Know where they are! Primary and secondary exits should be memorized. Use the secondary exit if the primary exit is blocked. An early part of the orientation program fully covers all fire escape procedures.

Unannounced fire drills will be held periodically throughout the year. Failure to respond to a fire alarm at any time will result in disciplinary action.

Candles, incense, and matches should be left at home.

## **Firearms and Fireworks**

Private possession of firearms, dangerous weapons, or fireworks is prohibited on campus and is in violation of local and state ordinances. Students found in violation of this policy are subject to major disciplinary action.

## **Grounds**

Bolles is fortunate to have such beautiful campuses and asks the entire School community to take ownership for the grounds and buildings.

## **Guests**

Parents are welcome to visit their sons whenever they wish. Advance notice will help ensure that your son is readily available when you arrive.

Female students are not permitted above the ground floor in Bolles Hall except during class periods. Female students are never permitted on the boarding floors or in the lounges. Boarding students who wish to meet females on campus should prearrange to meet on the School grounds outside of the dorm, or in the first floor lobby. Female students will not be permitted to come looking for boarders on the residence halls. We require weekend guests to leave by 11 p.m. and school night visitors to leave by 7:15 p.m.

## **Pets**

Pets of any kind are prohibited. This includes snakes, lizards, hamsters, lab mice, spiders, etc. A small (less than 10 gallon) fish tank may be acceptable, with permission from the boarding director.

## **Room Decorating**

Recognizing that the question of morality is a difficult one because of the diverse beliefs of our parents and students, and realizing the responsibility of the School to provide a wholesome environment in which young people can develop in all areas, we have established some general yet important parameters. We expect all students to display discretion and good taste in all areas of school life. No poster, sign, or decoration may contain profanity of any kind; advertise or advocate any activity illegal for students, such as drinking or drugs; or depict or advocate sexual behavior. Models exhibited in posters and other displayed pictures must not expose areas normally covered by a modest bathing suit. The parent or student reserves the right to object to any decoration owned by the student's roommate if that decoration is found to be offensive

to either the parent or the student, and may request that it be removed. We will make every attempt to honor the individual beliefs of each student within the philosophy of the School. The final decision regarding matters of this nature rests with the director of residential life.

### **Alcohol and Drug Use**

In addition to being illegal in the United States, the use of alcohol or illegal drugs by Bolles students is a severe detriment to the success of the student. The use or possession of drugs or alcohol by a Bolles student, on or off campus, may result in immediate and permanent expulsion from the School. Knowingly and voluntarily remaining in the presence of other students using drugs or alcohol, on or off campus, may result in immediate and permanent expulsion from the School. These guidelines also apply to the intentional abuse of over-the-counter drugs.

We realize that teens are often risk-takers and that usually this behavior is acceptable and even welcome. We strive to provide students with a safe platform to take intellectual, athletic, and emotional risks that help encourage their growth as individuals. However, we are also very aware that some risk-taking can lead to dangerous situations. With this in mind, each boarding program has a breathalyzer for use within their dormitory. The primary motivation for this is to discourage students from engaging in behavior that could lead to grave physical harm to them or to others. We hope students will be less likely to consume alcohol if they know there is a chance they could be tested when they return to the dorm.

If a student should ever test positive for alcohol consumption we will promptly contact his parents. Consistent with the Emergency Medical Form, if we feel a student is in physical danger, we will seek immediate medical attention. While we continue to confirm overnight weekend plans of boarding students, we also encourage parents to ask questions of their son about his activities and communicate high expectations for the choices he makes.

### **Tobacco**

It is the School's position that the use of tobacco in any form is a serious detriment to the student's health as well as to the health and safety of those with whom the student is living. Therefore, the use and possession of tobacco in any form is prohibited.

### **Boarding Services**

**Allowances and Valuables:** As a service to students, Bolles maintains allowance accounts in the San Jose Campus Store. This account is like a bank account from which the student may draw a weekly sum as authorized by parents. Students are encouraged to hold extra personal funds in this account as well, which they may withdraw at their discretion. If there is a need for extra money beyond the regular allowance, the director of residential life can approve a special allowance.

**IT IS INAPPROPRIATE TO KEEP LARGE SUMS OF MONEY IN THE DORM ROOMS.  
STUDENTS ARE REQUIRED TO KEEP THEIR ROOMS LOCKED AT ALL TIMES!**

The School does not assume responsibility for any money or valuable lost or missing from rooms.

**Computers:** Both the San Jose Campus and the Bartram Campus have PC computer labs and networks. These labs are heavily scheduled and are available primarily for use by students enrolled in a computer class. Each student's dorm room is equipped with network connections that allow students to use their personal computer to access our network. Students may not access outside internet service providers via their telephone line. Doing so limits everyone's access to common phone lines.

## **Dining and Snacks**

### **Breakfast**

All students use their Student number in the breakfast line. The breakfast menu includes omelets, fried or scrambled eggs, bacon, sausage, pancakes, grits, toast, cereal, fruit, and orange juice. While breakfast is not mandatory, if you choose to attend you must be in complete and correct School attire.

### **Lunch**

All students use their Student number in the lunch line. Snacks before 11 a.m. are available in the Canteen. Boarders may not use their Student # or boarder status to obtain food for day students, nor may they give their Student # to day students.

### **Dinner**

Dinner is served in the central dining room, Verlander Hall. All students are expected for dinner Sunday through Thursday evening, unless special permission has been granted. The dress for dinner on weeknights is informal. Shorts are permitted provided they are in good taste, but no bathing suits. Sleeveless shirts are never permitted in the dining hall. Dining should be mannerly without shouting or playing with food. Students are expected to clean up after themselves and return trays to the appropriate waste station. At certain times during the year special dinners are served that require appropriate dress clothes.

Convocation Dinner: We need to develop a sense of community and encourage dialogue within our "family." The Convocation Dinner held every other Monday night will be this forum. Everyone will be present and dressed in jacket and tie for this bi-weekly dinner, as we will, on occasion, have guest speakers and other special events.

### **Health Services**

If hospitalization is required, the School nurse or a boarding staff member will contact parents as soon as possible. Decisions concerning surgery and diagnostic testing will be made in consultation with parents when feasible. Admission to a hospital is expedited if all required forms are in order, such as the Emergency Medical Release Form and the Immunization Record. The hospital will make arrangements directly with parents for payment and insurance reimbursement. Since hospitals will not honor foreign medical insurance, it is imperative that parents of international students have health insurance for their son that is valid in the United States.

1. All boarding students must have the following forms on file before they will be allowed to register:
  - Emergency Medical Form (signed, dated and notarized for the current school year)
  - Immunization Record
  - Health Information Form
  - All students who play a sport must also have on file a physical form dated for the current school year, as well as evidence of student accident insurance. This latter information will be sent in a separate mailing in early August. Without having these forms on file, the School cannot assure prompt emergency medical coverage for students.
  - Personal and Laundry Allowance
  - Permission Record
  - Student Enrollment Agreement
2. Students wearing contact lenses must bring an extra pair of contacts and/or a pair of prescription glasses.

3. The School nurse must be informed of any on-going chronic medical conditions, i.e. diabetes, asthma, epilepsy, ulcers, etc.
4. The School nurse must be informed of any long-term prescription medications the student is taking.
5. The decision whether a student is to be excused from classes rests solely with the nurse and the School physician after consultation with the boarding director.

### **Laundry**

The School maintains a laundry room on campus with coin-operated washers and dryers. There are also commercial dry cleaning services nearby. These services will pick up and deliver clothing. Laundry service charges incurred with outside firms will appear on the monthly statement. Laundry service is used at the student's own risk.

### **Leadership Opportunities**

Prefects: Part of the maturation process is extending leadership and authority to young people. Prefects are boarding students that have demonstrated a high sense of integrity, have earned the respect of peers and the boarding staff, and are looked up to as people who can be depended upon to do the right thing.

Prefects begin their training in the spring working with the boarding staff and current prefects. Through hypothetical situations, the prefect will learn how to use a variety of leadership styles and decision-making patterns in assisting the boarding staff and his peers. These lessons will be put into practice by being a peer counselor, and assisting the boarding staff with the daily routine of the dormitory. In return for their services, prefects earn a variety of privileges.

### **Link-Up Program**

Through the efforts of the Bolles Parent Association, Project Link-Up has been established to link boarders with families of day students. These families invite their boarding student or students to their home for dinner, provide cookies or treats, and generally assist the boarding staff in providing a more home-like atmosphere for boarding students. The program is voluntary, and students will have the opportunity to sign up for a Link-Up family shortly after school starts.

### **Mail and Phones**

Please address all letters to the boarder in his name, c/o The Bolles School, 7400 San Jose Boulevard, Jacksonville, FL 32217. It is important that he be identified as a boarding student for proper routing of his mail.

Phone lines are located in each boarding student's room for security purposes as well as to make it easier for parents to contact their sons. The phone is provided by the School. Roommates share a voicemail-box. Damages to the phone beyond normal wear will be charged to the roommates equally unless one claims responsibility. It is strongly recommended that all students be supplied with a long distance calling card. Long distance calls may be charged to the School only with a pre-authorized access number distributed by the director of residential life. The fax machine number for the San Jose Campus is (904)739-9363. Boarders should guard their long distance code as if it were cash. Boarders may not receive or make phone calls during Study Hall or after 11 p.m. on weekdays or midnight on weekends.

### **Room Furniture**

Each student is assigned one bed, one mattress, one desk, one chair, and one dresser. Furniture may not be removed from the room for any reason nor may furniture be exchanged between rooms. Students may not borrow furniture from the lounges or from classrooms or storage areas. With

permission from the director of residential life, students may bring furniture from home provided it fits easily into the space of the room and that both roommates agree on it.

### **Room Maintenance**

A student's room is his temporary home and should be treated with respect. A room cluttered with food or strewn with papers and clothing is unhealthy and does not support good study habits. For that reason the director of residential life or boarding staff will inspect rooms regularly. Damages to rooms beyond normal wear will be charged to the student. At the End of Year Check-Out each boy is responsible for leaving the room clean and empty. Summer storage is provided for re-enrolled boys to store their boxes and refrigerators. Boys are responsible for getting their property to the summer storage space.

### **Senior Privileges**

In keeping with the boarding program philosophy of extending greater responsibility to students as they mature, there are special privileges reserved for seniors who are in good academic and disciplinary standing. Privileges will begin in the fourth quarter to include:

- modified Study Hall, provided the student is passing all subjects
- extended afternoon and weekday evening leave
- extended phone privileges

Seniors are expected at all times to demonstrate academic and social responsibility and leadership within the dorm.

### **Study Hall**

As a college preparatory school, scholarship and development of good study habits are an important goal of The Bolles School. Study hall is scheduled Sunday through Thursday from 8 - 10 p.m. Revisions in the schedule are made as circumstances warrant. Please note the following guidelines:

#### **All Study Halls**

All computer use during Study Hall is limited to schoolwork only. Internet use for school-related research is permitted after 8:30 p.m.

#### **Room Study**

To encourage self-discipline, students may study in their rooms provided their grades are passing (only one C- allowed, and all other grades higher) and they adhere to the following:

- Be prompt.
- Be prepared with books and study materials.
- Doors are unlocked.
- TVs are off. Stereos may be on with headphones or earphones only.
- No talking.
- No telephone calls are permitted during Study Hall (8 - 10 p.m.).

#### **Supervised Study Hall**

All students in grades 7 and 8, and all boarding students new to Bolles will be in Supervised Study Hall. After the first interim, students that make First Honors and Second Honors will be allowed to study in their rooms. All students in grades 10-12 will be placed in the Supervised Study Hall if their grades warrant such action.

Other actions that will take place if students' grades warrant will be mandatory participation in Zero Hour, Weekend Study Hall, and other proactive measures.

### **Early Study Hall**

Boarding students who are passing all subjects (C- or higher) may attend School-sponsored athletic or social events on weekday evenings if they attend Early Study Hall in the afternoon. The boarder should request Early Study Hall from his boarding advisor on afternoon duty before 4:15 p.m. that day. Afternoon study will be at a location determined by the boarding advisor on duty. Early Study Hall will last from 4:15 to 6 p.m. The same rules for Evening Study Hall are in effect.

Early Study Hall is for a very specific activity. The boarder must attend the activity for which Early Study Hall was designated. Returning early from a designated activity must be orderly, so as not to disturb others in regular Study Hall. Early Study Hall may not be taken to acquire free time in the evening.

### **Late Night Study Hall**

If a student finds it necessary to stay up past normal lights-out times to complete his school work, the student must sign up in the boarding office for Late Night Study Hall right after the completion of regular Study Hall at 10 p.m. By 10:15 p.m., the student must be in the designated late night study area with his study materials.

### **Vacation Procedure and Examination Policy**

School calendars listing vacation dates are published well in advance of the school year and are printed in the front of this handbook. Students and parents should make travel plans well in advance so as not to have to leave school early or return late. Please carefully read the section regarding absences in the Middle/Upper School Handbook. Exam schedules will not be changed to accommodate personal or travel plans unless there is an emergency.

It is the School's policy that all students must be out of the dorm during Thanksgiving, Winter Holiday, and Spring Break. No faculty members will be available for supervision, and no meals will be served, as the staff will also be on vacation. Students who must remain for special reasons may reside with families of day students. Residential life faculty can help make the necessary arrangements.

Bolles will provide free transportation to and from the airport, rail station, and bus terminal on the last day of school before each vacation period and on the day before the first day of classes following a vacation. At all other times and for airport transportation before 8 a.m. or after 11 p.m., a \$25 charge will appear on the monthly statement. This includes transportation for recruiting trips as well as additional trips home. This charge will not apply to delayed flights.

The first and second semester final examination schedule is designed to provide students ample time to prepare thoroughly and carefully for all exams. No more than two exams are given on any day. As exams are a culmination of a semester of study and in order that they are not compromised, exam schedules will not be changed to accommodate personal and/or travel plans. There is no charge for overnight stays on the first night of summer vacation. This allows students to fully focus on final examinations and delay travel until the next day.

For summer, all students in grades 7-11 should leave the dorm after their final exam. Seniors are allowed to stay until graduation but must vacate their rooms by the end of graduation day.

### **Weekday Afternoon Activities**

All students are encouraged to get involved in the many activities after school offered by Bolles. If a student cannot find a sport or other organized activity after school, one will be provided. The activities will be planned and monitored by a member of the boarding staff. The activities will vary:

informal athletics, alternative sports, touring local places of interest, or learning new hobbies, for example. Students are required to be present and encouraged to participate in these activities. The only reason a student may opt out of the afternoon activities is for academic reasons. In that case, students may check into the Study Hall on the third floor after notifying a member of the boarding staff.

### **Residential Life Curriculum**

We recognize that boarding students need to have a way to learn a variety of different skills that may be missed by not living at home. With this in mind, we have made available a host of activities that will be both fun and educational for the students. These activities include visiting places, outdoor activities, technical training, athletics, as well as many others. These activities will be entirely voluntary but each young man will be required to participate during the six designated closed weekends.

### **Evening Activities**

A teacher is often available to open either the pool or the gym. At 8 p.m. all students are expected to be in Study Hall.

### **Weekend Activities**

We strongly encourage students to take advantage of the excellent recreational facilities at Bolles. Students are reminded to observe all safety guidelines given by the supervising teacher. Fenced-in areas are off-limits unless accompanied by a faculty member. A boarding advisor must remain on the deck when students are in the pools for leisure swims.

On Saturday and Sunday the waterfront is open for boarding students, weather permitting. In addition, regular off-campus trips are organized. These include trips to local malls and theaters, Silver Springs, Disney World, Wet 'N Wild, concerts, and the beach. Student suggestions for activities are always welcome.

From time to time, special trips and outings such as canoe trips, fishing trips, pool parties, etc., will be organized. Expenses incurred by students for weekend activities will be charged to the monthly account. Students will be asked on Wednesday evenings their plans for that following weekend. Reservations will also be placed at that time for the weekend activities. It is important to make plans at this time as transportation, tickets, reservations, etc. will be arranged in preparation for the weekend.

### **Off-Campus Leave**

Any student who wishes to leave campus at any time for any reason during the weekend must sign in and out with the boarding staff on duty.

### **Weekday Afternoon or Evening Leave**

Boarding students are allowed off-campus leave as long as they are academically proficient and their disciplinary status is satisfactory.

Permission to leave campus is acquired by signing out, in person, with the advisor or faculty member on duty. Students in grades 7-9 may not leave campus after dark unless accompanied by an adult.

All students, unless participating in a school-sponsored activity or having been given special permission by the boarding staff, are expected to be back for dinner Sunday through Thursday evenings. When returning, students must check in with the staff member on duty.

All students are expected in their rooms by 10:30 p.m., Sunday through Thursday evenings.

## **Weekend Evening Leave Grades 7-12**

A sign-out form is available from the boarding advisor on duty. He will authorize a curfew of between 10 p.m. and 12 a.m., depending upon the student's age, the requested activity, and previous weekend conduct. Age guidelines are as follows:

Grades 7 & 8.....	10 p.m.
Grade 9 & 10.....	11 p.m.
Grade 11 & 12.....	12 a.m.

Extension of curfew will only be given to upperclassmen with specific approved activities that will take them past regular curfew. Please note that a Jacksonville city ordinance prohibits teenagers from being out after midnight, unless special circumstances exist.

Any time a student wishes to leave campus, he must sign out in person with the boarding advisor on duty. The student will be expected to give his destination and expected time of return. Please note that all students are expected back in the dormitory by 6:30 p.m. on Sunday evening.

## **Overnight Leave**

The director of residential life must approve requests for overnight leave in advance. The boarding advisor on weekend duty may also approve overnight leaves, but only under special circumstances. In all cases, the boarding director will call the student's host to confirm plans. Acting on behalf of the parents of the boarding student, the School must be confident that the student is a welcome guest and safely under the supervision of another responsible adult. Weekend overnight leave ends at 6:30 p.m. Sunday. All students are expected to return by 6:30 p.m. unless special permission has been granted. Overnight leave requests during the school week are not permitted.

Permission will be granted to stay overnight only with approved families, for example, a relative or friend of the student's family. Written permission from the boarder's parents giving standing permission for overnight visits with this family must be on file in the office before the student will be allowed to stay overnight. Parents may give this permission by filling out the appropriate space on the Permission Form, or by writing or faxing the director of residential life.

When a boarder wishes to travel beyond the Jacksonville area with a student driver, a signed fax from the parents of the driver and each passenger indicating approval of such plans is required.

## **Work Duties**

It is part of the Boarding Program philosophy that each student, as part of his commitment to his community, develops a sense of responsibility for its smooth operation. To that end, each student is assigned weekly chores, which take roughly one hour to complete. Typical tasks include:

- Cafeteria clean-up at breakfast or dinner.
- Emptying trash cans on each hall.
- Straightening up and cleaning your hall and lounge.
- Straightening up and cleaning the main lounge.
- Clear communal bath area and study area.

## **Dorm Opening**

All prefects will need to return on Wednesday, August 19, at noon, with all resident students arriving by Thursday, August 20, between noon and 4 p.m. At this time, all appropriate medical, immigration, immunization, permission, and enrollment forms must either be on file or hand delivered for enrollment to take place. If, due to difficulties with travel arrangements, a student will be arriving either before or after this date, please notify the School in writing. Parents are requested

to accompany their sons. The dorm will open at noon. Please follow the itinerary below:

- Check in and registration
- Finance Center - deposit money for allowances, etc.
- Move into room
- Parent orientation
- Student orientation

The San Jose Campus Store will be open Thursday and Friday, August 20 and 21, for purchasing supplies. Books must be purchased online at [www.Bolles.org](http://www.Bolles.org). Type "MBS Direct" into the Search feature at the top of any page on the site and follow the directions given. It is important that all forms and questionnaires are completed prior to dorm opening. The boarding staff will want to review such documents before their conferences with parents.

### **The International Boarder The Cultural Transition**

Bolles is proud to offer a boarding program that includes students from all over the world. We feel that one of the greatest benefits of living at Bolles is the opportunity to get to know students from other countries and to experience their differences and similarities. With each passing year, it becomes more and more important for people to be able to adapt to and work with people from other parts of the world. Because of the international experience, we feel that Bolles students have a distinct advantage over other children without this opportunity.

### **The Language Transition**

International students who attend Bolles are expected to have a working knowledge of English. For those students who are not fluent, we offer English as a Second Language (ESL) instead of or in addition to regular English. Fluency will come as a result of immersion in this culture. To encourage language acquisition, international students are placed, whenever possible, with English-speaking roommates, and persons of the same non-English language group are not permitted to room together. Boarders must take care to speak English in all common areas. Dorm rooms become "common" areas if a student is present who does not speak your language of choice.

### **Transportation and Communication**

The School highly recommends that parents start a Transportation Escrow account for their child. With funds on account, specific travel arrangements can be made through a local Jacksonville travel agency for all of the child's travel needs. You may contact the School for a list of suggested travel agencies. This saves time, eliminates lost tickets in the mail, and often saves money.

Generally, it is less expensive to call overseas from the United States. With parental permission, international students may make overseas calls using School phones. The cost of such calls will be billed to the student's account.

### **International Student Advisors**

In order to assist in the special needs of the international student, each student will be assigned a special advisor who will assist the international student in course selection, scheduling, and other academic concerns.

## League of International Students

The L.I.S. is a club offered at Bolles for the international student to provide an opportunity for fellowship and to provide an outlet for discussion and to help solve the problems unique to the international student.

### Student Visas

The regulations affecting foreign students pursuing studies in the U.S. require a Student Visa for entry. All foreign students must show their Student Visa to the director of residential life at Bolles before they will be allowed to begin classes. Under no circumstances will a Tourist Visa be acceptable for a foreign student at Bolles. If you have questions about the regulations, please contact the U.S. Consulate in your country. All Visas and passports will be held by the boarding office for security reasons.

### What to Bring

Boarders are housed on the second and third floors of Bolles Hall. All rooms are double occupancy, individually air-conditioned and heated, fully carpeted and furnished with beds, wardrobe closets, and desks.

#### Essential Items

Mattress pad  
Sheets (twin size)  
Bedspread or Comforter  
Towels  
Blankets  
Pillows (1 or 2)  
Alarm Clock  
Study and reading lamps  
Reference materials  
(dictionaries, Thesaurus)  
Wardrobe sufficient for two weeks  
Rainwear and cold weather gear  
(umbrellas are helpful)  
Personal health care items  
Vacuum cleaner

#### Optional Items

Curtains (33" x 64")  
Small bookcase  
Extension cords  
Radios and stereos  
Television (grade 12 only)  
Musical instruments  
Computer/typewriter  
Posters  
Bicycles  
Skateboards - rollerblades  
Surfboards - hydrosleds  
Refrigerators

### What NOT to Bring

Clothes irons, heat lamps, popcorn poppers, hot plates, etc.  
Candles with burnt wicks, incense, matches, lighters  
Pets  
Unsafe items (weapons, firecrackers, sling shots)  
Pornography, drug, or alcohol-related decorations  
Street or traffic signs  
Unsuitable recorded music

***Please be advised that if these items are in your room, they will be confiscated and may not be returned.***