

BARTRAM CAMPUS  
GIRLS' BOARDING PROGRAM  
STUDENT-PARENT  
HANDBOOK  
2009-10

THE BOLLES SCHOOL  
Bartram Campus Girls' Boarding Program  
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### **Mission Statement**

The Bolles School prepares students for college and life by inspiring achievement, integrity, confidence, and compassion in an academic community dedicated to nurturing mind, body, and soul. Accordingly, Bolles provides an unequalled breadth of opportunities and experiences which enable every student to optimize his or her unique interests, abilities, and talents.

### **The Bolles Experience**

Bolles is pleased to offer an atmosphere which encourages high academic achievement, a love of learning, concern for others, delight in creative expression, and the satisfaction of accomplishment. The School prepares our students for the future by providing a multitude of activities and challenges that constitute growth and development in four primary areas: Academics, Arts, Activities, and Athletics.

Students complete their education at Bolles with a clear understanding and appreciation for the leadership skills that have been an integral part of their education.

The School takes seriously its responsibility to provide each boarder with the best educational opportunities available.



# 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, January 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

# **BARTRAM CAMPUS GIRLS' BOARDING PROGRAM**

## **STUDENT-PARENT HANDBOOK**

The Bartram Campus of The Bolles School provides comfortable residence halls for 30 young women in a beautiful wooded setting. A shuttle bus transports students in grades 9-12 to the San Jose Campus for classes and athletics. Girls in grades 7 and 8 remain on the Bartram Campus for all classes. Activities and recreational facilities are available after school and on weekends. Five faculty members (and their families) as well as the director of residential life, live with the young women on this campus.

### **How to Use This Handbook**

This handbook will give each boarding student and her 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 women to better benefit from, as well as contribute to, the total boarding program. Specific staff members are assigned to the supervision of these students.

The Residential Life 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**

#### **Residential Life Advisors**

The primary authority in dorm matters is the residential life advisor. Residential life advisors are members of the Bolles community who live on the Bartram Campus. The residential life advisor monitors her advisees' daily well-being 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 her advisee.

The residential life 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 residential life

advisor. Each residential life advisor directs minor discipline and citizenship reports. 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's personal motivation.

### **Academic Advisors**

In addition to residential life 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 her 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 maintain close contact with the director of residential life 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 daughter's college placement counselor.

### **Director of Residential Life/Bartram Campus**

The director of residential life supervises the residential life program for the girls on the Bartram Campus. She is directly responsible for overseeing the residential life 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, Bartram Campus**

7 a.m.	Rising, Sick Call Infirmary
7:15 - 7:40 a.m.	Breakfast in middle school cafeteria, check-out with dorm Mom on duty
7:40 a.m.	Shuttle leaves for San Jose Campus
7:30 - 8:30 a.m.	Breakfast available at San Jose Campus
8 - 8:30 a.m.	Zero Hour—Teachers are available to students in their classrooms
8:35 a.m. - 3:45 p.m.	Classes, Room Inspection
4:15 p.m.	Shuttle leaves for Bartram Campus
4 - 6 p.m.	Check-in with dorm Mom on duty after school, snack and free time
5 - 6 p.m.	Optional Gym time, supervised by dorm Mom
6:45 - 7:15 p.m.	Dinner
7:30 - 9:15 p.m.	Study Hall
9:15 - 10:30 p.m.	On-campus recreation/free time
10:30 p.m.	6th-12th grade in room
11 p.m.	6th-12th grade lights out, only small lamps on, phone curfew

## **A Weekend at Bolles, Bartram Campus**

10 a.m. – 1 p.m.	Brunch
5 - 6 p.m.	Dinner
7 a.m. - 11 p.m.	School-chaperoned activities
10 p.m. Curfew	Friday/Saturday (Gr. 7 & 8)
10:30 p.m. Curfew	Friday/Saturday (Gr. 9)
11 p.m. Curfew	Friday/Saturday (Gr. 10)
11:30 p.m. Curfew	Friday/Saturday (Gr. 11)
12 p.m. Curfew	Friday/Saturday (Gr. 12)

## **Boarding Life**

### **Academic Reporting**

Please refer to the San Jose Campus Upper School or Bartram Campus Middle School Student-Parent Handbook 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.

### **Grade Reports**

Grade reports are available to parents via access to our online service called "Edline." A password and link will be sent to you in the first few weeks of the academic year, allowing you to access your child's grades each time Interim and Quarter grades are posted.

### **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 advisors, 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: one Study Hall skip day 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 may 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 upper school dean of students. Failure to do so will result in loss of driving privileges. Boarders are not allowed to lend their automobiles to other students. Boarders may only drive cars of day students when proper documentation is on file with the director of residential life (written signed permission from both sets of parents and valid auto insurance covering the boarder driver). 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 Opening 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 four weeks of incident-free driving have passed. 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, computers, VCRs, DVD players, microwaves, couches, and games. The School expects that students will take pride in and care for their dormitory.

Each student will be scheduled to participate in common area chores seven times per year. 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. The boarder is personally responsible for damage to school property in and about her room. This includes holes in the wall, intentionally jammed locks, torn screens and window shades, graffiti, and broken windows. If someone else damages the room, it is the boarder's responsibility to identify those who damage her 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:** Make a sincere effort at her studies
- Honorable:** Fair in dealing with others, honest, and reliable
- Respectful:** Courteous to adults and patient with the shortcomings of peers
- Prompt:** Arrive at classes, dinner, study halls, and curfew on time
- Neat:** Keep her person, clothes, and belongings in order
- Mannerly:** 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 boarders will be treated in a kind and caring manner, but boarders should understand that caring sometimes means saying "no."

### Supervision

- Prefects:** Fellow students chosen for their leadership abilities. Prefects monitor Study Hall, in-room study, and minor disciplinary infractions. Prefects also serve on the Boarder Honor Council.
- Weekend Teachers on Duty:** Academic faculty members who occasionally provide recreation or supervision for students.
- Residential Life 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 residential life 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 or Disciplinary Committee as opposed to the Boarder Honor Council. When a student violates the Honor Code in the dorms, she 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 she is accountable for her 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 her situation. Possible actions include:

**Minor Infractions:** Students who commit minor infractions are assigned appropriate disciplinary action by their boarding advisors.

**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 as a response to poor grades, or violation of phone, 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. The Disciplinary Committee reviews students who commit a serious offense. Recommendations for suspension or expulsion will come from this committee.

### **Major Disciplinary Offenses**

The following offenses are some examples which are considered serious and that 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 members. 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:
- a. In any instance in which a student is asked a question pertaining to her conduct, she is on her honor to tell the truth or she may remain silent.
  - b. Deliberate verbal or written falsification is a form of lying and, therefore, a violation of the Code.
  - c. Deliberately allowing a false assumption to be drawn also constitutes lying.

- d. 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:
- a. Students are on their honor not to steal; no student has the right to take or to use anything, which is not her property, without the express consent of the rightful owner or author.
  - b. 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:
- a. Students are on their honor neither to give nor receive any unauthorized information in any form of schoolwork where credit is earned or lost.
  - b. Teachers will determine what constitutes authorized and unauthorized information.
  - c. 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.
- Section 5. The Honor Council may address student conduct that disrupts the boarding community even if this behavior is not specifically considered lying, stealing, or cheating.

## **ARTICLE II**

- Section 1. Except as otherwise provided, the Boarder Honor Council will generally be the sole judge of boarder honor offense cases.
- Section 2. When convened, at least two boarder prefects will serve on the Boarder Honor Council with residential life advisors. The director of residential life may remove and reappoint members as she sees fit.
- Section 3. The term of the Boarder Honor Council will coincide with the prefect term of one full school year.
- Section 4. At the beginning of the school year the prefects shall select one prefect to serve as 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. She 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 president and head of school, associate head of school/student life, Office of the Dean of Students, the accuser's advisor, and the accuser 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, she contacts any prefect, who must then inform the chair of the charge.
  - b. 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 person 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 her.
  - b. The accused either admits guilt or declares her innocence; if she 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 she has been treated unjustly, she 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 president and 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 and, when appropriate, restrictions.
- 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 president and 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, associate head of school/student life, 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 herself when a) she feels that she is unable to judge a case objectively, or b) she herself 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 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, with immediate access limited to the Boarder Honor Council chair and director of residential life; the Council may use its discretion in granting other persons such access.

## **Electrical Appliances**

Only junior level prefects and all 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 occur monthly. They are not a joke! Treat them seriously! Failure to respond to a fire alarm at any time will result in disciplinary action.

Candles, incense, and matches are not permitted in the dormitory rooms.

## **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 beautiful campuses and asks the entire School community to take ownership for the grounds and buildings.

## **Guests**

Parents are welcome to visit their daughters whenever they wish. Advance notice will help ensure that your daughter is readily available when parents arrive.

Girls should meet all guests at The Spoon and formally introduce their guest to the dorm Mom on duty. Guests may then sign in and will be instructed to sign out when they leave. Male guests are allowed to visit in only the following locations: patio and porch of Lovett Hall, inside The Spoon, and at scheduled meals. Appropriate conduct is expected of all guests at all times. We require weekend guests to leave by 11 p.m. and school night visitors to leave by 7:15 p.m.

Sometimes guests of the same sex and general age are given permission to stay overnight on weekends. Special permission must be arranged with the director of residential life on duty, and the guest's parents must be contacted before permission will be granted. An emergency medical form must be in the dorm office for each overnight guest. We regret that these privileges are not extended to adult relatives or adult friends.

## **Pets**

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

## **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 her parents. Our aim is to protect the health and safety of our students, not to involve local law enforcement. 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 daughter about her activities and communicate high expectations for the choices she 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 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 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**

The Bartram Campus has computers within the common lounge. Each student dorm room is equipped with a broadband wireless network connection which allows students to use a personal computer to access the Internet. A standard Ethernet card installed in virtually all newer computers is the only requirement to connect within the dorm rooms. Both the upper school and middle school have PC computer labs that are connected to the School network. These computers are available during Study Hall for academic work. At all times, students are expected to adhere to the Computer Usage Agreement and the Honor Code of The Bolles School when using a computer for academic or recreational purposes.

## **Dining and Snacks**

### **Breakfast**

All students use their student numbers in the breakfast line. The breakfast menu includes a variety of items such as bagels, eggs, bacon, sausage, pancakes, grits, yogurt, oatmeal, toast, cereal, fruit, juice, and milk. While breakfast is not mandatory, if you choose to attend on school days, you must be in complete and correct school attire.

### **Lunch**

All students use their student numbers in the lunch line. Snacks during Activities are available in the Canteen. Boarders may not use student number or boarder status to obtain food for day students, nor may Boarders give their student number to day students.

### **Dinner**

Dinner is served On the Bartram Campus. All students are expected for dinner each evening, unless special permission has been granted by the residential life advisor on duty. Girls are expected to dress appropriately. Occasionally, special dinners may be given where dress clothes are required.

## **Health Services**

If hospitalization is required, the School nurse or a residential life advisor 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 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, the School arranges a short term health insurance policy for each international boarder. The premium is billed to the student's account.

We will gladly take care of medical situations as they arise during the school year, but please schedule routine healthcare procedures, such as annual exams and dental cleanings, during school holidays.

1. All boarding students must have the following forms on file before they will be allowed to attend classes:
  - Emergency Medical Form (signed, dated, and witnessed 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 over the summer. Without having these forms on file, the School cannot assure prompt emergency medical coverage for students.
  - Residential Life Parent/Guardian Questionnaire
  - 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. allergies, 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 director of residential life.

### **Laundry**

The School maintains a laundry room on campus with coin-operated washers and dryers. Irons and ironing boards are also provided. There are also commercial dry-cleaning, dry-fold, and alteration services that will pick up and deliver clothing. Laundry service charges incurred with outside services will appear on the monthly statement.

### **Leadership Opportunities**

Part of the maturation process is extending leadership opportunities to young people. Prefects are residential life student leaders. They are expected to serve as examples of proper conduct in all areas of boarding and academic life. In addition, they plan activities and events throughout the year. Senior prefects and residential life advisors select them in the late spring. Training begins shortly thereafter under current prefects and residential life advisors. All prefects are required to attend the prefect/residential life faculty retreat in late August and assist with the opening of the dorm. The leadership skills learned and polished as a prefect are invaluable.

The primary function of prefects is to act as models for others in various aspects of dorm life.

They will be expected to:

- Live on the hall with their dorm family and help those family members to assimilate to the school culture.
- Set a good example in all areas of dorm and academic life.
- Assist in establishing a quiet, scholarly atmosphere during Study Hall.
- Assist in accounting for all students at the beginning of dinner and Study Hall.
- Assist in controlling general hall behavior.
- Serve on Honor Council when convened.
- Assist in arranging activities calendars and programs of value to the residential life program.

Prefects are expected to set an example for scholarship, friendliness and courteousness to fellow students. They should be proponents of these qualities among their peers.

Prefect privileges include one dinner/Study Hall skip each month, television in-room privileges before senior year, and preference in the room selection process. Additional privileges can be earned in consultation with the director of residential life.

### **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 residential life student(s) to their home for dinner, provide cookies or treats, and generally assist us in providing an occasional home-like atmosphere for boarding students. The program is required for all students. An open-house reception in September provides the first point of contact for connecting the student to her link-up family.

### **Mail and Phones**

Please address all letters to the boarder, in her name, c/o The Bolles School, Bartram Campus, 2264 Bartram Road, Jacksonville, FL 32207. She must be identified as a residential life student for proper routing of her mail.

A phone line is located in each boarding student's room for security purposes as well as to make it easier for you to contact your daughter. 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. 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 Bartram Campus is (904) 724-8862. 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.

### **Room Furniture**

Each student is assigned one bed, one mattress, one desk with hutch, 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 her 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 this reason the residential life faculty will inspect rooms regularly. Privileges may be curtailed to encourage compliance with acceptable standards of cleanliness. Damages to rooms beyond normal wear will be charged to the student. At the End-of-Year Check-Out each girl is responsible for leaving the room clean and empty. Summer storage is provided for re-enrolled girls to store their boxes and refrigerators. Girls 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 7:30 to 9:15 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.
- TVs are off. Stereos may be on with headphones or earphones only.
- No talking.
- No telephone calls are permitted during Study Hall (7:30 - 9:15 p.m.).

### **Supervised Study Hall**

Students in grades 7 and 8 are required to attend evening supervised Study Hall from 7:30 - 9:15 p.m. In addition, those students who are struggling with at least two grades of C-, any grade below C- in any subject, or an "incomplete" in any subject, will have privileges curtailed and are required to attend evening supervised Study Hall from 7:30-9:15 p.m. At the next grading period, if all grades are above C-, regular room study privileges will return.

## **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.

Travel plans are collected at least three (3) weeks before any close of school. If the deadline is not met, the student may be grounded until the plans are received. Copies of airline flight itineraries are extremely useful because they allow boarding parents to offer the most oversight of all travel details.

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. [If arranged in advance, an overnight stay in the dorms the evening a holiday begins may be arranged. A charge of \$50 will be added to the student account for the overnight to cover meals and adult supervision.] 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.

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.

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

### **Weekday Afternoon Activities**

All boarders are required to get involved in an after school activity offered by Bolles. This could include athletics, performing arts, or service opportunities.

### **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. Each young woman will be required to participate during the six designated closed weekends.

## **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 adult. 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. A boarding advisor must remain in the gym when students are using this facility.

Off-campus trips are organized for each weekend. These include trips to the following and more: local malls, movies, live stage performances, rock climbing, boating, tubing, camping, pottery painting, Silver Springs, Disney World, Wet 'n Wild, concerts, and the beach. Student suggestions for activities are always welcome. 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**

A student who wishes to leave campus at any time for any reason must sign in and out with the dorm parent on duty. Specific procedures exist for school days and weekends. Failing to follow these procedures and provide supporting paperwork (weekend forms, sign out logs, for example) will result in temporary curtailment of privileges.

## **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 requesting a sign-out, in person, with the dorm parent on duty and filling out the daily sign-out log. Students in grades 6-8 may not leave campus after dark unless accompanied by an adult. Parents must designate on the permission form if they wish to allow their upper school boarder to ride with student drivers.

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 and Study Hall, Sunday through Thursday evenings. When returning, students must check in with the dorm parent 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 dorm parent on duty. She 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	10:30 p.m.
Grade 10	11 p.m.
Grade 11	11:30 p.m.
Grade 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, she must sign out (and sign in) in person with the dorm parent on duty. The student will be expected to give her destination, companions, and expected time of return. Please note that all students are expected back in the dormitory by 6 p.m. on Sunday evening.

### **Overnight Leave**

The residential life faculty must approve requests for overnight leave in advance. In all cases, the dorm parent will call the student's host to confirm plans. Acting on the 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 p.m. Sunday. All students are expected to return by 6 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 your 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, telephone confirmation from a parent of the driver and a signed fax from a parent of each boarder passenger indicating approval of such plans is required.

### **Work Duties**

It is part of the Boarding Program philosophy that each student, as part of her commitment to her community, develops a sense of responsibility for its smooth operation. To that end, each student is assigned clean-up seven times each year (on a rotating basis), which take less than one half hour to complete. Typical tasks include: vacuum, empty trash, clean refrigerator, straighten up lounges, sweep porches and patios, etc.

When a boarder breaches an established rule or procedure, they will incur a "tally" on their sheet. Each 3rd tally will result in one hour of work duty. Work duty should be scheduled as soon as possible, usually on the weekend.

Boarding advisors and prefects can administer tallies. "Tally" offenses include, but are not limited to: late for curfew, late for dinner, not showing up for chores, not checking out on school mornings, not checking in on school days, not signing out on weekend log, not signing in on weekend log, all incidents during Study Halls (in the shower, on the phone, not in room at 7:30, out of room for no reason, etc.). Three tallies constitute one hour of work duty which must be completed in a timely manner. Every effort will be made to insure that work duty does not interfere with academic or athletic responsibilities.

## **Dorm Opening**

Boarding students are requested to arrive on the dates indicated in the enrollment packet. 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 their assigned date, please notify the director of residential life. Parents are requested to accompany their daughters. Please follow the itinerary as listed below:

- ◆ Check in and registration in the Miller Room on the Middle School Bartram Campus
- ◆ Provide immigration documents for overview by a residential life faculty member in the Miller Room on the Bartram Campus
- ◆ Deposit money for allowances and finalize accounts with a Finance Center representative before the all-parent meeting on the Upper School San Jose Campus by 4 p.m., Friday, August 21.
- ◆ Move into room

Students who need to schedule classes may do so by appointment on Friday. The Bartram and San Jose Campus Stores will be open on Friday, August 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 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.

## **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.

## 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 boarders have questions about the regulations, they should contact the U.S. Consulate in their own countries. The Boarding Office will hold all Visas and passports for security reasons.

## What to Bring

All rooms contain en-suite bathrooms, central air-conditioning and heating, wall-to-wall carpeting, and are furnished with beds, closets, desks, and chairs.

### Essential Items

Mattress cover  
Sheets (twin size)  
Bedspread or Comforter  
(a dust ruffle is recommended  
to cover under-bed storage)  
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)  
Area or throw rugs  
Personal health care items  
Dirty clothes hamper (on wheels is  
very useful)

### Optional items

Small bookcase  
Extension cords  
Radios and stereos  
Television (grade 12 only)  
Musical instruments  
Computer  
Posters  
Bicycles  
Skateboards, rollerblades, scooters  
Surfboards, hydrosliides  
Refrigerators

## What NOT to Bring

Clothes irons, heat lamps, popcorn poppers, hot plates, etc.  
Candles, 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.***

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