

UPPER SCHOOL
SAN JOSE CAMPUS

2009-10
STUDENT-PARENT
HANDBOOK

THE BOLLES SCHOOL
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BOLLES

MIDDLE AND UPPER SCHOOL CALENDAR

~2009~

Middle School Orientation, New 7 th and 8 th 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 st Quarter Interim	Friday, September 25
Parent Day, No Classes	Friday, October 2
Fall Break, No Classes	Monday, October 5
End 1 st Quarter	Thursday, October 22
Faculty Work Day, No Classes	Friday, October 23
End 2 nd 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

Dear Bolles Parents and Students:

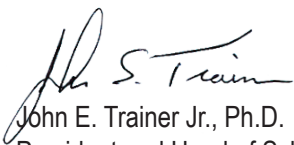
On behalf of all members of the faculty and staff, I would like to welcome you to membership in The Bolles School family for this 2009-10 academic year. If you are a parent, we are grateful for your willingness to share your son(s) and/or daughter(s) with us. If you are a student, we want you to know that we are pleased that you are joining us as an active participant in the life of this community.

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

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

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

Sincerely,



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

VALUES STATEMENT

The Bolles Community strives to reflect in each of our lives respect for the individual. We embrace this philosophy and teach our students that a civilized culture (all that is truly great in human life – in art, in music, in literature, in science, and in technology) represents the achievements of honest, thoughtful, and often highly learned individuals. The sharing of ideas, ideals, and accomplishments with one another brings mutual respect and often mutual advantage. The success of such people develops highly desirable personal values such as generosity, honesty, hard work, sharing attitudes, high ethical standards, and pride in community.

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

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

THE VALUES STATEMENT AND EXPECTATIONS REGARDING MUTUAL RESPECT AND APPROPRIATE CONDUCT

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

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

THE BOLLES HONOR SYSTEM

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

To this end, there is an Honor Council, whose purpose is to foster and develop a pervasive sense of personal honor in all dimensions of School life: in the classroom, on the playing field (good sportsmanship), and in the myriad activities that crowd the student's daily life. The Council usually consists of ten members: usually 1 freshman, 2 sophomores, 3 juniors, and 4 seniors. Interested students must apply for the honor of serving on the Council. The Student Council then selects members. When necessary, the Honor Council also serves as an Honor Court, whose responsibility it is to deal with infractions of the Honor Code. The punishment customarily imposed for a first offense is intended to impress upon the student

the importance of the Honor Code and his or her adherence to it. A second offense (not in the same school year) is considered a far more serious breach and results in a harsher punishment. A third offense at any time while enrolled in Bolles, or a second offense within the same school year, may result in a recommendation to the president of expulsion.

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

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

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

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

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

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

Intensive orientation to the Honor System is an integral part of orientation each fall. It is the personal responsibility of each student to become fully aware of the system, in order to cooperate with it, not to be intimidated by it. As the student matures, he/she will grow into and become part of the System. When the student receives his/her diploma, he/she will reflect with confidence that he/she is truly prepared for college - that he/she has the strength of character to meet and cope successfully with the myriad challenges that lie ahead and that will test his/her strength of character every day of his/her life.

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

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

The full articles of the Honor Code are presented beginning on page 18.

Parents and Independent Schools

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

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

Parents and the Board of Trustees

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

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

Parents and the Faculty and Administration

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

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

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

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

The Bolles School Parent and School Partnership Agreement

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

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

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

In partnership, we mutually agree to:

1. Promote The Bolles School mission as an inclusive, diverse community of learners and educators.
2. Treat all members of The Bolles School with respect and civility.
3. Help support a home environment that encourages the development of positive learning attitudes and habits including, among other things, consistent, on-time drop-off, regular sleeping routines, and disciplined access to electronic media.
4. Create a culture of mutual respect and high social and academic expectations.
5. Resolve conflicts and questions in the spirit of partnership and objectivity and assume that there are at least two sides to every disagreement.
6. Respect the school's responsibilities to do what is best for the entire community and for the promulgation of itself as an educational institution.
7. Respect the confidentiality of all aspects of the children's experience, including grades, assessments and the experiences of his or her peers.
8. Communicate effectively, efficiently and truthfully with each other about all aspects of the child's' experience.
9. Nurture all children towards an evolving and developmentally appropriate independence.

SECTION I. SCHOOL GUIDELINES AND PROCEDURES

These guidelines and procedures relate to the conduct and procedures that are expected of Bolles students. Self-discipline is a distinguishing characteristic of Bolles students, enabling them to follow the guidelines with no problems. For those who have not yet achieved self-discipline, a system of penalties administered by the Dean's Office is necessary.

Most of the rules are positive in nature and indicate acceptable traits, while some are negative in nature and indicate conduct that should be avoided. Students and parents should be familiar with all guidelines and procedures in the Handbook.

General Attendance

Active participation in class activities is an integral part in the learning experience at Bolles. For this reason class attendance is essential and students are expected to attend all academic classes and to be prompt and prepared. Convocation is considered a class.

Official and Unofficial Absences

Official absences are absences due to school-sponsored events (athletic competitions, field trips, etc.) and are considered excused absences.

Unofficial absences may be excused or unexcused.

Excused absences are those necessitated by medical situations, legal responsibilities, family emergencies, or those approved anticipated or extended absences (see below).

Unexcused absences refer to absences other than the above. The Dean's Office reviews all unofficial absences for possible disciplinary action and students will receive a grade two letters below the earned grade on work made up from the unexcused absences.

The attendance record of a student receiving more than seven (7) unofficial absences per quarter in any class will automatically be reviewed by the Academic Office, and a student with more than seven (7) unofficial absences risks receiving a failing grade for the quarter. Any senior receiving more than seven (7) unofficial absences in either quarter of the spring semester will be ineligible for consideration of an exam exemption in that course. Any student receiving more than 14 unofficial absences per semester in any class will typically not receive academic credit for that class.

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

Unanticipated Absences

Absences from school must be reported to the School no later than 8 a.m. the day of the absence by calling the Dean's Office at 256-5040. Calls before 8 a.m. will be received by voice mail.

If a student is reported absent during First Period and the Dean's Office has not received prior notification of this absence, a representative of the Dean's Office will attempt to verify the absence with the parents by phone. A written explanation of the absence is still required upon the student's return to school.

During Zero Hour of the day the student returns to school, written verification of the unofficial absence from the parent or guardian must be presented at the Dean's Office. The verification must include the student's name, the date, and the reason for absence and it must be written and signed by the parent. Failure to verify an absence will result in the absence being qualified as unexcused.

Make-up Privileges

Students who miss class unexpectedly because of illness and whose absences are determined to be excused will normally be given the same number of days they have missed to make up assignments, quizzes, or major tests, unless otherwise specified by a teacher or department. Teachers may exercise discretion in requiring students to submit projects, papers, and long-term assignments as close as possible to the original due date. Extended absences will be dealt with on an individual basis and should include the student's advisor in the discussion in order to coordinate a schedule for make-up work.

Students whose absence is deemed unexcused will receive a grade two letters below the earned grade on work made up from the unexcused absences.

Students should not use illness as an excuse for procrastination or as a means of studying for tests or completing assignments. Such circumstances may risk compromising the Honor Code.

Participation Guidelines

Participation in either extracurricular or interscholastic art, athletic, and academic performances, practices and competitions requires attendance in at least half of the student's classes on the day of the event with no unexcused absences. Academic obligations (i.e., tests, papers, etc.) must also be fulfilled.

Anticipated Absences

When a student knows in advance that he or she will miss a class, it is the student's responsibility to notify the teacher before the absence and to make mutually satisfactory arrangements for work to be completed, tests taken, or assignments submitted. Failure to do so will lead to the absence being unexcused. Upon returning to class, the student will be expected to be prepared for that day's obligations, especially and including tests and quizzes over previously assigned material, except for information that was new and confined to the day(s) missed.

Late Return Policy

There are occasions where a School-sponsored trip will return late in the night. If the school-provided transportation returns to campus before midnight, students are required to be in school the entire next day. If the School-sponsored transportation returns to campus between midnight and two a.m., students will be excused from first and second period and should sign in by the beginning of third period. If the School-sponsored transportation returns to campus between two and four a.m., students will be excused until fifth period. As with other anticipated absences, students should speak to teachers before the event if they anticipate such late returns in order to make mutually satisfactory arrangements for work to be completed, tests taken, or assignments submitted.

Tardies

1. Students who report to class after the bell rings are considered tardy and must be sent to the Dean's Office to receive a readmit to class.
2. A student's first three unexcused tardies carries a penalty of one demerit, which is equivalent to one lunch-duty session. Afterwards, each additional unexcused tardy is one demerit.
3. Students who are more than a few moments late to a class should make every attempt to attend class in order to gain the academic benefits from being present for even part of the session. However, students who miss more than twenty minutes due to tardiness may be noted as being unexcused absent and incur the resulting academic penalty.
4. An excused tardy must be verified in writing by parent, guardian, or School representative. Students with notes for excused tardiness should report to the Dean's Office with their written excuse before reporting to class.
5. It is considered an Honor Code violation if a student receives a readmit to a class and does not attend the class.

Early Dismissal

1. Students who find it necessary to leave the campus during the school day must present the Dean's Office with a written request from a parent or guardian stating the time of dismissal, the purpose of the dismissal, and the approximate time of return to campus. **This request must be presented to the Dean's Office before the student's first academic class of the day. Students must indicate whether they will be missing a test, quiz, or other academic deadline, and should attempt to contact teachers of the classes they will miss.** **For obvious liability purposes, no phone calls will be accepted for early dismissal.**
2. Once a request for dismissal has been approved by the Dean's Office, a student must sign out in the Dean's Office before leaving at the time noted. Upon return to campus, a student must sign in at the Dean's Office in order to receive a readmit to class. A student's failure to sign out or sign in will likely result in an automatic Saturday obligation.
3. Students in grades 9-11 are required to be in school until 3:45 p.m. and are not afforded off-campus privileges. Should it be necessary for such a student to leave during the lunch hour, the student's parent should sign him/her out in the Dean's Office.

Late to School

1. A student who arrives at school after 8:35 a.m. and misses all or part of any academic classes must sign in at the Dean's Office before going to class. A student's failure to sign in will likely result in the assignment of an automatic Saturday obligation.

2. Upon signing in, the student must present a note that explains the reason the student was late.

Extended Absences

1. Absences of more than three (3) consecutive school days because of illness must be reported to the Dean's Office. On returning to school, the student must present a verification of absence from the physician or parent.

2. The School discourages personal absences for vacation or travel when missed classes are involved. Should such a situation be unavoidable, the Academic Office should be notified in writing at least **one week** in advance so that teachers and advisors may work with the student to prepare for the absence. *Under these guidelines and at the discretion of the School, such absences can be considered unexcused.* It is the student's responsibility to inform the teachers of the impending absence and to arrange for the successful completion of school work. Failure to do so will lead to the absence being unexcused. It may be necessary for the family to secure outside academic support to help the student catch up on missed school work.

Upper School Dress Code

The Bolles School dress code is designed to help create an environment conducive to learning. All students should dress in good taste in a mode reflective of the Bolles tradition and philosophy. Therefore, clothing and hairstyles that create a distraction are not allowed. In addition, all students are to remain dressed appropriately while on campus during the school day (8 a.m. to 3:45 p.m.).

APPROPRIATE DRESS FOR GIRLS SHALL BE:

GENERAL APPEARANCE

- Clothing that is neat and clean with no holes or frayed edges.
- Hair that is neat, clean and of a natural color.

BLOUSES/SHIRTS

- Shirts must be an oxford-style dress shirt of the appropriate size with either button-down or fly collar.
- Shirts may be either long or short-sleeved but the sleeve length must extend a minimum of 6" from the top of the shoulder.
- Fabric must be cotton or a cotton blend and either a solid color, vertical stripe, or conservative pattern.
- Shirts must be buttoned to within 2" of the collarbone.
- Shirts must be tucked into the skirt or pants, or have a tail designed to be worn untucked, and of a sufficient length to cover the midriff at all times.
- Knit (golf style) pullover, collared shirts with a Bolles logo may be worn on "School Spirit Days" (typically Wednesdays), or any other days designated by the School. (A variety of these shirts is available for purchase from the Campus Store.)

SKIRTS

- Skirts may be pleated or straight with a zippered waist (no elastic or drawstring waistbands).

- The fabric must be cotton (poplin, twill, or chino), cotton blend, or wool and may not be sheer, elastic, knit, gauze, or “clinging.” While conservative patterns are permitted, there may be no applied ornamentation (metallic, embroidery, beading, etc.)
- The hemline must be even and not greater than 2” above the knee or longer than mid-calf.
- Skirts with sewn-on pockets (patch pockets), pockets outlined with stitching or with seams having exposed stitching are not permitted.

SLACKS/PANTS

- Pants must be of the appropriate size and may be pleated or flat-front, with a zippered waist (no elastic or drawstring waistbands).
- The fabric may be cotton (poplin, twill, or chino), cotton blend, or wool and may not be sheer, elastic, knit, gauze, or “clinging.”
- The color may be solid or with a conservative stripe and must be ankle-length.
- There may be no applied ornamentation (metallic, embroidery, beading, etc.).
- Pants with sewn-on pockets (patch pockets), pockets outlined with stitching, or with seams having exposed stitching are not permitted.
- Capri-style, gaucho, harem (extreme wide legs), or stretch pants are not permitted.

SHOES

- Backless shoes are permitted if they have a closed toe.
- Shoes may have heels no higher than 1.5” and no narrower than the width of the shoe.
- Dress boots are permitted if they comply with the heel restriction above. UGG-type boots may only be worn if the temperature is predicted to fall below 40 degrees.
- **Boots of any type may only be worn with slacks with the pant legs covering the upper sections of the boots, and may not be worn with skirts.**
- Flip-flops, athletic shoes, Teva or Birkenstock-style sandals, and shoes that tie around the ankle with ribbons or strings are unacceptable.

OUTERWEAR

- Coats, blazers, sweaters, and Bolles sweatshirts or letter jackets are permitted when a regulation dress shirt is worn underneath. In addition, sweatshirts with a college or university logo are also acceptable attire.

ACCESSORIES

- Belts of appropriate width and design must be worn when the apparel has belt loops. In addition, over-sized belt buckles or buckles with logos, flags, names, or other symbols are not permitted.
- Stockings/Socks must be a solid color and material.
- Hats, bandanas, visors, or scarves worn on the head during the school day are not permitted.

Some examples of inappropriate dress for girls:

- Dresses of any type or style
- Camouflage or denim fabric of any color in any style
- Shorts, skorts, or culottes
- Formal or semi-formal attire
- Dramatic jewelry, accessories, or visible body piercing accessories
- Long sleeves worn under a short-sleeved collared shirt

- Undergarments with logos or graphics that can be seen through a regulation dress shirt
- Any style of dress deemed extreme or provocative

APPROPRIATE DRESS FOR BOYS SHALL BE:

GENERAL APPEARANCE

- Clothing that is neat and clean with no holes or frayed edges.
- Hair that is neat, clean, of a natural color, and appropriate length and style. Mustaches, beards, or sideburns below the bottom of the ear are prohibited. Boys are to be clean shaven. Beards, mustaches, or long sideburns are not permitted.

SHIRTS

- Shirts must be an oxford-style dress shirt with either button-down or fly collar.
- Shirts may be either long or short-sleeved but the sleeve length must extend a minimum of 6" from the top of the shoulder.
- Fabric must be cotton or a cotton blend and either a solid color, vertical stripe, or conservative pattern.
- Shirts must be tucked into the pants at all times.
- Knit (golf style) pullover, collared shirts with a Bolles logo may be worn on "School Spirit Days" (typically Wednesdays), or any other days designated by the School. (A variety of these shirts is available for purchase from the Campus Store.)

SLACKS/PANTS

- Pants may be pleated or flat-front.
- The fabric may be cotton (poplin, twill, or chino), cotton blend, or wool.
- The color shall be conservative and may be solid or with a subtle stripe (no Madras, patchwork, or figured).

SHOES

- Dress leather shoes and socks. Some examples of shoes that are not permitted are athletic shoes, boots (work, hunting, cowboy, etc.), shoes made of canvas or other non-leather material, backless, Birkenstock-style, flip-flops, slippers or slipper-style, or sandals. Leather deck or boat shoes (e.g. Topsiders) are acceptable.

OUTERWEAR

- Sport coats, blazers, sweaters, and Bolles sweatshirts or letter jackets are permitted when a regulation dress shirt is worn underneath. In addition, sweatshirts with a college or university logo are also acceptable attire.

ACCESSORIES

- Belts of appropriate width and design must be worn. In addition, over-sized belt buckles or buckles with logos, flags, names, or other symbols are not permitted.
- Appropriate ties are required (no bolo, string, cord, etc. ties).

Some examples of inappropriate dress for boys:

- Denim or camouflage fabric of any color in any style.
- Formal or semi-formal attire.
- Long sleeves worn under a short-sleeved collared shirt.
- Undershirts with logos or graphics that can be seen through a regulation dress shirt.
- Vented (fishing), Madras, "Hawaiian-style," or other non-dress shirts.

- Pants with sewn-on pockets (patch pockets), cargo-style pockets, pockets outlined with stitching, or with seams having exposed stitching
- Hats, caps, or visors worn on the head during the school day.
- Any style of dress deemed extreme or provocative.

Students or parents who have any questions concerning the suitability of particular items of apparel or any matter of personal appearance should feel free to contact the dean of students for consideration of the questions. Certainly, such inquiry should precede the decision to purchase apparel or to alter personal appearance.

The dress code offers students guidelines within which to exercise choice as well as responsibility. Meanwhile, students should keep in mind that the mission of The Bolles School is to provide a place for earnest and meaningful activity. Students who are unable to exercise their options within the guidelines of the dress code certainly should expect consequences.

Messages and Telephone Use

1. Messages to students during the school day are discouraged because they interrupt classes. Should it be absolutely necessary for a parent to reach a student, please call the Office of the Dean of Students, (256-5040), and the message will be delivered as soon as possible.
2. Student use of cell phones during the school day (8 a.m. to 3:45 p.m.) is strictly prohibited. Students are strongly urged to leave their cell phones at home or in their lockers during the school day. If a student is seen during that time in possession of a cell phone, whether or not the phone is in use, the cell phone will be confiscated and appropriate consequences assigned to the student. Repeat offenses will result in more serious consequences, including confiscation for extended periods of up to the balance of the school year.
3. Deliveries of gifts, flowers, and balloon bouquets are strongly discouraged. This practice is inconsistent with a good academic environment.

Transportation

A major concern of the School is the safety of the students while on campus and traveling to and from campus. Traffic signs and speed bumps have been installed so that there can be maximum safety and convenience for all concerned. Additional regulations are necessary in order to accommodate the number of vehicles that use the campus each day. Carpools are suggested and encouraged in order that the number of cars on campus can be reduced.

1. Student-Driven Car Parking

a. Car registration

All seniors who register with the Dean's Office by filling out a Student Parking Application during their specified registration period will be assigned a specific parking space for next year. Juniors who register with the Dean's Office by filling out a Student Parking Application during their specified registration period will be assigned to a specific parking space as long as space remains available. Permits will be issued to juniors according to the order in which they are drawn out of the lottery with priority going to those juniors with certified carpools. Seniors and juniors who do not return their Student Parking Application during their specified times are not guaranteed a permit. Parking space assignments for the next school year and parking permits will be issued from the Bolles Campus Store after

August 1. A registration fee of \$50 for a space in Lots A, C, or D and \$25 for Lot F will be charged for the initial permit.

b. Carpools

Students driving 3 or more other students to school will receive preference over the lottery. Parents of students riding in the carpool must notify the Dean's Office in writing prior to the first day of school. It is an Honor Court offense to falsify carpool information.

c. Parking

1. All students must park in the space to which they have been assigned. The use of an assigned space is not transferable.
2. Entry to each parking lot will be monitored each morning. To gain entrance to the lot assigned, a student must display the color-coded parking permit on the lower, inside corner of the front windshield of the vehicle. The Dean's Office, prior to the beginning of each academic year, will issue these permits.
3. The traffic lanes nearest to Schultz Hall are considered fire lanes. No parking is permitted in the fire lanes during the day. These lanes may be barricaded during the academic day.
4. All faculty parking areas have assigned spaces and are not available for student parking during the academic day.
5. All cars parking on campus must be registered with the Dean's Office and must park in their assigned lots or spaces.
6. Unregistered cars or cars improperly parked on campus may result in the forfeiture of any present or future parking privileges by the driver.
7. Student cars are not to be used as lockers. Students are not allowed in the parking lots during the school day, with the exception of seniors who have open campus privileges.
8. Student cars that have not been assigned to a lot must park off-campus on San Jose Boulevard. Students going to these cars during the day are considered to be off campus illegally.
9. Students are not permitted to park on the residential streets next to campus. This could result in the student's forfeiture of any present or future campus parking privileges.
10. For the safety of our lower school students, there should be no student-driven automobiles on the Whitehurst Campus during the school day. This could result in the permanent forfeiture of the student's campus parking privileges.
11. Students are encouraged not to park along the east side of San Jose Boulevard, especially in front of the San Jose Episcopal Day School.

d. Parking and Driving Violations

1. The Dean's Office will handle parking and driving violations.
2. Violations will be handled as follows:
First Violation: Loss of on-campus parking privilege for a period of four weeks and parent notification.
Second Violation: Loss of on-campus parking privilege for a time period equal to one semester and parent notification, plus probation.
Third Violation: Loss of parking privileges for the school year with parent notification.

2. **Parent-Driven Cars**

a. Student Pick-up/Drop-off

The area directly in front of Schultz Hall is reserved for buses and emergency vehicles only. Students who are driven to school should be dropped off and picked up on the left side of the island which runs parallel to Schultz Hall. Please do not drop off passengers in the area next to the Campus Store. Additional traffic in this area can cause teachers to be delayed in going to class and meetings.

b. Visitor/Guest Parking

Because all other spaces are assigned, parents wishing to visit campus are encouraged to park in the designated spaces located in Lot B, next to the Campus Store. If these are unavailable, parents are welcome to park in the Special Events area. All other spaces are assigned to Bolles faculty, staff, and students.

c. Special Events parking

The Special Events parking lot is located next to Skinner-Barco Stadium and between Cain Gym and the Lobrano Pool. This area is reserved for parents and friends attending functions and meetings on campus during the academic day.

3. **Bus Transportation**

Bolles has established rules for bus conduct. These regulations will be given to each rider at the beginning of the school year. They are an extension of our code of conduct and violations are reported to the division heads. Repeated violations may result in the offender not being permitted to continue riding the bus.

When school transportation is provided for any school-sponsored activity, sporting event, field trip, etc., students are required to use the transportation provided by the School. If some extenuating circumstance necessitates that a student be transported to or from an activity where school-sponsored transportation is provided, the student will only be allowed to be transported by his/her parent(s). In such a case, the parent(s) must notify the coach or sponsor at least a day in advance and they must pick the student up in person. Such arrangements should also be pre-approved by the athletic director, activities director, or sponsor. Students are not allowed to ride with other students or parents other than their own when School transportation is provided.

4. **Student Two-Wheel Vehicles**

The riders of two-wheel vehicles are expected to enter and leave the campus in an orderly manner, obeying traffic rules.

5. **Visitors**

Bolles takes great pride in the attractiveness of our campus, and we welcome those who wish to visit the School; however, considerations of safety make it necessary to maintain strict procedures regarding student visitors. In those cases in which a visitor is a prospective Bolles student, an appointment should be made through the Admission Office. When a current student wishes to have a guest for any other reason, permission must be obtained at least one week in advance through the Dean's Office. In order to protect the integrity of the academic day, unannounced visitors must report to the Dean's Office immediately upon arrival on campus and may not attend classes or other school activities unless authorized to do so.

Individuals should not request special permission from teachers, but must follow the procedure outlined above.

Food, Drink, and Gum

Food and drink are not permitted in classrooms or the auditorium. The chewing of gum is not allowed on campus. In addition, paper products such as cups, plates, and napkins may not be removed from either the cafeteria or canteen.

School Property and Facilities

The neatness and cleanliness of the dining commons, classrooms, bathrooms, hallways, patio, and all other areas of the School are the responsibility of The Bolles School students and staff. Students observed littering or defacing School property will be subject to disciplinary action. Students will be expected to pay for any damage they cause. Unintentional damage shall be reported to the Dean's Office immediately.

Public Display of Affection

The halls, classrooms, and other public areas of the School are not appropriate for public displays of affection. Guests, students, or faculty frequently travel these areas, and they should be able to do so without embarrassment. Friendship is encouraged, while public romance and physical expressions of mutual attraction (including hugging and hand-holding) are prohibited.

Classroom Conduct

The Bolles School believes that discipline in the classroom is essential for the processes of instruction and learning. The student who disrupts the organization of a class affects not only his or her ability to learn, but also the teaching and learning environment for all others. Such disturbances will not be tolerated by either the teacher or the administration. Consequences of classroom misbehavior will be disciplinary action determined by the teacher and/or the Dean's Office. Student-parent-teacher conferences and/or work details are usual consequences of unacceptable classroom conduct.

OFFICIAL HONOR CODE

In coming to Bolles, students are committing themselves to adherence to the Honor Code: "I will not lie, cheat, or steal, nor tolerate anyone who does." They should study the Code and direct questions concerning it to one of the Honor Council members. As used in the Honor Code, the words "he," "his," or "him" are intended to include, and shall apply equally, to both male and female students.

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, either pertaining to his conduct or to School business, he is on his honor to tell the truth or he 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.

- Section 2. 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, with consent from the Honor Council, will determine what constitutes authorized and unauthorized information.
- Section 3. 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 his property without the express consent of the rightful owner or author.
 - b. This aspect of the Honor Code applies to stealing at all times when representing the School at a School-sponsored event.
- Section 4. Toleration of lying, cheating, or stealing is an Honor Code offense. If a student witnesses another student committing any of these violations, he must promptly:
- a. Report the incident to the Honor Council chair or faculty advisor as set forth in Article III, below; or
 - b. At a minimum, confront the student and tell him that his act was a violation of the Honor Code and either suggest he turn himself in, or warn that student that if another violation is witnessed then the witnessing student will have no choice but to report the incident to the Honor Council; or
 - c. Notify the teacher of the class in which the violation occurred that he suspects a breach of the Honor Code has taken place (without being compelled to identify the student committing said breach) and that the teacher may wish to take steps to remedy the breach or prevent future occurrences.

ARTICLE II

- Section 1. The Honor Council shall be the sole judge of honor offense cases.
- Section 2. The Honor Council is selected by an independent committee from the Student Council. These selections must be approved by the Student Council, which may remove and reappoint members as it sees fit. Any student may nominate himself to be considered as a candidate for the Honor Council by contacting the present Honor Council advisor.
- Section 3. The Honor Council should be composed of four (4) seniors, three (3) juniors, two (2) sophomores, and one (1) freshman. It shall have no more than eleven (11) students.
- Section 4. Students who have not been at Bolles for at least two quarters may not be appointed to the Honor Council.
- Section 5. The term of the Honor Council is from the beginning of the fourth quarter of one year to the fourth quarter of the next; members may be re-appointed to the Council. Seniors on the Honor Council remain on the

Council during the fourth quarter in an advisory capacity.

- Section 6. The seniors on the previous Honor Council, in conjunction with the Honor Council advisor, shall elect from the new members a chair whose duties are a) to determine with the Honor Council advisor the validity of all accusations and to decide whether to convene the Honor Council when an accusation is made; b) to conduct proceedings at all sessions of the Honor Council; c) to announce at all sessions the decision of the Council. 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 president, associate head of school/student life, registrar, Dean's Office, the accused student's advisor, and the person reporting the offense of the outcome of each session of the Council; 4) publicize the Honor Council and the Honor Code to the members of the faculty.

ARTICLE III

- Section 1. The process by which a case is brought before the Honor Council is as follows:
- a. If a student or faculty member feels that an honor offense has been committed, he contacts the Honor Council chair or advisor.
 - b. The Council advisor meets with the accused student and determines whether a valid case exists. If it is decided that a case does not exist or should be disposed of alternatively, the person reporting the offense is thus informed. If the Council advisor feels that the charge warrants a hearing the persons involved, including all witnesses, and the accused student's advisor are notified and the Council convenes.
- Section 2. Students who commit honor offenses may turn themselves in; their integrity in doing so will be taken into account by the Honor Council.

ARTICLE IV

- Section 1. A session of the Honor Council shall proceed as follows:
- a. The accused student appears 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 person reporting the offense 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 Honor Council. All questions, information, and rebuttals exchanged shall be mediated through the Council chair.
 - d. After the 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 president/head of school 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 Honor Council may take failure to respond to its questions into consideration in its judgments.
- Section 3. Students brought before the Honor Council have the right to have their advisor present at the session.
- Section 4. The accused student may present witnesses or other evidence.
- Section 5. The Honor Council advisor may give suggestions, opinions, and information to the Council members, but may not participate in the judging of students.
- Section 6. The maximum penalty for a student found guilty of an offense is a recommendation to the president and associate head of school/student life that the student be expelled. Honor Council members may be removed from office at the discretion of the Honor Council president and Honor Council advisor for conduct a) unbecoming of an Honor Council member or b) detrimental to the integrity of the Honor Council.

ARTICLE V

- Section 1. The Honor Council may hold sessions as the chair or advisor deems necessary; the Council requires six (6) members to convene. More than one case may be reviewed during a session.
- Section 2. When an accused student is summoned before the Honor Council, the chair shall notify the student's advisor, person reporting the offense, and teacher of the outcome of the case.
- Section 3. An Honor Council member shall disqualify himself when a) he feels that he is unable to judge a case objectively, b) he himself brings a case before the Council, or c) is a witness.
- Section 4. The proceedings of an Honor Council session are closed to all except those directly involved. The identity of the person reporting the offense 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 special honor offense.
- Section 5. All records of Honor Council cases are kept confidential and filed with the Honor Council advisor, with immediate access limited to the Honor Council chair and advisor; the Council may use its discretion in granting other persons such access.

Harassment

The Bolles School maintains a policy prohibiting harassment of students based upon race, color, sex, religion, national origin, age, or handicap by students, faculty, or any individuals

associated with The Bolles School. Harassment in violation of this policy has the purpose or effect of unreasonably interfering with a student's school environment or creating an intimidating, hostile, or offensive learning environment.

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

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

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

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

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

- Katie Cussen, Director of Counseling Services
- Jack Milne, Associate Head of School/Student Life
- John Newman or Angela Gamble, Office of the Dean of Students
- Nancy Greene, Associate Head of School/Finance
- Scott Smith, Academic Dean
- Julie Babcock, Associate Principal
- Student's advisor

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

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

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

The Bolles School Computer Usage Statement

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

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

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

1. Accessing the accounts and files of others is prohibited. A network password is considered to be the personal property of the user and may not be used by another for any purpose. It is also a violation to give your password to another student for any reason.
2. Attempting to subvert network security, to impair functionality of the network, or to bypass restrictions set by the administrators is prohibited! This includes, but is not limited to
 - Altering the computer's operating system environment (see #5)
 - Purposely downloading viruses
 - Downloading programs that can be used as hacking tools
 - Tampering with computer equipment or data infrastructure components.

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

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

Internet safety guidelines:

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

Alcohol, Tobacco, and Other Controlled Substances

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

Search and Seizure Policy and Procedures Statement

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

The head of school and authorized staff members may search, using any methods determined to be effective and reasonable by the head of school, a student’s pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other School property; or

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

Penalties, Suspensions, Expulsions

Since the Bolles student represents the School at all times, both on and off-campus, it should be understood that conduct which brings discredit to the student, his/her family, or the reputation of the School and its community may result in disciplinary action by the School.

Disciplinary measures described below should serve as a reminder to the offender that he or she has violated a School rule and should help to correct the behavior. The levels of disciplinary action relate directly to either the seriousness of the offense or the repetitiveness of it.

1. **Demerit:** A penalty given for minor infractions such as dress code violations, excessive tardiness, and gum chewing. Multiple demerits may be given for more serious offenses such as inappropriate language, class disruption, and unauthorized absence. Demerits accumulated during the last two weeks of the school year may result in an immediate Saturday session or an in-school suspension.
2. **Saturday Session:** A Saturday session may be assigned to students who fail to follow the rules and expectations of the School. The Dean's Office, Honor Court, or Disciplinary Committee can assign this consequence for inappropriate actions. These workdays are held on designated Saturdays from 8 a.m. to 11 a.m.
3. **In-School Detention:** The detention will be served during the school day and may result in a "zero" in each class missed. Students will work under the supervision of the Dean's Office and may be assigned to work in the Operations Department, Admission Office, or some other department on campus. In-school detentions can be either half-day or full-day in duration.
4. **Suspension:** In cases that involve serious offenses, a suspension of up to five days may be imposed. During a suspension, students may not make up any missed academic work and may receive "zeroes" for homework, tests, and other assignments. Unusual circumstances may warrant special considerations.
5. Expulsion is defined as "the permanent removal from School resulting from severe infractions." Recommendations for expulsion may come from the Honor Court or the Disciplinary Committee. The president makes the final decision regarding expulsions and any appeal should be directed to that office.

6. **Referral to the Disciplinary Committee:** For severe infractions, accumulated penalties, or repeated unacceptable behavior, the student may be referred to the Disciplinary Committee and recommendations for action made by the committee to the president.
7. **For Honor Code violations,** the Honor Court will make the decision as to the punishment, with the Dean's Office administering the penalties.

Emergencies

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

SECTION II. SOCIAL GUIDELINES

Since the Bolles student represents the School at all times, both on and off the campus, there are certain characteristics that the School feels are desirable. The following guidelines will help to clarify and control the image a Bolles student should project.

School-Sponsored Events

1. The School sponsors several major student-planned events each year. Some examples of these events include the winter dance and prom. Students may attend as individuals, with a date, and/or in a group. All non-Bolles guests must have a Guest Approval form and copy of an ID on file with Bolles three days prior to the event. Proposals regarding the details of each event must be submitted for administrative approval well in advance of finalizing specific arrangements.
2. On-campus events require conduct that is compatible with the academic day guidelines. All events will be adequately chaperoned by School personnel and must be approved by the director of activities.
3. Off-campus School events must fulfill the following requirements:
 - a. All events and activities sponsored by Bolles organizations must be approved by the division head and the director of activities and must be chaperoned by School personnel or by persons designated by the administration.
 - b. School transportation must be furnished and its use required for all School-sponsored class off-campus events, whether local or elsewhere. Only the division heads can grant exceptions to this rule.
 - c. The director of activities must approve parties by School-sponsored clubs in homes or at any other off-campus location in advance. The host parent and club advisor must be present for the event.
 - d. Rules concerning alcohol, drugs, smoking, and general behavior are in effect as if the events were being held on School property. At all School events, whether occurring on or off-campus, as well as during the school day, the School may take any reasonable steps to detect and deter dangerous activities such as drug or alcohol use or possession.

- e. Students attending away athletic events as spectators should conduct themselves as they would for an on-campus athletic event.
- f. The Bolles School assumes responsibility for providing an environment conducive to positive growth in well-adjusted students. Students' behavior is viewed in terms of responsibilities given to them according to their maturity level. Positive and negative consequences resulting from students' assuming or not assuming their responsibilities are designed to be constructive and realistic in terms of student action.

Parent-Hosted Parties for Adolescents

The following guidelines are provided in the Middle School Student-Parent Handbook and are repeated here for review by Upper School parents. The purpose of offering this information is not to dissuade parents from hosting social functions for students, but rather to inform parents of concerns and problems other parents have experienced so that appropriate planning may take place.

1. Suggested guidelines are:
 - a. Large parties are unmanageable.
 - b. Parents should discuss ground rules of the party specifically with sons or daughters, and these should be explained to guests prior to the party.
 - c. Lack of a specific guest list encourages friends of friends to “crash” the party.
 - d. Parents planning to host a party should feel free to call other parents who have hosted similar events. The School can help with names of other parents who will share their experiences.
 - e. The parents should be present and visible at regular intervals during the party.
 - f. Parents of guests should feel free to call in advance and ask questions about the nature of the party and general ground rules which that family has for its parties.
 - g. The host should know who is spending the night and should check that the guest has informed his or her parent or guardian.
 - h. Parents greeting guests at the door or being introduced to guests helps to establish the proper tone.
 - i. Guests should remain inside until the party is over. If the party is outside, guests should not leave and then return to the area.
 - j. **MOST IMPORTANTLY**, plan the party carefully with your son or daughter—cover all aspects and don't let the event just “happen.”
2. Other Information
 - a. It is illegal to serve minors alcohol in your home, except to parents' own children.
 - b. Parents who host parties at which drinking occurs are taking the risk of being liable for any harm which may come to guests after they leave. This is true

even if the parents are unaware that drinking has been going on. Parents are legally responsible even though they may not realize what is occurring.

SECTION III. STUDENT SERVICES

The Campus Store

The Campus Store is open daily from 8 a.m. - 4 p.m., Monday through Friday, during the school year. One may purchase paperbacks, workbooks, and writing supplies (binders, paper, pens, and pencils). In addition, there is a display of "spirit" clothing, decals, and locks (which must be used on book lockers).

Textbook Purchases

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

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

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

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

Textbook Returns and Refunds

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

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

Buyback Procedures

All books having resale value will be bought back as "used." The buyback deadline is usually in mid-June. Books may be sold online at www.mbsdirect.net or by calling MBS Customer Service at 1(800)325-3252 to obtain a quote by e-mail or mail, along with a prepaid shipping label. If the books have resale value, shipping instructions will be given during the phone call.

Finance Center

The Finance Center is the place for the following:

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

The Dean's Office

The responsibility of this office is in areas of attendance and student regulations and discipline. The staff consists of a dean of students, assistant dean, and an administrative assistant.

The Dean's Office is available for conferences with students and parents. The dean is responsible for enforcing the School regulations and administering the disciplinary action for both this office and the Honor Court.

The administrative assistant for the Dean's Office keeps all attendance records and can act for the dean in granting readmits to tardy students.

Food Services

Food service is provided on a cash basis in Verlander Hall inside of Bolles Hall, and in the Canteen located in the Bent Student Center. The former is a cafeteria-style service with a full-range menu and salad bar while the Canteen features milk, juices, and soft drinks as well as kitchen-made sandwiches, soups, and salads.

Guidance and Counseling

1. Guidance

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

The goals of the Guidance Program encompass the following areas:

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

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

2. Advisor Program

Each student in the middle and upper school is assigned to a faculty member whose primary responsibility is to serve as an advisor for specific students. A minimal class load makes the advisor readily accessible to both students and parents. Our advisors have extensive orientation and training in the needs of students in their care, including not only academic matters, but also areas of value development, decision-making, drug abuse, and interpersonal relationships.

3. College Selection Process

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

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

4. Student Counseling

The School maintains an Office of Student Counseling to assist students in addressing issues that fall outside the traditional categories of academic advising. The director of student counseling is available to meet with students individually or in groups to discuss their concerns. Appropriate professional confidentiality is maintained. The office can also assist students or parents in making referrals to other professionals or agencies upon request. Many programs, including guest speakers and workshop presenters, are offered through this office to meet the special needs of students.

5. Student Well-being and Psychological Assessments

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

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

Student Health Center

The School has an established Student Health Center (B-135) and a nurse on duty. The medical facilities offer routine on-campus medical services to the School community. All

student medical records are kept there, and the nurse should be informed of any special physical conditions of a student. A student requiring medical attention should report to his or her scheduled class first to receive permission to visit the Health Center, then report back to class as soon as possible. If a student is too sick to attend class, arrangements should be made through the Dean's Office for the student to go home.

Parents are reminded of the importance of maintaining updated information in the student's health record. It is imperative that we have correct names and phone numbers for emergency contact persons.

Library

The mission of the Swisher Library is the acquisition, organization, circulation, and preservation of all library materials selected and obtained through purchase or gifts in support of the curriculum.

The library personnel promote the concept of media literacy by encouraging students to analyze, evaluate, document, and create their own knowledge. The library and its resources are available during regular library hours (7:30 a.m. - 6:30 p.m. Monday-Thursday and 7:30 a.m. - 4 p.m. on Friday) to the faculty and students of The Bolles School for study, research, and recreational reading.

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

1. The majority of library patrons use the library for study and research. To have a desirable atmosphere for work, conversation and noise are kept to a minimum.
2. To facilitate the cleaning and maintenance of the building, food, drinks, and gum are not permitted in the library under any circumstances.
3. The loan period aims to make all materials available to the largest number of users in a given period. If a book is not returned by the end of the loan period, it becomes overdue and the student is notified to that effect.
4. A book may be renewed ONLY if no other patron has put in a request for it.
5. Overdue notices are sent as a courtesy. They are not to be regarded as a prerequisite for meeting library obligations. The first overdue notice is sent to the student. If he/she fails to respond within five days, a notice is sent to the parents and the student will be given demerits. These will be rescinded if the book is returned immediately; if the book is irretrievable, the student's account will be billed. No additional books may be checked out until the overdue books are returned. There is no overdue fine.
6. All library obligations must be cleared before students may take mid-term or final exams.
7. The borrower is responsible for all materials checked out until returned to the library. The charge for lost or damaged materials is replacement cost for that type of book, plus 20 percent of cost as a processing fee.
8. Reference books, periodicals, and AV materials are available for in-house and overnight use only.
9. Improper removal of library books, magazines, and other resources is considered a major disciplinary offense.

10. Books placed on “reserve” circulate for varying lengths of time as determined by the teacher requesting the reserve.
11. Please do not re-shelve books after browsing and in-library use, but leave them on the circulation counter.
12. The library has copying equipment for books. The charge is posted and must be paid in cash when the charge is incurred.
13. The Library computer lab is for academic use only. Black & white printing is available. Computer assistance is available.
14. The video editing lab is available for all students and faculty. Instructional help is available from the library-media specialist.

Lockers - Lost and Found

1. Personal Property Storage
Book lockers, which are located in classroom areas, are assigned to each student. Locks that are available in the Campus Store must secure these lockers. Also available are athletic lockers, where PE or athletic clothing is to be kept. It is essential that all athletic lockers be secured at all times. Cars are not to be used as lockers.
2. Lost Items
 - a. Books and clothing left unattended on the campus are picked up each day and placed in the Dean’s Office.
 - b. Small or valuable personal items that are found are to be turned in to the Dean’s Office and can be claimed there by proper identification of the item.

SECTION IV. ORGANIZATIONS AND ACTIVITIES

Student

At Bolles, extracurricular activities should enrich students’ lives by giving them opportunities to pursue or develop new interests, skills, and friends. In many cases, these activities supplement the academic program.

1. Government
Student Government at Bolles consists of an Upper School Student Council and the Honor Council. Student Council representatives are elected semi-annually. Each boarding campus also elects representatives to Student Council. Class presidents are elected annually. Students electing to run for school office must have their advisor and the Dean’s Office sign their candidacy petition indicating their support for the student. Students whose disciplinary records are inappropriate may, therefore, be disqualified from serving as class officers.
2. Societies
 - a. National Honor Society (see page 49).
The Alpha Society is a chapter of the National Honor Society. It is made up

of students in the upper two classes who have attained distinction in scholarship, leadership, service, and character. A Faculty Selection Committee appoints members. Once appointed, a member is expected to maintain high standards in order to continue as a member.

Because this is one of the highest honors a student can achieve at Bolles, much is expected of its members. Each student, when signing the Alpha Society Constitution, promises to become identified with at least one worthy project which will contribute to the improvement of Bolles.

b. Language Honor Societies

Students are selected for membership in foreign language and other academic honor societies based on standards set by those organizations which may include grade point average and teacher recommendation. Specific questions regarding qualifications and selection process should be addressed to the organizational sponsor.

3. Leigh Meadows

This organization is open to any student interested in becoming involved with children from the Leigh Meadows After-School Day Care Center. At least two activities are planned each month. These activities may include athletics, arts and crafts or music activities, tutoring, trips to a park or zoo or recreation activities. While the Leigh Meadows Club plans all activities and makes necessary arrangements, other clubs and groups on campus are encouraged to sponsor an activity.

4. Community Service Clubs

In keeping with the Bolles Values Statement, service to our community is an essential part of the students' lives in the upper school. Through chartered service clubs such as Dreams Come True, Habitat/Bolles, Youth Against Cancer/March of Dimes, and through individual initiatives, service opportunities are made available to every student.

Via an in-house program, students reporting their activities to their advisors will have an ongoing record of the agencies, dates, and hours worked throughout their Bolles career. Verbal notification to the advisor is sufficient, however, report forms are available from advisors or Ms. Moyer-Shad. Should a student have a long-term association with an agency, a written statement from that agency detailing the student's participation should be submitted.

All freshmen will participate in a service component of their Life Management Skills course. This will include at least one community service project during their freshman year. They must complete a written reflection piece describing their activity. Forms to report their activity are available from Mr. Hopkins or Ms. Moyer-Shad.

New service clubs are welcomed. Students should contact the director of student activities for organizational information, charter, and sponsorship requirements.

Often clubs are sponsored by organizations in the community such as Habitat International, Rotary, or Fellowship of Christian Athletes. This does not preclude the faculty sponsor requirement. To maintain visiting privileges non-faculty sponsors, upon arriving on campus, must check in at the Dean of Students' Office prior to going to the designated meeting site.

5. Academic Clubs and Activities

- a. Language clubs: French, Spanish, German, Japanese, Latin, Chinese. Interest clubs are open to grades 9-12. There is a language requirement for membership. The aim of each club is to promote further interest in the language. Participation in local and state language meetings, conferences, and competitions is encouraged. Some school service projects are undertaken. Middle school Latin students may also participate.
- b. Math/Science clubs: Mu Alpha Theta (math club), Curie Society (chemistry club), and Computer Club are examples of other academic clubs designed to provide forums for the related subjects to those interested students.

6. Interest Clubs

The number and kinds of interest clubs vary from year to year as chartered by the Student Council. Students interested in forming an interest club should contact the director of student activities for organizational information. Some of the interest clubs currently chartered include Chess Club, Young Life, Desi Club, Debate Club, and League of International Students.

Students are always encouraged to create new academic or interest clubs. They must have a faculty sponsor and have applied for and been granted a charter from the Student Council. Students should contact the director of student activities for organizational information.

7. Community Service/Leadership Opportunities

Sophomore Leadership Development (SOLD) and the Community Service Board offer leadership training and practical application of leadership skills. Candidates should have a strong interest in community service and in developing their leadership potential. Applications are available from the director of student activities and from the director of counseling services.

8. Student Activities Sponsors

Each service club, society, academic club, class, and interest club is required to have at least one faculty sponsor to attend each meeting and organization event. The role of that sponsor is to provide responsible guidance at the group's meetings and in their selection and organization of activities. Groups that are affiliated with organizations from the community (i.e., Habitat, Young Life, March of Dimes, etc.) may have additional sponsors or advisors from that parent organization. These representatives are welcome on campus. During the school day, 8 a.m. to 4 p.m., these sponsors should check in immediately with the Office of the Dean of Students upon arrival and should proceed directly to the designated meeting or event site. Reporting to the Dean's Office acknowledges permission to attend the club function at the site provided, not for access to the campus at large.

10. Publications

Bolles student publications include a yearbook, *Turris*, a newspaper, *The Bugle*, and a literary magazine, *Perspective*. Students produce each publication with the assistance of a faculty advisor.

Any student may apply to be a staff member of *The Bugle*, *Turris*, or *Perspective* by contacting the editors or advisors. Publications generally meet daily as an elective course offering.

The Bolles Parent Association

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

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

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

CONSTITUTION AND CODES

Student Government Constitution

ARTICLE I

- Section 1. All legislative, executive, and judicial powers granted by the administration to the students shall be vested in the Student Government.
- Section 2. All legislative powers granted to the student shall be vested in the Student Council. The administration and/or its delegates have the power to veto legislation of the Council.
- Section 3. The Council shall consist of no more than 22 representative members, elected from his or her respective class. The presidents of each class shall serve as members of the Student Council, making a total of no more than 8 seniors, 7 juniors, 6 sophomores, and 5 freshmen. A representative from each residential campus shall also serve on Student Council. Representatives shall have the full privileges of Student Council elected representatives, including the right to hold Student Council office.
- Section 4. The officers of the Student Council are a) president, b) vice president, c) secretary, d) treasurer, e) parliamentarian, f) public relations director. The president shall be a senior.

Section 5. The chairperson of the Honor Council shall serve as an ex-officio member of Student Council with privileges of voting and participation in discussions. He/she is not eligible for elective office of the Student Council.

ARTICLE II

Section 1. Elections for Student Council members shall take place in February and in April of each year on a date set at least one month in advance by the Council. Students who are running for Student Council or class president shall provide the director of activities with applications and speeches by the specified deadline given in the candidate meeting. Elections for class presidents will be held in February. Elections for class representatives will be held in February and April.

- Section 2.
- a. Students who are running for Student Council or class office are required to attend one leadership retreat within the year prior to their taking office.
 - b. Students who are running for class president in grades 11-12 are required to fulfill one of the following in the year prior to running for office:
 1. The student must currently hold or have held an office in his or her class.
 2. The student must currently hold or have held the position of president in an active club.
 3. The student must have been a chair or co-chair of a major school activity.
 - c. Students who are running for Student Council president must have completed two semesters of service on the Council prior to running.

Section 3. Students who are running for Student Council or class office must have and sustain the following criteria throughout the semester prior to elections:

- a. A "C" average
- b. No Honor Court offenses
- c. Academic eligibility

Any student who violates the above conditions during his or her term of office shall be removed from office.

Section 4. Students who are running for Student Council or class office shall give speeches prior to elections at a mandatory class meeting. Voting shall take place following the speeches.

Section 5. Student Council officers shall be elected by the Council by secret ballot at the first meeting following elections. They are to be elected in the order presented in Article 1, Section 4.

ARTICLE III

Section 1. The duties of the president are a) to act as chair of all meetings, b) to appoint all committees, c) to supervise all Student Council activities.

- Section 2. The duties of the vice president are a) to act as chair in the president's absence, b) to submit quarterly reports on other activities of all chartered student organizations, c) to act as chair at all meetings of the Club and Class Presidents Organization.
- Section 3. The duties of the secretary are to record and publicize all official actions of the Council and to keep readily available a list of all current legislation of the Council. A rough draft of the minutes must be given to the director of student activities by Zero Hour on Tuesday. Printed copies must be distributed by Activities Period on Wednesday.
- Section 4. The duty of the treasurer is to handle and be prepared to report on the Council funds at all times.
- Section 5. The duties of the parliamentarian are to act as the source authority on matters of parliamentary procedure, to take attendance at all Student Council meetings, and to maintain a list of Student Council members' participation in activities.
- Section 6. The duties of the public relations director are to aid the secretary in distributing the minutes to the entire Council, take photographs of the Council at its events, act as chairperson of the promotions committee, serve as a liaison to the executive committee, work with the *Turris* and *Bugle* staff to raise publicity for the Council in those publications, and generally raise publicity for the Council.

ARTICLE IV

- Section 1. The Council may impeach an officer with a majority vote. At the following regular meeting the officer may be removed from his office by a two-thirds vote of the remaining Council.
- Section 2. A member may be expelled from the Council by a two-thirds vote of the Council after a majority-voted indictment is made at the previous meeting. Good cause for the expulsion must be clearly stated in the indictment and recorded in the minutes. Dismissal from office, as a result of impeachment or of failure to meet academic or absence standards, as defined in the Student Council Constitution and Bylaws, shall be recorded in the minutes of the next meeting.
- Section 3. Upon the removal of a class president or representative from office, the remaining president and/or representatives from that grade shall nominate an individual to fill the position until the end of the term. To be appointed, the nominee must be approved by Student Council with a two-thirds majority vote.
- Section 4. A student who has been expelled from Student Council or class office shall be ineligible to run for any student government position in the future.
- Section 5. This constitution and its subsidiary parts may be amended by a two-thirds vote of the Council after one week's notice.

- Section 6. Any student may attend the Council's meetings and may speak if recognized by the Chair.
- Section 7. A petition by one-third of the group affected will hold any ruling of the Council in abeyance until two weeks after the passage of the measure, at which time it shall be reconsidered.

ARTICLE V

- Section 1. The Student Council shall have the power to a) appoint all other members of the student government, b) maintain a court system, c) charter student clubs and organizations, d) make all laws necessary to carry out any portion of this constitution.
- Section 2. Members of the student government not on the Council shall retain their position during good behavior and may be removed only by a two-thirds vote of the Council following an indictment.

ARTICLE VI

- Section 1. Members of the Student Government are a) Student Council members, b) class officers, c) club officers, d) Honor Council judges, and e) Dormitory Council members.
- Section 2. Student Government members are to have privileges needed to fulfill the duties of their positions. All other privileges shall be granted on an individual basis by the student government advisors.

ARTICLE VII

- Section 1. The Council may make laws regarding the chartering of student clubs and organizations and also for revocation of such.
- Section 2. The Council shall require clubs and organizations to submit all fund-raising projects and activities to it for approval.
- Section 3. Exclusive franchise on moneymaking projects may be given to student organizations only by a two-thirds vote of the Council.

ARTICLE VIII

- Section 1. The following documents are of this constitution and are to be treated as such: a) the Bylaws, and b) the Student Honor Code.
- Section 2. In matters involving both upper school and middle school students, the authority of the Student Council shall supercede that of the Middle School Student Council.

By-laws of the Student Council

- 1. The Rules of Order of the Student Council shall deal with Council meetings, parliamentary rules, and Council minutes.
- 2. Each newly elected Council shall set a day and hour for the weekly meeting. Special meetings may be called by the president.
- 3. a. Any Council member unable to attend a regular meeting shall inform the parliamentarian prior to that meeting and explain the reason for his absence.

It shall be noted in the minutes if any member leaves the meeting prior to adjournment. If any member leaves a meeting prior to adjournment and without having been granted excuse beforehand, that member shall be considered tardy for that meeting. Absence from school the day of a Student Council meeting will constitute an excused absence for that night's meeting.

- b. A Council member's third unexcused absence during that semester shall result in that member's removal from the Council. That member shall be ineligible for re-election to Student Council or class office the following semester. Class presidents may not have more than two unexcused absences per semester.
 - c. Two unexcused tardies shall be considered tantamount to one unexcused absence. Tardiness as a result of school activities will be excused.
4. The agenda shall be drawn up by the Executive Committee, which consists of the president, vice president, secretary, treasurer, parliamentarian, and public relations director. Any member may place an item on the agenda by notifying the president.
 5. A quorum to conduct business consists of a simple majority of the Council's membership.
 6. The order of business at regular meetings shall be as follows: a) Call to Order, b) Disposition of the Minutes, c) Officer and Committee Reports, d) Unfinished Business, e) New Business, and f) Announcements.
 7. The Secretary shall prepare a summary of each Student Council meeting. The official minutes shall be prepared and distributed to the various bulletin boards and advisors within the week in which the regular meeting is held. The minutes of the previous meeting shall be read at all regular meetings and shall be subject to corrections and additions at that time.
 8. Each motion shall be identified in the minutes by author. Upon request of one-fifth of the Council, a roll call vote may be published.
 9. When personalities or confidential matters are to be discussed, a motion for a closed meeting is in order. Closed meetings shall be restricted to Council members, faculty members, and student judges. Nothing said in a closed meeting shall be repeated outside that meeting. The secretary may so explain in the minutes.
 10. If, in the opinion of the president or parliamentarian, a parliamentary question is not provided for in the Student Council By-Laws, the parliamentarian may refer the president to a reading from *Robert's Rules of Order*.
 11. The Rules of Order may be added to or amended by a vote of a two-thirds majority of the voting membership of the Council.
 12. The Executive Committee, consisting of the president, vice president, secretary, treasurer, parliamentarian, and public relations director shall a) prepare and publish an agenda for each Student Council meeting, and b) upon the decision of the Council, deal with matters which cannot be handled during regular meetings. Meetings of the Executive Committee are open to all Student Council members.
 13. The president of the Senior Class may not serve as president of the Student Council.
 14. Student Council shall retain standing committees, such as membership motivation,

faculty/staff relations, environmental concerns, school service, etc. The committee chair shall set a day and hour for meetings. Two unexcused absences from committee meetings shall be tantamount to one unexcused absence from a regular Student Council meeting.

15. The president of Student Council shall be considered an ex-officio member of any and all Student Council committees. In determining a quorum, the president shall not be counted as a member of the committee. The president, as an ex-officio member, shall not have to abide by the By-Laws concerning absences from committee meetings.
16. The club presidents shall form a standing committee. The vice president of the Student Council shall act as chairperson.

SECTION V. ACADEMIC GUIDELINES AND PROCEDURES

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

End of First Quarter Interim	September 25, 2009
End of First Quarter	October 22, 2009
End of Second Quarter Interim	December 4, 2009
End of Second Quarter	January 8, 2010
Eng of Third Quarter Interim	February 12, 2010
End of Third Quarter	March 11, 2010
End of Fourth Quarter Interim	April 16, 2010
End of Fourth Quarter	May 21, 2010

Grades are available online through My BackPack on the dates below. Reviewing grades with your child regularly can often alleviate later problems. The dates for report card distribution are:

First Interim	October 1, 2009
First Quarter	October 29, 2009
Second Interim	December 10, 2009
Second Quarter (including First Semester)	January 22, 2010
Third Interim	February 19, 2010
Third Quarter	March 18, 2010
Fourth Interim	April 22, 2010
Fourth Quarter (including Second Semester)	June 12, 2010

First semester exams will be given during the week of January 12-15, 2010. Second semester exams for seniors will be given during the week of May 17-20, 2010. Students in grades 9-11 will have exams May 25-28, 2010, with makeup exams on June 1, 2010.

ACADEMIC LOAD

The normal academic load for students in grades 9 - 11 consists of seven subjects, which may include physical education and/or a study hall. At least four of the courses must be academic subjects.

Seniors take five or more courses each semester, four of which must be academic subjects. This pattern ensures optimum flexibility for breadth and depth of study, both of which are necessary for sound comprehensive college preparation.

HOMEWORK

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

Homework assignments for regular courses average about 2 ½ hours per week. A typical daily assignment will average about 30 minutes. Honors and Advanced Placement courses usually require significantly longer. Regular homework is not assigned over the Winter or Spring Break holidays, although a long-term assignment may be due after a break but with the assumption that students have had ample time to complete the assignment before the break. All teachers provide exam review guides before the Winter holiday to be used at the student’s discretion. A normal one night’s worth of homework is the guideline for other holiday breaks during the year. Students who miss work for religious holidays should follow the guidelines for Anticipated Absences on page 10 in the Handbook.

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

DIPLOMA REQUIREMENTS

(Units Awarded for Courses in Grades 9-12)*

	UNITS
English.....	4
Fine and Performing Arts.....	1
Language: Two years of one.....	2
Mathematics: Algebra I, Algebra II, and Geometry.....	3
Life Management Skills.....	1/2
Physical Education/Fitness.....	2
Sciences: Physical Science, Biology, and Chemistry.....	3
Social Studies: World History, U.S. History, and one elective....	3
Additional electives.....	3 1/2
TOTAL UNITS.....	22

*Students entering from other schools will have their transcripts evaluated to see what courses are equivalent to our requirements and what needs to be taken to complete the requirements listed above.

INFORMATION TECHNOLOGY COMPETENCY REQUIREMENT

As a part of our college preparatory mission, The Bolles School expects its graduates to demonstrate a working competence with information technology. All students must show proficiency in collecting and analyzing relevant information via the Internet, access teacher web pages for assignments and course syllabi, and use e-mail systems for communication.

Bolles students must meet this expectation through one or more of the following:

- Earn a college certifying grade of C- or better in the Computer Applications I course
- Satisfactorily complete the information technology activities that are assigned in the required Life Management class
- If neither of these courses is taken, satisfactorily complete an assignment given by the Academic Office that measures our information technology expectations.

PLANNING CONSIDERATIONS

1. Each student in grades 9-11 must take 6 courses each year. Many take 7 courses. In all cases, at least 4 of the courses must be academic subjects. Seniors must take and pass 5 courses each semester, 4 of which must be academics. We feel that this pattern ensures optimum flexibility for breadth and depth, both of which are necessary for sound comprehensive college preparation.
2. English must be taken each year. A student with a final average below C- is required to repeat English in summer school in order to advance to the next grade.
3. Mathematics is required in grades 7-11, and is strongly encouraged in Grade 12.
4. At least two years of one language is required. Many colleges require more than two years of a language; therefore, we encourage additional study if academically appropriate.
5. Three lab sciences are required: Physical Science, Biology, and Chemistry.
6. Enrollment in World History, U.S. History, and one other social studies elective are required in grades 9-11. At least one academic elective credit in social studies is encouraged in the senior year.
7. One credit in Fine Arts is required. This may be taken as two semester courses or one full-year course.
8. Two credits of Physical Education/Fitness are required. Life Management Skills is required for one semester, typically in grade 9.
9. Re-enrollment and promotion to the next grade is considered using final grades in each course. A grade of C- or better is considered passing. Successful completion of a course requires taking the semester examination (except when a senior is exempt from an exam). In some cases failure in a single course may be

made up during the summer, but each student's academic status is evaluated individually with respect to re-enrollment.

10. All subjects are graded on a scale of A-F, except for Office Aide which is Pass/Fail.
11. Minimum enrollment for a course has been established at 10. Fewer students may result in cancellation of the course.
12. Special fees: Driver Education requires a charge of \$375.00, billed during the semester in which a student is registered.
13. Certain courses are labeled HONORS or ADVANCED PLACEMENT. These courses are accelerated or college level courses designed for the highly qualified and ambitious student. Enrollment in most of these courses requires recommendation of the department.

GRADUATION

To qualify for graduation and a Bolles diploma, a student must be in full-time attendance for his or her entire senior year. A senior must take and pass at least four academic subjects and one other course during each semester, regardless of the total number of credits previously earned. Successful completion of a course requires taking the semester examination (except when a senior is exempt from an exam). It is the student's responsibility to make sure he/she is properly enrolled in the correct courses. A senior who is deficient in one subject, meaning the final average was below C-, may make up the deficiency during the summer, thereby qualifying for graduation in August. Please refer to Diploma Requirements on page 42.

SCHEDULING

The preparation of a student's academic schedule is a very important undertaking and presents a number of opportunities for consultation among student, family, advisor, and academic office. We urge your careful consideration of the requirements and options and strongly recommend a plan that outlines the entire high school career well in advance. Please refer to the curriculum guide for specific information and do not hesitate to ask for assistance.

Our commitment to small, balanced classes means that requests for individual teachers or specific periods cannot be accommodated.

1. Course Changes

Schedules are mailed to students prior to the opening of school in August. In the event of a conflict or obvious error, students should call the Registrar's Office immediately. If the schedule requires a class or level change, students should call the Academic Office.

Once school begins, students should contact their advisor for all schedule changes. See the following Drop/Add guidelines.

Schedule changes cannot be made for non-educational reasons. Students and/or

parents should not request specific teachers or attempt to resolve temporary personal conflicts by changing classes.

2. Drop/Add

When a valid reason exists for a schedule change, there are guidelines based on the timing of the request.

- a. Students who receive authorization for a class change from the advisor and all teachers involved may do so during the first week of the semester for semester courses and for the first two weeks of the semester for a year-long course. New classes may not be added after these deadlines.
- b. Level changes may be made without petition up until the end of the first interim. Students who petition to move from an Honors or AP class to a regular section may make such a change at any time, but the transcript will reflect enrollment in the regular section and there will be no special weight assigned in the computation of grade point average for students who do not complete the semester in the Honors or AP class.
- c. All requests for schedule changes after these deadlines require a formal petition.
- d. If a petition is approved for a student to drop a class after the first interim for a semester course or after the first quarter of a year-long course, the transcript will reflect WP or WF (Withdrawn Passing or Withdrawn Failing), and the student will not be eligible for first or second honors during that term.

Note - a “W”, indicating that a student has withdrawn from the course, is not used in the computation of grade point average. Courses taken from other institutions do not count toward the calculation of grade point average.

ZERO HOUR

Zero Hour is a daily program of special help before regular classes each academic day. The block of time from 8 - 8:30 a.m. provides an opportunity for immediate help in any subject area, an uninterrupted and “sacred” block of time for academic assistance and/or individual research. Additionally, Zero Hour offers a parent an excellent opportunity to meet with a teacher or counselor in order to solve a problem together. All campus facilities are open for student use at 8 a.m., including the Student Center for light breakfast and the Library for research and/or study.

SCHOOL-WORK CONFLICT

We recognize the student’s right to gainful employment. However, we cannot condone a work schedule that conflicts with academic preparation. Any work program requires careful discussion at home and with the Guidance Department.

GRADES

The Bolles School utilizes an alpha system of grade reporting, (A, B, C, D, F). The minimum college certifying grade is C-. The use of plus (+) or minus (-) more clearly defines the specific level of achievement attained. Students who receive an incomplete in a course have two weeks from the end of the grading period to make up the work or may receive a failing grade in the course.

Each academic department within the School establishes evaluation standards. Any required course in which a grade below C- is earned must be repeated before proceeding to the next level of that subject.

Bolles does not post grades from previous schools attended to the Bolles transcript, nor do those courses compute into the Bolles G.P.A. A notation is made on the Bolles transcript showing previous school(s) attended. When applications are made to college, a copy of a transcript from a previous school is attached if it shows credits required for graduation.

CUMULATIVE G.P.A.

For computing cumulative G.P.A., Honors courses and Advanced Placement courses are assigned an intermediate or a maximum weight respectively. Therefore, students taking Honors and/or Advanced Placement courses are compensated for the additional work and difficulty involved in their programs.

G.P.A. CONVERSION CHART

Letter Grade	Regular	Honors	Advanced Placement
A+	12	13.5	15
A	11	12.5	14
A-	10	11.5	13
B+	9	10.5	12
B	8	9.5	11
B-	7	8.5	10
C+	6	7.5	9
C	5	6.5	8
C-	4	5.5	7
D+	3	4.5	6
D	2	3.5	5
D-	1	2.5	4
F	0	0.0	0

As is the standing policy, students taking more than 5 academic classes in a semester during 2009-10 will receive a three-point bonus for each additional academic course. A student may take a maximum of 7 academic courses in a semester. This policy is under review and may be changed in 2010-11. The bonus points are used in computing cumulative G.P.A. Certain courses are not computed in G.P.A.: Physical Education/Fitness, sports, Bugle, Turris, Life Management, Driver Education, Office Assistant, Literature and Composition, and English as a Second Language.

ADVANCED PLACEMENT

The Advanced Placement Program of the College Board gives students the opportunity to pursue college-level studies while still in secondary school and possibly to receive advanced placement and/or credit upon entering college. The program currently provides courses and examinations in the following areas: biology, chemistry, physics, modern European history, American history, American government and politics, comparative government and politics, calculus, statistics, computer science, English language and English literature, French, Latin, Spanish, portfolio art, and art history.

An AP course is a college-level learning experience. It is challenging and thought-provoking and — compared to other high school courses — it takes more time, requires more work,

gives greater depth, and is more stimulating. Recommendation by the current year's teacher, motivation, and test scores are used in the screening process to ensure that students are capable of completing college-level course work and are enrolling for sound educational reasons. The Program is administered through the Educational Testing Service (ETS), an independent, nonprofit agency in Princeton, New Jersey.

The examinations are administered in May. The current fee for each examination is \$86. In early July the grades are sent to the students, their designated colleges, and their schools.

ADVANCED PLACEMENT TESTING FOR 2010

WEEK 1: MORNING SESSION (8 A.M.)		AFTERNOON SESSION (12:45 P.M.)
May 3	U.S. Gov't/Politics	Comparative Gov't/Politics French Language Statistics
May 4	Computer Science* and Spanish Language*	
May 5	Calculus AB and BC	AP Art Info Session I
May 6	English Literature	AP Art Info Session II
May 7	U. S. History	European History Studio Art Portfolios Due
WEEK 2: MORNING SESSION (8 A.M.)		AFTERNOON SESSION (12:45 P.M.)
May 10	Biology	Physics
May 11	Chemistry	None
May 12	English Language	Art History
May 13	None	None
May 14	None	Latin

*Students who wish to take exams scheduled for the same time period must contact Mrs. Denmark prior to March 15. Makeup AP exams will be at times designated by the Advanced Placement Program of the College Board, Wednesday–Friday, May 19-21.

ACADEMIC ELIGIBILITY FOR ATHLETICS

The Florida High School Athletic Association (FHSAA) requires student athletes to meet specific academic standards at the conclusion of each semester of high school. Failure to meet these standards at the end of any semester of high school results in a student being declared ineligible for the subsequent semester. Using FHSAA standards, therefore, the School will determine a student's eligibility status twice a year, at the end of each semester. Students who are ineligible by FHSAA standards following semester review will not be allowed to represent the School in interscholastic athletic competition for the entire subsequent semester. Student athletes who have satisfied FHSAA Academic Eligibility standards must also maintain satisfactory academic progress in order to represent the School in interscholastic competition.

SCHOOL POLICY ON PARTICIPATION

Several areas of student activity place great demands on a student's time. While it is the philosophy of the School to encourage such involvement, a student who represents Bolles on an athletic field, in a performance, or in other activities must first satisfy the academic

demands of the School. Participation in either extracurricular or interscholastic art, athletic, and academic performances, practices and competitions requires attendance in at least half of the student's classes on the day of the event with no unexcused absences. Academic obligations (i.e., tests, papers, etc.) must also be fulfilled.

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

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

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

ACADEMIC HONORS - UPPER SCHOOL

Bolles recognizes students' academic achievement in a number of ways. One of these is the designation of First and Second Honors. Students qualify for this recognition based upon quarter grades according to the following criteria:

First Honors:

Taking 4 or 5 academic courses:

4 grades minimum A- in Academic courses

No grade below B in any course

Taking 6 academic courses:

4 grades minimum A- in Academic courses

1 Honors or AP course B-

No other grade below B in any course

Second Honors:

Taking 4 academics:

All courses minimum B

Taking 5 academics:

1 academic course minimum B-

All others minimum B

Taking 6 academics:

1 Honors/AP course may be a B-

1 other academic course may be a B-

All other courses must be minimum B

The School believes that students deserve acknowledgement of their accomplishment in earning good grades, and the Office of the Dean of Students or boarding directors' offices may extend certain privileges, approved by the Academic Committee, to students who receive these honors, but as "virtue is its own reward," the School leaves any additional recognition to the discretion of parents.

The following are not considered academic courses: Driver's Education, Life Management, Turris, Bugle, Physical Education, and any pass/fail course. A grade below a "B" in these courses will disqualify a student from Honors recognition.

ACADEMIC BANQUET

Students honored at the Academic Banquet in the spring are those who are in the top 10% of each grade level, 9-12, based on the weighted grade point average computed at the end of the third quarter. In the senior year, students who have maintained a cumulative top 10% rank are also honored.

VALEDICTORIAN AND SALUTATORIAN

Traditionally, Bolles honors a valedictorian and salutarian of each graduating class based upon the cumulative weighted grade point average through the third quarter. A student must have attended Bolles for three consecutive years (6 semesters) in order to be considered for these honors. The School may choose to honor more than one top scholar and designate co-valedictorians or co-salutorians if GPAs are equivalent.

AWARDS

Awards such as those presented at the end of the year are determined by criteria set in each academic department. Service awards are given for participation in various school and community projects. While seeking to recognize students for their accomplishments, a pattern of inappropriate behavior, Honor Court convictions, or disciplinary concerns may affect granting of awards and recognition.

NATIONAL HONOR SOCIETY SELECTION

A committee composed of administrators, teachers, advisors, and college counselors elects the membership of the National Honor Society. Students must have met all four criteria of scholarship, character, leadership, and service. Extensive discussion and research from faculty who teach those being considered are the focus of the process. Students become

eligible for consideration during the junior year. In the senior year, additional students who meet the four criteria are selected. Following the tapping of those chosen at a convocation near the beginning of the second semester, students are inducted at an evening candlelight ceremony. Bolles' Alpha Chapter of the National Honor Society was chartered in 1944. A complete description of the criteria for selection to NHS is on our web site at www.Bolles.org.

PRESIDENT'S LIST

The purpose of the President's List is to recognize students who have, in the preceding quarter, made significant contributions above and beyond the level of performance expected of the Bolles student to create a positive impact in the Bolles community at large. Students are nominated for this award by teachers, club and class sponsors, or fellow classmates. A committee of administrators and advisors then makes recommendations to the president for his approval. The awards are presented at convocations, and a letter is sent home to announce the student's selection.

EXAMINATIONS

Semester examination schedules are posted well in advance. Students are responsible for knowing their schedule. Students should plan their departure from Bolles to allow for exam week. Early exams compromise the testing situation and are allowed only for official school absences. If necessary, make-up exams will be scheduled following the regularly scheduled exam time slot. Students who fail to take an examination at the scheduled time for any reason other than documented illness or with the prior approval of the Academic Office may face the consequence of not being permitted to make up the exam and could receive a grade of "incomplete" in the course. There may be an administration fee required for taking make-up examinations.

TUTORING

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

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

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

CLASSROOM TESTING DAYS

The School recommends that faculty cooperate among departments so that the daily testing load on students is reasonable. While every attempt is made to rotate the days of major tests, there can be no guarantee that a student may have only a certain number of tests on any given day. When inevitable variations in the schedule occur because of holidays, special school programs, or unexpected class cancellations, teachers will generally give students sufficient advance notice as to changes in the testing schedule. Homework, quizzes, and class presentations can, of course, be scheduled at any time. If a student has a concern about his or her schedule of tests, he or she should contact the advisor, department chair, or principal/San Jose campus.

STANDARDIZED TESTING INFORMATION

1. IN-SCHOOL TESTING:

- PSAT for sophomores and juniors: Wednesday, October 14, 2009. juniors: Periods 1–4; Sophomores: Periods 5–8. Results of the PSAT are returned to Bolles in late December or early January, depending on when they are received and analyzed. Both sophomores and juniors will receive these test results as a group.
- PLAN Testing for sophomores: December 2, 2009.
- Junior Guidance Testing: These tests are used in the college placement process:
Strong-Campbell Interest Inventory: Thursday, November 5, 2009, Period 7
Myers-Briggs Type Indicator: Wednesday, November 11, 2009, Period 1
- Advanced Placement Testing for 2010: May 3-14.
Makeup APs: May 19-21.

2. SATURDAY TESTING: Tests for which Bolles serves as a testing site and testing for college admissions. Bolles' High School Code for both SAT and ACT is 100745. Registration booklets may be obtained from the Williams Guidance Center. All registration is done by the testing agencies and not by The Bolles School. Bolles has no authority in the placement of test candidates at testing sites. Early registration is encouraged as our Test Center fills quickly.

• SAT—TEST CENTER CODE: 100-345

SAT dates for 2009 - 10:

- SAT Reasoning and Subject Tests - October 10, 2009
- SAT Reasoning and Subject Tests - November 7, 2009
- SAT Reasoning and Subject Tests - December 5, 2009
- SAT Reasoning and Subject Tests - January 23, 2010
- SAT Reasoning ONLY - March 13, 2010
- SAT Reasoning and Subject Tests - May 1, 2010
- SAT Reasoning and Subject Tests - June 5, 2010

- **ACT—TESTING CENTER CODE: 189970**

ACT dates for 2008 - 09:

September 12, 2009

October 24, 2009

December 12, 2009

February 6, 2010

April 10, 2010

June 12, 2010

Sunday Exception Testing

September 13, 2009

October 25, 2009

April 11, 2010

Juniors are encouraged to take the SAT Reasoning Test in the spring, usually beginning in April. A conference with his or her college counselor—assigned in early February—is advised regarding the number of opportunities of which a student should take advantage and what SAT Subject Area Tests should be taken, if any.

- **TOEFL TEST (Test of English as a Foreign Language)**

The Test of English as a Foreign Language is for our international students. It is completely taken on the computer. Bolles will NOT be a testing site for this test. International students in grades 11 and 12 will want to consult with our international advisor regarding the TOEFL. Materials for registration may be obtained from our Guidance Office.

SECTION VI. ATHLETICS

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

1. Participation - Participation in either extracurricular or interscholastic art, athletic, and academic performances, practices, and competitions requires attendance in at least half of the student's classes on the day of the event. Academic obligations (i.e., tests, papers, etc.) must also be fulfilled.
2. Conduct - Knowing that conduct both on and off the athletic field will be an example to the whole student body, nothing will be done to bring discredit to the athlete, the team, or the School.
3. Sportsmanship - Engaging in a particular sport, the athlete will do his/her best to follow the rules, to abide by officials' decisions, to refrain from profanity and taunting, and to treat opponents with fairness. The athlete should be humble in victory and uncomplaining in defeat.
4. Training habits - Recognizing that the attainment of top physical condition is of primary importance to any athlete:
 - a. Alcohol, tobacco, and drugs will not be used in any form.
 - b. Reasonable hours will be maintained away from school.
 - c. A prescribed training diet will be followed.

5. Loyalty - Recognizing that loyalty to the School is vital to the success of any athletic endeavor, the athlete will:
 - a. Faithfully cooperate with the coach, the team members, and all School authorities.
 - b. Insure eligibility by maintaining high academic standards.
 - c. Take care of all School property and equipment issued.
6. Courage - Accepting responsibility as a team member, the athlete will perform duties in a manner that will earn the respect of teammates and opponents alike.

Regulations and Awards: School academic and state eligibility regulations must be adhered to in every aspect in order to compete in interscholastic athletics. In awarding J.V. or Varsity letters, the coach of each sport, along with the athletic director, will determine the criteria for receiving a letter. At graduation, lifetime letters are presented to student athletes who have earned 3 varsity letters while participating in athletics at Bolles. These letters may be earned in one sport or a combination of sports, and at least one must have been earned during the senior year.

Eligibility: It is imperative that a certified copy of the birth certificate of each student who will compete in interscholastic athletics be presented to the School for registration with the Florida High School Athletic Association. The birth certificate must be certified by the state in which it was issued. Notarized, photocopied, or unofficial copies are not accepted by the High School Athletic Association. The birth certificate must be filed with the School not later than August 1.

Academic eligibility standards are required by the Florida High School Athletic Association and are strictly enforced at Bolles.

Physical Education: All students except those with a medical excuse participate in the physical education program and are required to wear a designated uniform. The course is divided into two parts. Each student will participate in both a self-testing physical performance laboratory experience and a traditional physical education activities program.

As in all academic classes, demerits will also be issued in Physical Education for repeated lateness, improper uniforms, or lack of effort.

SECTION VII. GENERAL INFORMATION

WHOM TO SEE ABOUT...

Bolles Phone Number - (904) 733-9292

24 HOUR voice mail - (904) 733-9292, extension or name

Absences (Student).....	Dean's Office
Academic (Program).....	Mr. Scott Smith
Activities (Student).....	Ms. Moyer-Shad
Admission.....	Mr. Reed
Advancement.....	Associate Head of School/Advancement, Mr. Wenzel
Advisor Program:	
Upper School.....	Mrs. C. Smith
Grade 9 Advisors.....	Ms. Bush, Mr. Corrigan, Mrs. Stone, Mrs. Lunsford
Grade 10 Advisors.....	Mrs. Denmark, Mr. Howard, Mrs. Tyler
Grade 11 Advisors.....	Mr. Hilf, Mr. Ryan, Mrs. Smith
International Advisor, Grades 9-11.....	Mrs. Marks
Grade 12 College Counseling.....	Dr. Soud, Director
	Mrs. Baker, Mrs. Morris, Ms. Vagenas
Announcements.....	Switchboard
Athletics (interscholastic).....	Mr. Morris
Band.....	Mr. Zentz
Bank (Resident Student).....	Mrs. Friedlin
Bills (Fees and Charges).....	Mrs. McDaniel
Counseling.....	Mrs. Cussen
Dormitory, Boarding Directors.....	Mr. Boswell, Mrs. Ryan
Honor Court.....	Mrs. Soud
In-School Testing.....	Mrs. Denmark
Insurance.....	Mrs. Ennis
Messages.....	Mrs. Cooper
Parent Association.....	Advancement Office
Physical Plant Maintenance, Engineering, Housekeeping.....	Mr. McCarthy or Mr. Snell
Public Relations.....	Mrs. Olson
Saturday Testing.....	SAT – Ms. Connelly, ACT – Mrs. Pickren
Schedule.....	Mrs. Babcock
Student Council.....	Ms. Moyer-Shad
Student Health Center.....	Mrs. Scott
External Summer Programs.....	Mr. Lyon
Summer Session.....	Mrs. Denmark
Supplies.....	Mrs. Friedlin
Transcripts:	
Upper School, Grade 12.....	Mrs. Williams
Grades 9-11.....	Mrs. Pash
Transportation.....	Mr. Williams
Upper School.....	Mrs. Babcock

UPPER SCHOOL ACADEMIC DAY BELL SCHEDULE 2009-10

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

DISTRIBUTION OF MATERIALS

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

ALMA MATER

BOLLES, beloved Alma Mater,
Tower high thy mighty walls.
Mem'ries of our days here linger;
Learned we in thy hallowed halls.

Closely bonded by our friendship,
Proud we stand with voices raised;
Youthful days of Bolles we treasure—
Knowledge, strength, tradition praised.

As the river flows before us,
We move forward to succeed.
Called to seek our lives victorious,
Words of noble tutors heed.

Ever fondly we remember;
Days spent here are now our gain.
Led to learn for sake of wisdom—
Cherished, Bolles, you will remain.

*Lyrics by Julie Cheves Babcock
Music by William Schirmer*

THE BOLLES FIGHT SONG

On, on Bolles School
We are right,
For the fight, to-night
Get that ball, and hit that line,
Every bulldog star will shine,
We'll ere be true,
To the orange and blue.
As we roll, to that goal, var-sa-tee,
We will kick, pass, and run,
Til the battle is won,
And bring home the victory.

*Words and music by permission of
The University of Kentucky
Adapted by J. Frank Callihan*

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