

# Student/Parent Resident Life Handbook 2022-23



Parents and Students,

The purpose of this handbook is to provide you with the policies and procedures that are an essential part of the Resident Life program at The Bolles School. During the course of the year, the Deans of Resident Life will communicate updates and additions to the handbook, if any. All boarding students must follow the guidelines set forth, including students who are 18 years old or older. When you and your family made the decision to join the Bolles community, you accept all the rules/guidelines as outlined in the handbook(s).

As a residential community, we strive to create an environment that promotes academic achievement, personal development, safety and inclusiveness. We believe in the importance of trust, honesty and honor and it is our expectation that all members of our community adhere to these values.

– The Bolles School Resident Life Staff

### THE BOLLES SCHOOL MISSION STATEMENT

The Bolles School prepares students for college and life by inspiring excellence, courage, integrity and compassion in an academic community dedicated to nurturing mind, body and soul.

### BOLLES RESIDENT LIFE PROGRAM MISSION STATEMENT

The Bolles School Resident Life Program is committed to providing an inclusive and nurturing environment in which all students are offered a breadth of opportunities and experiences that promote academic success and individual achievement, as well as the values of self-reliance, social responsibility and a respect for diversity.

### HONOR CODE

I will maintain my self-respect and respect others.  
I will not lie, cheat, steal or tolerate those who do.

### STANDARDS

**Respect:** Treat people and property with dignity, consideration and thoughtfulness

**Accountability:** Ownership of your words and actions and their impact on others

**Communication:** Through interaction and dialogue, community members will be active participants and will make positive contributions that better the community.

**Involvement/Investment in Community:** Community members will be active participants and will make positive contributions that better the community.

**Happy, Healthy and Safe:** Community members will promote personal wellness which includes respecting the emotional, spiritual, mental, academic, and physical well-being of self and others.

### General Contact/Mailing Information

The Bolles School  
(Student Name)  
DORM  
7400 San Jose Blvd.  
Jacksonville, FL 32217

Main campus number: (904) 733-9292

Resident Life Office number: (904) 256-5400



## Daily Schedules

Weekly Schedule, Monday-Friday	
Breakfast	7:30 a.m.
Dorms Close	8:25 a.m.
Zero Hour (Mon, Tue, Thurs, Fri)	8-8:30 a.m.
Zero Hour (Wed)	8:45-9:15 a.m.
Classes (Mon, Tue, Thurs, Fri)	8:35 a.m.-3:10 p.m.
Classes (Wed)	9:15 a.m.-3:10 p.m.
Dorm Opens	3:10 p.m.
Dinner	6-7 p.m.
Student Who Drove Off Campus MUST be Back in Dorm	6:45 p.m.
Study Hall	7:15-8:45 p.m.
Curfew - On wing	9:45 p.m.
In-Room Check (all students MUST be in own room)	10:30 p.m.

Friday Evening	
Dinner	6-7 p.m.
Curfew - All students staying on campus must be on wing	10:45 p.m.
In-Room Check (all students MUST be in own room)	11:30 p.m.

Saturday	
Brunch	10:30 a.m.-11:30 a.m.
Dinner	5-6 p.m.
Curfew - All students staying on campus must be on wing	10:45 p.m.
In-Room Check (all students MUST be in own room)	11:30 p.m.

Sunday	
Brunch	10:30 a.m.-11:30 a.m.
Dinner	5-6 p.m.
All students off campus must return by	6:45 p.m.
Study Hall	7:15-8:45 p.m.
Curfew - On wing	9:45 p.m.
In-Room Check (all students MUST be in own room)	10:30 p.m.

### \*Extended weekends

- When there is no school on a Monday, the Sunday schedule will follow the Saturday schedule and the Monday schedule will follow the Sunday schedule. When there is no school on a Friday, the Friday schedule will follow the Saturday schedule.
- Curfew the evening before a Faculty Workday will follow the weeknight schedule.

## **Residential Life Calendar (Breaks and Holidays)**

2022	
Fall Sport Athletes & ELLO Students (Fees Associated)	July 31
New & Returning Swimmers ONLY May Arrive	August 7
New Students May Begin Arriving	August 8
Returning Students May Begin Arriving	August 9
First day of Classes	August 11
Labor Day Holiday	September 5
End 1st Quarter Interim	September 9
Parent Conference Day, No Classes	September 23
End 1st Quarter	October 11
Make a Difference Day MADD/PSAT	October 12
Faculty Workday - No Classes (Dorm will remain open)	October 14
Fall Break - No Classes	October 17
Professional Development - No Classes (Weather Day)	November 5
End 2nd Quarter Interim	November 16
Thanksgiving Break Begins at 3:10 p.m.	November 18
Dorms Close 3 p.m.	November 19
Students must return (Dorm opens at 8 a.m.)	November 27
Classes Resume	November 28
End 2nd Quarter/1st Semester	December 12
Reading Day (Weather Day)	December 13
Semester Exams	December 14-16
Winter Break Begins at 3:10 p.m.	December 16
Dorms Close @ 3 p.m.	December 17

2023	
Dorms Open at 8 a.m.	January 2
Classes Resume	January 3
Martin Luther King, Jr. Holiday - No Classes	January 16
End 3rd Quarter Interim	February 1
Professional Day, No Classes	February 17
Presidents' Day, No Classes	February 20
End 3rd Quarter	March 14
Spring Break begins at 3:10 p.m.	March 3
Dorms Close at 3 p.m.	March 4
Dorms Open at 8 a.m.	March 13
Classes Resume	March 14
End 4 <sup>th</sup> Quarter Interim	April 14
Holiday Break - No Classes (Dorm will remain open)	April 7-10
Classes Resume	April 11
End Quarter 4	May 19
Reading Day	May 22
Exams, Grades 6-12	May 23-26

Graduation	May 27
Dorms Close for the Summer at 3 p.m.	May 28

## **Resident Life Protocols for COVID-19**

Bolles will strive to remain a mask optional campus once again this year. Please keep in mind that this can change any time in concurrence with local, state, and campus mandates.

COVID protocols are continuously changing. We will do our best to stay informed, but we need your help, too. *If for any reason your student(s) may not be able to arrive on time due to COVID protocols, please let us know so we can plan accordingly.*

In consultation with your primary care physician and when appropriate, we are **STRONGLY** encouraging all eligible individuals to get vaccinated for COVID-19 virus. As the CDC, AAP and Jacksonville Mayor Curry have clearly stated, vaccinations are a key part of the prevention strategies necessary to keep schools safe and open this year.

Note COVID-19 vaccinations are not required, but highly recommended for our resident students. If possible, please have the vaccinations done before arrival. If this is not possible, we are happy to assist in getting your student(s) vaccinated once they arrive on campus. Please keep in mind that not only are vaccines effective in reducing infection risk, current protocols state a vaccinated student is not required to quarantine should close contact occur.

We truly appreciate your support in our goal to provide the safest possible environment for your student(s) and our community.

### **Recommended Safe Practices**

1. Hands sanitized before entering common spaces
2. Exceptions will be if outside, practice social distancing as much as possible
3. Everyone in Resident Life will live according to our **Resident Life and Community Pledges**
4. Sanitizing station outside each common space
5. Disinfecting wipes, masks, gloves available in all common areas

## **Resident Life Curriculum**

A boarding school education does not end in the classroom, and the Resident Life Curriculum at Bolles addresses many concerns related to student well-being and development. Our commitment has been defined in our Mission Statement: The Bolles School Resident Life Program is committed to providing an inclusive and nurturing environment in which all students are offered a breadth of opportunities and experiences that promote academic success and individual achievement, as well as the values of self-reliance, social responsibility and a respect for diversity.

### **Curriculum**

- Weekday schedule that emphasizes hard work, time-management, independence, and personal responsibility
- Weekend schedule that promotes fun, community-bonding, community service opportunities
- Residential and social policies and disciplinary systems to ensure student safety and communal living
- Daily time dedicated to academics and systems to support academic struggles
- Full-time Bolles faculty who live and work in the dormitories in a supervisory and advisory role
- Dorm Families – Provide students with a small and cohesive family-like setting and to be an extra resource for students during their time in the Bolles community
- Prefect Program – Student leadership position within the boarding program
- Guest speakers
- Communal meals to reinforce a sense of community
- All-boarder social activities and friendly competition

## **Resident Life Policies and Procedures**

### **All-Boarder Activities**

A few special events and all-boarder activities will take place during the school year. These events are an important part of Residential Life and may be mandatory events for all boarding students. We ask that families please check the boarder calendar and avoid planning visits to campus during these events. Transportation for boarders will be provided to/from any required off campus events.

## Breaks and Holiday Schedule

It is the expectation of the School that boarding students and/or their families will make arrangements, with the consent of their parents/legal guardians and the Resident Life Faculty, to spend the time off campus. It is expected that students will spend their vacation time with family or other approved adults over the age of 25 and submit their travel plans well in advance. Prior to breaks, the Resident Life staff will verify student's plans, as necessary through the REACH program.

## Exams

Please note that, per the Schools' exam policy, students may not depart Bolles prior to their scheduled exams. All travel/departure plans should be made for after the scheduled exams, which will be posted well in advance of Exam Week (Semester 1 and Semester 2). 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" for the course.

For academic reasons, boarders are not permitted to leave School early for any vacation or long weekend except for reasons of paramount importance (sickness and death in family are valid reasons; convenience of travel and appointments are not valid reasons). Boarders who do not submit travel itineraries by the assigned time may be responsible for finding their own transportation.

## Types of Leave Requests



The Bolles boarding program utilizes REACH Boarding School System program to coordinate all types of leave requests.

Boarders must first notify the Resident Life staff member on duty seeking permission for off campus sign outs and complete a leave request in REACH.

Below are the types of requests completed in REACH:

### Transportation

Due to the high risk involved, students are not permitted to take taxis or ride-sharing services such as Uber and Lyft. These services **may not** be utilized at any time.

Any student needing transportation by Resident Life staff should plan a minimum of 24 hours in advance, first ask permission of Resident Life staff and then complete a leave request in REACH.



### Exiting the Dorm

Boarders must communicate directly with the Dorm Parent on duty and sign-out each time they wish to leave the dorm floor/wing. Boarders may leave if he/she is in good standing with academics and within the boarding community, has the proper permissions, and acts in accordance with the guidelines set in place by the Resident Life Handbook. Students must communicate directly with the Dorm Parent on duty and check back in upon return to the dorm.

During the evening hours, students with permission are limited to the central area of campus as defined by the front of Bolles Hall, Ulmer Hall, Schultz Hall, Bent Student Center, and McGehee Auditorium. Students may also be on the River Campus as defined by the back and corners of Bolles Hall to the road.

Students must check out/in with the Dorm Parent each time they leave the floor.

### River Dock

At no time may students be at the dock, or dock area buildings, without the presence of a Bolles Res Life, staff, or faculty member.

### Off-Campus

Boarders must sign-out each time they wish to leave campus. Boarders may sign-out if he/she is in good behavioral standing within the boarding community, has the proper permissions, and acts in accordance with the guidelines set in place by the Resident Life Handbook. Academic standing may impact ability to leave the dorm and/or campus. Students must check in directly with the Dorm Parent on duty upon return to campus.

- Students may ride in cars driven by other students as permitted by the parents in the Resident Life Permission Record.
  - The number of students in a vehicle may not exceed the seating capacity of the vehicle or the number of operational seatbelts in the car.
- Students will have the opportunity to participate in off-campus weekend activities that are planned, transported, and chaperoned by the Resident Life staff.
- Some activities may require students to sign-up prior to participation and may have additional fees/costs. If a cost is involved and the student does not attend for any reason, the student/family is responsible for the entire cost of the event.
- Biking off-campus is allowed within one mile toward StarBucks (north on San Jose) only - Students may not be alone and must stay on San Jose Blvd.
- Walking off-campus is allowed within one mile toward StarBucks (north on San Jose) only - Students may not be alone and must stay on San Jose Blvd.

## Weekend Leave

Resident students are permitted to leave campus on the weekends to visit family and friends, provided the student is in good behavioral standing and has no consequences to be served scheduled with Resident Life or Dean of Students Office. Students may be campus restricted due to academic performance or behavior.

- Boarding Students are permitted to stay with non-parent family members over the age of 25. For purposes of this policy, a family member over the age of 25 includes siblings, grandparents, cousins, aunts, uncles, and those approved by the parents. The adult accepts all responsibility for the student and her/his actions during this time.
- Regardless of whether the Boarding Student satisfies the appropriate requirements and/or parental permissions, overnight visit requests with non-family member adults require the expressed permission of the Resident Life Staff.
- Bolles wants to give students who are having academic difficulty the opportunity to utilize some of their weekend down time for study. As such, students who are on the supervised study hall list (with two C's, one D, or one F) will only be allowed to travel for the weekend with their parents, team or club. In addition, students on weekend academic restriction may be limited to the number of trips allowed during the weekend.

\*Leave requests completed in REACH do not guarantee approval by Resident Life staff. Students must check out/in with the Dorm Parent each time they leave the floor.

## REACH LEAVE REQUEST GUIDELINES

### College Visit

- You are going on a college visit
- Your parents and dorm staff **MUST** approve it before you leave

### Day Leave With Friend or Family

- Going off campus at anytime with a day student friend or family and returning to the dorms that day or night
- If you are leaving early in the morning, the request **MUST** be done and approved the night before
- The host parent and dorm staff **MUST** approve request before you leave
- Host: Adult of friend you are going off campus with

### Day Leave With Another Boarder or By Yourself

- Going off campus at any time and returning to the dorms that day or night
- As long as you already have permission in Magnus, only a dorm parent needs to approve

### Family Overnight

- You are staying off campus with your family

- Your parents and dorm staff **MUST** approve it before you leave

### **Friend Overnight**

- You are staying off campus at a friend's house
- Your parents, the host and dorm parent **MUST** approve it before you leave
- Host: Adult of friend you are staying with

### **Transportation Request**

- You need transportation from the dorm
- Not all transportation requests will be approved, but we will do our best

### **Curfew**

Refers to the time students must return to the dorm. Students may not leave the dorm after this time. Curfew times are listed in the Weekly Schedule on page four.

### **In-Room Check**

Refers to the time students must be in their rooms preparing for sleep.

### **Discipline**

The rules and regulations of the Resident Life Program are designed to create a place where all members of the boarding community, students, and staff alike, can live safely, healthily, and happily. Being a part of the community requires all members to abide by set rules and expectations.

As Bolles students, the boarding students are expected to follow the rules and guidelines as explained in the [Upper School Handbook](#) then click School Guidelines and Procedures and then Consequences.

In addition, the Resident Life Program has rules that focus on resident life:

### **Disciplinary Procedures**

The Resident Life program utilizes a demerit system for behavior inconsistent with its policies. Minor offenses may result in demerits. For every 5 accumulated demerits for lesser offenses, a student will be required to participate in a Saturday morning work session.

Demerits may be assigned by any member of the Resident Life Team and will be confirmed with/by the Director and/or Dean of Resident Life.

During this time, students may also be required to do an assigned task such as a written paper or participate in campus beautification. Students will be informed of their infraction(s) and when to attend the activity demerit session. They are responsible for their attendance.

All students who have received a demerit(s) are required to attend consecutive sessions until all obligations have been met.

Please note the following when attending activity consequences:

- The responsibility to communicate any absence from the demerit session falls upon the student (possible excused absences include: Scheduled activity, previously scheduled meeting, etc.). If the student does not communicate, additional consequences will occur.
- Only when all obligations have been met will the student be cleared of those demerit sessions.
- A student must serve all demerit activity consequences in full. Serving a half session is not acceptable at any time.
- Student will earn additional demerit activity consequences for not attending assigned session.
- Once a student accumulates five missed activity demerits, they will be required to attend one Saturday.
- If necessary, a boarding student who has not served all of his or her activity demerits prior to the weekend will not be able to sign out for that weekend or attend school sponsored trips until all sessions have been attended and cleared. On campus activities are allowed.

Disciplinary records will be kept on every student. We, as a School, will strive to communicate and work with the student and parent/guardian as she/he progresses through the process as dismissal is a last resort. Through the disciplinary process, the student will be informed of his or her risk of dismissal, and his or her parents will have been informed throughout the process. Corrective measures will be taken which may include suspension. Should a student be dismissed, or given the option to withdraw instead of dismissal, the family must pick up the student within 24 hours of the decision and communication.

#### Minor Infraction

# of Demerits	Infraction
1	Cellular Devices/Wireless Devices/Tablets /Headphones, etc. - Applies when devices are not to be used (meetings, certain events, etc.)
2	Study hall violation
5	Conduct or confrontation unbecoming of a Bolles student
2	Failure to clean up after using a common area, including the Dining Hall - Consequence may also include clean-up of common area
2	Inappropriate language
2	Improper dress (i.e. wearing a towel in the hallway/common area/dining hall with no shirt or other clothing, or wearing bathing suit as a top)
2	Public display of affection
1	Tardy to meetings, activities, etc.
5	Returning to room/dorm during the academic day without permission
2	Out of room after curfew on wing
5	Out of room after curfew off wing
2	Allowing other (non-roommate) in your room after curfew/lights-out
2	Failure to turn in vehicle keys - Possible loss of driving privileges if behavior continues

*Subsequent offenses will incur additional penalties*

### **Major Dorm Infractions:**

*The below offenses carry heavier consequences – 5 demerits*

Direct disobedience
Disrespectful behavior
Off wing (not where student is expected to be)
Unauthorized leave from campus without proper permission in accordance with REACH procedures
Failure to sign out using REACH
Failure to check out/in with Dorm Parent on duty

A communication will be sent to the student's parents/guardians and Dorm Parent(s) when/if two demerits are issued at once. Once five demerits are accumulated for any consequence, the student will be required to attend the Saturday Workday.

### **Severe Dorm Infractions:**

Will involve visitation with the Discipline Committee

Hazing, bullying, harassment
Illegal substances (drugs, alcohol, vape, etc.)
Fighting
Vandalism
"Relationship" in a "closed door" situation – whether room or bathroom or other (perceived/perception/automatic assumption) - Being anywhere not supposed to be, being somewhere w/o proper permission
Being in any room with a person of the opposite gender at any time without an adult present

*Violation of any Severe Dorm Infraction may result in immediate dismissal*

### **Bolles Resident Life Discipline Progression**

<b><u># of Demerits</u></b>	<b><u>Consequence</u></b>
1 – 4	Activities Day Detention
5	Saturday Work Day/School
6 – 9	Activities Day Detention
10	Saturday Work Day/School
11 – 14	Activities Day Detention
15	Saturday Work Day/School
16 – 19	Activities Day Detention
20	Saturday Work Day/School
25 +	Suspension & Discipline Committee

*2 Demerits Issued at Once = Email communication with family & advisor*

*Major Infraction = Communication with parents/guardian*

All Bolles boarding students are a member of a Dorm Family, each of which is headed by a member of the Resident Life staff. The purpose of the Dorm Family program is to provide students with a small and cohesive family-like setting and for Dorm Family Heads to act as a residential advisor and the primary resource for boarders and their families. Dorm Families will meet regularly throughout the year.

### **Dorm Move-Out**

A Resident Life staff member will conduct a formal inspection of each student's dorm room before the boarder departs for the any break and summer. Any damage or needed repairs may be billed to the occupant(s) of the room.

### **Families Moving Local**

If a boarder's family member(s) establishes a residence in the Jacksonville area and wishes for their child to live or spend a significant amount of time with them at the residence, the following conditions have been established to ensure that the boarder(s) can spend quality time with his/her family while still remaining an active and involved member of the boarding program:

- The Boarding Enrollment Contract is binding for the entire designated academic year.
- Boarders are required to attend mandatory Boarding events that have been scheduled and published on the Boarding calendar.
- Boarders must submit an Overnight Visit Request Form each week before departing campus for the weekend.

### **Room Key**

There is a \$50 charge for a damaged or lost dorm room key.

### **Laundry**

The boarding program helps students develop independent living skills. Accordingly, it is the student's responsibility to see that his/her personal laundry is done on a regular basis. The dorms are equipped with free washing and drying machines for student use. Boarders are not permitted to use the laundering facilities during study hall unless they have 1<sup>st</sup> or 2<sup>nd</sup> honors privileges. Bolles is not responsible for any missing items.

### **Lights Out/Curfew**

Boarders who wish to continue to study after Lights Out must get permission from the Resident Life staff member on duty to be in the designated common area on wing.



### Meals and Dorm Family Dinner

The Boarder dining areas are common spaces and thus students should dress appropriately for meals. Boarders are expected to behave appropriately in the Dining Room and to treat all Dining Room staff with respect. Students may not request “to-go” meals at any time from the Dining staff. All meals must be consumed in the Dining Hall area.

### Dinner Requests

Boarders unable to attend meals because of athletics, rehearsals and other events MUST request to have a boxed meal brought back to the dorm with a member of the Resident Life staff.

### Snacks

Boarders may have snack items such as crackers, cookies or candy in their rooms, but all food must be in containers with close-fitting lids to ensure a clean-living environment. Any improperly stored food will be removed upon discovery.

### Food Delivery

Students may have food delivered to the dorms. However, students must plan so that food does not arrive during Study Hall (7pm – 8:30pm) or after Check-In. Orders arriving after 9:45pm on school nights and 10:45pm on weekends, will be denied delivery by security. Tipping is customary and should be practiced regularly (10 percent minimum).

### Medical and Health

- If a boarding student feels ill before first block, he/she should check in with the Resident Life staff member at breakfast for further instructions.
- If a resident student feels ill during the school day, he/she reports to their class and then directly to the infirmary. The school nurse will determine the best course of action. The Resident Life office will keep a supply of over-the-counter medications for minor illnesses.
- If a resident student becomes ill or injured during non-school hours, he/she should immediately notify a Resident Life staff member. The staff member will see that the student receives appropriate medical attention. Students who are concerned about the health and well-being of their peers should report their concerns to the Resident Life staff.
- Prescription medication must be turned in to the Nurse’s Office. A member of the Resident Life staff will be responsible for distributing prescription medication as needed in consultation with the School Nurse.
- All over-the-counter medications (i.e. Tylenol and Advil) and dietary/athletic supplements must be cleared with the School Nurse and confirmed with the Dean of Residential Life.
- Elective medical procedures MUST be scheduled during the summer or holiday breaks in the country/state in which the student resides.

- Concerns about a fellow student's mental, emotional or physical health should be reported immediately to the school counselor, member of the Resident Life and/or The Bolles School
- ALL appointments MUST be made by, or through, the Nurse's Office. Otherwise, transportation cannot be guaranteed.
- ONLY essential appointments are allowed (physical therapy, emergencies, etc.).

### Concern Line

- The Concern Line is 904-256-5311
- Or you may email: [concern@bolles.org](mailto:concern@bolles.org)

### Money Matters

The Bolles School requires that each boarder have either a credit card or a prepaid debit card that can be used for routine purchases. An ATM machine is available on San Jose campus near the Campus Store during school hours for cash access. Students are strongly discouraged from carrying large amounts of cash.

### Safe Deposit Boxes

Students are **highly encouraged** to purchase a lock box/safe to store their personal valuables/belongings (for example: iPod, wallet, money, jewelry, computer, etc.). ***The Bolles School shall not assume any liability for loss of items of value.***

### Passports and Travel Documents

Passports, I-20's and important travel documents and MUST be kept locked in the Resident Life Office safe. Boarders are able to sign out these documents when needed for identification purposes, such as taking the SAT and/or ACT, or travelling.

### Personal Computers and Cell Phones

The Resident Life Staff understands that each student needs a computer as a part of the Bolles academic experience. However, a cell phone is a privilege at The Bolles School and students have the responsibility to use their technology appropriately. Failure to do so may lead to limitations and consequences. In working with the student's academic advisor, substandard academic performance or inappropriate social behavior may result in limited access to a student's computer and/or cell phone until grades or behavior improve. Computers are to be used for study purposes only during study hall (no gaming, etc.) The Resident Life Staff will take appropriate measures to ensure that each student respects the privacy of others in the dorm and to ensure students get sufficient sleep. These steps may include collecting any/all electronic devices that are being used after curfew.

### Gaming Systems

Gaming systems are allowed. However, if the gaming system becomes a source of distraction or interference, the Dorm Parent has the right to take away this privilege at her/his discretion.



### **External Speakers**

Students are permitted to purchase larger speakers; however, in the dorm, they may only use speakers of the small or medium size (no more than 7 inches in length x 4 inches height/width). Speakers may not be used at any time in the group restrooms and must be kept at a respectful volume level while in their room or social areas.

### **Pets**

Students are not permitted to have pets of any kind, including fish, in the dormitories.

### **Prefects**

The Resident Life Prefects are dedicated to improving campus and boarding life. They serve as mentors to the other boarding students, as well as the primary liaison between students and the members of the Resident Life staff. Prefects assist with the coordination of activities, managing dorms and assisting younger students with the challenges of daily life in the boarding community. Consequently, prefects will reflect the best of The Bolles School standards for personal conduct and leadership.

### **Returning to the Dorms during the School Day**

The dorms are separate from the academic environment of the school day and are closed during school hours. Only Seniors are permitted to return to the dorms during the day as a Senior privilege. If a non-Senior boarder wishes to return to the dorm for any reason during school hours, he/she must first obtain permission from a member of the Resident Life staff. Underclassman may not enter with a senior at any time. If this happens the senior(s) will lose this privilege.

### **Room Inspections and Dorm Care**

- Resident students are responsible for helping to maintain the space in which they live, including their dorm room and lounge spaces.
- Posters and other decorations must be hung with removable adhesive strips. In addition, doors must not be blocked by furniture or any other items, and a clear path to the door must be present for maintenance access.
- Student items may not be stored in the hallway or social areas.
- Students are financially responsible for any physical damage to their dorm room or school-owned furniture during their time of habitation. Graffiti is prohibited on any dorm surface.
- Room inspections will be conducted three times a week. Students with a score of 7.4 or lower will be considered failing, students must pass two out of three days. As a consequence, the student will not be allowed to sign out/leave campus on the next immediate Saturday; this includes school sponsored trips. Additional consequences may be issued if the room continues to score 7.4

or lower (i.e. loss of all electronics, loss of weekend leave privileges, etc.). The following guidelines will be used when inspecting the rooms

- Bed must be made well.
  - Trash can(s) emptied.
  - Room must be swept and/or vacuumed.
  - Desk and dresser must be organized.
  - Open food/beverage containers are not permitted to be left anywhere in the dorm room.
  - Closet must be organized.
  - Clothes and towels must be hung or put away, not draped or hanging throughout the room.
- **White glove room inspection**
    - A white glove inspection will be held in the dorm once a month and/or before major school breaks. Students are expected to thoroughly clean their rooms. Along with a routine cleaning of the room similar to what the students do every day, the following guidelines are also to be used:
      - Dressers and beds must be vacuumed or swept underneath.
      - Desks must be moved out from the wall, and students should sweep or vacuum behind them (students should be careful not to damage flooring in the process of moving) furniture.
      - Windowsills and blinds must be dusted.
      - Desks and dressers must be dusted.
      - Dirty clothes must be washed.
      - Windows must be cleaned as necessary.

***A failed White Glove Inspection is not an option!***

### **Room Searches**

The Bolles School reserves the right to perform unannounced room searches and to confiscate contraband, weapons, electronics (phone, computer, tablet, etc.), candles, lighters, appliances with a heating element, or other items that may pose a threat to the students, faculty and staff of The Bolles School. A Resident Life student could appear before the School's Disciplinary Committee as a consequence.

### **Roommate/Room Changes**

An important aspect of living in a resident program school is learning interpersonal and community living skills necessary to live with others. To that end, requests for roommate changes are discouraged and will not be considered the first two weeks of the fall and spring semesters. The Director of Resident Life, Resident Dean and Staff members will assist in working through roommate challenges. Any room changes must be approved by the Dean of Resident Life and Director of Resident Life and

will occur only when deemed necessary. Students may not change rooms without proper permission. If this occurs, students will be expected to return to the previous arrangement.

### **Room Selection**

For returning students, room selection for the following school year will be done according to seniority. These selections are subject to change based on enrollment numbers or other extenuating circumstances and at the discretion of the Resident Life Dean and Resident Life Director.

Rising senior students may request a room without a roommate. These selections are subject to change based on enrollment numbers or other extenuating circumstances and at the discretion of the Resident Life Deans and Resident Life Director.

### **Room Visitations**

Students are expected to respect each other's room and private spaces. To that end, students may not enter others' rooms without their permission. An unlocked or open door is not an invitation to enter.

### **Co-Ed Visits**

At no time may a boy be in a girl's room or a girl in a boy's room. Girls are permitted in the common area of the 3<sup>rd</sup> floor; however, an adult **MUST** be present at all times. If an adult is not present, the girl(s) **MUST** return to their floor. Communication must take place if leaving the floor. Visitation hours include: Weekdays: 3:10pm – 6pm; 7pm – 7:15pm; 9pm – 9:45pm. Weekends: 9am – 10:30am; 11:30am – 10:45pm.

### **Residential Life**

The following regulations will be helpful in making your residential experience safe and pleasant:

- a. *Room Furnishings*: Students are responsible for all School furniture or furnishings present in their room upon arrival. Students will be billed for lost, damaged or missing items. No common area (or other School) furnishings are to be moved into student rooms. Additional furniture may be purchased at the student's expense with Dorm Parent permission (i.e. chair, shelf, etc.); however, end of the year storage is not guaranteed
- b. *Storage*: Limited space is available for storage of PERSONAL belongings over the summer months, subject to the above storage guidelines (three bins will be provided per student) at the owner's risk.
- c. *Emergency and Routine Maintenance*: Report leaking faucets, stopped up drains or circuit breaks promptly to the Dorm Parent. During late night hours, report to your Dorm Parent when immediate attention is necessary to prevent damage. Routine maintenance requests are initiated by a Dorm Parent communicating a Maintenance Request.
- d. *Room Cleanliness*: Room inspections shall be conducted by the Res Life staff three times a week. Students are expected to maintain a cleanly room at all times. Boarding students may not have any product, cleaning or otherwise, that may damage School property.

- e. *White Glove Room Inspection:* White Glove room inspections will take place one time per month on the first Sunday.
- f. *Room Cleanliness upon Weekend Departure:* Students leaving for the weekend must clean their room properly before leaving campus.
- g. *Windows:* For safety reasons, windows are not to be open without Dorm Parent permission. Stickers will be placed on the window edge, if a window is found to have been opened without permission a financial (\$50) and behavioral consequence may occur.
- h. *Damages:* Any damage to a room or its furnishings will be charged to the occupant(s) assigned to the room. The School holds occupant(s) and/or person responsible for both malicious or accidental damages to the assigned Dorm room. Common Areas (lounges and hallways) are also the responsibility of all residents. Damages that cannot be assigned to specific individuals may become the responsibility of all the residents of a floor or dorm, but only in cases where these charges exceed \$10/resident.
- i. *Fire Alarms:* Fire alarms and extinguishers are to be used in cases of emergency and are not to be misused anywhere on campus.
- j. *Courtesy Hours:* Courtesy Hours are in effect at all times. Everyone is expected to comply with a request for quiet from another person at any time. Students are not to play with basketballs, tennis balls, soccer balls and other athletic equipment in the dorm. The equipment will be confiscated if it is misused.
- k. *Study Hours:* In keeping with the academic mission of Bolles, dorms are required to maintain quiet hours during the academic year. From Sunday-Thursday, quiet hours are from 7 p.m.- 8:30 p.m. During examination periods, 24-hour quiet hours begin immediately following the last day of classes and are strictly enforced. No registered events may occur after the beginning of Quiet Hours during the examination period.
- l. *Late Lights:* Permission to stay up past lights out may be granted by the Dorm Parent for academic purposes only and is at the discretion of the Dorm Parent. Permission will only be granted if the student has made good use of previously provided study time and of his/her own free time.
- m. *Room Privacy:* Students do have a right to some privacy; students are NOT to enter/visit a room unless they are an invited guest.
- n. *Visitation between Same Gender Dorms:* Students (resident & day) are not to visit other dorms which they are not assigned to live without permission from Dorm Parent. A Dorm Parent must always be present.
- o. *Being Out of Dorm:* Resident students out of his/her assigned room without permission after lights out until the morning is forbidden. Students should not leave their assigned room during the same period of time unless necessary. Violations will be considered an off-premise offense.
- p. *School Visitors:* ALL Visitors to the Dorm MUST have permission from the Dorm Parent, Dean of Resident Life, or Director of Resident Life.
- q. *Boarding Student Illness:* Report any/all illnesses to the Dorm Parent who will then report the information to the School Nurse. If a student is sick in the morning before school, s/he must report to school at the proper time to be evaluated by the nurse.

Dorm Parents are able to serve as advisors and resources for boarding students. In addition, the team works to develop a sense of community in the dorms by promoting communication, planning

activities, and helping boarding students resolve disputes. The Dorm Parent will assist in coordinating various social, recreational, cultural, and education programs throughout the school year.

## Safety

### Specific Rules Regarding Boundaries and Security

- Proper respect for the opposite sex is expected of all students. Social contact is encouraged as long as students can maintain acceptable behavior patterns. There are proper places and times for socializing.
- Students should not loiter in areas for which there is little supervision. Closed buildings are off limits unless an approved chaperone is present. If there is doubt concerning social regulations, ask first. Do nothing that might cause the wrong interpretation or comment.
- Students should use the walks in traveling across campus. Helping take care of the campus is a student responsibility.
- Students should not get into any car without approval of the Dorm Parent, Dean(s) of Resident Life, or Director of Resident Life.
- Personal property should be kept in the student's room and the door should be locked.
- Students should never leave valuable items such as laptop computers unattended. The school assumes no liability for a computer that has been stolen because the owner left it in an unlocked room or unattended. During the school day, students should keep laptops with them at all times.
- Students may not leave the dorm after study hall during the week or 9pm on weeknights without approval of the Dorm Parent on duty.
- After dinner, students are allowed on the central part of campus (flag pole area) and the River Front Campus with proper permission from the Dorm Parent on duty.

### Visiting Staff Member Apartments/Rooms

A student will not be allowed to visit in a non-dorm faculty member's home at any time without consent of the Director of Resident Life, Dean of Resident Life, or Dorm Parent(s). Notification must be given to the Dorm Parent(s) on duty. Students who violate this rule will be penalized.

### Banned Items

Due to student safety and fire department regulations, the following items may **NOT** be used or stored in the dorms or on campus:

- Heat producing consumer items, such as candles, incense burners, electric blankets
- Knives and bladed weapons
- Any type of gun, real or look alike, including nerf type guns
- Electronic cooking devices, such as hot pots and tea kettles, are allowed for use only in the dorm public kitchen/kitchenette areas.
- Scooters, skateboards, rollerblades, or Self-Balancing Scooters: Hoverboards, battery-operated scooters and hands-free Segways, are not permitted on campus or in any of The Bolles School owned buildings. Safety concerns over them have arisen, including injuries from crashes and falls and a pattern of overheating, exploding and catching fire.

### Fire and Lockdown drills



- Fire and Intruder drills will be conducted on a regular basis at throughout the school year.
- Tampering with and or misuse of a fire alarm, sprinkler head, fire extinguisher, smoke detector, or any other fire safety equipment is strictly prohibited and will result in major disciplinary action, as well as financial responsibility.
- **Fire escape doors and staircases** are to be used *only* in the event of an emergency.
- **Hair dryers, straightening/curling irons, irons**, and other appliances that conduct heat must be unplugged after use.
- **Furniture** may not be arranged in a way that blocks swift exit from the room, including doors and windows. Doorways must remain clear of obstruction.

### Study Hall – Sunday through Thursday

Supervised Study Hall is designed to allow students to complete homework assignments or other academic tasks. All new and 9<sup>th</sup> grade boarding students will be required to participate in Supervised Study Hall until quarter grades are posted. Students with one or more C- or lower, will be required to remain in study hall until grades are posted at the end of the grading period.

Time spent in Supervised Study Hall is considered to be as important as an academic class at Bolles. Students should spend the time working individually on assignments from their classes. As the expectation is that the student will have an environment that is free of distraction, students may not talk or work together, as this does cause a distraction for the others.

Students should *not* be allowed to go to the back to their room during Study Hall.

Students may use their devices provided they are using them for academic purposes.

Students can make the best possible use of their time by:

- Bringing enough work to keep occupied for the entire 90-minute period. Do not expect or ask to go back to your room to get something you forgot or to be excused to use the restroom.
- Use the time for academic work. Work is to be done individually.
- If you need to use a device for academic purposes, you must first ask permission.
- The dorms must remain quiet during study hall. The use of cell phones, watching TV, emailing, playing computer games, doing laundry and socializing are not permitted during Study Hall.
- To support academic success, all new students will be required to report to Supervised Study Hall for the 1<sup>st</sup> quarter.
- Students with 1<sup>st</sup> and 2<sup>nd</sup> Honors will not have a required study hall.

**Tobacco, Alcohol and Other Controlled Substances**

The possession and/or use of tobacco products (including cigarettes, chewing tobacco, dipping tobacco, e-cigarettes, vape pens, Juuls, etc.), drugs and alcohol are strictly prohibited on the campus of The Bolles School. For full details, please see the Tobacco, Alcohol and Other Controlled Substances section of the Upper School [Student-Parent Handbook](#)

### Sanctuary Program

The Bolles School strongly believes in allowing students to seek help in life when needed. The Sanctuary program is intended to provide resident students the opportunity to seek help for concerns regarding drugs, alcohol, and/or vaping abuse without punitive consequences. It takes courage to ask for help, and as a residential community, our goal is to provide support in time of need whenever possible and when circumstances allow.

It is essential to understand that Sanctuary must be invoked before a student is found to be in violation of or is suspected of being in violation of the School's [drug, alcohol, or vaping policy](#).

If a student comes forward to request Sanctuary, or if a student, faculty member, or other adult receives credible information from a concerned student, parent, or other third party that a particular student is in need of help as a result of drug, alcohol, or vape use/abuse, the matter will be treated as a special health concern, and the following steps will be taken:

- The student will be evaluated on campus by school personnel. If deemed necessary, the student will be taken to an off-campus medical facility for evaluation.
- Parents/guardians will be contacted by the Director of Resident Life and a determination will be made if the parent/guardian is required to come to campus to be with their child.
- A member of the Resident Life or nurse's team will notify the school counselor.
- In accordance with disciplinary action consistent with [school policy](#), the student's belongings, locker and/or vehicle will be subject to search the day of the test. Before the search, the student will be asked if any illegal substances or items will be found and will not be subject to consequences for possession of those substances or items identified and found. However, if a search results in the finding of any illegal substance/items *not already reported by the student*:
  - The student will immediately be suspended from all school activities.
  - The student will be placed on probation (*explanation of probation to be determined and written by Deans' Office staff*) for a period of one calendar year, after which the probationary status will be reevaluated by the School Administration and the Counseling Staff. The probationary status may require the student/school to report the infraction to colleges/universities.
- A mandatory school-approved contract-based intervention to include a drug and alcohol assessment and regular counseling sessions with a licensed mental health professional (LMHC, LCSW, Psychologist, Psychiatrist), will be required.
  - A parent/guardian release authorizing communication between the School's counselor and the licensed mental health professional in the mental health field will be expected.
- The Resident Life faculty and the student will create and sign a contract that will
  - Stipulate the recommendations from the drug and alcohol evaluations
  - Include a "no-use" clause
  - Outline the consequences of non-compliance.

Parents will acknowledge in writing their understanding of the contract and the consequences in the event of any violation of that contract.

- The student and his/her parents/guardians will meet with the Head of School (or a designee) to discuss the student's health as well as his/her desire to remain a part of the Bolles community.
- The student will be placed in the suspicion-based pool of the drug testing program.

#### **Sanctuary – Additional Information**

- While each student is eligible for Sanctuary one time while at Bolles, once a student has entered Sanctuary, the support structure of the Program is available to the student for the remainder of their time at Bolles.
- Students who have already been found to be in violation of the School's drug, alcohol, and/or vaping rules are not eligible to invoke the Sanctuary Program and will not be granted protection from normal disciplinary procedures.
- If law enforcement becomes involved in any situation, the School's Sanctuary Policy will not protect the student from criminal processes or any other legal consequences of actions that violate local, state, and/or federal United States law.
- Violation of the contractual agreement through the continued use of drugs, alcohol, and/or vaping will result in additional consequences up to and including separation from the school.
- All expenses related to the substance abuse evaluation and counseling sessions will be the responsibility of the student's parents/guardians.

#### **Testing Positive After Claiming Sanctuary**

After entering the Sanctuary program, if a student tests positive, or is found in any way to be in violation of the School's drug and alcohol policy:

- The student's parents/guardians will be contacted by the Upper School Head or the Associate Head of School and required to come to campus to pick up their child.
- The student will immediately be suspended from all school activities.
- The student and his/her parents/guardians will meet with the Head of School (or a designee) to determine further steps.

#### **Bolles Transportation**

The Bolles School will provide necessary transportation needs for the boarding students to school required events. If students desire transportation for personal reasons a request should be made to Resident Life staff and a REACH request completed.

#### **Valuables**

All residents are strongly discouraged from keeping large amounts of cash in their possession or in their dorm rooms. In addition, Resident Life students should not bring family heirlooms, expensive jewelry or any precious items to school.

#### **Vehicles**

Junior and senior boarding students are permitted to have vehicles on campus with permission from the Director of Resident Life and/or the Dean of Resident Life. The family must provide a copy of



the car registration, a valid driver's license, and proof of insurance to the Dean and then a parking area will be assigned. The safety of all students is of the utmost importance and driving a car carries significant responsibility. Misrepresenting one's destination is a serious violation and thus carries appropriate consequences. The misuse or attempted misuse of the driving privilege by a student will result in disciplinary action and/or the removal of the car from campus. The information MUST be completed and submitted in Magnus as well.

Student drivers may not have any passengers in their car for a minimum of one month after receiving their driver's license. This guideline is intended to allow a new driver to focus on road safety while becoming familiar with being a licensed driver.

Student's with vehicles on campus MUST turn in all keys to the Resident Life Office. When a student wants to use their vehicle to go off campus, a REACH form must be completed. At the time of departure, the student will see the Dorm Parent on duty to check out. Once approved, the keys will be given to the student. Upon return, the keys must be turned in to the Resident Life office immediately.

### Visitors on Campus

It is a goal of the Resident Life Department to provide an inclusive and community-oriented setting. During the non-academic day, day students are welcome to visit the dormitories at the invitation of a boarding student after first checking in at the Resident Office. Students should also consider and consult with their roommate if the visitor plans to visit a shared dorm room.

A resident student should seek permission from the Resident Life staff member on duty if he/she wishes to invite a non-Bolles student to campus. Visitors must depart campus by curfew time. Visitors of a different gender may not visit in a resident student's room and must stay in designated common areas at the discretion of the Resident Life staff.

### Weekend Activities

Social activities, on and off campus, are offered throughout the year at The Bolles School. In addition, ideas for weekend activities are always welcomed. Aside from mandatory resident life activities, boarders are responsible for the costs and fees associated with these activities.

## FREQUENTLY ASKED QUESTIONS

***Assignment Notification: When will I be notified of my housing assignment?*** Students will learn of dorm room assignments during registration or upon arrival to campus. Returning students may be aware in advance.

***Candles: Can I have candles in my room?*** Candles, incense, and open-flame devices are prohibited in the Dorm.

***Difficulties with Roommates: What if I am having difficulty getting along with my roommate?*** Adjusting to a new roommate is a process that involves time and effort. First, we encourage you to try to talk with your roommate about any issues or concerns. If this is unsuccessful, then feel free to contact your Dorm Parent, Dean of Resident Life, or Director of Resident Life for assistance. Room changes are considered only after all other options have been exhausted.

***Early Arrivals: Is it possible to come to campus prior to the scheduled arrival time?*** Only students required to be on campus by the School may return before the scheduled arrival date. We must adhere to this guideline in order to facilitate the completion of scheduled renovation projects, summer housing transition, and final preparation for students' arrival.

***Items to Pack: What should I bring with me?*** Depending upon your needs, the answer to this question may vary. However, below is an itemized list of items that current students suggest you purchase upon arrival. Trips to local shopping facilities will be provided upon arrival based on driver availability and reasonable hours:

- Alarm clock (if not using cell phone)
- Backpack
- Batteries
- Bedding (extra-long sheets, blankets, comforters, and pillow – see mattress size below)
- Comfortable footwear
- Clothing (seasonal items including winter coat and gloves)
- Desk lamp/study light
- Drying rack
- Entertainment needs (Books, reasonable stereo/radio, sports equipment, etc.)
- Basic first aid kit (for example: Band-Aids, Neosporin, etc.)
- Flashlight
- Formal and semi-formal attire (for special events)
- Clothes hangers
- Laundry supplies and basket
- Appropriate pictures/posters – Inappropriate subjects include, but are not limited to: Drugs, alcohol, sex, etc.) – Pictures/posters containing the aforementioned material will be removed at the discretion of the Dorm Parent, Dean of Resident Life, or Director of Resident Life
- Scissors
- Sewing kit
- Stacking crates, storage boxes
- Surge protector
- Towels and washcloths
- Umbrella or rain jacket

***Laundry Facilities: Are there laundry facilities in the Dorms? What about ironing boards and irons?***

Each floor has a laundry room for the residents of that specific floor. Ironing board/irons are not allowed in student rooms. Dryers are provided in the laundry room.

***Mattress size: What is the size of the mattresses in the Dorms? Is bedding supplied?*** Mattresses in the Dorms are 36 x 79.5. These are longer than standard sized mattresses. Extra long single bed sheets can be obtained in most department stores. Students are responsible for supplying their own bedding, including pillows.

***Meal Plan Assignment: Am I automatically assigned a meal plan?*** Breakfast, lunch, and dinner will be served in the dining hall Monday – Friday. Brunch and dinner will be served during the weekend and when school is closed for student holidays. Separately packaged retail items are not included in the meal plan.

***Personal Safety: What types of measures are taken to protect my safety?*** The dorms are locked during the academic day and at night. Students are to never be in a building on campus when faculty is not present.

Students are responsible for ensuring that their room doors are kept locked at all times. It is important for roommates to discuss the importance of keeping their possessions safe by keeping the doors locked.

***Pets: Can I have a pet?*** To preserve student health and safety, all types of animals (mammals, reptiles, fish, etc.) are prohibited in all School dorms.

***Property Insurance: Does the School provide personal property insurance?*** The School does not cover personal belongings and is not held responsible for misplaced items.

***Refrigerators: Are there refrigerators in the rooms?*** Refrigerators are not provided in the rooms. Many students choose to buy their own refrigerators. This may be done during a trip to the local store (WalMart, etc.). Often, this is an area where roommates might decide that one will purchase a refrigerator while the other purchases something else that could be used by both as only **one** small refrigerator per room is permitted.

***Reporting Maintenance Concerns: How can I report maintenance concerns?*** The best way to report a maintenance concern is to inform the Dorm Parent. It is important that students are as detailed as possible when reporting maintenance issues. Critical items to include are: the location, specific problem, and a contact number and name.

***Room Changes: Can I get a room change?*** Room changes can be accommodated following the aforementioned specific housing guidelines after the first two weeks of each semester. Room changes are based upon availability and at the discretion of the Director of Resident Life.

***Roommate Selection: As a first year student, can I choose my own roommate?*** We are able to take roommate requests, but strive to place friends with different roommates to provide an opportunity to social and interact with other students.

***Single Rooms: Can I get a single room?*** The Bolles School does not offer single rooms. All rooms are set up to accommodate two and, if necessary, three students. The School reserves the right to assign roommates in each room.

***Travel Home: Is there access to an airport?*** Boarding students must provide all travel information to the Dean of Resident Life or Director of Resident Life at the time as set by the School.

***What is the proper procedure for leaving campus for the weekend?*** Necessary paperwork may be acquired from the Dorm Parent. Paperwork must be submitted to the Dorm Parent by Wednesday. The Director of Resident Life will review request and inform Dorm Parent of decision.

***Viewing the room: Can I come during the summer to see and/or measure my room?*** Since our Dorms are being renovated or are utilized during the summer to dorm student employees, athletes, and summer conferences, it is not possible for students to see and/or measure the rooms. The School does not keep specific room dimensions.

***What is not allowed in the dorms?*** Students are not allowed to bring large stereo speakers to the School. This presents a noise and space problem in the dorm. The Dorm Parent along with the Director of Resident Life will determine if the speakers are appropriate for the dorm.

**Tobacco products or smoking paraphernalia are not allowed in dorms or on your person at any time. Violations will constitute a smoking violation.**

Cooking equipment, heating elements, or cooking in student rooms is not allowed.

All electrical appliances other than radios, stereo systems and clocks must have clearance of the Administration.

Possession of fire arms (including paint ball guns, nerf, or other), fireworks, knives, clubs, chains, lighters, matches, candles, incense, explosive caps and/or inflammable fluids is not permitted.

Heaters and electric blankets are not allowed. Electric fans are subject to the approval of the Dorm Parent.

The Dorm Parent must give permission and be present for students to cook in the dorm kitchen or on the grill (if one is available).

### ***Other Recommendations:***

We recommend that students not bring expensive jewelry to the School. This will eliminate the possibility of losing or having it stolen.

Keep a minimum amount of money (less than \$50.00 cash) in the dorm.

Borrowing or lending money or personal property is discouraged. If you loan out personal property and a problem occurs with the item loaned, the problem needs to be handled between the parties involved, not the school.

The Bolles School  
ALL THINGS POSSIBLE  
BOLLES  
resident life