



Student/Parent Resident Life Handbook

2018-19



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.

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.

General Contact Information

San Jose Campus Resident Life Office
 The Bolles School
 7400 San Jose Blvd.
 Jacksonville, FL 32217
 Main campus number: (904)733-9292
 Resident Life Office number: (904)256-5400

Bartram Campus Resident Life Office
 The Bolles School
 2264 Bartram Rd.
 Jacksonville, FL 32207
 Main campus number: (904)724-8850
 Resident Life Office number: (904)732-5800

San Jose/Bartram Campus Shuttle Service

Morning Schedule

Depart San Jose to Bartram		Depart Bartram to San Jose	
Mon, Tues, Thur, Fri	7:30 a.m.	Mon, Tues, Thur, Fri	7:30 a.m.
	8:05 a.m.		8 a.m.
Wed	8:05 a.m.	Wed	7:30 a.m.
	8:25 a.m.		8:25 a.m.

Afternoon/Evening Schedule

Depart San Jose to Bartram		Depart Bartram to San Jose	
Mon, Tues, Wed Thur, Fri	3:40 p.m.	Mon, Tues, Wed Thur, Fri	3:10 p.m.
	6:15 p.m.		5:15 p.m.

Schedules

Weekly Schedule, Monday-Friday	
Breakfast (Bartram Campus)	7 a.m.
Breakfast (San Jose Campus)	7:30 a.m.
Dorms Close	8 a.m.
Zero Hour (Mon, Tue, Thur, Fri)	8-8:30 a.m.
Zero Hour (Wed)	8:45-9:15 a.m.
Classes (Mon, Tue, Thur, Fri)	8:35 a.m.-3:10 p.m.
Classes (Wed)	9:15 a.m.-3:10 p.m.
Dorm Opens	3:15 p.m.
Dinner (Bartram Campus)	5:30-7 p.m.
Dinner (San Jose Campus)	6-7 p.m.
Study Hall (Bartram Campus)	7:30-9 p.m.
Study Hall (San Jose Campus)	7:30-9:15 p.m.
Curfew (Bartram and San Jose Campus)	9 p.m.
In-Room Check (Bartram Campus)	10:15 p.m.
In-Room Check (San Jose Campus)	10:30 p.m.

Friday Evening	
Dinner (Bartram Campus)	5:30-7 p.m.
Dinner (San Jose Campus)	6-7 p.m.
Curfew (Middle School Students, Grades 6-8)	10 p.m.
Curfew (Upper School Students, Grades 9-10)	11 p.m.
Curfew (Upper School Students, Grades 11-12/In-Room Check)	12 a.m.

Saturday	
Brunch (Bartram Campus)	10 a.m.-12:30 p.m.
Brunch (San Jose Campus)	10 a.m.-12 p.m.
Dinner (Bartram Campus)	5:30-7 p.m.
Dinner (San Jose Campus)	5:30-6:30 p.m.
Curfew (Middle School Students, Grades 6-8)	10 p.m.
Curfew (Upper School Students, Grades 9-10)	11 p.m.
Curfew (Upper School Students, Grades 11-12/In-Room Check)	11:45 a.m.

Sunday	
Brunch (Bartram Campus)	10 a.m.-12:30 p.m.
Brunch (San Jose Campus)	10 a.m.-12 p.m.
Dinner (Bartram Campus)	5:30-7 p.m.
Dinner (San Jose Campus)	5:30-6:30 p.m.
Study Hall (Bartram Campus)	7:30-9 p.m.
Study Hall (San Jose Campus)	7:30-9:15 p.m.
Curfew	9 p.m.
In-Room Check (Bartram Campus)	10:15 p.m.
In-Room Check (San Jose Campus)	10:30 p.m.

Curfew: Refers to the time students must return to the dorm. Students may not leave the dorm after this time.

In-Room Check: Refers to the time students must be in their rooms preparing for sleep.

Note on 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.

Residential Life Calendar (Breaks and Holidays)

2018	
Boarders Arrive	Thursday, August 9
First day of Classes	Monday, August 13
All Resident Universal Studios Trip	September 1-2
Labor Day Holiday	Monday, September 3
End 1st Quarter Interim	Tuesday, September 11
Parent Conference Day, No Classes	Friday, September 28
End 1st Quarter	Friday, October 12
Faculty Work Day, No Classes	Friday, October 19
Fall Break, No Classes	Monday, October 22
End 2nd Quarter Interim	Wednesday, November 14
Professional Day, No Classes	Friday, November 16
Thanksgiving Break Begins at 3:45 p.m. (Possible trip offered during Thanksgiving Break)	Tuesday, November 20
Dorms close at 6 p.m.	Tuesday, November 20
Dorms open at 12 p.m.	Sunday, November 25
Classes Resume	Monday, November 26
Semester Exams	December 18-21
End 2nd Quarter/1st Semester	Friday, December 21
Winter Break Begins	Friday, December 21
Dorms Close at 12 p.m.	Saturday, December 22

2019	
Dorms Open at 12 p.m.	Sunday, January 6
Classes Resume	Monday, January 7
Martin Luther King, Jr. Holiday: No Classes	Monday, January 21
End 3rd Quarter Interim	Tuesday, February 5
Professional Day, No Classes	Friday, February 15
Presidents' Day, No Classes	Monday, February 18
End 3rd Quarter	Friday, March 8
Faculty Work Day, No Classes	Friday, March 15
Spring Break begins at 3:45 p.m.	Thursday, March 14
Dorms Close at 12 p.m.	Friday, March 15
Dorms Open at 12 p.m.	Sunday, March 24
Classes Resume	Monday, March 25
Holiday Break, No Classes, Dorms will Remain Open	April 19-22
Classes Resume	Tuesday, April 23
Middle School Awards Day	Wednesday, May 15
Upper School Awards Day	TBA
Exams, Grades 6–12	May 21-24
Last Day of Classes	Friday, May 24
Commencement	Saturday, May 25
Dorms Close for the Summer at 12 p.m.	Saturday, May 25

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" in the course.

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:

Below is the Resident Life Curriculum implemented and taught

- 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 and staff 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. Resident student leadership position
- Guest speakers
- Communal meals to reinforce sense of community
- All-boarder social activities, including dances and friendly competition

Educational Events/All Dorm Events

The boarding students and staff will participate in a series of activities that explore particular themes that relate to student development and living in residential Communities. Attendance at various activities will be mandatory for all boarding students and resident staff.

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 the Resident Life curriculum and thus are mandatory events for all 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.

Breaks and Holiday Schedule

The dormitories are closed during the scheduled Thanksgiving, Winter, and Spring Breaks. During these times, all students are expected to make arrangements, with the consent of their parents/legal guardians and the Resident Life staff, to spend the time off campus. We expect the students to spend their vacation time with family or other approved adults over the age of 25 and to submit their travel plans well in advance. Prior to the breaks, the Resident Life staff will verify students' plans as necessary.

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 on time may have to find their own transportation.

Transportation

Boarders (11th & 12th graders) are permitted to have vehicles on campus with permission from the Dean of Resident Life. The family should provide a copy of the car registration, a valid driver's license, and proof of insurance to the appropriate Dean and then a parking space will be assigned. The safety of all students is of the utmost importance and having a car carries a 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.

In accordance with Resident Life policy, students must sign out *and* notify the Resident Life staff member on duty prior to departing campus during the school day. In addition, the student must provide information on the destination(s) and with whom he/she will be travelling. It is the responsibility of the driver and passenger(s) to ensure the proper parental permission forms have been turned in to the School via the Magnus system.

Consistent with the recommendations of the Bolles driver's education instructor, student drivers may not have any passengers in their car until at least one month after having received his/her driver's license. This guideline is intended to allow a new driver to focus on road safety while he/she becomes familiar with being a licensed driver.

It is imperative that students be aware of their surroundings when driving on any school campus and follow the posted speed limit of 5 mph. Fast or reckless driving will result in loss of driving privileges for safety purposes.

Cars must be parked in the assigned parking space by curfew each evening.

Checking In

Boarders must check in with the Resident Life Dean or Staff by the following times:

1. San Jose: Dining Room by 8:15 a.m. (Monday - Friday)
Bartram: 7:25 a.m. (Monday-Friday)
2. Dinner in the Dining Hall: by 7 p.m. (each evening)
3. Bartram Brunch: 12:30 p.m. on non-school days

Going Off-Campus

Boarders must sign-out *and* obtain permission from a member of the Resident Life staff member each time they wish to leave campus. Boarders may sign-out if he/she is in good standing with academics and within the boarding community, has the proper parental permissions, and acts in accordance with the guidelines set in place by the Resident Life Handbook. Students must sign back in upon return to campus. *Signing out must be done in person at the Dorm Office... phone calls and text messages will not be accepted.*

Biking and walking off-campus

Biking off-campus is allowed. A helmet must be worn at all times. Middle School boarders must bike in groups of at least two, while Upper School boarders may choose to bike alone.

Walking off-campus is allowed with permission and sign out. Middle School boarders must walk in groups of at least two, while Upper School boarders may choose to walk alone. Bartram residents are required to travel in groups of two or more to walk off campus.

Riding in Cars with Students

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 car may not exceed the seating capacity of the car or the number of operational seatbelts in the car. Middle School students may not ride in cars driven by other students.

Weekend Activities

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.

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 healthily, happily and safely. Being a part of the community requires all members to abide by the rules and expectations.

Failure to follow rules and expectations may result in weekend study hall, dorm work hours, loss of driving privileges, campus restriction and Saturday work days at the Upper School Campus.

Major rule violations, as determined by the Resident Staff, may result in one of the following proceedings:

1. An appearance before the Resident Life Honor/Discipline Committee, which is comprised of the Dorm Prefects and Resident Life Staff for each campus. This Council will convene to recommend consequences for Honor Code/Discipline violations to our Associate Head of School for consideration. The student may choose to have an adult advocate present for support and to make a statement on behalf of the student.

The following are examples of minor rule violations at The Bolles School:

- Late or failure to check in for Breakfast, Curfew, Lights Out
- Failure to sign-in/out of the dorm
- Inappropriate language
- Up past Lights Out

The following are examples of major rule violations at The Bolles School:

- Violations of the Schools' Honor Code (Lying, stealing, cheating)
- Disrespect to a fellow student or staff/faculty member
- Possession of alcohol, drugs, or other banned substances
- Multiple violations of minor rule violations
- Leaving campus without approved consent from the Resident Life staff

Dorm Families

All Bolles boarding students are placed into 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 summer. Any damage or needed repairs may be billed to the occupant(s) of the room.

Families Moving Local

If a boarders' 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 boarders 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 may spend weekends with their families, but must remain in the dorm during the school week (Sunday at 7 p.m. – Friday at 3:10 p.m.)
- 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 resident 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 1st or 2nd honors privileges.

Lights Out

Boarders who wish to continue to study after Lights Out must get permission from the Resident Life staff member on duty and must stay in their room with only their table light on. Bartram residents may work in North Hall lounge after lights out with the permission of the Resident Life Staff on duty.

Mailing Address

Mail or packages may be shipped to boarding students at the following addresses:

Boys:

(Student name)

The Bolles School, San Jose Campus
7400 San Jose Blvd.
Jacksonville, FL 32217

Girls:

(Student name)

The Bolles School, Bartram Campus
2264 Bartram Rd.
Jacksonville, FL 32207

Meals and Dorm Family Dinner

The Boarder dining areas are common spaces and thus students should dress appropriately for meals. Pajamas are not acceptable attire for the dining room. Boarders are expected to behave appropriately in the Dining Room and to treat all Dining Room staff with respect. All boarding students are required to attend breakfast and dinner while on campus.

Dinner Requests

Boarders unable to attend meals because of athletics, rehearsals and other events should 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. All prepared snacks should remain in the Dining Hall.

Food Delivery

San Jose: Students may have food delivered to the dorms. However, students must plan so that food does not arrive during the Study Hall hours or after Check In. Tipping is customary and should be practiced regularly (10 percent minimum).

Medical and Health

- If a resident student feels ill before first block, he/she should check in with the Resident Life staff member at Breakfast and proceed directly to the infirmary. (*what if on Bartram campus?*)
- 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 Res Life 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 first be cleared with the School Nurse.
- Concerns about a fellow student's mental, emotional, or physical health should be reported immediately to the Dean of Residential Life.
- Elective medical procedures should be scheduled during the summer or holiday breaks in the country/state in which the student resides. If such procedures occur during the school year, there may be additional transportation charges for medical appointments.

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. International students may obtain a checking account and debit card at a few local banks without a social security card.

An ATM machine is available on San Jose campus during school hours for cash access. *Students are strongly discouraged from carrying large amounts of cash.*

Overnight Visiting Off-Campus

Resident students are permitted to leave campus on the weekends to visit family and friends, provided the student is in good academic and social standing and has no work hours scheduled with the Resident Life or Dean of Students Office.

We are unable to approve overnight visits to the home of a day student who is under a school disciplinary action.

In addition to the resident student's good academic and social standing, the following requirements apply:

For Visits with Family Members:

Boarding Students are permitted to visit with non-parent family members over the age of 25. In order to do so, the Boarding Student must complete the following:

- A. Submit a completed Overnight Visit Request Form to the Dean of Resident Life no later than 9 a.m. EST on the Friday of the weekend visit.
- B. If the student is staying with a family member over the age of 25, and the student's parents or legal guardian will not be present during the visit, the student's parent must submit, in writing, to the Dean of Resident Life, the name of the family member who the student will be staying with, along with their consent for the visit, by no later than 9 a.m.. EST on the Friday of the weekend visit.

The student must check back with the Dean of Resident Life at the end of the School day to ensure that the request has been approved.

For Visits with Non-Family Members:

Boarding Students are permitted to visit with non-family members over the age of 25. A Boarding Student requesting to visit with a non-family member must complete the following:

- A. Submit a completed Overnight Visit Request Form to the Dean of Resident Life by no later than 9 A.M. EST on the Friday of the weekend visit.
- B. The Boarding Student's parent or legal guardian must submit to the Dean of Resident Life a statement, in writing, giving the Boarding Student permission to visit the non-family member by the Thursday before the weekend visit.
- C. The non-family member must also submit in writing to the Dean of Resident Life an invitation stating that the Boarding Student is invited to visit by the Thursday before the weekend visit.

The student must check back with the Dean of Resident Life at the end of the school day to ensure that the request has been approved.

****Regardless of whether the Boarding Student satisfies the above requirements, overnight visit requests with non-family member adults require the expressed permission of the Resident Life Staff.***

For purposes of this policy, a family member over the age of 25 includes siblings, grandparents, cousins, aunts and uncles.

Parental and guardian permission and non-family invitations *must* be submitted in writing, and phone confirmation may also be required. Parents who live outside of the Continental United States may authorize the student's legal stateside sponsor/host family to grant such authorization with proper written permission.

The Dean of Resident Life may deny the overnight visit if the above requirements are not satisfied and/or the required documentation is not received by the required time.

Passports/Travel Documents

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

Personal Computers/Cell Phones

The Resident Life Staff understands that each student needs a computer as a part of the Bolles academic experience. Students have the responsibility to use their technology appropriately, and failure to do so could lead to limitations in a student access. In working with the student's academic advisor, substandard academic performance or inappropriate social behavior could result in limited

access to a student's computer/cell phone until grades or behavior improves. Computers are to be used for study purposes only during study hall (no gaming, etc). The Res Life Staff will take appropriate measures to ensure that each student respects the privacy of others in the dorm and to ensure that students get sufficient sleep. These steps may include collecting electronic devices that are being used after lights out.

Pets

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

Prefects

The Res 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 Day (San Jose Campus)

The dorms are separate from the academic environment of the school day, and are closed during school hours (except for changing for PE or an athletic activity). 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. Female boarder seniors and female Prefects are allowed on the 3rd floor of Bolles Hall in the common area during their free periods and lunch.

Returning to the Dorms during the Day (Bartram Campus)

The dorms are closed during the day, and Middle School students are not permitted to return to the dorms at any time during the academic day.

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 should not be stored in the hallway or walkway at the Bartram dorms.

Room inspections are conducted on a weekly basis, or more often as needed.

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 Searches

The Bolles School reserves the right to perform unannounced room searches and to confiscate contraband, weapons or other items that may pose a threat to the students, faculty and staff of The Bolles School.

Roommate/Room Changes

An important aspect of living in a resident program school is learning interpersonal and the coping skills necessary to live with others. To that end, all room changes must be approved by the Dean of Resident Life, and will occur only when deemed necessary. Room and/or roommate changes will be at the discretion of the Dean of Resident Life.

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.

Safety

- **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, heating pads, electric blankets
 - *Knives and bladed weapons*
 - *Extension cords* (power strips ok)
 - *Electronic cooking devices.* Electronic cooking devices, such as hot pots and tea kettles, are allowed for use only in the dorm public kitchen/kitchenette areas.
 - *Self-Balancing Scooters:* Hoverboards, battery operated scooters, and hands-free segways, are not permitted on campus or in any of The Bolles School owned building. 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 School and in the dorms 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)

Study Hall on the San Jose Campus is from 7:30-9:15 p.m., Sunday-Thursday. Study Hall on the Bartram Campus is from 7:30-9 p.m., Sunday-Thursday. 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, students will be

required to report to Structured Study Hall for the 1st quarter. Students with 1st honors will not have study hall and 2nd honors have two study hall passes a week.

Tobacco, Alcohol, and Other Controlled Substances

The possession and/or use of tobacco products (including cigarettes, chewing tobacco, and dipping tobacco, e-cigarettes, vape pens, Juuls), 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 Student-Parent Handbook.

Bolles Transportation

The Bolles School will provide necessary transportation needs for the boarding students. If transportation is desired for personal reasons, please fill out a Transportation Request form, which will be reviewed by the Dean of Resident Life.

Grade 11-12 students may take taxis with indicated parental permission. Students may not ride in taxis alone, regardless of age. In addition, ride-sharing services such as Uber and Lyft may not be utilized unless a student is 18 years old and has parent permission. Students may only leave campus in a taxi in groups of two or more.

Any scheduled transportation needs occurring after 12 a.m. will be the responsibility of the student and family. The Res Life staff will assist in finding available transportation.

Valuables

All residents are strongly discouraged from keeping large amounts of cash in their possession or in their dorm rooms. Bartram residents will have a drawer in which they can lock valuables. The resident student will need to supply their own lock. Residents should not bring family heirlooms, expensive jewelry or any precious items to School.

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 signing in at the Resident Office.

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.

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.