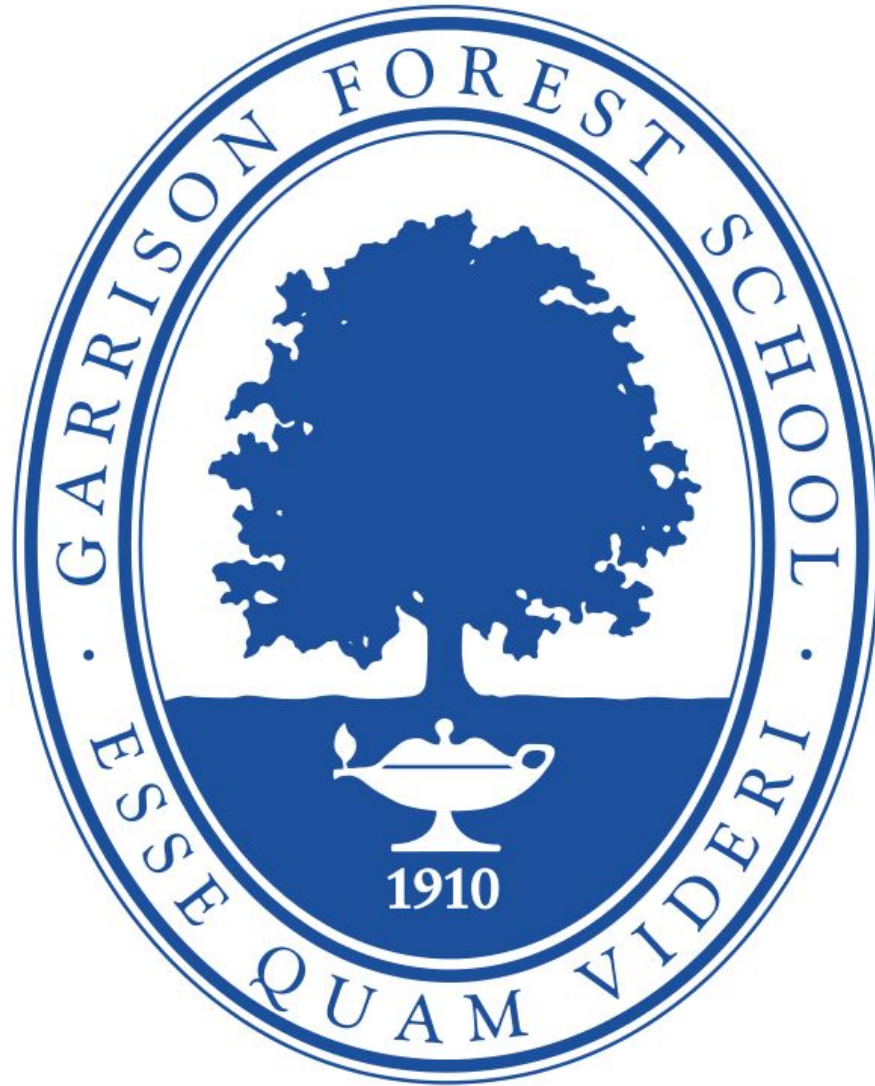


Garrison Forest School



Residential Life Handbook 2019-2020

300 Garrison Forest Road
Owings Mills, MD 21117

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I. Introduction

Philosophy Statement

Our residential life program provides an environment where young women can cultivate their independence, well-being and forge meaningful relationships. Students gain exposure to and develop an understanding of a variety of perspectives resulting in a richer and more empathetic worldview. Living in a community allows students to become adaptable, responsible and aware of their impact on others. Living away from home in a nurturing environment allows students to develop leadership skills and an authentic sense of self. Students emerge determined to press ahead, courageous to take risks and prepared to contribute to their communities.

Statement of Respect

The Garrison Forest School community is deeply committed to equity, honesty, kindness, and respect as part of the educational experience. To this end, we:

- Strive to celebrate diversity both within our community and our curriculum
- Are concerned for the well-being of all people
- Seek to build the self-esteem of all people
- Aspire to promote the understanding of all people

Recognizing the dignity and worth of all individuals and to protect their rights, we confront bias, prejudice and discrimination. Garrison Forest School does not condone any behavior which is inconsistent with these tenets. We believe that spoken or written language or any behavior that is inconsistent with this philosophy and that demeans one's ethnic, religious, racial, physical, personal, and/or sexual characteristics is unacceptable. We expect individuals to take responsibility for their words, deeds and to respect all people.

II. Overview of Residential Life Program

Residence Halls

Boarding students are assigned to one of three residence halls on campus. Meadowood Dormitory, the largest residence hall on campus houses our 9th through 10th grade students as well as select 11th and 12th grade Prefects. Students residing in the Shriver Dormitory, the smallest residence hall on campus, houses our 8th grade students. Lohr Hall houses our 11th and 12th grade students and the student school president.

Residential Life Faculty

Director of Residential Life

Jennifer Hua, jenniferhua@gfs.org

The Director of Residential Life is responsible for all elements of the residential curriculum and supervises the residential life faculty who administer that curriculum. The primary objective of the Director is to provide leadership and initiative in planning, coordinating and implementing the goals of the Residential Life program. This allows our diverse community of students derive the maximum benefit from their Garrison Forest experience.

Assistant Director of Residential Life

Rachael Browne, rachaelbrowne@gfs.org

The Assistant Director of Residential Life provides comprehensive administrative support to the Director of Residential Life by managing the Residential Life master calendar, coordinating with dining services to reserve meals for students, coordinating the receipt of student mail and packages, inventories residential life supplies, and oversees the activities board, activity registration, and communication with chaperones. The Residential Life Assistant interfaces with students, faculty and staff, and outside vendors.

Student Life Assistant

Delaney Breto, delaneybreto@gfs.org

The Student Life Assistant provides comprehensive support to the Dean of Students and supplementary support to the Residential Life program. The Student Life Assistant oversees student permissions and the administration of the *Boardingware* Boarding Management system. In addition, the Student Life Assistant manages student travel arrangements at the beginning and end of the school year as well as on school breaks. The Student Life Assistant interfaces with students, faculty and staff, parents and outside vendors.

Administrators on Duty

Randy Beckford, Dean of Students margaretbeckford@gfs.org

Rachael Browne, Assistant Director of Residential Life rachaelbrowne@gfs.org

Jennifer Hua, Director of Residential Life jenniferhua@gfs.org

Shannon Schmidt, Head of the Middle School shannonschmidt@gfs.org

The Administrator on Duty (AOD) is the point person for the residential community while they are on duty. The AODs rotates evening on duty responsibilities beginning at 4:00 pm and concluding at 8:00 am on the following day. The AODs rotate weekend shifts beginning at 5:00 pm on Friday and concluding on

Monday at 8:00 am. The AOD responds to emergencies and provides ancillary support to dorm and study hall faculty as needed.

During the week, the AOD responds to calls from Residential Faculty on the Residential Life Cell Phone from 4:00 pm until 8:00 am the following day and from 4:00 pm on Friday until 8:00 am on Monday. The AOD responds to calls and discusses leave requests from residential students from 4:00-6:00 pm during the week.

During the academic day, the Director of Residential Life holds the on call phone to be able to respond to any questions or concerns before the AOD comes on evening duty. The on call phone is held by someone at all times to be able to assist families and students in any needs that come up.

In addition to maintaining an active presence on campus during their duty period, the AOD performs the Wednesday night mini-bus runs to the St. Thomas Shopping Center (6:30-7:15 pm), leads the weekend team meeting at Friday dinner, manages weekend activity chaperones and performs formal and cursory check ins on the weekend.

Dormitory Parents

Meadowood: Katy John (Lead Dorm Parent), Crystal Tung and Rachel Ayers Waller
Shriver: Delaney Breto (Lead Dorm Parent), Lindsey Holton and Tasha Landis
Lohr Hall: Jodi Blackburn (Lead Dorm Parent), Dijana Ismic and Carly Wassel

Dormitory Parents have the primary responsibility for assuring the well-being of the students in their care and for creating a strong, interactive community within their residence hall. In addition to the hours represented in the formal duty schedule, Dormitory Parents are visible and accessible to students on a regular basis to assist students as needed.

Having the Dormitory Parents reside on campus allows opportunities for families to participate in the community life of the residence halls. The Dormitory Parents assist in the leadership development of the Prefects living in their residence hall by creating activities and procedures that respond to students' wants and needs, educating students about communal living, and working proactively with administrators to address the individual and collective needs of students.

Dormitory Parents reside in apartments within the dorm and cover one or, on occasion, two school-night duty shifts per week and approximately every third weekend duty shift.

Residence Hall Affiliates

Meadowood: Catie Gibbons, Janice Bogdan, Kaycie Campbell and Meghan Beam
Shriver: Virginia Shriver and Catie Corbin
Lohr Hall: Diane Yu, Karin Riesenfeld and Debbie Oleisky

Residence Hall Affiliates work in concert with Dormitory Parents to provide support to a specific dorm by supervising student life and developing a rapport with each student. While Residence Hall Affiliates do not live in apartments within the dorm, they live in other residences on campus. Occasionally, a Residential Hall Affiliate will live off campus.

Residential Hall Affiliates support the boarding community on weekends by providing on-campus supervision, assisting with activities both on and off-campus, and fulfilling transportation needs for boarding students.

Study Hall Affiliates

Jim Beam and Adam Wassel

Study Hall Affiliates proctor and support students in a supervised study hall in the Library Monday-Thursday from 7:30 until 9:00 pm. Additionally, Study Hall Affiliates may conduct academic help centers in the Lecture Hall during these times. Each Study Hall Affiliate is on-duty twice per week.

Study Hall Affiliates support the boarding community on weekends by providing on-campus supervision, assisting with activities both on and off-campus, and fulfilling transportation needs for boarding students.

Boarding Students

Prefects

Meadowood: Amy Zhang, Nicole Lei, Isabella Li and Alina Wu

Lohr Hall: Ramneet Kaur, Cice Chen and Arin Laycook

The Residential Life Program is enhanced by our student leadership program known as a Prefects Program. Prefects have been selected by the Residential Life Faculty to be integral partners in creating and molding community development amongst our boarding students. They accomplish this by exercising compassion and empathy while meeting with residential students on a one to one basis.

Other responsibilities include acting as a resource for their peers, supporting the dorm parents in their residential buildings and planning exciting and enriching activities for dorm meetings as well as for GFS Weekends. To help grow and cultivate their leadership skills, these students will participate in a dinner meeting with the Director or Assistant Director of Residential Life to plan activities, voice concerns of the boarding community and advocate for others.

Residents

All boarding students contribute to the residential life community regardless of whether or not they hold a leadership position. Each boarding student performs a job that contributes to her residence hall. The jobs vary depending on the residence hall and the needs of the students and faculty who live there. Students will select jobs they want to perform within the first two weeks of school. In addition to performing a job in the residence hall, all boarding students have opportunities to join committees working on behalf of the residential community.

GFS Weekends

Having opportunities to come together and celebrate unique bonds is integral to a quality boarding program. GFS Weekends are designed to provide both boarding students and residential faculty an opportunity to come together to celebrate our community. There are five GFS weekends per year that feature activities that are designed to strengthen relationships and to provide a well-deserved break from routines. Prefects are responsible for listening to their peers and bringing activity ideas to their meetings with the Director of Residential Life.

Boarding students are expected to sleep on campus on the GFS weekend and to participate in the required activities. Students will be allowed to miss one of the five GFS weekends should a family or personal conflict arise. The parent or guardian of the student should communicate the need to miss with the Director of Residential Life at least two-weeks prior to the GFS weekend.

Dates:

Friday, August 30th - Sunday, September 1st

Friday, October 25th - Sunday, October 27th

Friday, January 10th - Sunday, January 12th

Friday, March 27th - Sunday, March 29th

Friday, May 29th - Sunday, May 31st

Core Value:

Authenticity

Brave

Compassion

Curious

Spirited

III. Campus Safety and Security

The Garrison Forest School campus has campus safety coverage 24 hours per day, 7 days per week and every day of the year. The 24 hour number for Campus Safety and Security Team is 443-744-3708.

The two entrances leading into campus are protected by locked gates. The hours in which the gates are locked is based on the use of campus by outside groups and community events on campus. When school is in session the Reisterstown Road entrance is only open from 7:30 am - 8:30 am and then again at 2:30 pm - 3:30 pm. The gates at the Garrison Forest Road entrance are locked from 10:15 pm until 5:00 am on weekdays and from 9:00 pm until 7:00 am on weekends.

The Garrison Forest School Crisis Management Plan outlines plans in the case of fire, lockdown, shelter in place, weather alerts, and other major emergencies. Residential Life faculty are trained to lead students safely in a variety of scenarios. Both scheduled and unscheduled drills are conducted in residence halls to ensure students are well-prepared to respond in an emergency situation.

Each residence hall is equipped with a cell phone for the on call Dormitory Parent to use to contact the students during evening check ins and the weekends. As an added feature of security, each residence hall and the library (during study hall hours) is equipped with a walkie-talkie for on duty faculty members to communicate with Campus Safety and Security and each other.

Garrison Forest School utilizes a school messenger system that contacts both students and faculty during an emergency on campus and provides instruction on how to proceed during a given situation. Both faculty and students are expected to report any suspicious activity or persons on campus to the Campus Safety and Security Team immediately.

IV. Residence Hall Facilities, Resources, and Living Regulations

Alcohol Policy

The School's expectations for students on campus and off campus, especially but not limited to School-sponsored events and activities, and at activities where students represent the School, prohibit:

1. The possession, use, or distribution of alcohol (the State of Maryland prohibits the possession, use or distribution of alcohol by persons under the age of 21)
2. The possession, use, or distribution of drugs classified by State law as controlled dangerous substances
3. The misuse of prescribed medications
4. The misuse of over-the-counter medications, health substances, and substances such as inhalants

Students who violate alcohol and other drugs prohibitions shall appear before the Honor Board if the violation occurred on campus, in connection with a school-sponsored event or activity, or at an activity in which the student represented the School. Violations that occur off campus, but were not sponsored by the School or representative of the School, may be addressed by the Head of the School via an Honor Board, a disciplinary conference, an informal warning, or other means.

Serious violations of the prohibitions regarding alcohol and other drugs, especially violations involving distribution and/or violations which create a high risk of physical harm to a student or others, may result in dismissal or suspension from the School.

When possible without creating peril for the School community, students who commit a first-time violation will be allowed to remain in the community under one or more of the following conditions:

1. Suspension of one day or more.
2. Recommended or required participation with the student's family in a substance use evaluation by a health care provider recommended by or agreed upon by the School. The recommendations from this evaluation must be shared with the School and a plan for fulfilling the recommendations must be agreed upon by the School and the student and her family.
3. Recommended or required participation in individual and/or group counseling or other treatment program, as recommended by the evaluation and/or required by the School. Counseling services provided outside the School are paid for by the family.
4. Participation by the student in educational and/or service activities mandated by the School.
5. A probationary period of at least one year.

Attendance, Checks and Curfews

Boarding students are required to check-in according to their division's procedures between 7:45 am - 8:00 am each day that school is in session. If a student is ill, they may not remain in their room. The student must check-in at the Health Center by 8:10 am. At that time, the Nurse on Duty will instruct the student how to proceed. Students may be required to spend the day in the Health Center for monitoring.

Students are required to check-in at dinner each evening Monday-Thursday no later than 6:20 pm. On weekends, students on campus are required to check-in at brunch between 11:30 am - 1:00 pm and dinner at 5:00 pm.

Additional check-ins are required in the dormitory or in supervised study hall at the following times:

Sunday-Thursday

Study Hall/Quiet Hours	7:30 pm
Evening Check	10:00 pm
Lights Out	10:30 pm for students who reside in Shriver 10:45 pm for students who reside in Meadowood

Friday and Saturday

Evening Check	9:00 pm
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Weekend Curfew

11:00 pm for students who reside in Shriver
12:00pm for students who reside in Meadowood

Each student must be in their own residence hall by curfew. Curfew hours are:

Sunday-Thursday

10:00 pm for all students

Friday and Saturday

11:00 pm for students who reside in Shriver
11:30 pm for students who reside in Meadowood
12:00 am for students who reside in the Lohr Hall

Lights out are in effect at:

Sunday-Thursday

10:30 pm for students who reside in Shriver
10:45 pm for students who reside in Meadowood
11:00 pm for students who reside in Lohr Hall

Residence halls are to be kept sufficiently quiet for study and sleep during the following hours:

Monday-Friday	8:00 am - 3:45 pm
Sunday-Thursday	7:30 pm - 9:00 pm
Monday-Sunday	10:00 pm - 8:00 am

Students must request permission from the Dormitory Parent on duty to be in the common areas after 12:30 am on Friday and Saturdays.

After dark, students must remain in the area bounded by Meadowood and Senior House between the Lower School and Campus Center. After dark, students may not travel alone and must receive permission from a Residential Life Faculty member on duty.

Students parking their cars in the student lot after dark must contact Campus Safety and Security once they are parked before they walk back to their dorm.

Building Hours

Students are permitted to utilize academic and athletic buildings provided that they are open and that they are accompanied by at least one other person. Students are never permitted to be alone in buildings. Should Campus Safety and Security, day faculty, or Residential Life Faculty find a student alone in one of the buildings, a referral to the Director of Residential Life will be made.

If a student would like to access a building when school is not in session, she must call the Residential Life Faculty Member on duty so that they can alert Campus Safety and Security and arrange for the student and their companion to access the building. Students should not contact Campus Safety and Security directly. The academic and athletic buildings are open during the following hours:

Monday - Friday

Marshall-Offutt	6:00 am - 7:30 pm
Library	6:00 am - 10:00 pm
Arts Center	6:00 am - 10:00 pm
SAC	6:00 am - 10:00 pm
Fitness Center	6:00 am - 7:30 pm

F.E. White Building	6:00 am - 7:30 pm
O'Zone	6:00 am - 10:00 pm
Barn	8:00 am - 6:00 pm

Saturday - Sunday (need to have a companion)

Students will need to call Dorm Parents in order to gain access to these spaces. Dorm Parents, *not students*, will contact Campus Safety and Security as needed.

Marshall-Offutt	Closed
Library	12:00 pm - 10:00 pm
Arts Center	Request only
SAC	Request only until 10:00 pm
Fitness Center	6:00 am - 10:00 pm
F.E. White Building	Request only
O'Zone	Request only until 10:00 pm
Barn	8:00 am - 5:00 pm

Cellular Phones

Boarding students are required to have a U.S. cell phone number and will not be permitted to leave campus until they have one. Students are permitted to use their phones in residence halls most of the day. On Sunday through Thursday, all students, must hand-in their cell phone to the dorm parent on duty or the study hall proctor from 7:30 pm - 9:00 pm.

The purpose of handing in their cell phones is to ensure our students are dedicating appropriate time to their academic responsibilities. Phones must be turned off between lights out and 7:00 am on school nights. If repeated misuse or violation of the cellular phone rules occur, it will result in a referral to the Discipline and Development Team.

Characteristics of a Successful Boarding Student

Students in the boarding program will learn how to develop the following abilities to be successful community members:

- Get herself up and to school on time
- Get to classes on time
- Maintain personal hygiene
- Follow a daily schedule
- Communicate needs to the nurse or residential life faculty when feeling unwell
- Take medication as prescribed in a safe and appropriate manner
- Demonstrate safe practices in eating, sleeping, and healthy amounts of exercise
- Demonstrate respect for all campus rules related to safety such as leaving campus and checking in
- Respond to communications in a timely manner (text, emails, phone calls)
- Keep scheduled appointments with teachers, counselors, and outside medical professionals
- Live in a communal environment and respect the rights of others
- Self-advocate and to ask for and accept help when needed
- Have healthy relationships and a positive impact on community members
- Comply with all GFS policies and procedures as stated in the Student Handbook and Residential Life Handbook.
- Align student's behaviors and actions with our Statement of Respect and Core Values

Computers

The school has a 1:1 BYOL program and provides students, faculty, staff, and visitors with wireless access throughout most of campus. Students have access to iMacs, scanners, color printers, digital cameras, and

specialized computer and video editing software to use in academic spaces. Each residence hall has a printer that can be utilized by its residents. Students are expected to shut down their computers at the designated lights-out time to ensure our students are having enough rest. Repeated violations of this rule may result in a referral to the Discipline and Development Team.

Dining Program

The dining program for boarding students includes breakfast, lunch, and dinner Monday through Friday, and continental breakfast, brunch, and dinner on Saturday and Sunday. Students are required to eat dinner on campus Monday through Thursday and may only miss dinner if they have earned the privilege of a dinner away from campus. Boarding students are expected to check-in at dinner by 6:30 pm and stay through the end of announcements.

All boarding students and Residential Life faculty and their families gather for a family-style meal twice per week on Tuesday and Thursday. Students are expected to check into dinner promptly by 6:15 pm, put away their phones, and be seated at their assigned table by 6:20 pm.

Boarding students are encouraged to invite day students to dinner. If a boarding student brings a guest to dinner, they should introduce the guest to a faculty member on duty. If a boarding student would like to bring a guest to family-style dinner, they should alert the Director of Residential Life to ensure there is a seat at the host's table for the guest.

Food Delivery/Take Out Services

Students are permitted to have food delivered onto campus providing that they adhere to the following guidelines:

- Food delivery is only permitted from Friday through Sunday.
- Students must place all food delivery orders by 9:00 pm so that the delivery is complete by 10:00 pm.
- Food delivery drivers will not be permitted on campus past 10:00 pm.
 - On Sunday, all food deliveries need to occur by 6:30 pm to be ready for study hall hours.
 - Monday through Thursday food delivery is strictly prohibited.
- Notification procedure:
 - When a student has placed a food delivery order, they must inform the Dorm Parent on duty.
 - The Dorm Parent on duty will call Campus Safety and Security informing the officer on duty to expect the driver's arrival.
 - If a student does not inform the Dorm Parent the order has been made, the student may have their delivery privileges revoked and the food may be given to their Study Hall Proctor to be disposed of.
 - Food delivery drivers must call the Campus Safety and Security number at (443) 744-3708 when they arrive to campus.
 - This allows an opportunity for security to inform the delivery service where to park and how to get on campus if they are trying to enter through the Reistertown Road entrance.
 - Students can not give the gate code to any delivery driver.
 - This is to ensure only those with an affiliation with Garrison Forest has access to our community.
 - **Students who give the campus safety code to drivers will have their delivery privileges revoked and receive a referral to the Director of Residential Life.**
 - The two approved drop off delivery locations are the Manor House Loop and the Meadowood/Robinswood loop.
 - Delivery services cannot come to the building.
 - Students must go outside to these locations to meet the delivery driver.
 - Campus Safety and Security will escort delivery drivers to and from campus.

Important Travel Documentation

The Office of Residential Life provides an opportunity to hold onto the boarding students passports and other important travel documentation for safe keeping. If students opt into this, they will need to speak to the Assistant Director or Director of Residential Life to ensure the documentation is in a safe space.

Late Lights

On Monday through Thursday, students have the option to request late lights to be able to stay up past curfew to be able to finish their homework. The late light are meant to extend an additional hour after their designated lights out time. Students must leave their shared bedrooms to finish their work in a common room to limit any additional noise or distractions that would impact their roommate who is trying to sleep. Late lights can only be used for academic reasons.

Students who are interested in a late light must submit a late light request through Boardingware to have the dorm parent on call approve or disapprove the request. When making the decision, faculty members must take into account how productive the student was during their study hall time and if this time will benefit them as they will have reduced the amount of sleep for the evening. Students need to be aware that late light request will be approved on a rare occasion as we prioritize the importance of rest for our students.

Eighth grade Unable to request late lights
Ninth grade Up to one late light request a week
Tenth grade Up to two late light requests a week
Eleventh grade Two late light requests a week

Lockout Procedures

Should a student be locked out of their room, they should contact the Residential Life Faculty Member on duty. The faculty member on duty will unlock the student's room using the dorm master key at his or her earliest convenience. Students should not contact Campus Safety and Security to unlock their rooms unless they are unable to reach the Administrator On Duty or the Dorm Faculty On Duty. More than three lockouts will result in a meeting with the Director of Residential Life.

Mail

Students may pick up packages from 3:00 pm - 6:00 pm on Monday - Friday in the Residential Life Office. If students are unable to make it to these hours due to school related activities, they can speak to a dorm parent on call. The dorm parent can escort the student to the Residential Life Office to proceed with the package sign out. Students are asked to check their mailbox weekly for smaller pieces of mail in their personal mailboxes located in the Marshall-Offutt building.

The Assistant Director of Residential Life and the Student Life Assistant manages the receipt and delivery of student packages. When a student receives a package, there will be a package slip placed in their mailbox. The student will then need to bring the slip to the Residential Life Office to retrieve their package by signing the log under the supervision of a Residential Life Staff member. Students are not permitted to sign for and deliver other student's packages unless given permission by the Director of Residential Life.

For questions about what can be ordered and shipped to you, please refer to the GFS website for a complete list of what is allowed in the rooms.

Professional Development and Inclement Weather Days

In the case school is out of session due to a professional development day, students should check the calendar in their dorm for the meal schedule. In most cases, off-campus activities will not be scheduled during the professional development day. Students should check-in with a faculty member on duty at the designated times.

In the case that school is closed because of inclement weather, a weekend meal schedule will be followed. Residential faculty will keep students informed of the evening plan based upon the anticipated length of the inclement weather closing. If school is closed for a third day in a 7-day period, participation in select boarding activities will be required of all boarding students.

During inclement weather days, students will follow a weekend schedule and study halls will take place in the dorms.

Religious Services and Observation

Garrison Forest School provides transportation for students wishing to engage in religious services. If a student is unsure where to go for their desired service, the Director of Residential Life or the Assistant Director of Residential Life will assist them in finding a service. Students are asked to make arrangements for transportation at least 24 hours in advance.

If a student wishes to cancel their transportation to a service, they must let the Administrator on Duty know at least 12 hours before they are scheduled to depart campus. Boarding students may request the use of the School's chapel for a spiritual activity they may wish to organize.

Residence Hall Common Spaces

Each residence hall has a common space intended to be utilized by the student and faculty residents of the residence hall. Students are not permitted to store personal items in the common spaces and are expected to clean up after themselves when leaving the space. Each member of the residence hall will perform a cleaning rotation organized by the students to maintain the cleanliness of the dormitory common space. Privileges are not to be utilized until a student has performed their cleaning duty.

Residence Hall Rooms

Garrison Forest School provides each student with a bed, dresser, desk, chair, and wastebasket for their room. Students are expected to provide their own linens, pillows, and alarm clocks. Each resident is responsible for keeping their room tidy and exercising good housekeeping habits. Room checks are conducted each week and students may not utilize any privileges until their room passes inspection. Students are expected to keep bedroom doors locked when they are not in them and to keep the bedroom doors unlocked when they are in their rooms.

Pushpins may only be used sparingly and tape should not be used on walls and doors due to the damage they cause. We recommend students to use Command Strips (3M) to hang items on their walls. Items that promote tobacco, alcohol, drugs or other offensive subjects are not to be displayed. Cooking appliances, candles, matches, lighters, and incense are prohibited in the room and will be confiscated if found. Fish are the only pets that are permitted to be kept in residence hall rooms.

Boarding students may host GFS or non-GFS students in their room for an overnight visit. Please note: **Students may not share the same bed.** Each residence hall has extra inflatable mattresses and bed linens for guests to use. Both the boarding student and their guest are expected to be respectful of roommates and other residents in the dormitory. It is required for the GFS student to have a conversation with their roommate to ensure both students understand that there will be a guest in the room.

Roommate Agreement/Contract

Students residing on campus are required to have a sit down meeting with their roommate during the first week of school to discuss how they plan to share their room during the school year. During this meeting, the topics discussed are study hours, quiet time, alone time, cleanliness, guest policies, personal items, lights, noise, food and etc. The purpose of this meeting is to ensure each student is advocating for their own preferences for shared living and to come to a compromise. Please note: A template of the agreement will be provided to all of the boarding students to use during this conversation the first week of school.

Once the meeting has been completed, the students will turn in their roommate agreement form to their assigned Prefect. The Prefect will schedule a separate meeting to go over the details in the roommate agreement form to ensure both parties agree to what was written down. Once all three parties have agreed, the signed form will be turned into their Lead Dorm Parent. From there the Lead Dorm Parent will make copies to provide to each student.

Room Change Procedure

Roommate conflicts do happen in boarding communities, at times, these conflicts become a hindrance to the education of our students. If there is a roommate conflict that is unable to be resolved through multiple mediations attempts with a Prefect and a Dorm Parent, the Lead Dorm Parent may advocate for a student to be moved into another room and/or residence hall location. The Director of Residential Life and the Assistant Director will make a decision based on the information provided as to whether the move is appropriate. If needed, both students will be asked to meet with the Assistant Director and/or Director to discuss what has transpired in the relationship and explain why a room change meets the guidelines. The students cannot request to be moved into a room, a room will be assigned to the student/students if a decision is made to move students.

A room change will only occur if the living conditions are deemed a hindrance to the students well-being by the Residential Life Staff.

Roommate Conflict Resolution

When a roommate conflict arises, students may turn to their Prefect for a roommate mediation. The role of the Prefect is to be a mediator to the roommate dispute. The goal of the Prefect is to listen and to engage in constructive conversation to allow each student an opportunity to express their grievances and to be heard. The Prefect will refer to the Roommate Agreement to see what was agreed upon at the start of the academic year. If the issue is not located on the Roommate Agreement, the Prefect is able to help make an amendment to the agreement with the approval of both students. If a change is made, the Prefect will need to inform the Lead Dorm Parent to issue update copies of the forms.

Smoking and Vaping Policy

Garrison Forest School endeavors to be a smoke-free and tobacco-free campus. Smoking, vaping, and the use of tobacco products are prohibited for all students on campus, in school vehicles and on school trips. Beginning October 1, 2019, it is against the Maryland law for individuals under the age of 21 to buy, use or possess tobacco products. This includes electronic smoking devices (juul). Violation of this policy shall result in a student appearing before the Honor Board.

Student Bank and Allowance

The Student Bank operated by the Business Office is open to boarding students at specifically designated times each week. Personal allowance may be drawn from a student's allowance account. Parents are expected to set the limit on their child's monthly allowance and are able to change the amount at any time by communicating with the Director of Residential Life or a Business Office Associate directly. Parents may establish an account for their child at an independent bank; however, the school does not supervise these accounts.

Students should not possess significant amounts of money anywhere other than the Student Bank or in a local bank account. It is recommended that students do not have more than \$50.00 dollars in cash in their personal rooms. Parents/Guardians should speak directly with the Business Office for assistance with transferring funds, billing issues, and similar needs.

Study Hall

Study Hall is every Sunday through Thursday; Study hall on Sundays are in the dorms. Each grade level has different requirements for their location of study hall with the priority to make sure students are completing their work in the given timeframe. There are two locations that will be used for study hall, the main floor of the library as a quiet work space and F.E. White Common Room as a collaborative space.

All eighth and ninth graders must report to the library or the F.E. White Common Room for study hall. Tenth and eleventh graders have the option of studying in the library/F.E. White Common Room or in their dorm common room. For the first semester, twelfth graders must study in their dorm common room or in the library/F.E. White Common room. After twelfth graders have been able to demonstrate healthy and productive study habits, they can opt into studying in their bedrooms - beginning October 31st.

Transportation Services and Regulation

A regular schedule of mini-bus trips to local and regional shopping, dining, and recreational areas is provided to boarding students on weekends. Each Wednesday, bus service is provided to a local grocery store where students may purchase snacks for the week. Garrison Forest School provides boarding students transportation to school-sponsored activities and events. The school also provides transportation for medical appointments and exams such as the SAT, ACT, and TOEFL.

The Director of Residential Life will make arrangements for boarding student transportation to the airport, train or bus station at breaks and for personal travel. Every attempt will be made to have a member of the Residential Life Faculty transport students. In the case that a member of the faculty is unable to provide transportation, the school will arrange for transportation to be provided by a local car service. Transportation charges are billed to a student's account on a monthly basis.

Parents may indicate that they give their child permission to use a taxicab or ride-sharing service such as Uber or Lyft. These students are permitted to use these services under the following conditions:

- The student is accompanied by another GFS student who has also been given permission to utilize these services.
- The student must return to campus by the designated curfew time.

The Director of Residential Life or the Administrator on Duty is permitted to prohibit a student with permission from utilizing these services if the situation is deemed unsafe or questionable.

Vehicles and Driving Regulation

Eleventh and Twelfth grade boarding students are permitted to keep a car on campus at the beginning of the year. Parents of these students must have received special information outlining the conditions of this privilege and signed all applicable permission forms. All vehicles must be registered with Campus Safety and Security where they will issue a parking permit. Students must follow the school's car parking policies at all times.

Boarding students that keep cars on campus are expected to remain active in the residential community and must adhere to the same guidelines of participation in the program as students who do not have cars on campus. Students who are not permitted to keep cars on campus are not permitted to keep cars at the homes of day students or local friends or relatives.

On weekends, any permitted boarding student may drive their family's car on campus provided that they are licensed to drive, the vehicle is registered and insured by their parents, and they have signed out to their own home for the weekend. Parents must consult with the Director of Residential Life in advance about plans related to driving a car to campus.

Boarding students may drive with other boarding and day students provided both the driver is legally permitted to drive other students, and the driver and the riders have parental permission and any necessary permission to leave campus.

Failure to comply with parking guidelines for boarding student vehicles may result in a referral to the Discipline and Development Team. For more information about the parking guidelines, please refer to the Upper School Handbook.

Walking Off-Campus

Boarding students are only permitted to cross Reisterstown Road on foot to go to St. Thomas or Foundry Row Shopping Centers. Students must adhere to the following conditions:

- Students may cross at the approved times only.
- The complete trip to and from campus must occur in daylight.
- Students must cross with a companion to and from campus.
- Students must use the main gate entrance and crosswalk. Crossing Reisterstown Road is not permitted from any other location.
- Students must obey the crosswalk signal. If the crosswalk signal is not operational, the student may not cross the street. In the case that the signal is not properly functioning, the student should call the Residential Life Cell Phone to report that it is unoperational.
- Students must put their phones away while crossing the street. This is to ensure students are alert and aware of their surroundings.
- Students may not walk on or across any road contiguous to the Garrison Forest School campus

Failure to comply with these requirements or to use their best judgement will result in the loss of the privileges.

V. Permissions, Privileges, and the Sign-Out Process

Permission Forms

Parents of boarding students receive permission forms to complete and return prior to arrival on campus. These forms may be modified at any time by having parents contact the Director of Residential Life. Written permission from a parent, as specified on the form, is required for the following:

- Attendance at school-sponsored trips
- Riding a bike off campus
- Utilizing school transportation for local trips
- Utilizing a taxicab, a ride-sharing service, or a school-arranged car service
- Being driven by a GFS parent or a GFS student
- Being driven by a non-GFS community member
- Driving other GFS students
- Going off-campus during the academic day as specified by class grade-level privileges
- Babysitting for GFS families
- Spending the night off-campus on weekdays or weekends

Students will not be permitted to leave campus until their forms are completed and handed in to the Student Life Assistant.

Boardingware Boarding Management System

Garrison Forest School utilizes Boardingware Boarding Management System for recording student permissions, locations, and leave requests. Boardingware can be accessed from any student electrical smart devices. Students are required to update the system with their location at the end of the school day through lights-out each evening. Students should report any irregularities with Boardingware to the residential life faculty member on duty.

Sign-Out Procedure

Leaving Campus

When a student desires to leave campus for a short departure (less than four hours), they must first submit a leave request via Boardingware Boarding Management System. Such a request must be submitted at least one hour prior to the scheduled departure and be accompanied by a voice call via telephone to the member of the Residential Life Faculty on duty to discuss the leave request.

If a student desires to leave campus for a longer departure such as an all-day activity (four or more hours), an overnight visit off-campus, or a weekend leave, they must submit their leave request 24-hours prior to departure. The member of the Residential Life Faculty approving the leave reserves the right to contact all parties incorporated within the leave request to verify plans prior to giving approval. Leave requests are approved by the Administrator On Duty or the Dorm Parent On Duty (after 6:00 pm Monday-Friday and all-day on Saturday and Sunday).

Students should not leave campus without an approved leave request under any circumstances.

Returning to Campus

Boarding students must return to campus by the time noted on their leave request. Any changes to their submitted plan must be communicated to the appropriate Residential Life Faculty member via a voice call on the telephone.

If returning to campus before the time recorded on the leave request, the student must sign-in to campus upon arrival. Once a student has returned to campus from any leave request, they must check-in in person with an on-duty Residential Life Faculty member.

VI. Health Services

Overview

Health Center in-person coverage is provided from 7:30 am until 6:00 pm on school days. On-call coverage is provided 24-hours a day when residence halls are open. A student who becomes ill when the Health Center is closed must report to the Residential Life Faculty Member On Duty. The faculty member will notify the nurse on-call via telephone who will triage the student and instruct the faculty member and the Administrator On Duty how to proceed.

Medication Policy

Boarding students must comply with the Medication Policy that requires that all medication, including over-the-counter medication, vitamins, and herbal supplements, to be kept in the Health Center. Medications for symptomatic relief of common ailments are available through the Health Center or Residential Life Faculty. Parents/guardians should not send over-the-counter medications to school with students and should not encourage students to buy them for themselves or anywhere else.

All medication is held in the Health Center and is administered by a nurse or medication technician according to the medical order on file in the Magnus system. All medication brought onto campus must be turned into a Residential Life Faculty member on duty are taken to the secure drop box located outside the Health Center. Some medications may be allowed in dorm rooms; however, the student must have approval from the Health Center prior to bringing the medication into their room.

If a student is found to have medication in their room that has not been approved by the Health Center, a referral to the Discipline and Development Team will be made, which may result in a student's removal from the boarding program and the medication will be confiscated.

Off-Campus Treatment

Garrison Forest School reserves the right to have a student evaluated and treated by a healthcare professional for medical, surgical, and/or psychological conditions when deemed necessary by the school. Parents/guardians will be informed when such care is needed and will be informed about the course of treatment. As permitted by Maryland State Law, the school will provide access to gynecological care for students who request it without parental notification. A student's home physician must provide a referral to a local physician if they require specialized care at school. In many cases, the school medical team can provide follow-up care. Financial responsibility for healthcare rests with parents/guardians.

The school provides limited infirmary support. Boarding students who are too ill to remain on campus, but who do not need hospitalization, may be asked to return home or to their U.S. guardian's home to recover. This may be necessary for the student's health and comfort and/or for reasons related to protecting the health of other community members. International boarding students must have a family member or guardian whose home is within a reasonable driving distance of the school where the student can go if medical circumstances warrant.

VII. Day Students and Residential Life

Boarding Student Overnight Visits with Day Student Families

A boarding student may visit a day family for one or more nights if they have parental permission and a school-confirmed invitation is received from the day parent host. Parent hosts should call the Residential Life Cell Phone in advance to confirm the invitation, including the departure and return time as well as who will provide transportation for the boarding student.

The host parent is responsible for all decisions regarding their guest's activities until they return to school and for communicating directly with their parents as necessary. Day hosts must return boarding students to campus by curfew. Boarding students must submit a leave request with all pertinent information about their stay through the Boardingware Boarding Management Software.

Day Students Overnight on Campus

Day students are encouraged to spend an occasional night on campus free of charge. The Director of Residential Life must receive a written note or phone call from the student's parent/guardian, at least a day in advance, requesting the visit. The Director will confirm the visit with the boarding student and their roommate to ensure all parties involved have been communicated to. Visits of more than one or two nights during the week is discouraged during the week due to the disruption in the academic routine.

Parents must make advance arrangements with the Director of Residential Life for stays by their student to stay more than two consecutive nights. There is a fee of \$75 per day for these visits, which includes all meals. Such stays are designed to support family needs when parents are traveling or when a student's schedule warrants an extended stay. The program's ability to accommodate a day student is based on availability.

Expectations

Day students are encouraged to make full use of the many advantages offered by the Residential Life program. Day students may attend dinner and other residential community meals, stay overnight in the residence halls, participate in weekend activities, attend evening study hall, and find their own informal ways of joining in on residential life.

Day students are expected to know and to follow residential life rules. Day students may not be in the residence halls on days when classes are in session prior to the start of the academic day until 3:45 pm. A boarding student must accompany any day student in the residence halls because they are a guest in the community. Day students are expected to be courteous when visiting and to speak to a Dorm Parent when they have arrived to the building. This is to ensure the Dorm Parents are aware of who is in the building in case of an emergency.

Short-Term Residential Programs for Day Students

In addition to short overnight stays with boarding friends, there are an array of short-term residential options for day students, including:

- Day students who need or prefer to stay on campus due to parent travel and the like may arrange for stays of several nights to several weeks at a charge of \$75 per day, which includes all meals.
- Day students may elect to live on campus for a sport or play rehearsal season or in conjunction with some co-curricular involvement at a prorated residential tuition charge.
- Elected day leaders may live on campus at a discounted residential tuition charge in acknowledgement of their leadership role.

Day families who are interested in exploring organized short-term residential programs or options customized to the needs of a particular student and their family should contact the Director of Residential Life.

VIII. Guests and Intimate Associates

The Residential Life Program desires to maintain a physically and psychologically safe and healthy environment for student friendships and romantic attachments. The school's policies regarding male guests, other guests who are not members of the GFS community, and intimate associates are designed to promote the wellbeing of students in general, students in intimate relationships, and the community as a whole.

The school expects boarding students to understand the spirit and letter of these policies and to conduct themselves in a fashion consistent with school expectations, regardless of the variations in and the changing nature of their friendships and intimate associations.

Garrison Forest School prohibits students from engaging in sexual relations on school property at all times and at school events. Additional restrictions on intimate contact are in place during the academic day, so that academics remain the focus during this time period.

Non-GFS Community Member Guests

Any guest who is not a GFS community member, including male guests and intimate associates, must be hosted in accordance with the following guidelines:

- The guest must be introduced to a Residential Life Faculty member upon arrival.
- The guest should provide the on-duty Residential Life Faculty member with her/his full name and phone number.
 - If the guest is under the age of 21, a parent name and contact number as well as school affiliation (if the guest is a student at another school) may be required.
- Parental permission or other screening may be required before a boarding student is permitted to entertain guests not affiliated with the school community, particularly if the guest is a new acquaintance.
 - The school has an obligation to help students to manage safety risks associated with inviting guests to campus who the student and her family do not know well.
- Students who wish to entertain guests who are new acquaintances must talk with the Director of Residential Life in advance of the planned visit so that proper screening steps can be taken and a framework for the visit can be developed that is appropriate for the student's grade level and the situation.

Intimate Associates and/or Male Guests

Students may not have their intimate associates or male guests in boarding students bedrooms or other private areas of residence halls. Visits with intimate associates and/or male guest must take place in public areas that allows adult supervision by the Residential Life Faculty member on duty.

Intimate associates and/or male guest are permitted in the residence hall and in limited campus locations only the following times under Residential Life Faculty supervision:

- Friday
 - 6:00 pm - 11:00 pm
- Saturday
 - 1:00 pm - 5:00 pm (*in public spaces only*);
 - 5:00 pm - 11:00 pm (*in residence hall common areas*)
- Sunday
 - 1:00 pm - 7:00 pm

Specific guidelines that apply to intimate associates and/or male guest associates include:

- They must be introduced to the Residential Life faculty member on duty upon arrival.

- This is in case of an emergency; all faculty must know who is in the building to ensure everyone has vacated a building
- Visits must take place in the common room of the residence hall.
- Intimate associates and/or male guests are not permitted in a residence hall when a faculty member is not present.
 - When a Residential Life Faculty member is not present in the dorm, the guest needs to be taken to the Campus Center or another public space where an adult is present.
- Visits with intimate associates and/or male guests are not permitted in secluded areas on campus (i.e. wooded areas, fields, equestrian facilities, and parking lots).
- Students may not visit with guests and/or intimate associates in any private cars.
- Students may not host a intimate associates and/or male guest in their room overnight.
- Permission to host an intimate associates and/or male guest at other times or places must be received from the Director of Residential Life.
- Violation of any of these guidelines may result in revoking visitor privileges.

IX. Behavior Management

In the Garrison Forest boarding program, we believe every student is responsible for their actions and behaviors as it relates to themselves and in the community. Students are expected to use integrity and common sense, and to seek guidance when in doubt, in making choices related to the School's conduct expectations. The focus of our Disciplinary Tier System is to be able to address the behavior with the student and find the means to correct the behavior in order for the student to become a healthy contributing community member.

Below, are the three tiers with different behaviors and various levels of severity. The hope is to continue to create dialogue and have open communications between students and faculty members in order to promote safe practices. Our students safety is our number one priority and being able to follow the expectations of our program is essential in our community.

Disciplinary Tier Behaviors

- Tier I and II behaviors are behaviors that cause minor disruptions to the school environment. These behaviors result in classroom/residential staff utilizing use of corrective strategies and corrective teaching so that Residential Life faculty can manage minor student behaviors within their learning and residential spaces.
- Tier III behaviors are behaviors that may require additional faculty support to implement interventions or strategies for a student. At this level, responses may include but are not limited to, restorative conferences/conversations, Behavior Contract, parent notification/phone conferences, etc. The goal is for students to learn to take ownership of their behavior(s), be active participants in changing the behavior, and repairing any harm done.
- Any additional violation that falls under the Major School Rules is up to the discretion to the Upper and Middle School Administration and Residential Life. Upper School students in violation of the Upper School Major School Rules are subject to an Honor Board, warnings or disciplinary probation. For more information about the Garrison Forest School's Honor Board system, please refer to the divisional handbooks.

PLEASE NOTE: Should a disciplinary incident occur for which there is currently no level and/or there is a range of disciplinary responses, the Dean of Students, Division Head, and/or Director of Residential Life will assign an appropriate disciplinary level and response to the behavior.

Tier I:

Behavior Infractions included but not limited to:

- Refusal to keep living and personal spaces neat and orderly
- Unauthorized presence in the school buildings during restricted times
- Tardy to meals, check-ins, study hall, or other residential life obligations
- Not keeping personal items out of common spaces (leaving clothes/food in commons room)
- Refusal to follow respectful dining hall routines
- Failure to complete dorm job/cleaning responsibilities/returning dining hall materials
- Not adhering to guest policy
- Not adhering to lights out policy
- Not adhering to food delivery policy
- Not adhering to medication policy
- Profanity, abusive language and/or gestures
- Possession of or displaying inappropriate music, videos, images, posters, magazines (e.g., images or music that include profanity, nudity, or derogatory language).

Range of Consequences for Tier 1:

- First infraction: **Reflection and Restitution**
Conversation should include the following: identifying the behavior, impact on the student, impact on the community and etc. The student needs to claim ownership and create an action plan to prevent further occurrences of this behavior
- Second infraction: **Redirection and Restitution**
Conversation should include the following: Faculty led conversation - identifying the behavior and the impact on the community. Faculty provides an action plan to correct behavior.
- Third infraction: **Demonstration of Understanding**
Student will complete a *Demonstration of Understanding* document in preparation for meeting with Lead Dorm Parent. This student document requires the student to reflect on the following: "Describe the situation that caused expectations to not be met", "How does this affect me?", "How does this affect my community?", and "What changes can I make to be a better community member?"

Conversation should include the following: Lead dorm parent, dorm parents' who have addressed the behavior and the student have a more thorough conversation about the purpose of this expectation. The conversation is typically scheduled by the Lead Dorm Parent within 24 hours or the next school day in the window of the incident.

Residential Life Director will typically follow up in the next couple of academic day with a Director's Note
- Fourth infraction: **Behavior Contract**
Administrator on Call/Director of Residential Life and Lead Dorm Parent/designee will typically meet with the student to discuss previous infractions and consequences of repeated action within a 24 hour window of the incident. Create Behavior Contract.
- Fifth infraction: **Loss of Privileges**
Loss of Privileges discussed in the Behavior Contract will be executed

While these consequences are implemented by Residential Life faculty working directly with students, other school-based disciplinary responses may occur as approved by the school administrative team.

Faculty Oversight: Residential Life Faculty with Prefect follow-up to provide support - as deemed appropriate.

Tier II:

Behavior Infractions included but not limited to:

- Non-compliance with appropriate levels of modesty (e.g. proper attire in our residential life community spaces)
- Incorrect campus location on Boardingware
- Failure to follow the rules and regulations of building policies (e.g. eating in the library, being alone in a location requiring a buddy)
- Sleeping during study hall
- Missing communication deadline for transportation needs
- Inappropriate cellular phone usage (e.g., using cell phones outside of authorized time)

Range of Consequences for Tier 2:

First infraction: **Restitution; meet with Lead Dorm Parent**
Conversation should include the following: Lead dorm parent, dorm parents' who have addressed the behavior and the student have a more thorough conversation about the purpose of this expectation. Conversation will be scheduled by the Lead Dorm Parent within a 24 hour or the next school day in the window of the incident.

Second infraction: **Behavior Contract**
Administrator on Call/Director of Residential Life and Lead Dorm Parent/designee should typically meet with the student to discuss previous infractions and consequences of repeated action within a 24 hour window of the incident. Create Behavior Contract.

Res Life Director: Follow up by the next academic day with a Director's Note.

Third infraction: **Loss of Privileges**
Loss of Privileges discussed in the Behavior Contract will be implemented.

While these consequences are implemented by Residential Life Faculty working directly with students, other school-based disciplinary response may occur as approved by the school administrative team.

Faculty Oversight: Residential Life Faculty

Tier III:

Behavior Infractions included but not limited to:

- Unauthorized campus leave
- Being off campus overnight without permission
- Not having a working US phone number
- Truancy and excessive tardiness for meals, check-ins, study hall, or other residential life obligations
- Running a side business (selling unauthorized items—e.g. snacks—at school)
- Burning candles and incense in dorm
- Refusal to participate in residential life programming
- Refusal to comply with faculty directives in study hall or other residential life activities (i.e. defiance/insubordination of safety instructions)
- Violation of GFS guest policy (i.e. hosting a non GFS visitor in dorm without permission)
- Violation of our Intimate Associate and/or Male Guest policy
- Minor vandalism/defacement in unauthorized areas (writing on furniture or walls)
- Transporting other students without permission
- Refusal to complete assigned tier II disciplinary responses

Range of Consequences for Tier 3:

First infraction: **Conference with an Administrator on Duty/Director of Residential Life**
Conversation should include the following: The student and the Administrator on duty will typically meet to discuss the infraction, the importance of the expectation, apologize to the community members that were impacted by their choice and what would happen if the infraction were to continue. This discussion is to happen within 24 hours or the next school day in the window of the incident.

Res Life Director: Follow up by the next academic day with a Director's Note

Second infraction: **Behavior contract, immediate loss of privileges and communication to parents**
Conversation should include the following: The student and the administrator on duty will discuss the repeated infraction and create a behavior contract with the immediate loss of privileges and communication with parents. AOD needs to inform parents of the issue at hand as soon as possible. This discussion is to happen within 24 hours or the next school day in the window of the incident.

Third infraction: **Discipline and Development team meeting**
Conversation should include the following: The student will meet with the Discipline and Development Team, who will implement more serious consequences that are appropriate for the infraction. Each time the student visits the Discipline and Development Team, a Director's Note will be sent to the student, parent(s)/guardian(s), advisor, and dorm team regarding the outcome of the meeting.

Faculty Oversight: Dean of Students and/or Division Head, and Director of Residential Life.

Garrison Forest Community Expectations: Major School Rules

Members of Garrison Forest acknowledge the importance of commitment to community, character and educational pursuit by upholding a high standard of honesty and integrity in every facet of school life. Unacceptable behaviors which erode the climate of trust essential to a successful learning community and a breach of this trust can result in restorative and/or disciplinary action. Violations of major school rules are not included in the tier system, but rather addressed independently by members of the student life team, administrators, and relevant residential life faculty. A list of major school rules can be found in divisional handbooks.

SCHOOL POLICY AND AGREEMENT

Students of Garrison Forest School are expected to assume a large measure of personal responsibility and self-discipline and must understand that any of the following may result in dismissal:

1. Dishonesty (stealing, cheating, plagiarism, lying)
2. Possession and/or use and/or distribution of alcohol and other drugs
3. Smoking cigarettes (or tobacco) on campus
4. Leaving campus without permission

No student is welcome who is not in sympathy with the aims of the School, or whose influence is deemed detrimental to the school's best interest. The school reserves the right to ask a parent or guardian to withdraw a student if her behavior on or off campus during the academic year or during vacation is contrary to the best interests of the school.

BALTIMORE INDEPENDENT SCHOOL COVENANT FOR SAFETY AND HEALTH

The Garrison Forest School administration, in collaboration with other Baltimore-area independent schools, has adopted the following policy regarding student health and safety:

We will continue to develop programmatic approaches to the use and abuse of alcohol and other drugs, including the creation and support of early intervention and peer and parent support efforts.

We will work with families to help them create evening and weekend environments that are safe and positively complement our school activities.

We will appreciate the difference and distinguish between disciplinary responses to violations of school rules and non-disciplinary responses to general concerns raised by students who may be struggling with the abuse of alcohol and other drugs.

We agree that violation of school rules on alcohol and other drugs will lead to sanctions of not less than suspension, and that return to school will usually include family and student commitment to evaluation, counseling and/or treatment.

We will support recovery even as we confront activity.

We believe that the safety and well-being of our students, being of paramount importance, is best promoted by a strong partnership between school and home. We expect active participation and supervision by parents in preventing the use of alcohol and other illegal drugs by adolescents.

We expect that parents will not serve, or allow to be served, alcohol or other illegal substances to other students.

Adopted July 2008 by the Association of Independent Schools in Maryland

Director's Note

Similar to an Academic Note, the purpose of the Director's Note is to first inform parties in the student's support network that there has been a pattern of non-compliance. The goal of this communication is to ensure that all members of the student's support network are engaged in her work to be successful in meeting program guidelines. A student will receive a Director's Note when repeated violations, outlined in the tier system, have occurred.

Discipline and Development Team

This group's goal is to help students understand the impact of their actions and to aid the student in meeting expectations in the future. When a student visits with the team, the purpose of the meeting is to help the student identify what might be prohibiting compliance with program guidelines and to help them discover what supports are needed to move into a place where they are successful in meeting the expectations of the Residential Life program. The team consists of the following members:

- Director of Residential Life
- Dean of Students
- Student may select their Advisor or Dorm Parent as an advocate

For students who demonstrate a pattern of non-compliance with one or more of the program guidelines, the following steps will be taken to help the student meet program expectations:

- Should non-compliance continue, the student will meet with the Discipline and Development Team, who will implement consequences that are appropriate for the infraction. Each time the student visits the Discipline and Development Team, a Director's Note will be sent to the student, parent(s)/guardian(s), advisor, and dorm team regarding the outcome of the meeting.

Program Guidelines

Check in

1. Students must check-in between 7:45 am - 8:00 am per their division's procedures
 - If a student is feeling ill, the student will need to go to the Health Center by 8:00 am for a consultation with one of the nurses on duty
 - Please note: Students may not stay in their rooms without receiving express permission from the Director of Residential Life or an Administrator on Duty
 - Students who do not check in on time will receive consequences from their Dean of Student that may result in demerits and detention.

2. Dinner attendance is required Monday-Thursday, GFS Weekends and on Saturday and Sunday (if student is on campus)
3. Students may be granted special permission or earn the ability to dine off campus on Monday or Wednesday; however, Tuesday or Thursday evening family-style meals are an important aspect of our program; therefore, attendance is required
4. Students are expected to remain in the dining hall until the conclusion of the announcements between 6:35 pm- 6:45 pm. Check-in time for dinner are as follows:
 - **Monday through Thursday**
 - Must check in with the on call dorm parent and in their seats by 6:20 pm
 - **Friday (unless it is a GFS Weekend)**
 - No check-in required
 - **Saturday and Sunday**
 - Must checked in by 5:30 pm
5. A 10:00 pm evening check will occur Sunday - Thursday.
 - Students are responsible for going to see their Dorm Parent at the designated location in the dorm to check-in.
 - Dorm Parents will circulate the dorm for a lights out check
 - 10:30 pm for residents of Shriver
 - 10:45 pm for residents of Meadowood
 - 11:00 pm for eleventh grade residents of Senior House/Lohr Hall
 - Twelfth grade students are responsible for getting themselves to bed at a reasonable time.
6. On Friday and Saturday evenings, there will be a 9:00 pm check in which students need to find their Dorm Parent at the designated location in the dorm or in another agreed upon location.
 - Dorm Parents will complete a curfew checks at:
 - 11:00 pm for students residing in Shriver
 - 11:30 pm for students residing in Meadowood.
 - 12:00 am for students residing in Senior House/Lohr Hall
7. If the student is located on campus on Saturday and/or Sunday, they must check-in with the Administrator on Duty at weekend brunch between 11:30 am and 1:00 pm.

Study Hall

8. The locations of study hall are the following:
 - Main floor of the library - quiet work space
 - F.E. White Common room - collaborative work space
 - Dorm Common room - can be either quiet or collaborative- community vote
 - Shared bedrooms - only reserved for twelfth grade students who have demonstrated healthy and mature study habits
9. On Monday - Thursday from 7:30 pm - 9:00 pm students will have study hall.
10. The study hall requirements are different for each grade as it is catered to the development of healthy and productive study habits
 - Study Hall for eighth and ninth grade students (as well as new students to Garrison Forest School) is held on the main floor of the library and F.E. White Commons room

- Students in these grades are unable to study in their own bedrooms from Monday - Thursday
 - Study hall for tenth grade students is held in the main floor of the library/ F.E. White Commons room or the common room of Meadowood on a designated day.
 - Students in these grades are unable to study in their own bedrooms from Monday - Thursday
 - Study hall for eleventh grade students is held on the main floor of the library/F.E. White Common room or the common room of Senior House/Lohr hall
 - Students in these grades are unable to study in their own bedrooms from Monday - Thursday
 - Study hall for twelfth grade students is held on the main floor of the library/F.E. White Common room or the common room of Senior House/Lohr hall.
 - Twelfth grade students who are able to demonstrate healthy and mature study habits can opt in studying in their bedrooms twice a week after October 31st after being approved by their Lead Dorm Parent.
 - In the second semester, twelfth grade students who have demonstrated maturity and healthy time management skills can have a conversation with the Lead Dorm Parent of their dorm to advocate for less restrictive study hall requirements.
11. On Sunday evening, all students will have study hall in their rooms.
- Students who study in their rooms are expected to have their doors propped open for the entirety of the study hall period.
12. At the start of the study hall, students are required to turn in their cell phone to the Study Hall Affiliate who is supervising the activity.
- Students are expected to stay on task, maintain quiet, and be respectful of their peers in the designated spaces.
 - Students should refrain from engaging in any activity that is not directly related to their school work.
 - Students found off task may be asked to be moved closer to the Study Hall Affiliate to make sure they are staying on task.
 - Students who are found off task and request late lights will be denied due to poor use of time management.

Weekly Room Inspection

13. Students are expected to pass a weekly room inspection.
- Room inspections will be scheduled to occur on a specific day depending on the room location
 - Students will be expected to have: made their bed, put all clothes away, empty trash, place all food in an airtight container, vacuum the floor, and organize their desk space.
 - Students rooms whom have not passed inspection may be prohibited from participating in activities until a Dorm Parent has signed off on the inspection sheet.

Boardingware

14. Students utilize Boardingware Boarding System to record their on and off-campus locations as well as to submit leave requests.
15. Boardingware can be accessed by any computer and on a smartphone.
16. If Boardingware is not working on the students cell phones, it is the student's responsibility to use their computer to follow the proper sign in and sign out procedures.

17. Students are responsible for keeping their location updated in the system from the time they leave school until bedtime.
 - When students leave for school, they must check in that they are in their academic building.
 - If the student returns to their room during the academic day, they are required to sign in at that location

18. Students must request to leave campus by calling the Residential Life Faculty member on duty to discuss the request before it is approved.
 - Leaving campus without an approved leave request is a major violation of the residential life guidelines.
 - Students must submit leave requests for short excursions (under four hours) at least one hour prior to the planned departure.
 - For longer excursions (more than four hours, day trips, overnight visits, and weekends away), the leave request must be submitted 24-hours in advance.
 - Please note: Residential Life Faculty members reserve the right to speak to parents, hosts, drivers, or any other associated parties before approving the request.

Behavior

19. Students are expected to be respectful of themselves, their peers, and the adults on the Garrison Forest School

20. Students who engage in disrespectful behavior or attitudes will be referred to the Director of Residential Life or the Discipline and Development Team.
 - If a student feels that they have been treated unfairly, they should schedule an appointment with the Director of Residential Life to discuss their concerns.

X. Harassment and Bullying

Definition of Harassment

Harassment means intentional verbal, physical or written (including by electronic communication and social media) conduct that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance or with the student's physical or psychological well-being, and is based upon an individual's race, color, national origin, age, sex, sexual orientation, gender identity, religion, ancestry, physical or mental disability or any other personal characteristic protected under federal, state or local law.

Harassment includes sexual harassment, which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually suggestive remarks, jokes and gestures, and other unwelcome verbal or physical conduct or communications of a sexual nature.

Garrison Forest is committed to maintaining an environment free from all forms of harassment or bullying. The school will not tolerate harassment or bullying, which is considered a serious form of misconduct and which will be subject to discipline, up to and including expulsion, if warranted.

All Garrison Forest students and faculty are expected to uphold the community norms set forth by our Statement of Respect to create a safe and positive learning environment. Words and acts that are disrespectful and are considered harassment and bullying will not be tolerated in either our day or boarding communities.

All students are expected to behave in ways that support the well-being, health, and safety of themselves and others. To this end, students should be respectful in their interactions and relationships and learn to recognize how their actions, including their speech, affect others. Garrison Forest students should aim to be courteous, kind, and inclusive, and accept constructive feedback and criticism as being essential parts of learning and membership within the community.

Definition of Bullying

As used in this policy, bullying means intentional verbal, physical or written (including by electronic communication and social media) conduct that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance or with the student's physical or psychological well-being.

Our Approach to Incidents of Harassment or Bullying

Each division approaches this problem in a manner consistent with the developmental age of the students. Remediation of a claim of harassment or bullying may take several forms and could include:

- Counseling for the students involved
- A Family meeting with adults involved in remediating the problem
- Disciplinary action for the students involved such as an Honor Board hearing

In addition, the Garrison Forest School is actively involved in preventing harassment and bullying. Beginning with our youngest students, we teach values of respect, and the skills of conflict resolution.

What to Do if You Feel You are Being Harassed or Bullied

If a student feels she is being harassed or bullied she should report her concerns immediately to a trusted adult. She should be as specific as possible, recording direct quotations, actions, and witnesses. Any student who witnesses the harassment or bullying of another student is also encouraged to file a report.

Members of the school community take harassment and bullying complaints seriously. The school will investigate any charge of harassment or bullying brought by or against a member of the Garrison Forest School community and we will take action as appropriate.. Reports alleging bullying may be brought by parents. Students who knowingly file false reports of bullying will be subject to disciplinary action.

Retaliation

Retaliation is any act or comment intended to negatively impact a person involved in a harassment bullying complaint or investigation. Retaliation against any individual for reporting an incident of bullying in good faith or for supporting a good faith complaint will not be tolerated and may be subject to disciplinary action.

Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops. If the incident occurs outside of school and the impact disrupts the school day or interferes with the rights of other students, the divisional administrative team has the authority to respond. This policy also pertains to the usage of electronic devices and electronic communication that occurs in the aforementioned spaces. Please see the Acceptable Use Policy for more details on digital citizenship.

Confidentiality and Discretion

All actions taken to investigate and resolve bullying complaints will be handled with as much confidentiality and discretion as possible, without compromising the thoroughness of the investigation or the School's attempt to address any misconduct.

XI. 2019-2020 Residential Life Team

On Campus Faculty

Head of School--Chris Hughes with wife Farida with children *Jordan and *Leah

Director of Residential Life -- Jennifer Hua with partner Bryan Biesecker

Assistant Dir. of Residential Life -- Rachael Browne with husband Tom Fitzgerald and children Jane and Frankie

Dean of Upper School Students -- Randy Beckford with husband Will and daughter *Ava and son Will

Head of the Middle School -- Shannon Schmidt with husband Wayne and daughters Riley and Lyla

Meadowood Dorm Parent (Lead) -- Katy John

Meadowood Dorm Parent -- Crystal Tung and husband Edward Wong

Meadowood Dorm Parent -- Rachel Ayers Waller with husband Jon and daughter Gracie

Meadowood Affiliate -- Kaycie Campbell

Meadowood Affiliate -- Meghan Beam

Meadowood Affiliate -- Janice Bogdan with husband Don Scarlett and daughter Claire Heitsenrether

Meadowood Affiliate -- Catie Gibbons

Shriver Dorm Parent (Lead) -- Delaney Breto and husband Josh

Shriver Dorm Parent -- Lindsey Holton

Shriver Dorm Parent -- Tasha Landis

Shriver Affiliate -- Virginia Shriver

Shriver Affiliate -- Catie Corbin

Lohr Hall Parent (Lead) -- Jodi Blackburn with husband Ted and children *Annie and *John

Lohr Hall Parent -- **Carly Wassel** and husband Adam Wassel

Lohr Hall Parent -- Dijana Ismic and husband Deni Vidovic

Lohr Hall Affiliate -- Diane Yu

Lohr Hall Affiliate -- Karin Riesenfeld

Lohr Hall Affiliate -- Debbie Oleisky with husband Jonathan and children *Sarah and *Emily

Study Hall Affiliates -- **Jim Beam** with wife Meghan Beam and sons Conrad, Linus and Felix

Study Hall Affiliate -- **Adam Wassel** with wife Carly Wassel

*does not reside on campus full time

Prefects

Meadowood

Amy Zhang

Nicole Lei

Isabella Li

Alina Wu

Lohr Hall Senior House

Ramneet Kaur

Arin Laycook

Cice Chen

XII. Important Phone Numbers and Dates

Important Phone Numbers

Garrison Forest Security	(443) 744-3708	Daily 24 hours a day
GFS Middle School Office	(410) 559-3281	Week days - 8:00am - 3:00pm
GFS Upper School Office	(410) 559-3121	Week days - 8:00am - 3:00pm
Administrator on Duty Cell Phone	(410) 812-7062	Daily 24 hours a day
Meadowood Cell Phone	(443) 388-7301	Daily 7:30 pm - 11:30 pm
Shriver Cell Phone	(410) 428-1388	Daily 7:30 pm - 11:30 pm
Lohr Hall Cell Phone	(410) 530-7867	Daily 7:30 pm - 11:30 pm

Important Dates:

Thursday, August 15th	Preseason begins
Sunday, August 25th	Move in day
Monday, August 26th	Residential Life Family Orientation
Tuesday, August 27th	Boarding Student trip day
Wednesday, August 28th	US and MS Orientation; Convocation
Thursday, August 29th	First day of School
Friday, August 30th - Sunday, September 1st	GFS Weekend
Monday, September 2nd	Labor Day - no school
Monday, September 30th	Rosh Hashanah - no school
Wednesday, October 9th	Yom Kippur - no school
Friday, October 25th	½ day - Faculty Development day
Friday, October 25th - Sunday, October 27th	GFS Weekend
Wednesday, October 30th	On campus Trick or Treating
Tuesday, November 26th - Monday, December 2nd	Thanksgiving Break
Tuesday, December 3rd	Classes resume
Friday, December 20th	All dorms closed at noon
Friday, December 20th - Sunday, January 5th	Winter Break
Monday, January 6th	Classes resume
Friday, January 10th - Sunday, January 12th	GFS Weekend

Monday, January 20th	MLK day - no school
Monday, February 17th	Presidents' Day - no school
Saturday, March 14th	All dorms close at noon
Saturday, March 14th - Monday, March 23rd	Spring Break
Tuesday, March 24th	Dorms open at noon
Wednesday, March 25th	Classes resume
Friday, March 27th - Sunday, March 29th	GFS Weekend
Friday, April 10th	Good Friday- no school
Monday, May 25th	Memorial Day - no school
Friday, May 29th - Sunday, May 31st	GFS/Farewell Weekend
Wednesday, June 3rd	Last day of school for Middle School
Thursday, June 4th	Last day of school for Upper School
Friday, June 5th	Commencement for all Upper School
Sunday, June 7th	All dorms close at noon

GARRISON FOREST SCHOOL
RESIDENTIAL LIFE HANDBOOK ACKNOWLEDGEMENT FORM

Students and Parents/Guardians: Please sign the bottom of this form indicating that you have read and understand the policies outlined in the *Residential Life Handbook for Students and Parents*. Return to Ms. Delaney Breto in the Marshall-Offutt building by *Thursday, September 5, 2019*.

I have read and understand the policies outlined in the *Residential Life Handbook for Students and Parents*.

Name of Student (Please print)

Name of Parent/Guardian (Please print)

Student Signature

Parent/Guardian Signature

Date

Date