

# BLAIR ACADEMY STUDENT HANDBOOK



**2020-2021**

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*The Blair Academy Student Handbook is offered to all students as a guide and source of necessary information. It is not a contract. The school reserves the right to alter, change, or amend any of the rules and regulations at any time without prior notice. Moreover, the school reserves the right, at its sole discretion, to take such action as it believes is in the best interest of the school, regardless of the guidelines expressed in this handbook.*

*Blair Academy does not discriminate on the basis of gender, age, creed, race, color, sexual orientation, or national and ethnic origin in the administration of its education policies, admissions, scholarships, loans or other school-administered programs.*

*Each Blair student is afforded the rights, privileges and social, academic and athletic opportunities that are generally accorded or made available to students of the School.*

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# AN INTRODUCTION TO THE STUDENT HANDBOOK

Dear Students,

Welcome to Blair Academy for its 173rd school year. You all know by now that this will be a school-year unlike any other. We will articulate the vital community expectations related to our COVID-19 response plan in an addendum to this Student Handbook, which students and parents will receive later this summer. When we determine based on guidance from various health sources and local/state agencies that it is safe to do so, we will return to our Student Handbook as the sole guiding document for student behavior.

As you read through the Student Handbook, please bear in mind that its purpose is to serve as a roadmap to your time here as a student. It is not meant to limit your experience, but rather to bring clarity to our expectations for student behavior. Overall, we, as a community, expect honest, respectful interactions between and among students, faculty, and staff. While no handbook can provide specific guidance for every possible scenario we may encounter, your own personal integrity should guide you in all situations.

Certainly in a community of our size, school rules and school discipline are not only important, but essential. In a real sense, however, they are but a means to an end – that being the matter of self-discipline, the importance of which goes far beyond the time spent at Blair. Be it a question of punctuality, honesty or decisions regarding the difficult issues of drinking, smoking, drug use, cyber world, etc., the attitudes and the self-discipline you develop here will serve you far beyond Blair.

Above all, please know that the adults charged with ensuring your well-being and personal growth while you are a student at Blair are committed to supporting you in ways that respect you, the community, and the traditions of our school. Our goals will always be grounded in our interest in providing a safe, healthy, and trusting environment in which we live, work, learn and play.

Please note that, while not a common occurrence, policies and procedures may be amended during the school year. All changes will be clearly communicated to members of the community in a timely manner. As always, please be in touch with me, Mr. Mazza, Dean of Students, Mrs. Ryerson, Associate Dean of Students, Mr. Gerdsen, Associate Dean of Students or any member of the faculty if you should have questions or concerns about the contents of the Student Handbook or about any part of the Blair experience while you are here. We all benefit from hearing your perspective and look forward to getting to know you better.

We look forward to an exciting year ahead.

Sincerely,



Ryan M. Pagotto  
Associate Head of School

# PART I: STUDENT LIFE

## GENERAL INFORMATION

### ORIENTATION

The process of getting adjusted to a new environment is never an easy one for anybody. During the first couple of days, new students will be meeting many new people and hopefully learning enough about the routine at Blair to start classes feeling a bit more comfortable.

“Orientation” will be an on-going process for you as a new student. You will be busy with classes, sports and activities during the first weeks of the year, and the official orientation period will last through the first weekend of school. The first two full weekends of the school year are “Community Weekends.” ***Boarding students may not check out for home or other off-campus weekend destinations.*** The purpose of this policy is to help the community bond early in the year and for you to enjoy the variety of activities offered on weekends. ***Getting involved and feeling free to ask questions whenever you are confused*** are keys to the most successful orientation for you as a student.

### STUDENT GOVERNANCE

Each class is represented by an elected **Class Council**. Class Councils meet regularly to discuss matters of interest and importance to their respective classes in addition to issues of school-wide concern. They periodically meet with the Head of School, Associate Head of School, Dean of Students and Associate Dean of Students who determine appropriate courses of action based on recommendations and suggestions made. All members of the Blair community are urged to share their concerns, suggestions, etc., with the appropriate representatives to the Class Councils.

### COMMITTEES

The **Rules & Discipline Committee** has two important functions. Each year it reviews the school rules and makes recommendations for change. The more difficult aspect of its job is to hear cases of disciplinary infractions which make a student liable for dismissal from school or when there is uncertainty about the appropriate disciplinary response. (Students may also request a meeting of the Committee if they believe that discipline meted by the Student Life Office warrants review.)

Each meeting of the Committee to hear a disciplinary case is attended by three faculty members and three students. The advisor of the students (or a faculty member of the students' choice) appearing before the Committee attends the meeting, but is not a part of the decision-making process. Students appearing before the Committee may request that a prefect also attend the meeting. No

outside representation (e.g. – parents, guardians, etc.) will be permitted to sit in on an R&D meeting and meetings may not be recorded in any manner.

Mr. Sykes is the Chairman of the Rules and Discipline Committee and is a non-voting member except in the cases where a decision can't be reached because of a tie vote. Students should understand that the R & D Committee does not make binding decisions, but rather recommendations to the Head of School.

**The HRC (Healthy Relationships Committee)** is designed to help foster healthy relationships in the Blair community through peer outreach and education. Members of the HRC are expected to promote healthy living and self-esteem, acceptance and tolerance of differences, responsible and appropriate use of social technology, and general community awareness. If necessary, members meet with students to consider specific instances of inappropriate, hurtful behavior. Mrs. Ryerson, Ms. Doldoorian and Mr. Anthony are the faculty advisors.

When the **Academic Honor Committee** meets to hear a case, the meeting is divided into two phases: Discussion and Deliberation. The Committee is represented in each phase by three faculty members and three students. Mr. Molteni is the Chairman of the Academic Honor Committee and is a non-voting member except in cases where a decision cannot be reached because of a tie vote. During the Discussion Phase, the meeting is also attended by the student, the respective teacher, the student's monitor and the student's advisor. The purpose of this phase of the meeting is to agree upon what, in fact, happened. The Deliberation Phase of the meeting requires that the student, teacher, monitor and advisor be available for questions, though they will not be present for this phase. If the Committee's deliberations determine that the student has, in fact, committed a violation of academic integrity, they will determine whether the student is to be placed on Academic Honor Reprimand, Warning, Academic Honor Probation, or recommended to the Head of School for dismissal.

## GENERAL CONDUCT

Above all else, Blair Academy is a community in which 600 people live and work together toward a common goal. Accordingly, the quality of inter-personal relationships among us is the cornerstone upon which all else rests. It is expected, therefore, that all members of the community will conduct themselves in a manner which at all times evidences respect for self and for others (students, faculty and staff). The quality of interpersonal relationships among people committed to a common goal is the cornerstone upon which all else is built. Invitations to underclass students to return for the following school year will be predicated upon their having met this expectation. The granting of a Blair diploma to seniors will presume the same. In cases wherein the faculty determines that these expectations have not been met, the school may opt not to invite an underclass student to return the following year, or to deny a senior the diploma.

***Integrity, responsibility, and respect for others are the three essential values that shape community life.*** At the beginning of each school year, students are asked to

sign a **Community Honor Code**. On quizzes, tests, papers and exams, students are expected to sign an **Oath of Academic Integrity**. In many classes, students will be expected to sign a pledge evidencing understanding of academic honesty issues particular to that class. A school-wide commitment to leading our lives honestly is fundamental to our purpose.

## DISCIPLINARY PROCEDURES

The school rules are based on what we consider to be common sense, moral integrity and the needs of the community as a whole. They have evolved through the years and are reviewed each year by the Rules and Discipline Committee. If it were a simple question of our telling you what to do and how to do it, there would be little need for a discipline system. The fact of the matter is that you must make your own decisions about the many difficult issues you face. The best that we can do is to provide objective information, as well as advice, to encourage open and frank discussion and to be sure that you know clearly what the ramifications of your actions will be should you choose to violate rules.

Disciplinary violations during a student's first two years at Blair, particularly those stemming from the adjustment to the structure and demands of boarding school life, do not need to be reported on a college application. If a student is placed on Conduct Probation or Academic Honor Probation during his or her junior or senior year, he or she must report to the colleges/universities to which he or she has applied. Additionally, disciplinary cases in which students have violated a major school rule or been suspended or dismissed from school may be reported to the school community for the sake of clarifying rumors and educating students about expected behavior.

*The disciplinary process is managed by the Associate Head of School and Dean of Students.* The following formal processes are in place and students are well served by understanding them:

**Conduct Warning** is a disciplinary status which indicates that a student's actions are under scrutiny. Students are placed on Conduct Warning for the balance of the school year. Weekend restrictions and work squad/detention apply. Honor privileges are revoked for four weeks. Warning applied after May 1st will carry over through the fall semester of the following year.

**Conduct Probation** is a disciplinary status reserved for repeated lower level rule violations or major rule violations. Any violation of school rules while a student is on Probation will make the student liable for dismissal. When students are placed on Probation, they are subject to suspension and/or multiple weekend restrictions and work squad/detention. Honor privileges are revoked for eight weeks. Conduct Probation remains in effect for the duration of the school year, though students placed on Probation for a second Level III violation may request removal after eight weeks. Probation applied after spring vacation will carry over through the fall semester of the following year. A student on probation may be expected to resign his/her leadership position (e.g. – class council, prefect, etc.)

The **Rules and Discipline Committee** meets when a student becomes liable for

expulsion for disciplinary or attendance reasons, when a disciplinary situation does not fall clearly into pre-determined categories of school rules and responses, or when a student seeks review of a disciplinary decision of the Student Life Office. The Committee makes recommendations to the Head of School who is responsible for making final decisions. When the committee cannot meet (during exams or vacations), the **Head's Advisory Committee** (faculty appointed by the Head of School) may convene to make disciplinary recommendations. Parents do not attend these committee meetings, but a student may be represented by his or her advisor (or a faculty member of their choice). The school may choose not to convene the R&D committee if an issue is deemed by the school to be of a highly sensitive nature.

At his discretion, the Head of School may require the withdrawal of any student whose behavior is significantly disruptive or detrimental to the well-being of the community. In considering such action, the Head of School would normally consult the **Head's Advisory Committee**.

*Any student who withdraws or is dismissed from school for disciplinary reasons will not be allowed to visit the school until one year after his or her class has graduated.*

**School's Jurisdiction** – As far as school rules, regulations, and procedures are concerned, a **boarding student** is under the school's jurisdiction whenever the student is on campus and at all times other than those during which he or she has properly checked out for a weekend or vacation. In such cases the school's jurisdiction ends when the student is five miles away from campus, or, in the case of a boarding student spending the weekend with a family which lives within five miles of campus, when the student arrives at the home of his or her host. Jurisdiction resumes when a student returns to campus after a weekend or vacation or when the student is picked up by school transportation. Students returning to campus for any reason during a weekend for which they have properly checked out from school return to the school's jurisdiction while they are on campus.

**Day students** are under the school's jurisdiction whenever they are on campus. Day students who drive to school *may use their cars only to come to school at the beginning of the day and to leave campus after their last obligation*; just as boarders, they must not leave campus at any other time without specific permission. Unless they have an evening commitment requiring their presence, or unless they have "unlimited honor nights," day students are expected to depart by **8:00 p.m.** on school nights.

Students (boarders or day) leaving campus for day or evening excursions and returning to school the same day are under the school's jurisdiction for the duration of their time away from campus.

Permission to be absent from school obligations may be granted only by the Health Center or by the Student Life Office. Students are expected to keep appointments punctually.

**Campus Definition** – During the time between 6:00 p.m. and 8:00 p.m., students

who are free from obligations at school may leave campus for the immediate Blairstown area (downtown Blairstown and west to Mohican Road, always on the school side of Route 94). ***In doing so, they may not ride in automobiles without specific permission from a faculty member.*** Any student, whether boarding or day, who wishes to go beyond these bounds while under the school's jurisdiction may do so only with the knowledge and consent of the Student Life Office.

Students are expected to understand and abide by the particulars detailed in the Student Handbook and any adjustments/modifications announced during the school year. While the delineation of rules below does not cover every possible transgression, it does serve to codify the school's position on a number of matters. ***The school reserves the right to require the withdrawal of any student whose behavior or academic performance indicates an inability or unwillingness to meet the requirements of the school or whose actions are injurious to self or others.*** Moreover, students must realize that whether on campus or off, including overnight stays in hotels, private homes, or housing facilities provided by other schools that they are ambassadors of Blair Academy; students should understand our expectations for good behavior.

**Parents:** We believe that a positive and constructive working relationship between the school and a student's parents and family is essential to the fulfillment of our mission. Parents and families are welcome to visit and enjoy the campus. However, if the school reasonably determines that the actions of a parent or family detract from the accomplishment of the operational or educational work of the school or its students, the parent or family member may be restricted from access to campus areas and resources. Actions of parents, families, and/or guests may have an impact on the enrollment status of the student.

## LEVEL ONE OFFENSES

A violation of any of these rules will make the student liable **for expulsion:**

1. **Behavior which infringes upon the well-being or violates the rights of individuals within the community.** Among others, this rule applies to such matters as blatantly rude or discourteous behavior toward faculty, staff members or other students, vandalism, bullying or malicious harassment or intimidation (physical, verbal or electronic). This includes physical aggression toward a member of the community as well as the sharing of inappropriate photos.
2. **Any deliberate action creating a fire hazard.** This includes smoking or burning anything (e.g. matches, candles, incense, etc.) in a building as well as possession or use of fireworks.
3. **Any deliberate action which interferes with school or community emergency procedures/protocols ...** misuse of firefighting/detection equipment, prank 911 calls, etc..
4. **Stealing.**

5. **Use or possession of, or knowingly being in the presence of those using or possessing, illegal drugs** (including anabolic steroids and inhalants or other substances used inappropriately in dangerous ways ... or deliberate misuse/abuse of prescription or non-prescription medication), or any evidence thereof, including possession of drug paraphernalia. New Jersey “DRUG-FREE SCHOOL ZONE” laws oblige Blair to inform the police of any possession, use or distribution of illegal drugs or paraphernalia; arrests may be followed by fines, loss (or delay of issuance) of driver’s license, community service and/or jail sentences.
6. **The Blair network does not imply or extend any privacy privileges.** Use of the school’s network or social media to threaten, bully, harass, slander, or embarrass any member of the community shall be considered a serious disciplinary infraction, as shall any deliberate attempt to gain unauthorized access to – or in any way manipulate – information in any other person’s account.
7. **Distribution of drugs or alcohol.**
8. **Protracted lying.**
9. **Egregious or repeated academic dishonesty.**
10. **A second violation of Level Two, #2** (see below) at any time during a student’s Blair career.
11. **Use or possession of firearms, explosives or other dangerous weapons including knives.**
12. **Unauthorized use or possession of school keys other than those assigned.**
13. **Any LEVEL TWO offense compounded by lying about that offense.**
14. **Any rule violation** (Level One, Two, or Three) **while on Conduct Probation.**
15. **Any violation of the criminal laws of the State of New Jersey or the United States.**

#### LEVEL TWO OFFENSES

A violation of any of the following rules may result in a student being placed on **Conduct Probation** and possibly suspended from school:

1. **Calculated, deliberate lying.**
2. **Use or possession of, or knowingly being in the presence of those using or possessing, alcoholic beverages, or any evidence thereof**, including possession of alcoholic beverage containers, while under the school’s jurisdiction. Students are not to return to campus from any weekend or vacation evidencing any indication of use of alcohol or drugs. A second violation of this rule at any time during a student’s Blair career will make the student liable for expulsion.

3. **Use or possession of, or knowingly being in the presence of those using or possessing, electronic cigarettes or any type of vaping device.** (Students found using or in the presence of, must submit to random drug/nicotine testing which may lead to further discipline. Regardless of the test results, the student will be required to submit to random drug/nicotine testing for the duration of his/her Blair career.)
4. **Willful damaging of or tampering with school property or that of members of the community.**
5. **Being off campus without permission** (see “Guidelines” for specific definitions of “campus”).
6. **Illegal visitation.** Visits between girls and boys may take place in dormitory common rooms or dorm rooms at designated times. For dorm room visits, they must get specific permission from a faculty member. The same rules and expectations apply to students hosting visitors from outside the school.
7. **A second LEVEL THREE offense within one academic year.** In such cases, the student will either be suspended or assigned a second set of “warning” responses.

#### LEVEL THREE OFFENSES

A violation of any of the following rules may result in a student being placed on **Conduct Warning** for the balance of the year:

1. **Casual lying.**
2. **Blatant disobedience or disregard of faculty instruction to comply with rules or expectations.**
3. **Use or possession of tobacco products.**
4. **Unauthorized presence in any other student’s room or rifling through a fellow student’s belongings without permission.**
5. **Unauthorized, dangerous use of heat-producing appliances.**
6. **Unauthorized use of (driving or riding in) motor vehicles.** Boarding students may not have motor vehicles at or in the vicinity of school. Day students may not use their cars for reasons other than coming to school in the morning and leaving at the end of the day. Students may not ride in cars without permission from a faculty member and signed authorization from their parents. Students who provide rides for boarders who have not followed proper sign-out procedures are subject to the same punishment.
7. **Unauthorized possession of prescription medication.** (All prescription medication is to be registered and kept in the Health Center unless otherwise

stipulated by the Director of Health Services.)

8. **Gambling for money.**
9. **Absence from the dormitory without permission between dormitory check-in and 6:00 a.m.**
10. **Procedural or repeated dormitory infractions or inappropriate behavior** as determined by the dormitory staff and the Student Life Office.
11. The **use or possession of CBD (Cannabidiol) products on campus is not permitted.** This includes, but is not limited to, oil, lotion, gummies, capsules, vape juice, etc. If a student is found in possession of a CBD product, he or she can expect to face disciplinary consequences. Those consequences would be more elevated in accordance with #5 under Level One offenses if THC were to be found in the CBD product.

#### ADDITIONAL RULES AND GUIDELINES

1. **Weapons – or any objects resembling weapons – are not permitted on the Blair campus at any time.** Items not necessarily designed for use as weapons, but still posing a safety risk to students and faculty include hunting or utility knives, box-cutters, BB guns, pellet guns, airsoft guns, etc. Possession of any such item and the attempted concealment thereof would be considered a serious rule violation of either #11 under Level One offenses or #10 under Level Three offenses.
2. **Pornography** objectifies and debases both women and men and thus is contrary to the values of the Blair community. Students shall not display revealing objectionable posters, possess or distribute pornographic materials, or use the Internet for viewing or distributing pornographic materials. Distribution, creation or possession of pictures, videos, or content of a sexual nature could be considered a Level One offense.
3. **Portable music, ear buds and air pods** advance the “tune it in ... tune everything else out” syndrome. For this reason, students are expected to refrain from wearing them around campus during the academic day.
4. **Cell phones ...** Cell phones may be carried at school, but should be set to vibrate or silenced. The guiding principle of the use of these devices on the Blair Academy campus is that they should never interfere with personal interaction between members of the community. Given this principle, there are some specific places or times that we gather as a whole community or in small groups, where use is inappropriate such as the Romano Dining Hall, DuBois Theater, Chesnutt Chapel, any classroom while class is in session, study hall, or after lights out. Additionally, cell phones should not be used while walking on the pathways or in the courtyards on campus. Cell phones used inappropriately will

be confiscated.

5. **Sexual intimacy** ... the school recognizes and supports strong and caring relationships among its students. At the same time, excessive displays of affection in public places can prove to be uncomfortable for others in the community and are typically in poor taste. Students are expected to use discretion and good judgment in their relationships with others. Sexual intimacy is a normal part of our nature, but given the wide range of ages and maturity levels in our community, the potential for unintentional pregnancy and sexually transmitted diseases, the School considers sexual intercourse or other acts of such intimacy to be inappropriate; if found to have taken place under the school's jurisdiction, the complicit students would be dealt with appropriately. Responses to such situations would include consultation with parents and, to the degree relevant to #1 under Level One offenses or #10 under Level Three offenses, possible disciplinary action. Promiscuous, disruptive or extreme sexual behavior may be grounds for removal from school. Students are expected to follow the same guidelines outlined under the School's visitation policy. For reasons of safety, two or more students should never be behind a locked door except in the case of a campus emergency or drill.
6. **Scooters, bicycles, long boards, hover boards, etc.** ... Students using scooters, long-boards, bicycles, etc., to get around campus need to take care in remembering that campus roadways are dangerous and **helmets are required**. No riding after dark, please. The school does not permit hover boards on campus due to the fire and safety hazards.
7. **Videotaping or recording** ... Students are prohibited from videotaping or recording another student and/or faculty member without the expressed consent of that student/faculty member
8. **Students are not permitted to swim on or off campus while under the school's jurisdiction** unless both a faculty member and lifeguard are present. Examples include Lake Genevieve, Blair Lake, the Paulinskill Lake or River, etc. The Siegel Property is a desirable place to go on warm days in the fall and spring and students are expected to follow the posted guidelines. Additionally, due to safety concerns, bodies of water are absolutely off limits if the water is frozen (no skating, etc.).
9. **Drones** may be used on campus with the permission from the Student Life Office. Drone use is limited to public areas, and drones may not be flown near windows or around crowds of students. Any drone use that violates privacy will be treated as a disciplinary matter. Students are advised of additional FAA regulations below regarding drone use:
  - Drones may not be flown above 400 feet
  - Drones must always be in sight of the user

- Drones must not interfere with manned aircraft
- Drones may not weigh more than 55 pounds

## HARASSMENT AND BULLYING

All members of the Blair community have the basic right not to be harassed or bullied. The state of New Jersey has defined “harassment, intimidation, or bullying” to mean any gesture or any written, verbal, or physical act or electronic communication, whether it is a single incident or a series of incidents that is:

- Reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Any student who feels victimized by harassment, bullied, or who is concerned about such behavior is encouraged to consult with any trusted adult, such as a classroom teacher, an advisor, the school counselor, or a member of the administration.

Given the wide range of behavior that constitutes harassment and bullying, cases will be considered on an individual basis by the Head of School, Associate Head of School, or the appropriate authority in consultation with all involved parties. Disciplinary responses, when called for, will be determined at the discretion of the Head of School. Suspension or dismissal may be warranted particularly when behaviors demonstrate a serious disregard for the welfare of other individuals or the community as a whole.

It is critically important that the school supports and protects any individual who raises a complaint. Retaliation against someone making a complaint about harassment or bullying is unacceptable and will be subject to a disciplinary response if found to be a valid claim of retaliation by the Head of School or his designees.

**Sexual Harassment ...** obviously has no place in the school community as it violates the rights of others and is a violation of Level One offense #1. Sexual harassment may be defined as sexual advances, requests for sexual favors, or sexually related conduct that is considered unwanted or offensive by the recipient of the conduct. Some examples are obscene comments or jokes directed at an individual, displaying sexually explicit pictures or drawings, sexual innuendos (turning comments into a sexual meaning), uninvited touching, and insults. If students believe they have been the victim of any form of non-consensual sexual activity or sexual harassment by another community member, they should contact a member of the administration, the school counselor, or a trusted faculty member. We encourage all students to familiarize themselves with New Jersey state laws regarding sexual behavior.

***When a faculty or staff member is presented with a student's claim of sexual harassment or bullying, he or she will normally:***

- Explain that the incident will be reported to the Student Life Office and/or Director of Counseling.
- Discuss, as appropriate, the claim with the student to better understand the nature of the matter.
- Contact the Associate Head of School, the Dean of Students, or the Director of Counseling to discuss the student's claim.

***The Associate Head, Dean, or Counselor will normally:***

- Determine whether it appears that sexual harassment has occurred.
- Collect information from the students involved and determine appropriate supports and responses including whether disciplinary action is warranted for the offending student(s).
- Contact the advisors of any of the other students involved so that they are aware of the situation.
- Follow-up with the faculty or staff member who reported the incident to inform him or her how the situation has been resolved.
- Contact parents of the students involved where appropriate.
- Maintain records of reported violations and inform appropriate authorities including prosecutors' office.

## DIVERSITY, EQUITY AND INCLUSION STATEMENT

Blair is an institution that strives to promote a sense of belonging and equal access to opportunity for all community members through recognizing, celebrating, valuing, and understanding differences and commonalities. We aim to foster these habits and dispositions in accordance with Blair's mission to educate the whole student, thus preparing individuals morally and pragmatically for the lives of citizen leaders committed to anti-racism. The ongoing work of understanding, respecting, and empathizing with people of all different identifiers, such as race, socioeconomic

status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion is ongoing and falls to all members of our community. We understand that diversity, equity and inclusion impacts all aspects of school life and therefore take deliberate measures to impact school culture in this way through curricular and co-curricular offerings, professional development, residential life, and local and global partnerships. While at Blair and beyond, community members commit to affirm and honor the lived experiences of others, to willingly examine inherited beliefs and ideologies, and consequently learn, grow, and serve.

**Speech and Respect for Community Members ...** We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets. While the School will not allow this behavior, as an educational institution we invite sincere discussion and questions, and recognize that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address these incidents directly when they occur, even when it may feel uncomfortable to do so. Students who have concerns about another's speech, whether in person or online, should contact their Advisor, Dorm Head, one of the school counselors or the Student Life Office so that the School can partner with the student to take appropriate action through the disciplinary process or the Healthy Relationships Committee.

## ATTENDANCE SYSTEM

Attendance at all of one's obligations is a basic and essential expectation. The most successful students and citizens at Blair have few, if any, unexcused absences. If a student knows in advance that he/she will have to miss a class for another school related obligation (e.g., an athletic trip, required field-trip, etc.), it is the student's responsibility to notify the teacher prior to the class and to inquire of the teacher regarding work expected.

In order to be excused from class for a non-school related reason (e.g. family obligation, anticipated medical appointments, etc.), a student must procure and circulate for signatures a "green sheet" (from the Student Life Office). Seniors are allowed to take a maximum of three College Days to visit colleges in the fall and winter term. A College Day is defined as a day in which a student is excused from any classes in order to visit colleges under consideration. College Days must be pre-approved by the Counselor, the student's instructor(s), and Dorm Head or Advisor via a "blue sheet" (available in the College Counseling Office) before a student is given permission to miss class. Seniors may take three College Days in the spring term to attend accepted student revisit days. Any College Days left over from the fall and winter term do not apply to the spring term. Failure to follow this

procedure may have disciplinary consequences.

Students are to see Mr. Mazza, Dean of Students, to make a case for having a reported absence deemed excused. In addition to in-class penalties for unexcused class absences determined by classroom teachers, the accumulation of absences during the year shall result in the following responses:

No absences = PERFECT ATTENDANCE  
One absence = Free pass  
Two absences = Pre-Attendance Warning  
Three absences = Attendance Warning and various restrictions, letter sent home  
Four absences = Weekend detention for two hours  
Five absences = Weekend detention for two hours plus pre-probation warning  
Six absences = Attendance Probation and various restrictions, letter sent home.  
Weekend detentions apply.

**Non-class absences include evening study hall, school meeting, meals, and special events. Class absences include classes, Chapel, and sports/after-school activities. Non-class absences will reset at the end of the first semester if a student is not already on Attendance Warning.**

When placed on **Attendance Warning**, a student is assigned six days of breakfast sign-in and two hours of Sunday Detention, dorm restriction from 8:00 p.m. onward for one week, and any honor privileges are revoked for four weeks. Note: Freshmen and Day students must serve two weeks of Sunday Detentions.

Three additional unexcused absences in either category would place a student on Attendance Probation. A student placed on **Attendance Probation** has reached a critical level at which the school is seriously concerned about that student's ability to live and succeed within Blair's structure and expectations. Consequences include a meeting with the Associate Head of School, possible suspension from school, two weeks of breakfast sign-in, two Sunday Detentions, dorm restriction from 8:00 p.m. onward for two weeks, and revocation of honor privileges for eight weeks.

Additional unexcused absences would make the student liable for dismissal and would call for a meeting of the Rules and Discipline Committee. Any prefect who is placed on attendance probation would normally have his or her position suspended for a minimum of four weeks.

**Tardiness** – Given the hectic schedule we all operate by, occasional tardiness is unavoidable and understandable. For unreasonable and unexcused tardiness, a teacher may take whatever action he/she considers appropriate including reduction of grade or effort mark. Tardiness beyond 15 minutes will normally be considered an unexcused absence. Three reported, unexcused tardy infractions (5-15 minutes late) will also equate to an unexcused absence. Ongoing tardiness patterns will be dealt with by advisors, class monitors and/or the Student Life Office.

The bottom line about unnecessary tardiness is that it is indicative of an irresponsible approach to one's obligations and that it is rude to those (teachers and students) who are interrupted by it – in short, be on time!

**Sunday Detention** for students on Attendance Warning or Attendance Probation takes place from 9:00 a.m. - 11:00 a.m. each weekend. The Sunday Detention list will be e-mailed by 3:00 p.m. on Friday. Students assigned may not take a weekend. Because it is a punitive part of the attendance system, Sunday Detention is not meant to be convenient nor negotiable. Absence will not be tolerated; unexcused absence from Sunday Detention will likely result in Conduct Warning and doubling of the Sunday Detention hours assigned.

## DRESS CODE

The Blair Academy Dress Code reflects the School's belief that personal appearance affects manners, morale, attitude and general conduct in any community. We expect standards of dress and appearance that are conducive to, and supportive of, successful performance and that reflect the appropriate tone for various aspects of School life. At all times, student attire should evidence self-respect and respect for the School; it should not be disruptive or detrimental to the tone of this educational community. At no time should clothing (or masks) include hate speech, derogatory language, slurs, or related imagery or symbols, including the Confederate Flag. Students are expected to understand and abide by the dress code ... and to understand that the School administration has the ultimate say about what is appropriate and what is not.

**CLASS-DAY ATTIRE** is most analogous to the "business casual" style in the work world ... neat, clean and modest. Students are expected to wear class-day attire from breakfast through the end of the class day each day of the week. Also, whenever they are representing the School in any official capacity – be it on or off-campus – students should wear class-day attire, unless formal attire has been specified. No hats, bandanas, visors, etc. (during inclement winter weather, winter knit hats may be worn outside).

### *Various particulars:*

- Neat and properly fitted solid color slacks (khakis or corduroys ... all appropriately hemmed). Pants with elastic waist bands are not permitted.
- Dresses and skirts of respectable, modest length ... must be fingertip length or longer.
- Appropriate shirts and tops include collared shirts, tailored blouses, turtlenecks, and sweaters. Tailored t-shirts are permitted if accompanied by a sweater or scarf. Both shoulders must be covered during the school day.
- Sweaters, sweatshirts and fleeces may be worn if accompanied by an appropriate shirt or top.

- Neat and clean denim jackets, blouses, and dresses may be worn.
- Socks and shoes in good condition (leather shoes preferred ... clean, neat athletic shoes allowed). Dress sandals permitted with a skirt or dress.

**FORMAL ATTIRE** is worn to family-style dinners and various other formal school functions. It includes coat and tie (and appropriate shirt and pants); skirts, dresses or dress slacks. Students will be asked to change if their formal attire is not appropriate. **After the class day and on weekends**, students may dress as they choose as long as they are within the limits of good taste and decency.

***Various particulars:***

- Pants that meet the class day requirement.
- Button down shirt and tie.
- Leather dress shoes and socks when appropriate.
- Blazer.
- Skirts, dresses (with shoulders covered) or dress slacks
- Dress shirts or blouses that fit neatly, are appropriately buttoned, and cover both shoulders

***The following items are never permitted in class-day or formal attire:***

- Plain or imprinted T-shirts, spaghetti straps, tank tops, halter tops, or tube tops
- Athletic gear including exercise pants, mesh shorts, and team jerseys
- Any clothing that is ripped, torn, or frayed
- Clothing which exposes the midriff, bares the back, or has a plunging or low-cut neckline. Anything “see-through” or that reveals undergarments
- Oversized, baggy, or low-hanging pants
- Denim pants or skirts
- Casual sandals, shower/sport sandals, flip flops, etc. (casual sandals will be allowed during “shorts season”).
- Leggings are not a substitute for pants. They must be worn covered by an appropriate top, dress or skirt that is fingertip length or longer.
- Hats, bandannas, etc., may not be worn during the academic day. (During the winter term, woolen knit hats may be worn outside for warmth.) They may not be worn at ANY TIME in the Dining Room.

**CASUAL ATTIRE** may be worn after the academic day and on weekends. During these times, students may dress as they choose as long as they are within the limits of good taste and decency. Evening and weekend buffet meals allow for casual attire, but clothing should be clean and inoffensive at all times. Shoes are required in the dining room at all times.

### ***Additional Guidelines...***

- No extreme haircuts or unnatural hair colors.
- No visible piercings other than in ears (a single, modest nose stud permitted). No tongue studs or eye brow piercing.
- Hair should be neat and clean. All students are to be clean-shaven each day... no mustaches, beards or goatees. Sideburns should not extend below the ear.

***Repeated infractions of the Dress Code could lead to a disciplinary response.  
(School Rules: Level III, #10)***

### **Dress Code Violations**

Faculty members may enter marks in On Campus/On Record for dress code violations and an accumulation of five or more marks may result in Conduct Warning. Day students should keep an extra set of clothes on campus.

### **DORMITORIES**

For boarders particularly, the dormitory serves as the nucleus for much of your life at Blair. It is in the dorm that you will be inclined to form some of your closest relationships with other students and with faculty.

As it serves as your temporary home and the permanent home for faculty members and their families, please respect the needs of others and take care to make it as pleasant a place as possible. You and your dorm-mates are responsible for the cleanliness and up-keep of your dorm and for being sure that it is a place where visitors feel comfortable and welcome. Room and dorm assignments are made at the discretion of the School and may be changed at any time.

Dormitories close for the following vacations (Thanksgiving, Christmas/Holiday, Winter Long Weekend, and Spring Break) and families are responsible for finding alternative housing arrangements. The School is not responsible for a student's welfare during scheduled vacations or over the summer months.

### **Student Rooms & Personal Property...**

- For reasons of safety, students are required to leave their rooms unlocked when one or more occupants are present.
- Rooms are to be kept clean on a daily basis. Failure to do so will result in loss of privileges. Repeated failure to do so may lead to a disciplinary response.
- While a student's room is not considered to be a public place, students must understand that the school has the right and responsibility to search (with the student present) rooms, lockers, cars, personal belongings and mail/packages when there is reasonable suspicion of wrongdoing or the possession of illegal substances.
- The school maintains the right to confiscate and search the contents of

a student's computer and/or cell phone in the course of a disciplinary investigation. ***Students are responsible for the contents of their dorm room, or cars and lockers as applicable, at all times.***

**School and community property** is considered just as important as that belonging to individuals. Improper use of – or unauthorized removal of – library materials, computers, athletic equipment, dining room items, etc., is considered a serious matter and may result in disciplinary action; if it constitutes “stealing,” the student will be liable for expulsion.

### **Dormitory Rules for Freshmen, Sophomores and Juniors...**

On school nights, freshmen, sophomores and juniors are to abide by the following:

1. Evening study hours take place every school night from 8:00p.m. – 10:00 p.m.
2. Any student leaving the dormitory after 8:00 p.m. on a weeknight must sign out with the dorm staff member.
3. Students will be required to study in a mode determined by their academic standing at Blair.
4. Underclass students must be in their own rooms by 10:30 p.m. ... “Lights Out” at 11:00 p.m.
5. Saturday evenings:     11:00 p.m. – Freshmen, Sophomores and Juniors in dorms  
                                      11:30 p.m. – Seniors in dorms (prefects 11:45 p.m.)  
                                      12:00 a.m. – Lights out for underclass students

Additionally, freshmen are required to sign in at breakfast. Sophomores are required to sign in at breakfast until after Thanksgiving vacation. (For sophomores who miss breakfast sign-ins during the fall, the sign-in period will be extended.)

### **Dormitory Rules for Seniors...**

Seniors are expected to exhibit a greater sense of self-discipline than underclass students are. At the same time a certain degree of structure has proven to be important. The rules governing the daily routine for seniors are as follows:

1. Through the **fall mids**, evening study hours take place every school night from 8:00 p.m. - 10:00 p.m. The decision regarding whether a senior may be released from study hall lies with the student's academic monitor and Dorm Head. Exceptions include seniors with incomplete work, seniors placed on Attendance, Conduct or Academic Honor Warning or Probation.
2. Any student leaving the dormitory after 7:55 p.m. on a weeknight must sign out and must sign in when he or she returns.
3. Students will be required to study in a mode determined by their academic standing at Blair.

4. Unless “restricted” due to dormitory infractions, seniors may be out of their dorms from 10:00 p.m. - 10:45 p.m. (Prefects 11:00 p.m.)
5. At 11:00 p.m., seniors are to be in their own rooms.
6. On Saturdays, seniors must check in to their dormitory by 11:30 p.m. (Prefects 11:45 p.m.).

### **Guidelines for Visitation**

Inter-dorm visitation is intended for social interaction between students, not for sexual intimacy. Students should be mindful and respectful of the rights of their school mates when using their room during visiting hours. Blair Academy recognizes the wish of boys and girls to visit in each other’s rooms. Accordingly, visitation is allowed at certain specific times and under specific conditions. Students are allowed to visit any other students in adjacent grades during visitation hours.

Common Room visitation may occur among students in dorms of the adjacent grade. With the exception of prefects, seniors may not be in dormitories in which freshmen reside and freshmen may not be in dormitories in which seniors reside. Common Room visitation is permitted as follows:

- Seniors: after classes until sign-in
- Juniors: after classes until 7:45 p.m.
- Sophomores: 7:00-7:45 p.m.
- Freshmen: 7:00-7:45 p.m.

In addition, common room visitation may occur from after lunch until 11:00 p.m. on Saturdays and from noon until 7:45 p.m. on Sundays. Please note that the 1st floor TV room of Annie Hall is **not** an extension of the common room.

On weekends, boys and girls may request permission to visit in dorm rooms at the times indicated on the “Weekend Highlights” sheet ... usually between 8:00 and 10:00 p.m. on Saturdays and between 2:00 and 4:00 p.m. on Sundays. **Such visits always require specific permission from a faculty member on duty in the dorm.** We acknowledge that same gender relationships that go beyond friendship exist, and we place a certain degree of trust in our students. Any failure to respect the spirit and letter of these guidelines may result in disciplinary action.

### **NOTE:**

1. Visitation can take place only at the specified times and students (both host and guest) must check in with the duty person before entering a room and upon leaving the room.
2. Doors are to be clearly and obviously **open** during visitation; during any evening visitation, a light must be on in the room.
3. Violation of these regulations will result in discipline for the offenders including

loss of his/her visitation privileges. Continued offenses in a particular dormitory may result in loss of privileges for the entire dormitory.

The above policy governs visitation in dorms regardless of sexual orientation. Blair's visitation policy reinforces our aforementioned guidelines regarding sexual intimacy.

### **Instructions for Responsible Dorm Living**

Living in a dormitory situation calls for cooperation from everyone in an effort to maintain a pleasant, healthy and safe environment. The instructions listed below are based upon this need and upon common sense and courtesy. As responsible members of this community, students are expected to know, understand and abide by these guidelines.

1. By order of the Fire Marshall, blankets and tapestries may not be hung against walls or from ceiling tiles or allowed to hang freely into rooms by any other means. In addition, all sofas, futons, chairs, bean bags, etc. must have "Fire Retardant" labels attached. Nothing is to be hung from, propped against, or placed about any acoustical ceiling. Holiday lights are not to be strung across the room.
2. Fire and insurance regulations prohibit blocking any exit with furniture or drapes. Exits must be clear in case of fire.
3. All extension cords must be 6 feet or less and equipped with UL approved surge protection. They may not be placed under rugs. The appropriate items can be purchased in the School Store. No extension cords plugged into extension cords, no "spiders" of plugs.
4. With the exception of hair dryers and fans, no electrical appliances over 200 watts or those which generate excessive heat are allowed in student rooms. All cooking (including hot pots, microwaves and Keurigs), heating (including space heaters), cooling devices (including air conditioners) and aroma therapy diffusers are prohibited. Any irons must have automatic shut-off capability. If there is a heat complaint, please report it to the Business Office. Each room may have one compact refrigerator (Maximum capacity 3.2 cubic ft.) A \$10 monthly usage fee shall be charged.
5. Because of the intense heat they create, halogen lights are not allowed.
6. Furniture in the rooms is meant to stay there for the use of present and future students. Please do not modify the beds in any way – remove ends, place springs or mattresses on the floor, create bunk beds, etc. Do not remove furniture from your room and place it in the hall. Please see Mr. Klaver, the fire safety director, for any special needs.
7. Pictures and room decorations should be hung in a way which does not damage the walls. Nailing, tacking, pasting or otherwise attaching pictures, banners, or

room decorations to the walls or woodwork will be charged against your account after you leave at the end of the school year. Please know that banners or posters are prohibited from being hung in exterior windows. This expectation is for both fire safety and aesthetic reasons.

8. Any extra suitcases, boxes or trunks should be tagged for storage. Tags should bear the student's name and room number and are available in the School Store. This is especially necessary for students who want to store any item over the summer. They must be stored in a special locked area in each dorm and be clearly labeled. **NOTE** – The School does not assume liability for any items left over the summer.
9. Students may not keep a pet of any kind on campus.
10. **Students are permitted to use or possess a monitor not exceeding 32” in diagonal length in their rooms.** Music is permitted in rooms at appropriate times and volume must be kept down.

Students need to be aware of the fact that failure to abide by these regulations may lead to discipline as well as charges from the Business Office. Questions or concerns about any of these matters should be addressed to the student's Dorm Head, the Dean of Students and/or the fire safety director.

### **Room Condition**

As residents, students are responsible for the condition of their room and will be held accountable for any damage. **Please treat the dorm with care.** In the event that something is broken or damage is caused, it should be reported to the Dorm Head so that it can be repaired and the appropriate student can be charged so that the entire dorm will not be held accountable. The Dorm Head will post a sheet entitled “Instructions for Responsible Dorm Living.” These instructions should be adhered to at all times. Should residents have any questions about them, please ask the Dorm Head.

Student rooms will be checked on a regular basis and during vacations for fire safety and cleanliness. Students whose rooms fail to meet the minimum requirement shall be restricted to their rooms during “free time” and may well be assigned additional dormitory clean-up tasks. Continued violation of this expectation shall result in weekend restrictions, etc. ... and in extreme cases, a school disciplinary response.

### **Fire Safety**

As a preventative and safety measure for all residents of the dormitory, the following general instructions concerning fire drill/emergency procedures have been established. Please read them carefully.

A. In the event of fire/fire alarm ...

1. Do not panic; do your best to stay calm and think clearly about your safety and that of others.
2. Do not run; walk and check out the exit for smoke.
3. Go to the nearest exit.
4. If there is smoke, get as low to the floor as possible and crawl to the nearest exit. Don't break windows...fresh air will fuel the burning.
5. Do not leave doors open; close doors behind you, leave smoke behind.
6. Do not jump from windows unless absolutely necessary.
7. If possible, take shoes and warm clothing.
8. Upon evacuation of the building, residents shall meet in a common assembly point (predetermined) for attendance and instruction. Faculty members or prefects in charge must quickly establish accountability for all students in their charge.
9. Always practice two (2) escape routes – stairways, fire escapes.

B. To report a fire ...

1. Students who detect a fire in a building should sound the alarm and immediately exit the building and meet at a predetermined assembly point.
2. Notify the fire department immediately at 911 ... speak clearly, giving location of fire.

C. General Information and Instructions

1. Identifying signal is the continuous ringing of bell.
2. If clothing catches fire, wrap up in a blanket and/or stop, drop and roll.

***Cooperation and attention to these instructions are important and could save lives.***

WEEKEND POLICY

Blair's philosophy about weekends is based on the belief that much of the boarding school experience has to do with positive involvement in activities beyond the

classroom. When here, students will find an array of organized activities – sports events, off-campus trips, “grill and chill” on the turf, dances, movies, etc. – as well as time for less organized involvement such as golf, tennis, swimming and, importantly, free time. And always, there is the beauty of the natural surroundings which we hope all at Blair will learn to enjoy. The variety of things going on here during the weekend provides an excellent opportunity for students and faculty to get to know one another on a basis which transcends the weekly routine. At the same time, we know that it is nice to be able to get away from campus now and then.

Excluding the “Community (closed) Weekends,” underclass students may elect to leave campus for weekends according to the following formula:

	Sept.-Dec.	Jan.-March	April-May
9th, 10th & 11th graders	4	3	4

**Seniors** may elect to leave on any weekends except for the “Community Weekends” in the first semester.

**“COMMUNITY (CLOSED) WEEKENDS”** (two in the first semester) are designed to reinforce the sense of community at Blair. On these weekends, parents are welcome to visit campus (and to take their children out to eat), but are asked not to request permission for their son/daughter to leave campus otherwise. Refer to the school year calendar for the dates of this year’s Community Weekends.

**PROCEDURES AND PERMISSION** – Any boarding student wishing to leave campus for a weekend must electronically submit a leave request through REACH by noon on Friday. On this form, the student is to indicate his/her specific plans for the weekend including location, transportation plans, etc. The School depends upon students to be thorough and accurate in completing this form; misrepresentation of the truth in terms of details provided will be regarded as a serious disciplinary matter. ***NOTE: Students assigned to Sunday Work Squad, Detention or Weekend Restriction are not allowed to leave for the weekend.***

**PARENTAL PERMISSION** – We believe very strongly that parents of boarding students should know and approve of their son’s or daughter’s weekend plans. Accordingly, we request that parents provide their permission through the REACH system. This permission is meant to be received by the Dorm Head by noon on Friday preceding the weekend. In the event that the student is going to someone else’s home, permission is required not only from the student’s parents, but also from the host family. ***Families who live outside the continental United States must designate an authorized adult to grant such permissions.***

The School does not allow its students to rent hotel/motel rooms or spend weekends in homes not chaperoned by adults. Weekend destinations that are not specific or do not meet the School's standard of safe and appropriate will not be approved.

**Departure/Return** – Students in good standing with a completed leave request and proper permission may leave campus after their last obligation on Saturday. It is the student's responsibility to ensure his or her leave request has been approved by his or her parents, the host family, and the Dorm Head before departing for the weekend.

A student **must leave** for his or her weekend by 6:00 p.m. on Saturday and may not return to campus (unless special permission has been granted) before noon on Sunday. Boarding students must return by 7:45 p.m. on Sunday night; study hours begin at 8:00 p.m. Any exceptions to these times must be authorized by the student's Dorm Head. In the event of an unavoidable delay in returning from a weekend, a student must call his or her Dorm Head. Failure to do so may result in restriction of further weekend privileges.

**Daytime Departures on Weekends** – Students who have reason to go beyond the campus or the immediate Blirstown area on weekends but have not checked out for the weekend may do so only with the permission of the faculty member on duty in their dormitory. Except in unusual circumstances, such departures will be limited to Saturday and Sunday afternoons; students are expected back on campus by 8:00 p.m. Students are not allowed to go to New York City for the day unless on a School-sponsored trip.

## DAY STUDENT RULES

The following is intended to serve as guidelines for all of us and, for the most part, are not meant to be tight restrictions to which no exceptions can be made. We are eager for day students to be very much a part of the Blair Community, and we encourage them to take full advantage of the program, facilities and resources.

### **Attendance**

Classes begin each day at 8:30 a.m. Just as boarders, day students are required to be here for all of their commitments. However, if a day student does not have a required commitment on a given day until 9:00 a.m. for instance, he or she may choose not to arrive until that time. Once on campus, all day students are required to remain here at least until the end of the academic day. Seniors have the privilege of signing out in the Student Life Office to leave campus earlier than 3:00 p.m. if they have no other appointments remaining that day; once they leave, they are not to return to campus that day. Students participating in team sports, of course, will have to remain on campus later. Generally speaking, day students are expected to leave campus by 8:00 p.m. each school night. Exceptions include required evening use of Library or specific school activities. Only day students with unlimited "Honor Nights" should be on campus for any other reasons after 8:00 p.m.

Day students who drive to school should be well informed of the School's rules and expectations regarding use of their vehicles as indicated on the separate sheet entitled "Day Student Driving Regulations." Failure to abide by them will result in restriction or loss of driving/parking privileges and/or a disciplinary response. Transporting a boarding student who fails to secure proper permission from a faculty member will subject the day student driver to a disciplinary response. If a day student has reason to drive off campus prior to going home for the night, he or she must sign out in the Student Life Office.

### **"All School" Required Programs**

There will be certain occasions during the year when day students as well as boarders will be required to remain on campus for an evening program such as Convocation, the Fall and Spring Concerts and Christmas Vespers are such occasions.

### **Absence & Tardiness**

The decision to attend Blair is a serious commitment to the pursuit of academic excellence by both the student and his or her parents. Accordingly, our expectation is that day students, just as boarders, will be absent from school only when it is absolutely necessary.

Our assumption is that parents share in this expectation and that we will not receive requests for students to miss school for non-essential reasons.

When a day student must be absent or is going to be late, parents (not students) are expected to call the Student Life Office (908-362-6121, press "0") by 8:30 a.m. stating the reason. When a student is to be absent from school for reasons of

illness for an extended period of time, parents may reach out to teachers to collect his or her assignments. In cases where parents fail to call the School to inform us of absences or lateness, the student may be held accountable for work due and for appropriate disciplinary action.

### **Illness or Injury while at School**

Medical emergencies which occur during the day require that the day student report to the Health Center. In any case where the medical staff feels that the student should be taken home, the Health Center will contact the parents and the Student Life Office.

### **“Signing Out” During the Day**

During the day, we consider our “extended campus” to include the immediate Blairstown area (the School side of Route 94 from downtown Blairstown and west to Mohican Road); students may frequent these areas during their free time without signing out (except in cases when riding in a car is involved). For day students just as boarders, going beyond this area for any reason requires signing out in the Student Life Office. Only senior boarders are permitted to sign off campus with day students during the week.

### **Day Students Involved in Evening Activities**

Due to logistical problems in terms of housing and supervision, Blair’s policy remains that day students are not to reside overnight in the dormitories for the sake of their parents’ convenience. Exceptions can be made by the Dean of Students or a Dorm Head in cases where inclement weather makes it dangerous or impossible for day students to commute.

A further exception shall occur in cases where a day student’s presence on campus is required by virtue of involvement in a school activity past 10:00 p.m. on a given night or before 7:00 a.m. on a given morning.

In such cases, a day student will have the option of staying overnight on campus if space is available. Day students should see the appropriate Dorm Head or Mr. Mazza to request such accommodation.

### **“Temporary Boarding”**

When there is space readily available, the School will allow day students in good standing to board at Blair on a per diem cost basis (\$30/night). Requests to board on this basis are to be made through the Student Life Office.

## SUBSTANCE ABUSE ISSUES

### **Nicotine/tobacco**

Blair is firmly committed to the concept of a nicotine-free living environment. Students are not allowed to use or possess nicotine products while under the School's jurisdiction.

Understanding that this policy may make it difficult for those who have used nicotine before coming to Blair, we believe that it is in the best interest of all of our students. We hope that those who have used nicotine before will seize this opportunity to break away from an unhealthy practice. Students who repeatedly violate the School's nicotine or tobacco rules can expect to be suspended or may be required to withdraw from school.

### **Alcohol**

Just as parents and schools across the country, we are concerned about the toll that drug and alcohol use takes on young people. The fact of the matter is that in any cross-section of today's adolescents, there are disturbing numbers of those whose use of chemicals is abusive, dependent or even addictive.

From a disciplinary point of view, we continue to believe essentially in the "two-chance" philosophy which allows students to make one mistake with alcohol, but then to have the opportunity to prove that they can learn from the mistake. Accordingly, any student caught using or possessing alcohol while under the School's jurisdiction will be suspended from school and placed on Conduct Probation, and required to sign a "Non-Use" Contract. If at any time during the remainder of that student's career at Blair, he or she is found to be involved again with alcohol (or with drugs), the student shall become "liable for expulsion" and will, in all likelihood, be dismissed from school.

Students discovered or suspected of drinking will be taken to the Health Center, their cell phone will be taken away, and they will undergo breathalyzer testing and urinalysis which may be used to confirm use. Students may also be transported to an Emergency Room for additional testing and/or observation. Once on the way to the hospital, parents will be notified. Refusal to cooperate with school or hospital officials will be considered grounds for required withdrawal from school.

More important than the disciplinary issue is the matter of health and personal responsibility. Presuming that students at Blair choose to be here and that they are well aware of the School's rules regarding alcohol and drugs, any decision to violate those rules indicates a potentially serious problem. At such a point, it is essential that the student, his or her parents, and the School work together to confront the situation properly. Accordingly, in addition to and apart from the disciplinary response, any student violating the School's alcohol rules must, as a condition of continuing at Blair, agree to the following course of action:

The student shall have a series of meetings (at the family's expense) with a professional counselor in the field of substance use/abuse who shall be designated

by Blair. At the conclusion of this series of meetings, the counselor will recommend one of three courses of action:

- 1) Discontinue counseling;
- 2) Continued in-school support including counseling;
- 3) Referral for a chemical and physical evaluation by a professional agency. Appropriate treatment (possibly including a medical leave of absence) will be a condition of continuing at Blair.

If a student (or his/her parents) exhibit unwillingness to confront such a potential problem by refusing to cooperate with the procedure outlined above, the student will not be allowed to remain at Blair.

## **Drugs**

Blair has zero tolerance for the use, possession, distribution (or attempted distribution) of illegal drugs (including anabolic steroids and inhalants, and misuse or distribution of prescription medication) or any paraphernalia associated with their use. Such acts will automatically render a student liable for expulsion and will almost certainly result in dismissal from school.

Students discovered or suspected of drug use will be taken to the Health Center, their cell phone will be taken away, and they will undergo breathalyzer testing and urinalysis which may be used to confirm use. Students may also be transported to an Emergency Room for additional testing and/or observation. Once on the way to the hospital, parents will be notified. Refusal to cooperate with school or hospital officials will be considered grounds for required withdrawal from school.

Moreover, the School believes that drug use even beyond the School's jurisdiction has a deleterious effect on a student's obligations at school. A student strongly suspected of, or has admitted to, drug use will be required to sign a "Non-Use" Contract and submit to random, unannounced urine testing as a condition of remaining at school. Positive test results would result in a required leave of absence or withdrawal for health reasons.

Furthermore, as far as drugs are concerned, students and parents need to be aware of the fact that New Jersey "DRUG-FREE SCHOOL ZONE" laws oblige Blair to inform the police of any distribution, use or possession of illegal drugs or paraphernalia.

***A student who voluntarily indicates concern about his/her use of substances independent of any disciplinary investigation will be supported and encouraged.***

Depending on the particulars of the situation, a leave of absence and a professional assessment will be required. If such an assessment indicates that remaining at school is a reasonable and productive course to follow, the student will continue to be supported as long as he/she is not found in violation of school rules. If the assessment were to indicate the need for attention away from school, the student would be granted a medical leave of absence.

## “HEALTH & SAFETY FIRST” – Student-Initiated Crisis Intervention

**Goal:** *To remove barriers for students from bringing substance use issues or health related concerns to adults.*

Health & Safety First encourages/allows students to reach out for help if and when they—or their friends—are at risk because of substance use/abuse. It may also be used in support of a student abusing an addictive substance such as nicotine. The purpose of Health & Safety First is to provide an avenue through which a student may get support for him/herself, or for a friend, without fear of a disciplinary response.

The first step in utilizing the Health & Safety First policy is for a student to communicate a need for support to a trusted member of the faculty or staff. From that point forward, ***the response will be medical not disciplinary.***

Depending on the situation or seriousness, there may be different levels of response and follow-up care. Should it be determined there is concern for a student’s well-being, the administration, the Health Center staff and school counselors will work together to determine the appropriate care. This is likely to include short term or longer term counseling support for the student in addition to being placed on a non-use contract with the School.

Any conversations occurring within the realm of Health & Safety First are treated as a matter of health and are therefore private among the involved parties and the student’s parents. Health & Safety First is about not letting the threat of a disciplinary response stand in the way of prioritizing a student’s health and well-being.

**Note:** Health & Safety First is applicable to use and abuse of substances, but not other major rule violations.

Basic steps:

1. Student or prefect initiates help by speaking to a trusted adult (e.g. - in the moment, upon learning of the presence of a substance in one’s room, upon learning of previous use.)
2. If student has not been discovered by a faculty/staff member he or she enters into a Health and Safety First process. Discovery means “caught in the act” of use, possession or being in the presence of a substance which is not permitted at school.
3. Support will be determined by counselor and health center in collaboration with the school administration. The student of concern’s parents will be brought into the support loop.
4. Health and Safety First means the response is non-disciplinary; student is not dismissed from school and the matter is not reported to colleges.

This policy is grounded in the school’s interest in keeping students healthy, safe and

well. We depend on prefects and all students to look out for one another; Health and Safety First is about keeping the people you care about from being separated from school or losing an opportunity to receive the support they need.

Prefects are held to a higher standard; if they are aware of substance/nicotine use issues and choose not to communicate with an adult, then they are neglecting the responsibilities of the job they have been entrusted with and may lose their position as a prefect.

***We believe that these policies represent responsible and constructive support of our students facing the issues of nicotine/tobacco, drugs and alcohol and trust that parents will do all they can to join us in this important endeavor.***

## DINING HALL

The Romano Dining Hall is a place near and dear to all on campus ... please help us to maintain it as a pleasant place to eat and be together. Our cooperation in keeping it clean and functioning smoothly will enable Sage Dining Services to better meet our needs.

Lunch, breakfast and Sunday brunch are always Buffet style. We typically have two family style dinners on Tuesday and Thursday. Family style dinners are required for all boarders; day students may attend, as space allows. Assigned seats (seating changes every few weeks). The only excuse for missing dinner is a dinner sign-out with a student's own parent. Permission to miss family-style dinner must be obtained from the Student Life Office. We ask parents to refrain from taking students out of formal meals. Absences detract from the sense of community and result in wasted food. Absences will be tracked and recorded by the Student Life Office. Unexcused absences will count just as any other non-class absences. While class day attire is fine for the Dining Hall at breakfast and lunch, more formal attire is called for at dinner on Tuesday and Thursday (see Dress Code).

***Whatever the meal, the expectation is that students and faculty will treat the Dining Hall with care.***

## THE BLACK CANTEEN

The Canteen serves as a casual snack bar for the community. As is the case with the Dining Hall, the Canteen is managed by Sage Dining Services. Faculty and students with suggestions for types of activities, menu items, etc., are urged to communicate them to the Sage management.

As in all other areas of school life, the primary rule governing the use of the Canteen is that all who use it do so in a manner which respects the needs and rights of others so that all on campus may enjoy the facility.

## TECHNOLOGY

Technology and information resources are integral to the school's mission. Students must understand and accept that access to the information resource environment is a privilege to be used responsibly and respectfully. Students are expected to abide by the guidelines/policies set forth in the Student Handbook. The computer network includes Internet access, an e-mail system, a campus-wide file system, web-based services, network printing and a variety of software packages. Members of the community are expected to be responsible users of these systems and to use them in an ethical and legal manner consistent with the rules and expectations of the School. Improper use of the School systems may result in the loss of computer privileges, a disciplinary response from the school or legal consequences.

Improper use includes the following:

- Any deliberate physical damage to any computer, computer peripheral or telephone.
- Deleting, editing, viewing or duplicating other user's files or voice messages without permission.
- Recording or sending obscene, inappropriate or threatening messages via computer or phone, including the distribution of pictures or content of a sexual nature.
- Deliberately bypassing system security programs or protocols.
- Using the school systems to view, post or distribute obscene, profane or pornographic materials.
- Duplicating or distributing software or copyrighted material.
- Accessing or sharing other user accounts or passwords. Users are expected to use only their own accounts at all times.
- Making Blair systems available to people outside of the Blair community.
- Using Blair systems for personal profit or political lobbying.
- Installing software or performing similar activities which may lead to a breach in computer security or possible computer virus infection.
- Excessive waste of printer resources.

Students, faculty, and staff are each assigned individual computer accounts, which allow access to the computer network, email, Internet and web privileges. Users are responsible for their own computer accounts and should not share their accounts with others under any circumstances. Wi-Fi access through the Blair network is limited to students based on respective grades levels and used to help reinforce healthy sleep habits. **Students are expected to check their email accounts each day.**

Blair reserves the right to assign, manage, access and withhold user accounts and data at its discretion. The School is not responsible for any damage which may occur to privately owned equipment used in conjunction with School systems or serviced by Blair personnel. The School assumes no responsibility for information or materials found on the Internet.

The School also maintains the right to confiscate and search a student's computer and/or cell phone in the course of a disciplinary investigation by direction of the Student Life Office. In such an instance, the computer or cell phone would be searched by a member of the technology department, who would review those items that appear to be relevant to that investigation. At the completion of any such investigation, the computer or cell phone would be returned to its owner.

Blair Academy's technology resources are the property of the School, which may monitor the use of the network or the contents of email when required to protect the integrity of the system or to comply with legal obligations. The School reserves the right to inspect the contents of email in the course of an investigation of impropriety. In addition, the school reserves the right to conduct routine maintenance and track problems that might interfere with the function of the School network or the integrity of the e-mail system. In such cases, contents of e-mail or voice mail messages may be revealed.

Users must recognize that there is no guarantee of privacy associated with their use of School technology resources. Users should not expect that e-mail or other information created or maintained using Blair computers or servers are private, confidential or secure.

The School provides Internet service to users on campus at its discretion, and may block or filter Internet content as it deems appropriate for an academic institution, or as necessary to insure optimal performance for the majority of the users.

## STUDENT ACCOUNTS

At registration, each student will be issued a photo ID/Debit Card that will cover most areas of incidental and personal spending as well as the required book and athletic equipment purchases. If desired, parents may allow their son or daughter to receive a cash allowance using their debit card. Additional information will be forwarded under separate cover. The ID/Debit Card also allows students dorm access through electronically controlled doors.

## Charges Against Student Accounts

Listed below are charges that may be incurred by your child during the school year for breakage and damage, key replacement, etc.:

\$ 35.00	Lock change
\$ 50.00	Lock repair
\$ 15.00	Key replacement
\$ 15.00	Debit /ID card replacement
\$ 60.00	Broken bed frame
\$ 15.00	Keys not returned
\$ 100.00	Refill fire extinguisher or repair related safety equipment
\$ 100.00	Self-luminous EXIT signs
\$ 50.00	Screen or mini-blind replacement
T&M	Time, materials for damage to dorm walls, doors, windows, etc.

All other breakage and damage will be billed at the cost of replacement.

## RELIGION & SPIRITUAL LIFE

Blair has a long history of association with the Presbyterian Church and believes in the daily application of the Judeo-Christian traditions of living in a community and caring for others. Our weekly mid-week Chapel features faculty and student speakers who draw the community's attention to a variety of moral, ethical and spiritual issues. Attendance is required for all students and faculty.

Sunday Evening Reflection is required for all boarding students two times each semester (many choose to attend more often, and day students are welcome to attend as well). This half-hour gathering in our Chapel provides a reflective spiritual time and features student musicians, artists, readers and speakers.

Christian Fellowship and the Jewish Union provide opportunities for students to explore and celebrate their respective faiths.

Individual students interested in attending services at local churches or synagogues should speak to the School Chaplain who will arrange transportation.

## MISCELLANEOUS

**The School Store**, located in Blair Commons, is the student bank for student debit card cash allowances. Students can pick up incoming and send outgoing packages

and also buy books, school supplies, apparel and gifts. The School Store is managed by Mrs. Mauriello.

**School Meeting** is normally held twice a week ... on Monday and Friday mornings. Monday's meeting is led by the Associate Head of School and Friday's meeting is led by the Senior Class Council. Because there is always much to be announced, it is important that you be on time. Announcements vary from those regarding upcoming events to those in which a faculty member or student makes a special plug for an upcoming event.

Depending on the nature of the topic or announcements, the prevailing mood at School Meeting can vary from light and joyous to serious. Whatever the occasion, the faculty member or student speaking is attempting to communicate something important – accordingly, it is important that you respect that effort and give your full attention to the speakers. Please do not read, sleep, chatter or engage in cell phone use during School Meeting or any other such gathering.

**Litter/Trash...** We have a beautiful campus – one that each of us should enjoy and be proud of. Please keep it free of litter and trash – use the appropriate trash/recycling receptacles and remind others to do the same. If you are not already environmentally conscious and responsible, help us to help you get that way!

## SEASONAL PARTICULARS

### *Fall and Spring*

When the urge to “soak up the rays” strikes you, please limit your sunbathing to less central areas such as behind dormitories, etc. Please don't use the front hill, the Health Center lawn, in front of Lakeside and Kathryn Halls, or the Commons lawn.

When attending athletic events, etc., shirts are required. Also, shirts are required on the tennis courts, golf course and squash courts.

Please resist the temptation to broadcast your personal music preference from your windows across the campus. Music played in your room should remain in your room.

### *Winter*

Snowballs are not allowed in or near campus buildings or near vehicles. No snowballs in the central areas of campus (Meerwarth Courtyard, the Commons lawn, in front of Health Center). No snowballs are to be thrown at anyone on walkways or roads.

Tubing, sledding, etc., on the golf course can be great fun, but can also be dangerous. Always be sure that trees are well barricaded and that no route crosses a road. Tubing, sledding, etc., down the front hill is **not** allowed.

## ***Visitors***

**Visitors** are welcome guests at Blair at times that do not interfere with prior daily tasks and responsibilities of the students. The most convenient times for such visits are Saturday and Sunday afternoons. Permission to have guests to attend classes, etc., must be granted by the Student Life Office.

In all cases, guests should be introduced to a student's Dorm Head or the faculty member on duty in the dormitory. Guests, of course, are to be entertained in the appropriate places and at the appropriate times and are expected to abide by all school rules and expectations; the host is responsible for the guest at all times on campus. Visitation rules apply to visitors just as they do to Blair students.

Visitors other than relatives may not transport a student off campus without specific permission from the Dorm Head or faculty member on duty (and in accordance with the specific "riding permission" granted by parents).

Visitors are expected to leave campus by 7:45 p.m. on weekdays and weekends. Boarding students may not have overnight guests. For other guests, you may make arrangements for them to stay at a faculty home.

## ***Student Travel***

At times of major vacations or long weekends, the School will arrange for charter bus service to Port Authority in New York City and to major airports if there is sufficient interest. (Newark Airport is the nearest and most convenient airport.) Students may sign up for this service in the Student Life Office. For other times, the Student Life Office will assist students in making arrangements for professional shuttle service to and from airports.

There is no regularly scheduled bus service out of Blairstown. Students may sign-up in the Student Life Office for transportation to and from Stroudsburg/DWG which is the nearest location (20 minutes from school) for bus service to and from New York City.

**Riding Permission ...** Please remember that whether you are a day student or a boarder, you may not ride in a car driven by another student while under the School's jurisdiction unless you check out in person with a faculty member (and unless your parents have signed a release form). If you have doubts about whether or not your parents have signed a form, please check in the Student Life Office.

## ***Rights and Responsibilities of 18 year olds***

As a condition of their enrollment at Blair, students who turn 18 during their time at school are expected to sign a form providing consent that the school may disclose the following confidential information with their parents: academic records, financial information, student and residential life information. Upon a student's 18th birthday, he/she will be asked to report to the Student Life Office to sign the appropriate form.

## PERSONAL RESOURCES

**Advisor** – During the first term, students select a personal advisor, a faculty member who is the student’s resource for social, personal or academic concerns. This is the person to whom a student would usually turn first for any advice regarding courses, teachers or schedules. Advisors are concerned with both the academic and social adjustment of their advisees, and may advise, set limits, or take disciplinary action when deemed appropriate. Advisors communicate with the parents of their advisees as often as necessary and at least several times each year.

**Class Monitors** – As noted earlier, the class monitors work to facilitate communication among faculty, students, parents and advisors. They have oversight for the social and academic well-being of their respective classes and, in addition, have direct responsibility for such everyday matters as course changes and the arrangement of parent-student-faculty meetings. The class monitor is the advisor’s and student’s link to the Registrar. Monitors oversee the review of a student’s record at the end of each marking period and work with Advisors to develop improvement strategies when necessary.

**Dean of Academics** – Mr. Molteni is responsible for coordinating all aspects of the academic program, including the development of curriculum, oversight of academic counseling and scheduling of new students.

**Dean of College Counseling** – Ms. Applebaum is responsible for coordinating all aspects of the College Counseling program.

**Personal Counseling** – The **Director of Counseling**, Allison Thomas, or **School Counselor**, Melany Jimenez, will see a student on a confidential basis at the request of the student or of faculty working with the student, including his/her advisor, monitor, Dorm Head, the Student Life Office or the Health Center. The Counselors or the Health Center will refer students to professional therapists upon a student’s or parent’s request or when the School deems it appropriate; for such professional therapy, parental consent is required. Confidentiality in a counseling or health relationship will be honored except when the health or safety of any member of the community might be jeopardized.

**Chaplain** – Reverend Durkee is available to all students for pastoral or personal counseling.

**Associate Head of School** – Mr. Pagotto oversees the Student Life Office and all associated activity

**Dean of Students** – Mr. Mazza oversees matters of attendance, discipline and residential life.

**Dean of Campus Life** – Ms. Conforti-Browse works closely with advisors, dorm faculty, prefects, and student leadership groups.

**Associate Deans of Students** – Mrs. Ryerson and Mr. Gerdsen oversee student leadership, weekend activities and programs associated with student and residential life.

# PART II: THE ACADEMIC PROGRAM

## DIPLOMA REQUIREMENTS & ACADEMIC EXPECTATIONS

Diploma requirements are governed by college entrance requirements, and they ensure that all students graduate with a traditional exposure to a wide variety of disciplines including the arts and physical education. Beyond fundamental and advanced reading, writing and mathematical skills, Blair seeks to provide a base from which students can make sound judgments about their future direction. Specific requirements are explained in full in the annual edition of the Blair Academy online course catalog. It is expected that all students who are accepted and who enroll at Blair Academy have the ability to successfully meet our academic requirements. It is to this end that students and faculty work throughout the year, and it is assumed that each student, regardless of individual capability, will fulfill classroom assignments to the best of his/her ability. In cases in which a student falls short of fulfilling his or her academic expectations, the faculty may determine that the student's record warrants an official response. **Scholastic Warning** and **Scholastic Probation** are the School's formal recognition that a student is encountering serious difficulty in living up to his/her academic potential. Scholastic Warning serves as a "warning" that a problem has begun to develop, whereas Scholastic Probation indicates that the problem has continued or become so serious that dismissal is a possibility in the event that significant improvement is not noted within a reasonable period of time.

## ASSIGNMENTS

During a standard six-day week, courses will meet four times at 50 minutes each. Teachers anticipate that students will allow approximately 30-45 minutes (more for A.P. courses) in preparation for each class. The amount accomplished during that time should be greater for older students. The scope of assignments will necessarily vary, especially for Advanced Placement courses, but the guidelines are presented so that students carrying normal class programs will not be overburdened by any individual course.

You may sometimes find it difficult to budget time effectively, especially in a more college-like schedule where classes do not meet each day. This is especially true in the fall term as students new to the school attempt to adjust to a variety of changes. If this happens, don't panic! See your class monitor, advisor, Dorm Head, or favorite teacher for help in developing a study schedule that will allow you to spend an appropriate amount of time on each subject. Don't forget to use your conference blocks during the class day effectively. Any student at Blair who is doing acceptable work will tell you that you must study and prepare during the class day in addition to using the two-hour evening study time. If you are unable to complete assignments for one of your classes, see your teacher for specific suggestions

as to how to better prepare for that class. Quite often other students can be of tremendous help. It is most important that you ask for help if you find yourself falling behind. Your teachers expect that this may happen and will not be surprised by your asking for some help.

## STUDY PERIODS

We encourage students to become academically and socially mature and, therefore, not require others to structure their lives and priorities for them. With this in mind, the responsibility for study time is determined by the student's demonstrated ability to handle academic responsibility. Evening study options are determined by a student's Dorm Head, monitor and the student's performance.

**Remember:** Students cannot expect to do well at Blair if they attempt to confine their study to the fixed hours of evening study hall. Careful use of other time during the week (from 7:00 - 8:00 p.m., or "free" periods during the class day, for example) or on weekends, will be necessary to anticipate and complete longer assignments. During the academic day, dormitories are to be quiet enough to allow students to study in their rooms.

On school nights, 8:00 - 10:00 p.m. is considered sacred study time. All students are expected to be studying in approved locations based upon their grade level. Depending on need, some students (as determined by their Dorm Head and their class monitor) will be assigned to a supervised evening study which takes place in the Dining Room..

## EVALUATION OF STUDENT WORK

Each teacher has considerable flexibility in determining the basis for evaluating students' work. It is important for you to make sure that you clearly understand your teachers' expectations.

As a general guideline, your teachers are expected to return tests and papers within five days of the time you submitted them, and quizzes should be returned within two days. It is very important that you review your tests or papers to make sure that you know how to improve your work in the future. It is an excellent idea to get into the habit of reviewing all of your work with your teachers. Don't just look at the grade and put the test or paper aside. The purpose of evaluation is to convey information that will help you to learn more effectively. Reading your teachers' comments and reviewing areas with which you had difficulty are essential to the

learning process.

### **Multiple Full-Period Tests on one day**

To avoid an overload situation for students, faculty know that students may not be expected to take more than two full period tests on any day! If you find that more than two tests have been scheduled, you should see your class monitor who will negotiate a solution. Do not put this off!

### **Grading System**

Grades are recorded at the semesters and the mid-terms.

- 6.0 An assignment receiving this grade is truly exceptional: A student receiving this grade for a marking period or term would clearly be among only the very top students a teacher had taught in his or her career. Less than two percent of marking period grades are 6.0's.
- 5.0/5.5 These are superior grades: A's.
- 4.0/4.5 This is a good-to-very good range of grade: B's.
- 3.0/3.5 This range represents adequate work: C's. However, it is important to realize that having an overall GPA below 3.5 may represent the difference between staying at the school and being in jeopardy of being asked to leave.
- 2.0/2.5 While the school will offer credit for these grades (D's), achievement at this level is low enough to indicate strongly that a student should not be in the class or, in a broader sense, return to the school.
- 1.0 This grade shows a failure to demonstrate an understanding of the course at the passing level. No credit is given.
- 0.0 This grade is reserved for work never submitted.

Effort marks accompany the number grade on report cards. The teacher is responsible at the beginning of the year for telling students what effort marks will be based upon-effective class participation is essential to a good effort mark.

#### ***Effort marks are recorded as follows:***

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Teachers write comments for all students at the end of each semester, as well as at the close of the second mids in March. Overview comments are provided for all new students by their monitors at the first mids (October).

Comments convey to students, parents, class monitors and advisors the level of achievement during the previous marking period. These comments can be especially helpful, and you should read them carefully and discuss them with your teachers. These comments are a much clearer reflection of how well you are doing than the number grade.

### *When you need help understanding the material...*

Seeking help from teachers and other students throughout the day and evening is a way of life at Blair. Most help comes during informal and less structured times and is the result of a community feeling that highly values people working together for a common goal. If ready availability of faculty for extra help is new to your experience, try it; you will find that this openness is what makes things work well at Blair.

### **Some resources for help are:**

1. **Advisor** – Each student chooses an advisor among whose responsibilities is to help his/her advisees with their academic programs. For example, students should seek out their advisor (or their class Monitor)
  - when they need help devising a daily schedule; (monitor)
  - when they need suggestions for developing effective study habits; (advisor or monitor)
  - to discuss all schedule changes; (monitor)
  - to discuss signing up for courses for the following year; (advisor and monitor)
  - to resolve test or examination conflicts; (monitor or Academic Office)
  - to review all supervised study hall assignments. (monitor or Dorm Head)

2. **Class Monitor** – Each class is assigned class monitors who have oversight of the entire grade. They work to facilitate communication between faculty, students, parents and advisors. The twelfth grade monitors serve as the student's college counselor. While you work most closely with your teachers and advisor, you should feel free to see your class monitor when you wish. Monitors are responsible for implementing course changes and facilitating communication among parents, student, teachers and advisors; the advisor is the personal resource who can help students to gain the most from their studies at Blair.

## MISSING ACADEMIC OBLIGATIONS

**Excused Absences** – It is most important to understand that when a student is excused from a class because of a school trip, athletic conflict, illness, etc., the student is responsible for informing all of his or her teachers and making up the work that is missed and for being prepared for the next class.

When a student knows in advance that they will miss a class (or they know on Saturday they will leave early for a game, for example), it is the student's responsibility to make arrangements for making up the work missed and to get assignments for the next class.

Parents of day students must inform the Student Life Office each day of a student's absence. Students should get assignments from classmates or be in touch with their teachers.

If a student misses a full day of classes (for example due to illness), he or she will normally not be allowed to participate in after class activities including practices, competitions or rehearsals on that same day.

**Unexcused Absences** – A complete discussion of the various procedures and disciplinary responses to the missing of academic appointments is included in the section which discusses discipline. For the purpose of this section, it simply needs to be made clear that all absences from a class or conference appointment will be responded to by the faculty.

## PROCEDURES REGARDING CHEATING

**Matters of academic integrity are handled by the Academic Honor Committee process**, overseen by the Dean of Academics and a group of faculty and students.

A teacher who suspects a student of cheating will discuss the matter with the student promptly and privately. If, as a result of such discussion, the teacher believes that there has been the intent to cheat and/or cheating, the teacher will consult with the Department Chair, and one or both will inform the Dean of Academics; the Dean will investigate the matter and speak with the student. Every student has the right to sit before the Academic Honor Committee. Some cases have recommended responses due to prior school responses and do not go directly to the Academic Honor Committee unless the student requests a meeting. If dishonesty is established, the Dean and the committee will counsel the student and inform him or her of the penalties. The response will be communicated to the Head of School in accordance with the School's stated code (see below).

In reporting to the Head of School, the committee may recommend one of the following:

**Level III: Reprimand.** Reprimand is reserved for acts of academic irresponsibility, including poor/inadequate/sloppy scholarship, or the like. Students remain on Level III Reprimand for twelve months; any act of academic irresponsibility or the like within that twelve months' time will automatically require Level II Warning.

**Level II: Warning.** Warning is reserved for **ninth and tenth graders only** for acts of conscious, deliberate academic dishonesty or for a repeated act or acts of academic irresponsibility while the student is on Level III Reprimand; or, for repeated acts of academic irresponsibility over the student's career at the school. Level II Warning lasts for a student's career at the school, through graduation, and any act of academic irresponsibility or academic dishonesty during that time will automatically place the student on Level I Probation. Such an act or acts while on Level II Warning may, depending on the nature and severity of the incident, include a recommendation for dismissal.

**Level I: Probation.** Upper school students who commit acts of conscious, deliberate academic dishonesty are placed on Level I Probation. Repeated, deliberate academic dishonesty—or any single and particularly egregious act of deliberate academic dishonesty—may result in an immediate recommendation for dismissal from school. Level I Probation continues through the student's graduation.

A student on Level I Probation may expect to be dismissed immediately for any subsequent act of academic irresponsibility or dishonesty.

## ARTS FACILITIES

Blair offers many different ways for students to be involved in both performing and fine arts.

- We have three theatres and numerous opportunities for students to be involved in our four drama productions during the fall, winter and spring. The cast and crew meet during the afternoon sports/activities period and involvement in drama is equivalent to a sports credit.
- All Instrumental and Vocal Ensembles meet during the academic day and receive academic credit.
- Dance is offered as an after school or evening activity and is given sports credit if enough hours of rehearsal and performance are met. See the athletic director and performing arts chair for more information.
- Depending on interest levels in any given year, there are various other

performing groups (e.g. A Cappella, Blair Academy Dancers) that form and are generally student led.

- Video production classes meet each semester for academic credit and, during two seasons, video is also offered as an afternoon activity.
- Fees for materials for fine arts courses will be assessed from most courses.
- Once a student has taken a fine arts course they may use the studios for personal enrichment or other curricular projects.
- The Romano Gallery shows the work of an array of artists every year. Along with each show, there are art openings and artist talks where student are encouraged to engage with the artists about their work.

## TIMKEN LIBRARY

Timken Library functions as the heart of the School and the center of learning. We provide a vibrant atmosphere to attract both students and teachers. Our Library Media Specialist and staff are eager to work with classes or individuals.

Classes regularly visit the library to work on academic and artistic projects. Timken Library currently has over 22,000 volumes in our collection to encourage reading interests and support curriculum research needs and we are members of a library consortium for inter-library loans of material we do not own. We also provide access to a large collection of ebooks and online research databases which support our academic and artistic curriculum including ABC-CLIO School Social Studies, science databases, Facts On File, ArtSTOR, Gale Literature Resource Center, ProQuest Platinum and JSTOR which provide extensive coverage of online journals and periodicals. Computers are available throughout the Library for searching our online catalog, using the databases, or accessing the campus-wide network and internet. Quiet work stations are also provided for wireless laptop connection and there is a wireless laptop lab for class use in research.

Much as The Black Canteen is the place to be for social gatherings, the Library is the place to be for study and research. The lower floor is designed for instruction, reference and circulation. The upper floors provide a quiet atmosphere for reading and study. Group study rooms are available for collaborative study. Circulating materials remain the responsibility of the student until returned in good condition. It is expected that students will be respectful of the needs and rights of others as they make use of this beautiful facility and its many resources.

## **Personnel**

Librarian: Ann Williams

Library Staff: Olga Brazaitis, Holly Newcomb, Kate Skeffington  
Faculty and student volunteers also assist with the Library's operations.

<b>Hours:</b>	<b>Monday - Friday</b>	7:30 a.m. - 5:00 p.m. 7:00 p.m. - 10:00 p.m.
	<b>Saturday</b>	7:30 a.m. - 12:00 p.m..
	<b>Sunday</b>	2:00 p.m. - 5:00 p.m. 7:00 p.m. - 10:00 p.m.

## PART III: HEALTH SERVICES

### **J. BROOKS HOFFMAN HEALTH CENTER**

PHONE: 908-362-2010

FAX: 908-362-7885

healthcenter@blair.edu

The J. Brooks Hoffman Health Center provides health care for Blair students. The health center is staffed 24 hours a day when school is in session. Registered Nurses (RN's), Licensed Practical Nurses (LPN's), and Medical Assistants provide care for illnesses and accidents under the direction of the School Physician and Nurse Practitioner. Newton Medical Center and Newton Urgent Care provide additional care when needed.

The Health Center staff provides emergency and ongoing care, emotional support and health education (including substance use, sexuality, stress management etc.). The staff will also arrange appointments with community medical providers when specialty care is needed (orthopedics, ophthalmology, pulmonology etc.). The Health Center staff can also assist with arranging appointments with clinical psychologists who contract independently with parents but meet with students at the Health Center for convenience.

### **HEALTH CENTER HOURS**

#### **Daily (when school is in session)**

**Open for walk in visits:** 7:00 a.m. to 10:45 p.m.

**“On Call” hours** from 10:45 p.m. to 7:00 a.m. (A nurse is on duty in the Health Center and available)

**Routine medication dispensing:** 7: 30 a.m. to 8:00 p.m.

Anyone in need of emergency care for accidents, sudden illnesses, or counseling should have the dorm faculty “person on duty”, call the Health Center for further direction during “on call” hours.

Feel free to contact the Health Center staff at any time with any concern.

#### **School Physician and Nurse Practitioner**

Provides medical coverage for the Health Center and is available by appointment and in emergencies through the Health Center. Students who need to see the school physician or nurse practitioner should schedule appointments through the nursing staff. Once an appointment is scheduled, students are expected to report at the designated time.

If a student is unable to keep an appointment, the student is expected to inform the Health Center staff of cancellation. Failure to show for an appointment will be submitted to the Student Life Office.

## ILLNESS OR INJURY WHILE AT SCHOOL

In the event of illness or injury at school or school events, ***all students are expected to report to the Health Center.*** Boarding students will be evaluated and treated by the Health Center staff, Nurse Practitioner and/ or school physician.

Day students are expected to receive medical care from their family health care provider. If a day student becomes ill while at school, they must report to the Health Center. The Health Center staff will contact the parent or guardian.

Any student, day or boarding, leaving campus for medical reasons (either illness or a medical appointment) must check out from the Health Center. In turn, students returning to campus after an illness or medical appointment are to check in at the Health Center before returning to their dorms or to classes. Returning students must bring information from the health care provider to the Health Center upon their return. This information includes the diagnosis and treatment plan, testing results and prescriptions. All health care provider's instructions are to be in writing for the use of the Health Center. The health care provider cannot be a student's parent.

Please schedule appointments at times that do not interfere with the class day if at all possible.

Permission to miss commitments (classes, athletics, etc.) for medical reasons may be granted only by the Health Center staff, school physician or family health care provider.

### **Hospital & Specialists**

It is expected that students will schedule routine appointments over vacations with their family health care providers. In the event of an emergency, the Health Center will make arrangements for trips to the hospital and will assist boarding students in making appointments with local specialists (orthodontists, dentists, ophthalmologist, etc.). We have numerous medical providers in the area to which we refer patients. Students will be charged for transportation to and from such appointments. A Blair staff/faculty member does NOT accompany students to off campus visits or testing. A transportation fee will also be incurred for transportation for imaging and lab studies.

Insurance matters are the responsibility of the parent/guardian. The Health Center cannot bill insurance companies directly. Charges that occur in the Health Center are billed directly by the Business Office to student accounts.

### **Health Care Services**

Students are to report symptoms of illness and all injuries. They are expected to do so (except in cases of emergency) at times that do not interfere with their commitments to Blair.

Routine medical preventative services (such as school and camp physicals) are expected to be done by your primary health care provider when students are home on break or over the summer. The health center staff will not complete such forms.

Students are encouraged to seek preventative health care information from the Health Center (ie: nutrition, stress management, contraception, alcohol and substance use, etc).

### **“Temporary” Admission**

Boarding students are “admitted” to the Health Center if they are ill and cannot attend class. If students are not feeling well before their first block class, they must report to the Health Center before 8:30. Students who do not feel well enough to leave the Health Center by the lunch period may not participate in afterschool activities. It stands to reason that if a student was not able to participate in the academic day they should continue to rest through after school activities.

### **Overnight Admission**

Occasionally a student’s illness or injury may require him/her to be admitted overnight at the Health Center. There is no fee for this service unless it is for elective surgery. If surgery is elective, the cost of extra nursing hours required, are the responsibility of the parent/guardian. Please schedule elective surgeries during school breaks or over the summer.

### **Visitation**

To provide rest for those ill and to protect the community, visitation of students in the Health Center will be at the nursing staff’s discretion. All visitors must ask the nursing staff if they may visit before visiting. Students may be required to wear a mask when visiting certain patients. Visiting students may not lay in beds of ill students, they are expected to sit in chairs.

### **No Shows**

If a student fails to show for an off-campus appointment their account will be billed for the transportation fee. The driver was hired for the student and is entitled to be paid as they anticipated. It is strongly encouraged to avoid such fees, cancellation occur prior to 24 hours before the scheduled pickup time.

### **Athletic Excuses**

Athletic excuses may be obtained from the Health Center when appropriate. It is expected that all students will participate in athletics to the extent possible. For some students, this may mean walking laps during sports practice or doing other light activity when they are not feeling their best. The Health Center Staff will guide students in activity levels that are appropriate for their illness. On occasion, a student

may be prohibited from sports for a medically related issue.

Students with sports restriction notes from their family health care provider must submit them to the Health Center.

A student who has been medically excused from athletics is required to report to the coach and attend practice at the coach's discretion; however, they may not participate.

Students excused for illness will remain in the Health Center for the time of the commitment (ie: length of practice).

Students who are ill do not feel well enough to leave the Health Center by the lunch period may not participate in afterschool activities. It stands to reason that if a student was not able to participate in the academic day they should continue to rest through after school activities.

### **Athletic Injuries**

Athletic injuries are sometimes managed by the **Athletic Trainers** under the direction of our orthopedic consultant. Please feel free to contact them directly with any questions or concerns at Ext. 5652. All injuries and accidents must be reported to the Health Center immediately.

## **ADDITIONAL PROCEDURES AND GUIDELINES**

***ALL MEDICATIONS*** are to be registered at the Health Center. Medication orders are submitted and filled through the Health Center. No medication of any kind may be kept in student rooms without permission of the Health Center. The Health Center will make every reasonable effort to ensure that students take prescribed medications according to the health care provider's orders. However, if a student proves to be unwilling or unable to meet the schools and/or healthcare provider's expectations in this regard, the school cannot be responsible for the student's well-being and ***reserves the right to require the student to withdraw*** from school for medical reasons.

While the Health Center Staff will endeavor to assist parents, refills for prescriptions ordered by a student's health care provider or specialist are the responsibility of the parents. It is also a parental responsibility to update the Health Center about any change in insurance coverage, and provide updated copies of insurance and prescription cards (front and back of card).

### **Emergency Medications**

Emergency medications such as EpiPens, Auvi-Q, Asthma Inhalers and Glucagon

if indicated by Medical Action Plan must be carried on the student. In addition, a spare of each must be kept in the Health Center. These must have current expiration dates. If your emergency medication expires during the school year, a replacement will be ordered on your behalf at your expense or with your insurance plan through North Warren Pharmacy.

### **Stimulants**

Students are expected to take medications daily as they are written and ordered by the prescriber. If you do not mind your child missing stimulants on non-class days, please ask your prescriber to specify that in the orders.

### **Medical Registration Forms**

Every year, updated medical registration forms, including signed permission to treat, are required before students are allowed to register, attend classes, or participate in athletic events and other activities. These records are kept confidential in the Health Center and are prohibited from release unless specific written permission is given. Parents must inform the Health Center promptly of any new or changed medical treatment at home during the academic year, particularly if such treatment includes prescribed medications or vaccinations.

## **COUNSELING SERVICES**

Counseling services are overseen by the Director of Counseling who is responsible for coordinating services provided at school. Referrals to the Director of Counseling may be made by faculty, deans, or parents. Students may also self-refer. School Counseling is considered a regular educational service provided by the school, so parental consent is assumed unless otherwise stated by the parent. Students may meet with the Director of Counseling or School Counselor without their parent/guardian being notified.

Mental health services recommended by the Director of Counseling or other health care provider can be very beneficial to a student's social/emotional/academic well-being. It is the school's hope that parents/guardians will support and comply with any recommendation for such services. It is our goal for students to trust counselors in order to exchange in meaningful and honest dialogue, and it is our responsibility to fully respect the right to privacy of students in a counseling relationship.

A student in a counseling relationship has the right to privacy and the promise of confidentiality. Students are informed that exceptions to confidentiality exist in the case of serious or imminent harm, or criminal acts of abuse.

The Director of Counseling can provide referrals to independent consulting psychologists as needed. Consulting psychologists contract independently with parents and are not Blair employees.

## MEDICAL LEAVE

Medical leave is used to evaluate and treat medical problems. Medical leave should be applied for in advance if possible. Approval of medical leave requires consultation and approval with health care providers and the Associate Head of School as well as the Dean of Academics. In some cases, consultation with other individuals may be required. Blair Academy maintains the right to deny a medical leave.

### **Extended medical leave of absence for medical or psychological reasons**

We understand that in some cases the treatment for medical and psychological concerns is best managed outside of a boarding school setting. Acute depression, eating disorders, suicidal indications, or other serious mental health or urgent medical problems are examples of conditions that require more treatment, support, supervision, and guidance than the school can provide.

At times, conditions or behaviors may create undue disruption in the classroom and/or in the residential life of other students. Should a condition of this nature occur, the school reserves the right to require a medical leave of absence or a medical withdrawal.

A voluntary or mandated medical leave of absence must be authorized by the Director of Health Services and the Director of Counseling, the Head of School or Associate Head of School and the Dean of Academics. The same school officials will determine whether and under what circumstances a student may return to school.

# PART IV: ATHLETICS DEPARTMENT

## PERSONNEL

- **Paul Clavel**, *Director of Athletics*, is in charge of the entire program of interscholastic athletics, intramural sports, activities and related athletic programs. He supervises the general use of all athletic facilities. Additionally, he is the head coach of girls' golf.
- **Brian Antonelli**, *Assistant Athletic Director*, athletic facilities manager, fitness room supervisor, assists with game scheduling, head wrestling coach.
- **Danielle Costantino**, *Athletic Operations Manager*, oversees rosters, programs, transportation, hiring officials, athletic attendance, maintains athletic records and statistics in database, and assists with other game day Athletic Department duties. She is in charge of the distribution, collection and organization of all athletic equipment.
- **Rhett Moroses**, *Sports Information Director*, in charge of all media for Blair athletics. Point person for scheduling contests. Manages the athletic website in terms of recaps and scores. Assists with all logistics during and preparing for athletic events.
- **Brad Strauss**, *ATC, Head Athletic Trainer*, oversees the athletic training room. He supervises all activity in the training room works with student athletes and assists all coaches in regard to athletic injury prevention and rehabilitation. He is present during home games and practice coverage. He is in constant contact with the health center and school doctors to ensure that student athletes are provided the best care so that they are able compete in healthy and safe manner.
- **Alyssa Lewis**, *ATC, Athletic Trainer*, Works with the Head Athletic Trainer to oversee the athletic training room. She supervises all activity in the training room, works with student athletes and assists all coaches in regard to athletic injury prevention and rehabilitation. She will help with game and practice coverage.

## ATHLETICS POLICY/REQUIREMENTS

Blair Academy firmly believes that athletics are an integral part of a student's education and that regular physical activity is essential to healthy development. Accordingly, every student at Blair is required to be physically active – either on a team sport or in a physical activity – during all three terms of the year. Three units of Athletic Credit per year is a graduation requirement.

### Interscholastic (Team) Sports

Freshmen, sophomores and juniors are required to participate in team sports (or the equivalents) for a minimum of two seasons per year. They may opt for a “physical activity” rather than a team sport. Freshmen and new sophomores must play a team

sport (or its equivalent) during the fall. Juniors are strongly encouraged to play a team sport (or its equivalent) during the fall.

Seniors have no Interscholastic (Team) Sport requirement, but are strongly encouraged to participate. For many, this will be the last opportunity to enjoy and benefit from the team experience.

As an alternative to the Interscholastic (Team) Sport requirement, a student may receive credit for participation in drama, robotics, dance, or Oracle. An underclass student going this route must fulfill his/her other term requirement with involvement in a team sport.

Managers are selected by coaches and receive one credit for their work. No more than one credit per year may be fulfilled by managing; an underclass student's second credit has to be fulfilled by participation in an Interscholastic (Team) Sport. Freshmen are **not** eligible for a manager position in the fall.

### **Physical Activities**

Any student who opts not to participate in Interscholastic (Team) Sports (or Drama, Dance, Robotics) in any given season must select an on campus physical activity. These activities meet four times, at a minimum of four hours per week.

### **Athletics Absences**

Participation in the sport/physical activities program is an integral part of the Blair experience. Absences are to the detriment of the individual and the team or group. Absences will be reported and tracked by the Student Life Office.

Written Health Center or Training Room excuses from practice must be presented to the coach at the time of practice. Students who are absent from classes for reasons of health may not participate in practice or an athletic contest on that day.

Requests for permission to miss athletics for academic reasons may be granted by the coach of an interscholastic team. While it is the fact that a student's academic work is the top priority at Blair, so, too, is it the expectation that students organize and budget their time according to the overall expectations. Poor planning and/or wasting time will not be regarded by coaches as a legitimate basis for a request to miss a day of practice.

If injured and not confined to his/her dorm room by the Health Center, a student must attend practice but may not participate. In extreme cases (for instance, when a student has been absent from school for an extended period of time), class monitors may remove a student from sports for a period of time until that student has had sufficient time to catch up on academic work.

Students who are ill and do not feel well enough to leave the Health Center by the lunch period may not participate in afterschool activities. It stands to reason that if a student was not able to participate in the academic day they should continue to rest through afterschool activities.

## **“Letters”/Credit**

Students on the varsity level of Interscholastic (Team) Sports will receive an award (letter) for meeting the particular criteria of that sport and coach. The varsity letter will not be based on perfect attendance – that is an expectation of all team members. An example of varsity letter criteria is being a regular participant in at least 75% of the team’s games. Individual coaches will determine their own criteria that fit the spirit of this standard.

Others may receive “credit” for having attended practices and for having participated in that interscholastic activity. In both cases, students will have met their interscholastic requirement. Any student who quits or is removed from a team will not receive credit for that Interscholastic Sport. He/she must join another sport or activity immediately. Students who have not attended practices regularly or who have not participated actively in the program may be denied credit for that activity.

## **Changing/Dropping Sports**

Any student who wishes to change or drop sports in any term must get approval from their Coach as well as the Athletic Director. Coaches must notify the Athletic Office in email. In turn, it is the student’s responsibility to inform the Athletic Office within 24 hours and sign up for a new activity or team sport. Failure to do so will result in unexcused absences. There is a two-week period from the beginning of the season in which a student may switch sports or activities.

Clearly, it is important that teams get established early in a season. For this reason, students may not change sports after the second week of the season.

## **ATHLETICS FACILITIES AND GUIDELINES**

***Golf Course*** – an excellent test of golf. It has nine holes and is open for play for all of our students. Please remember, however, that residents of Blairstown are members of the course and will be playing on it during the fall and spring terms. General rules to follow when playing on the golf course:

- Each player must have his/her own bag.
- Each player must wear presentable clothes (collared shirts are required).
- Each player must at all times follow rules and etiquette of golf.

If you have any questions about the use of the golf course, please see Mr. Clavel.

***Tennis Courts*** – As is the case with the golf course, the tennis courts are primarily for the use of the School but are also used by fee-paying members of the Golf/Tennis Club. Proper attire is required at all times ... tennis shoes and shirts always. Please do not use the courts for any other purposes (skateboarding, biking, etc.). Be conscious of your language and of not distracting players on adjacent courts.

**Hardwick Hall** – Our Athletics and Activities Center includes a varsity competition basketball court, two multi-purpose courts (tennis, volleyball, and basketball), wrestling room, state of the art fitness center, boys’ and girls’ locker rooms, training room, squash courts and the Athletic Office.

The **Physical Fitness Room** is located on the second floor of the Athletic Center. It is a state-of-the-art weight room/fitness center. At certain times it will be reserved for groups and teams; at other times the room will be open for general use. A complete statement about procedures to follow while using the room is posted in the weight room; ***please adhere to these expectations and keep this room clean so all can take advantage of this fine facility.***

**Playing Fields** – Thanks to the care of the Grounds Crew, Blair has some of the best playing fields in the state, including the state-of-the-art turf field that will be enjoyed by many teams. Please help us to care for the fields by staying off them when they are wet or thawing.

**The Bubble** – is located behind the turf field bleachers. Normally, it is put up the second week of November and taken down the second week of April. At certain times it will be reserved for teams or outside groups; at other times the facility will be open for general use. If you would like to reserve a time for your team, please see Mr. Antonelli to schedule a date and time.

**The Equipment / Laundry Room** is located on the bottom floor below the bookstore. Athletes should pick up their uniforms at the designated times set by the athletic office. Uniforms should be turned in immediately after each event either to the coaches or put in the laundry bin across from the equipment room. Students are responsible for the loss of school issued uniforms and will be charged accordingly to replace the item(s). All students may opt to have issued to them a laundry loop. Students are reminded that only athletic laundry is to be done in the gym. BSN (sporting goods dealer) visits campus four to six times a year to be available for athletic equipment purchasing.

**Locker Rooms** are located in Hardwick Hall. Locker rooms are assigned to each team / players according to the sports season. Individual lockers should be cleaned out at the end of the specific sports season. Locks are issued through the Athletic Office and are highly recommended to be used to secure individuals’ belongings.

The **Wallace Pool** is occasionally open during the weekends for recreational swimming in addition to use by the swimming team. Please remember and observe the following rules when using the pool:

- a. There must be a faculty member in the pool area and a certified lifeguard.
- b. Please wear proper bathing attire, and always shower before entering the pool.  
No street shoes on the deck. No food or drink on the deck of the pool.
- c. Be careful and courteous.
- d. Never enter the pool area unless you have permission.

*Tracy Hall* includes the golf shop and seven state-of-the-art international squash courts. These courts are for squash only. Players must always wear protective eyewear and athletic shoes with non-marking soles.

### **Training Rules**

Beyond the matter of school rules, abstinence from the use of tobacco or any chemical substances is essential to one's health and physical development. From the time of the first team meeting to the conclusion of the season, any indication that an athlete has used tobacco, alcohol or illegal drugs (including anabolic steroids), whether or not that use has occurred at or away from school, will subject the athlete to discipline from the coach including the possibility of dismissal from the team. In addition, the standard consequences would be imposed by the Student Life Office.

We hope that the information contained in this section on athletics will help you to enjoy participating in the athletic program and to utilize the facilities at Blair Academy. Blair traditionally has had a strong and respected program in interscholastic athletics. We always strive to maintain this fine tradition by turning out good competitive teams. However, it is most important to all of us in the athletic program that you, the students, enjoy and have fun participating and that you reap the many rewards that playing competitive sports offers.

# PART V: BLAIR ACADEMY COVID-19 REOPENING PLAN, EXPECTATIONS & PROTOCOLS

## A MESSAGE FROM HEAD OF SCHOOL CHRIS FORTUNATO

Dear Blair students and parents,

If this global pandemic has taught us anything, it is that being “all in” and “all together” have never been more important, and we are making every effort to ensure our community’s safe return to Blair Academy for the fall semester. We simply cannot wait to welcome you to campus in August and embrace all that is best about Blair together on our hilltop. No doubt, after these many months apart, we will all return to Blair with a deeper appreciation for the transformative experiences and meaningful relationships that come from learning and living together on our beautiful and historic campus.

Of course, protecting the health and well-being of all members of our community is our highest priority, so campus life must look different this fall. But the Blair community has a long history of overcoming challenges and making sacrifices for the greater good, and we are confident that the strategies we are adopting will allow us to continue to offer students an exceptional educational experience and vibrant community life. More than ever before, our daily actions and choices will impact the health and well-being of classmates, faculty and staff, as well as our ability to remain together for the fall semester. Given that our safe return to in-person teaching and learning will require some online components and not every Blair student is able to return to Blairstown immediately, we are excited to introduce new technologies that will connect us in new ways. Whether we are physically together or not, Blair is committed to being flexible and accessible in supporting students and families as we adjust to this “new normal” of Blair life.

For those who will return to campus, we ask for your partnership in abiding by a host of collective community expectations designed to keep everyone on our hilltop healthy and well. The COVID-19 expectations outlined on the School’s reopening plan webpage ([www.blair.edu/reopening](http://www.blair.edu/reopening)) are also included in our Student Handbook as an addendum. Please note that our plans take into account the guidance and direction provided by the state of New Jersey, our local health department, the Centers for Disease Control and Prevention and consulting physicians with expertise in infectious diseases. These expectations are to be followed until otherwise indicated and supersede any specific policies in our existing Student Handbook. Given the fluid nature of the pandemic, we will make adjustments quickly as needed and will keep all families updated as we proceed through the school year.

While much has been done from a planning, logistics and public-health standpoint, the responsibility lies with all of us to fully commit to the following practices:

- **Physical distancing** of six feet
- **Wearing masks** whenever inside buildings or in public outdoor spaces, including the core of campus (except while eating in the dining room, when inside one’s

dorm room, during athletic activities and when away from the core of campus)

- **Washing hands** carefully and frequently
- **Completing daily self-health screenings and temperature checks** to actively monitor for symptoms of illness

We ask families to complete a form indicating when they plan to arrive on campus and their intentions for the fall semester by Friday, July 24, to help guide us in our planning ([www.blair.edu/arrival-intentions](http://www.blair.edu/arrival-intentions)). We also ask that all community members sign the Buccaneer Pledge ([www.blair.edu/pledge](http://www.blair.edu/pledge)) acknowledging receipt of our reopening plan expectations and signifying an understanding that they apply to each of us. We know from working with adolescents that 100-percent perfect compliance is not possible, and we have no desire to address lapses through our formal disciplinary system. However, we will take repeated failure to meet core community health expectations seriously, up to and including required time away from school. We are optimistic that our students' care for one another and wish to do right by their teachers and classmates will carry us forward toward a healthy and safe 2020-2021 school year.

Thank you again for your support and partnership during this unprecedented time, and please be in touch with any questions or concerns. I invite you to participate in our upcoming Parent Town Hall meeting on Wednesday, July 22, at 8 p.m. EST to further discuss our reopening plans. While certainly no one anticipated Blair's 173rd year opening with these protocols in place, the deep care and connection that make the Blair community so special have never been stronger, and we all look forward to joyfully reuniting on campus next month.

*Chris Fortunato & the Blair Academy Reopening Task Force*

## FALL 2020 REOPENING BLAIR: PLANS & PROTOCOLS

*Working Together to Stay Together*

As we prepare for the opening of Blair's 173rd year, being "all in" and "all together" as members of our School community have never been more important. We are making every effort to ensure a safe return to campus for the fall semester, and we are looking forward to reuniting on the hilltop to live and learn together, embracing all that is best about the Blair experience.

Of course, protecting the health and well-being of everyone at Blair and in our surrounding community are our highest priorities, so, campus life must look different this fall. We are confident that our School community will quickly adapt to our "new normal," which includes numerous strategies to guard everyone's health and safety and exciting new classroom technologies that will connect us in new ways. More than ever before, our daily actions and choices will impact those around us, as well as our ability to remain together for the fall semester.

Here we detail our current reopening plans for the 2020-2021 school year. Our administrative team continues to closely monitor ongoing developments around the

coronavirus pandemic. As we receive further guidance from state officials and health experts, we will keep families informed of any adjustments needed to protect our community.

We hope this information will answer all of your questions about how we will resume in-person instruction, athletic training, arts programs and dormitory living while protecting the health and well-being of our students, faculty, staff and the larger community. Please don't hesitate to contact Blair's student life office with questions or concerns at (908) 362-6121, ext. 5600, or [reopening@blair.edu](mailto:reopening@blair.edu).

### *What protocols has Blair put in place to promote health & safety on campus?*

- **Limited campus access:** As a protective measure, access to campus is limited and health screenings are required upon entry (see below for details).
- **Face coverings:** Wearing a face covering is critical to significantly impact our community's sustained health. Thus, all individuals on campus are expected to wear a double-layer face covering whenever inside buildings (students may remove their masks when they are in their own dorm rooms and when in the act of eating, showering, brushing teeth or during other times of self-care). Masks must also be worn in all outdoor spaces across campus, with the following exceptions as long as appropriate physical distance can be maintained:
  - When seated within a designated "mask break" circle
  - When on Blair's golf course, campus trails or Park Street
  - During certain supervised athletic activities
  - When visiting with faculty on the porches/lawns of their campus residences
- **Physical distancing:**
  - Classrooms and common areas have been de-densified to allow for physical distancing (minimum six feet of separation).
  - Dormitory access is limited to the faculty members and students associated with the dormitory. Access to each floor is limited to the members of the "cohorts" who reside there.
  - The Romano Dining Hall offers multiple seating options, including line service and grab-and-go options; everyone is required to adhere to physical distancing measures inside the dining hall, as well as specifically assigned meal times.
- **Cleaning/personal hygiene:**
  - Frequent hand washing is required.
  - Hand-sanitizing stations have been installed across campus.
  - The housekeeping staff is cleaning facilities with increased frequency.
  - Additional appropriate, effective cleaning supplies are available for individual use.
- **Testing:** Testing will be divided into two categories: diagnostic (if a student is sick) and surveillance (broad testing within a population, for example within a

dormitory “cohort”). Diagnostic testing will be performed at the Blair Academy Health Center, with results returned within 24 to 48 hours and isolation of positive COVID-19 cases. We will engage in surveillance testing as appropriate, factoring in conditions on or around campus, the guidance of infectious disease experts, the Centers for Disease Control and Prevention (CDC) and local public health officials.

- **Health screen & temperature check:** All faculty, staff and students are required to complete a daily health screen via the Clear 2 Work app. The daily health screen includes the following questions:
  - Have you had an elevated temperature in the past 48 hours (elevated = 100.4 or higher)?
  - Have you been recently diagnosed with COVID 19?
  - Are you showing any of the following symptoms?
    - Cough
    - Fever
    - Chills
    - Muscle pain
    - Sore throat
    - Loss of taste
    - Loss of smell

*\*Close contact is defined as being within approximately six feet of a COVID-19 case for more than 10 minutes; close contact can occur while caring for, living with, visiting or sharing a healthcare waiting area or room with a confirmed COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).*

If the answer is “yes” to any of the above questions, then day students and faculty and staff members who live off campus should remain at home. Campus residents should remain in their dorm rooms or residences. Anyone with a “yes” answer should call the Blair Academy Health Center. Employees should also notify their supervisor and call their personal healthcare provider. If the answer is “no” to all of the health-screen questions, then students, faculty and staff members must next visit one of the facial-recognition temperature screen kiosks located throughout campus (day students and faculty and staff members who live off-campus must complete the on-campus temperature screen immediately upon arrival, while boarding students and residential faculty must complete the temperature screen before proceeding to any public space on campus, including the dining hall or first-period class). If the on-campus temperature screen detects a fever, students should immediately report to the Health Center. Employees should return to their homes and call the Blair Academy Health Center.

- **Contact tracing:** If a positive COVID-19 test presents, we will initiate contact tracing in partnership with the Warren County Health Department, commence quarantine procedures and begin deep cleaning of infected areas. Our director

of health services and several faculty and staff members have been trained in contact tracing; in coordination with our local health department, they will act to identify those who may have been exposed to the virus and will work to contain the spread of infection. Contact tracing will be conducted in a manner that respects the privacy of any Blair community member who tests positive.

### *What are Blair's specific expectations as students prepare to return to campus?*

#### Pre-arrival expectations

- We expect ALL students to limit their risk of exposure in the 14 days before they return to Blair. This includes wearing a face covering in public spaces, practicing physical distancing from anyone outside their household and adhering to excellent hand hygiene. Social gatherings should be avoided and trips outside of the house should be limited to necessities. We expect every family to commit to and comply with physical distance and self-quarantine measures. Your compliance greatly impacts the safety of our entire school community.
- It is important for families to remain up-to-date with evolving CDC ([www.blair.edu/cdc](http://www.blair.edu/cdc)) and state of New Jersey travel guidelines ([www.blair.edu/state-of-nj](http://www.blair.edu/state-of-nj)). Students who live outside of the United States and in some domestic U.S. locations with high infection rates should be prepared to quarantine for 14 days and monitor for symptoms upon arrival in New Jersey and before coming to Blair.
- It is absolutely imperative that the 2020-2021 health forms are completed by August 1. Students will not be able to complete the registration and move-in process in the absence of completed forms.

#### Testing

- Students are **required to be tested for COVID-19 five to seven days prior to their return to Blair**. The Blair Academy Health Center sent a saliva test kit to the residence (or temporary hotel/homestay) of all students. Faculty and staff were tested before students arrived on campus and will continue to be tested on an ongoing basis moving forward.
- If a test result is positive for COVID-19, the student, faculty or staff member must remain at home for at least 14 days and work with the director of health services to determine a re-entry plan.
- When students arrive on campus to register, Blair will conduct PCR nasal swab testing. If students test positive when they arrive on campus and cannot go home, they will be immediately isolated on campus until they can be picked up by their parent or guardian and will remain in their care until the student is COVID-free. We have limited isolation space where, if necessary, a student can stay until COVID-free.
- Beyond registration day, Blair will conduct PCR nasal swab testing for all students seven-to-10 days after arrival, if individual students show symptoms of COVID-19 and at other intervals to be determined by our health-services

team. Blair will charge student accounts \$125.00 for testing on registration day, at the beginning of the second semester and in the instance of a parent's specific request, but the School will cover the cost of any other surveillance testing throughout the school year. Symptomatic COVID-19 testing should be covered by individual student's insurance companies.

### Registration dates

Students will register in small groups from August 22 to 28, and we will confirm individual registration and arrival dates by August 17. Registration for day students will be completed virtually, and the student life office will be in touch during the week of August 17 with more specifics.

During boarding student registration, each day will be divided into two arrival/ registration timeframes, from 8:30 to 11:30 a.m. and from 1 to 4 p.m., with no more than 50 families arriving per day. Students are expected to wear face masks at all times except when in their own dorm rooms, when eating meals or when using the restrooms until their PCR nasal swab test results are received by the Health Center. Parents are also expected to wear face coverings on the day that their child or children register. Parents will be asked to remain outside of the dormitories while prefects, faculty and staff help students move in. Once move-in is complete, one parent will be permitted to visit his or her child's room before departing campus.

- Saturday, August 22: Returning international students (10th & 11th grade)
- Sunday, August 23: Returning international students (12th grade) & new international students
- Monday, August 24: Senior Class Council, Prefects, Be Well, Blue & White Key Society members
- Tuesday, August 25: New non-international boarding students (specific students TBD)
- Wednesday, August 26: New non-international boarding students (10th, 11th, and 12th grade students)
- Thursday, August 27: Returning 10th-grade boarding students
- Friday, August 28: Returning 11th-grade boarding students
- Saturday & Sunday, August 29-30: Orientation
- Monday, August 31: Classes start

### Orientation

Orientation for small groups of students will take place in the days leading up to orientation weekend. Orientation will focus on establishing our expectations for personal health, physical distancing and respect for all community members while at the same time building personal relationships for support, guidance and mutual growth.

## ***What measures has Blair put in place to support members of the community who test positive for COVID-19?***

### Response to positive test

- We continue to develop our health and safety protocols based on evolving recommendations and standards. The School has onsite COVID-19 testing capacity. Rooms for isolating students have been set aside within and near the Blair Academy Health Center, and we have the capacity for additional isolation, if necessary, on campus.
- If a student is diagnosed with COVID-19, he or she will be admitted and isolated at the Blair Academy Health Center. We will ask parents or designated emergency contacts to pick up the student within 12 hours to self-isolate at home. The student will remain at home until he or she recovers and meets the CDC's return-to-community guidelines ([www.blair.edu/return-to-community-guidelines](http://www.blair.edu/return-to-community-guidelines)). If the student is not able to stay with his or her emergency contact, we will work with families to ensure safe accommodation. In addition, as soon as a student or employee is diagnosed with COVID-19, we will inform the Warren County Public Health Department and support its contact tracing. Any close contacts of the infected person will be quarantined, and, in the case of students, their families will be notified immediately. We will work with our housekeeping team to ensure that all potentially exposed spaces are deep cleaned according to CDC guidelines.
- If a student needs medical attention beyond what can be provided on campus, he or she will be transported to a local hospital. Our first line of emergency room care is Newton Medical Center.

## ***What will dormitory & school life look like during the fall semester?***

### Dormitory “cohorts”

Students will be grouped into cohorts of 12 students within their dormitories. These cohorts are smaller than the “household” groups we originally envisioned to more effectively limit the potential spread of illness. Individual cohorts will be assigned staggered times for use of bathrooms for showering and morning/evening routines. Students will need to wear masks whenever outside of their dorm room, but we plan to provide opportunities for students to have unmasked time with their respective cohorts, maintaining physical distancing, after we have completed the first several weeks of the school year on campus.

- For the first two weeks on campus, boarding students will participate in all activities, including dining, with their dorm cohorts as we complete our first rounds of on-campus COVID-19 testing.
- After the first several weeks of the school year, we anticipate cohort members will not be required to wear masks when participating in adult-supervised outdoor activities that allow for proper physical distancing from other groups and six feet distancing from one another in the cohort.
- At times when members of more than one cohort share a space (i.e., during

some indoor activities or dorm meetings), proper physical distancing measures will be observed and face masks will be used. Many of these events will likely happen outside under tents.

- Students will have the opportunity to spend time with others outside their cohort as long as they are following Blair's mitigation protocols.

### Dining services

- While we have plans for physically distanced dining in the Romano Dining Hall, we will be prepared to adjust the dining-service plans if necessary. The dining hall will offer multiple seating options, including line service and grab-and-go options; everyone will adhere to physical distancing measures inside the dining hall, as well as specifically assigned meal times.

### Athletics, performing arts & activities

- Athletics, performing arts and co-curricular activities will look different this fall.
- We are developing plans for our theatre, instrumental and vocal groups while accounting for physical distance and utilizing spaces such as the outdoor theatre and some of the large tents placed throughout campus.
- For athletics, we are closely monitoring executive orders and actions of state and local officials, peer schools, athletic league affiliates and the NCAA. We will also look to COVID-19-specific protocols from the National Federation of High Schools and Sports Medicine Advisory Committee to provide the most meaningful opportunities for our student athletes. Currently, the New Jersey Sports Advisory Task Force guidelines call for a delayed start for the fall athletic season with practices starting in September and competitions beginning in October.
- If interscholastic athletic competition is not possible, our team offerings will include developmental opportunities such as skills/drills training, strength and conditioning, small-group-directed coaching, game strategy and potentially intersquad competitions. We will also have a host of wellness and fitness options conducive to social distancing such as yoga, spinning, hiking and other recreational activities.

### Dormitory living

- Dormitory access is limited to the faculty members and students associated with the dormitory. Access to each floor is limited to the members of the "cohorts" who reside there.
- Students are advised not to share items such as towels, toothpaste or personal care items. It is extremely important to label all of your belongings. These items should not be left in the bathroom.
- Windows are required to always be open to increase the flow of fresh air through the dormitory and dorm rooms. Students may wish to pack more sweaters and long sleeves.
- The only items of furniture allowed in a dorm room are a small refrigerator,

plastic storage units and an alternate desk chair (cloth or bean bag chairs are prohibited).

- Room inspections will help ensure each dorm room remains clean, sanitary and free of clutter.
  - We expect students to keep their rooms clean. The dorm staff will inspect rooms each evening at 10 p.m. for general cleanliness (i.e., they are wiped down, free of garbage and no clothes strewn on the floor). The dorm head or a designated faculty member on duty will give each room special attention on Sunday evenings.

### What to bring & NOT to bring

- What to bring:
  - 10 double-layer cloth or 2-ply masks
  - Enough hand sanitizer and disinfectant wipes to last at least the first two weeks of school, as well as a Swiffer or similar cleaning tool
  - A window fan (the model we recommend can be found at [www.blair.edu/window-fan](http://www.blair.edu/window-fan))
  - Essential clothing that meets Blair dress code requirements (which has been adjusted for the 2020-2021 school year), in addition to comfortable clothing
  - At least one extra set of sheets
- Laundry detergent
  - Small white board and dry-erase marker set (for classes)
- What NOT to bring:
  - Any furniture beyond a refrigerator, desk chair and plastic storage containers
  - Extra clothing that you will not need
  - Any fabric wall coverings or rugs

### ***What policies are in place for campus visitors & campus departures?***

#### Family visits

- Parents, other family members and friends are traditionally encouraged to visit Blair at any time throughout the school year, but as we strive to maintain a safe, COVID-19-free campus, we do not envision visits from families being possible until at least October 1. If critical needs arise that require a visit, please be in touch with the student life office. After October 1, parents or guardians may visit only with explicit permission from the student life office. Those visits will include specific protocols and likely take place outside of campus buildings/dormitories in designated outdoor spaces. Families will not be able to freely attend sporting events and art performances in person, and official invitations may be required to support campus de-densification. Many events

will be livestreamed. While we will not hold Family Weekend in the fall, we will arrange for virtual family conferences with teachers, advisors, monitors and coaches, and we hope to offer an opportunity for a spring Family Weekend

- Campus visits for prospective family tours and interviews continue to be suspended until further notice. Instead, Blair is directing prospective students and parents to a host of virtual offerings, including video tours, a digital campus website ([www.blair.edu/digital-campus](http://www.blair.edu/digital-campus)) and regular Zoom calls. Families interested in learning more about Blair or scheduling a virtual interview/tour should email [admission@blair.edu](mailto:admission@blair.edu) or call (800) 462-5247.

### Off-campus travel

- Although we plan to limit off-campus travel to prevent the spread of illness, we recognize that individual students have independent, non-school affiliated activities that require off-campus travel. These activities will be permitted as conditions allow and with permission from the student life office. When students return to campus, they will be screened and, if Blair determines it is necessary, tested and quarantined.
- Trips to local businesses such as Gourmet Gallery, Dale's Market and the Blairstown Inn will not be permitted for the first two weeks of the school year. We will have a process in place for students to order food for delivery from local establishments, and we will revisit our policy on businesses specific to the village of Blairstown two weeks after all students have returned to campus. If an allowance is made, it will be predicated on mask-wearing, strict adherence to physical distance and proper compliance. We ask that day students also restrict their travel during the academic year to limit their potential COVID-19 exposure. Since boarding students will mostly remain on campus, we expect day students to remain at home except for essential purposes.

### *What will the day student experience be like?*

Day students are vital members of our school community, and we strive to ensure their robust participation in the life of our campus. Day students will have the opportunity to fully engage in Blair activities, including on weekends, but will be required to complete an at-home health check before coming to campus, as well as an on-campus daily temperature screen.

Out of an abundance of caution, we are taking a step-wise approach to the start of classes to allow time for mitigation efforts to become routine for everyone on campus. This means a phased-in approach to in-person instruction:

- Classes will begin as scheduled on August 31, but for the first week, classes will be virtual for all students. Classes will be virtual for day students through September 12.
- Boarding students will begin in-person instruction on September 7 according to their regular schedules.
- Day students will begin in-person instruction on September 14.

Beginning September 14, day students will be invited to have breakfast and lunch on campus, and we plan to offer dinner as well, likely in early October. Day students will have designated spaces around campus to store their belongings and access to desk space—specifically, in Timken Library, Hardwick Hall and Blair Commons—for study and occasional online classes.

Drop off & pick-up: Parents should drop off their child(ren) at the stone staircase leading from Park Street to the rear of Clinton Hall. If a day student cannot be dropped off at the Park Street stairs for any reason, please contact the student life office. We chose this location because it is convenient for families and will minimize campus traffic. Arriving students must stop at the temperature kiosk on the walkway at the top of the stairs to complete their daily on-campus health screen. Day students who drive themselves to campus should proceed to the Hardwick Hall parking area and utilize the temperature kiosk in the entryway to Hardwick Hall near the clock tower. Regardless of where they are dropped off in the morning, day students must proceed directly to the nearest temperature-check kiosk to complete their daily health screen.

### *What will the daily schedule & academic experience be like?*

#### Schedule & programming

- Out of an abundance of caution, we are taking a step-wise approach to the start of classes to give us the time for our mitigation efforts to become routine for everyone on campus. This means a phased-in approach to in-person instruction:
  - Classes will begin as scheduled on August 31, but for the first week, classes will be virtual for all students. Classes will be virtual for day students through September 12.
  - Boarding students will begin in-person instruction on September 7 according to their regular schedules.
  - Day students will begin in-person instruction on September 14.
- Blair is committed to pursuing the best possible learning experience for all students, both in the classroom space and through virtual means in the year ahead. At the opening of the 2020-2021 school year, a full student handbook specific to classroom learning will be provided to all families to clarify expectations related to the hybrid learning environment we will employ. We will spend time in orientation and at the start of the academic year reviewing important information and protocols with students to ensure everyone is well-prepared for the year ahead. To view the class day schedule, visit [www.blair.edu/academic-schedule](http://www.blair.edu/academic-schedule).
- Blair's hybrid model maximizes in-person instruction time for students on campus within the structure of the academic day. Students will do the majority of their learning in physical classrooms with optimized air ventilation, abiding by Blair's policies of face coverings and physical distancing. Students who are on campus will also participate in some online learning as a means of de-densifying our classroom spaces. In addition, students who are unable to be present in the classroom for any reason will engage with their teachers and classmates online

through virtual conferencing tools like Google Meet to ensure continuity of learning.

- State-of-the-art technology installed in every classroom will allow remote students to be directly involved in the classroom experience. All Blair classes will be organized using Google Classroom to support students in their learning, regardless of whether they are on or off campus. We will also record all live classes and post videos for students living in different time zones to access at their convenience. Throughout 2020-2021, Blair will be flexible, accessible and intentional about creating and maintaining a teaching-and-learning experience that is connected, cohesive and enriching.

### Weekends

In some respects, every weekend will be a Community Weekend this fall as part of our efforts to limit student departures from campus. We are planning myriad ways to create an enhanced sense of home within dorms and around campus during fall weekends. Think food deliveries, food trucks, big tents for physically-distanced camaraderie, activities conducive to distance (such as golf, hiking, fishing, frisbee golf and outdoor movies) and more ideas that we'll gather from students in the months ahead.

***What if factors outside of Blair's control change these plans for the 2020-2021 academic year?***

### Campus alert levels

Of course, reopening in August (and remaining open) is subject to governmental directives and orders. In addition, our plans are subject to our ongoing assessment of the safety, health and well-being of our students and employees and our ability to maintain the highest standard of care for everyone on campus. That's why Blair, along with 32 other leading northeastern boarding schools, is working with Environmental Health and Engineering (EH&E) to review and audit campus operations and facilities, guide our reopening plan, and advise us on how to best implement CDC and state guidance in the boarding-school environment. EH&E is a trusted partner to many colleges and universities that, like us, seek to support and protect the health of their communities in academic, residential, athletic and arts spaces.

We have developed the phased program on the following page to help guide us on campus protocols.

# BLAIR ACADEMY COVID-19

## CAMPUS PROTOCOL ALERT LEVELS

### RED:

#### VERY HIGH RISK

- Multiple confirmed positive COVID-19 cases among campus residents and/or employees.
- Masks at all times except meals and restrooms.
- Likely return to remote learning.

### ORANGE: HIGH RISK

- Isolated positive COVID-19 cases among students, campus residents, and/or employees following a contact-tracing process.
- Campus protocols as articulated upon arrival, but situation monitored closely to determine if additional safety measures and protocols are enacted.
- Likely no personal/family visitors or campus departures.

### YELLOW: ELEVATED RISK

- COVID-19 cases reported in one or more of the surrounding counties, but not on campus or among anyone connected to employees or day students.
- Campus protocols as articulated upon arrival. Masks when indoors, strict physical distancing, limited visitor access to campus, limited departures from campus by boarding students.
- Ongoing surveillance testing.

### BLUE: MODERATE RISK

- No COVID-19 cases on campus, among those connected to community members nor in surrounding counties.
- Masks required for certain activities, but not all. Emphasis on physical distancing and other protective measures.
- Visitors allowed with screening; pre-approved trips off-campus by students as authorized through a screening process, though surveillance testing may be required upon return to campus.

### GREEN: LOW RISK

- COVID-19 cases in the region are contained.
- Campus protocols adjusted to reflect a normal campus experience.

Blair is currently in the yellow "elevated risk" phase.

*How should I share with Blair my plans for my student's arrival on campus and confirm he or she will be physically present for the fall semester?*

Sign the Buccaneer Pledge

All members of the community must sign the Buccaneer pledge at [www.blair.edu/pledge](http://www.blair.edu/pledge).

Tuition credits

Tuition for any boarding student who either cannot return to campus or elects to take his or her classes virtually will be adjusted from \$66,500 to \$51,500 for the 2020-2021 school year (an amount that will be prorated to reflect partial enrollment or the receipt of financial aid). If government directives and orders force the School to pivot completely to distance learning, Blair will provide a credit similar to that issued to families in spring 2020.