

BLAIR ACADEMY STUDENT HANDBOOK



2022-2023

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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 175th school year.

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, drug use, interpersonal relations, social media use, 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 or Mr. Mazza, 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 their respective advisor 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 **Belonging & Equity Committee** is Blair’s version of a student inclusivity committee. The group meets monthly with the Inclusivity Committee comprised of faculty and staff, and together the two groups advance and support ongoing conversations on diversity, equity, inclusion, social justice and other related topics. Members of B&E also meet with school leadership and promote campus events to raise awareness and appreciation for DEIB efforts. Mrs. Ryerson serves as advisor to the B&E Committee.

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 or four faculty members and three or four 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. To this end, all participants will leave their mobile phones at the door.

Mr. Sykes is the Chairman of the Rules and Discipline Committee and is a non-voting member except in the cases where a recommendation 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, community-based activities to build connection and education. Members of the HRC are expected to promote community connection, general community awareness and to foster understanding of differences. If necessary, members meet with students to consider specific instances of inappropriate, hurtful behavior.

Be Well @ Blair is the school's student health and wellness committee. Be Well is a non-curricular group that seeks to create positive change on campus by focusing on peer health education. Be Well @ Blair includes both juniors and seniors who help develop and implement health and wellness curricula in an effort to promote

ADVICE FOR STUDENTS

- Keep up with work; don't wait until study hall.
- EAT WELL.
- Keep your room neat and your materials organized.
- Talk to your teachers.
- Get to know dorm faculty
- SLEEP!
- Be active on campus; join student groups or sports teams that appeal to you.
- Pay attention to opportunities to serve ... and join when you can!
- Don't put up social boundaries. Blair is one of the most diverse communities you will ever be a part of; be open to new experiences.
- Check your email regularly.
- Arrive a few minutes early to class.

individual and community-wide well-being. Successful applicants have a deep commitment to health and wellness education and a willingness to discuss these topics with their peers. In addition to that, Be Well leaders are expected to have a clear understanding of the health and wellness needs of the school in an effort to provide the most effective and relevant education. Ms. Middleton is the faculty advisor.

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.

During the 2020-2021 school year, a team of faculty, staff and students introduced to the community The Five Fundamentals of Blair Academy as part

of a larger effort to express the School's values and hold community members to a standard for living and working together.

The Five Fundamentals are: 1) See the good; 2) Know yourself & practice honesty; 3) Honor the dignity of others; 4) Show care in all spaces; and 5) Be curious & suspend judgment.

We look to our students to ensure these fundamentals are not only written statements in our community, but that they become a guide for how everyone can thrive and grow in ways that make sense.

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 students what to do and how to do it, there would be little need for a discipline system. The fact of the matter is that students must make their own decisions about the many difficult issues they 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 students know clearly what the ramifications of their actions will be should they 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 has been suspended/separated from school during their junior or senior year, they are expected to self-report the matter to the colleges/universities to which they have 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 Review is a disciplinary status which indicates that a student's actions are under scrutiny. Students are placed on Conduct Review for the balance of the school year. Weekend/weeknight restrictions and work squad/detention apply. Honor privileges are revoked for two weeks. Conduct Review applied after Spring Break will carry over through the fall semester of the following year.

Conduct Warning 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 Warning will make the student liable for dismissal. When students are placed on Warning, they are subject to suspension and/or multiple weekend/weeknight restrictions and work squad/detention. Honor privileges are revoked for four weeks. Conduct Warning remains in effect for the duration of the school year, though students placed on Warning for a second Level III violation may request removal after

eight weeks. Warning applied after Spring Break will carry over through the fall semester of the following year. A student on warning 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 their 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—with the exception of substance use—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 expressed permission, 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. With regard to use of substances including but not limited to marijuana and alcohol, a student may be subject to the disciplinary system if they test positive at any time during the academic school year.

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 a.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 invoke a disciplinary response or 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 dismissal**:

- 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 any community member, 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, 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.

MAJOR RULES COVERAGE

- Disrespectful or disreputable behavior
- Theft
- Identity-based misconduct
- Intimidation and hazing
- Substance use or possession
- Non-consensual sexual behavior
- Harassment
- Open flame and fire hazards
- Disreputable behavior
- Security and trespassing
- Weapons and firearms
- Automobile misuse
- Campus bounds
- Absence from the dormitory without permission

7. **Distribution of drugs or alcohol.**
8. **Egregious or repeated academic dishonesty.**
9. **A second violation of Level Two, #2** (see below) at any time during a student's Blair career.
10. **Use or possession of firearms, explosives or other dangerous weapons including knives.**
11. **Unauthorized use or possession of school keys other than those assigned.**
12. **Any LEVEL TWO offense compounded by lying about that offense.**
13. **Any rule violation** (Level One, Two, or Three) **while on Conduct Review.**
14. **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 Warning** and possibly suspension:

1. **Calculated, deliberate lying.**
2. **Use or possession of, or knowingly being in the presence of those using or possessing marijuana/THC products, alcoholic beverages, or any evidence thereof,** including possession of alcoholic beverage containers or marijuana/THC products, 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 dismissal.
3. **Use or possession of tobacco products, or knowingly being in the presence of those using or possessing electronic cigarettes/vapes or any type of electronic delivery device.** (Students found using or in the presence of, must submit to random drug/nicotine testing which may lead to further responses. Regardless of the test results, the student will be required to submit to random drug/nicotine testing for the duration of their 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. **A second LEVEL THREE offense within one academic year.** In such cases, the student will either be suspended or assigned a second set of disciplinary response.
7. **Absence from the dormitory or facilitating entrance into a dormitory without permission between final evening check-in and 6:00 a.m.**

LEVEL THREE OFFENSES

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

1. **Casual lying.**
2. **Blatant disobedience or disregard of faculty instruction to comply with rules or expectations.**
3. **Visitation without permission.** Visits between students of different genders 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.
4. **Unauthorized presence in any other student's room or rifling through a fellow student's belongings without permission.**
5. **Presence of unauthorized 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. **Procedural or repeated dormitory infractions or inappropriate behavior** as determined by the dormitory staff and the Student Life Office.
10. **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 & 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 #10 under Level One offenses or #9 under Level Three offenses.
2. **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.
3. **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, or 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 during the class day.
4. **Skateboards, scooters, bikes, etc. ...** Helmets are required when riding a skateboard, longboard or Ripstick. By New Jersey state law, individuals under 17 must wear a helmet when riding a bicycle. If riding a scooter on the Locke Hall hill, the front hill by the entrance or the back hill by the golf course entrance, a helmet **MUST** be worn. Students should expect to have their skateboard, scooter or bike confiscated if found in violation of these rules. No electronic scooters and no riding after dark, please.
5. **Videotaping or recording ...** Students are prohibited from videotaping or recording another community member without the expressed consent of that individual.
6. **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.

GUIDING PRINCIPLES

- Act with honesty and integrity.
- Always treat others with respect.
- Respect the property of others.
- Stay substance free.
- Make safety a priority for yourself and others.
- Uphold dorm rules.
- Be a positive and cooperative member of the community.

Additionally, due to safety concerns, bodies of water are absolutely off limits if the water is frozen (no skating, etc.)

7. **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 & 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 their person or damage to their 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 them 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.

SEXUAL INTIMACY, CONSENT & PORNOGRAPHY

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 #9 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 and may not be in any unauthorized location. For reasons of safety, students should never be behind a locked door except in the case of a campus emergency or drill.

In accordance with New Jersey law, the School prohibits students from engaging in nonconsensual sexual activity, considering it to be egregious misconduct and a major disciplinary violation. Consent must be the basis for every sexually intimate encounter. Consent means the voluntary, positive agreement to engage in specific sexual activity. However, certain circumstances may make it impossible for a person to legally give consent.

- By law in New Jersey, there can be no consent to sexual intercourse, oral sex, or any penetrative act if the individual is under the age of 16.
- A close in age exemption exists under New Jersey law that allows a minor who is at least 13 years old but not yet 16 years old to legally consent to sexual penetration or sexual contact with a partner who is not more than 4 years older.
- Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated (whether due to drugs, alcohol, or some other condition).
- Consent cannot be obtained by threat, coercion, or force. In other words, if threat, coercion or force is used, any agreement does not constitute consent.
- Consent is ongoing and may be withdrawn at any stage during an encounter.
- Consenting to one behavior does not obligate a person to consent to any other behavior.
- Consenting on one occasion does not obligate a person to consent on any other occasion.

Communicating consent means:

- The person is legally capable of giving consent.

- An ongoing verbal interaction, taken one step at a time, to an expressed and honest “yes.”
- Asking permission to engage in specific activity and to progress to new, different, or more intimate activity – regardless of who initiated the contact.
- Being clear about desires and expectations. A clear “yes.” The absence of “no” should not be understood to mean that there is consent.
- Remaining open to and respecting another’s expression of disagreement to engage in a particular activity. “No” means “no” in any sexual encounter.

The School prohibits and may be obligated to report sexual activity that violates the law, including rape, sexual assault, and statutory rape. Sexual activity, of any and all kinds, is prohibited between any student or applicant and any School employee.

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.

DIVERSITY, EQUITY & 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.

GENDER IDENTITY & EXPRESSION POLICY

Blair strives to foster a safe and supportive educational environment for all students regardless of gender identity, expression or sexual orientation. We do not tolerate any type of bullying or harassment on the basis of gender identity, expression or sexual orientation, in accordance with our first, major school rule. All students have the right to discuss and express their gender identity openly and to decide when, with whom, and how much to share private information. The school will work closely with students and with their families to respect students' gender identity or expression as well as their confidentiality in such matters.

SUBSTANCE USE ISSUES

Drug and Alcohol Use

From a disciplinary point of view, we believe essentially in the "two-chance" philosophy which allows students to make one mistake with alcohol or drug use, but then to have the opportunity to prove that they can learn from the mistake. Accordingly, any student caught using, possessing, being in the presence of drugs or alcohol or any student who tests positive for a substance will face major disciplinary consequences in addition to counseling with a substance use counselor. Exceptions to the disciplinary response may occur if a student exercises the Health and Safety First protocol before having been confronted.

The disciplinary response would likely include Conduct Warning and suspension in addition to a requirement to sign a "Non-Use" Contract. If at any time during the remainder of that student's career at Blair, they are found to be involved again with alcohol or drugs, the student shall become "liable for dismissal" and will, in all likelihood, be dismissed from school.

Students discovered or suspected of substance 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.

More important than the disciplinary issue is the matter of health and personal responsibility. The school believes that drug use 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.

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, their 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 substance use 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 approved 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 their 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.

A student who voluntarily indicates concern about their 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 they are 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.

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.

“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 themselves, 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 the student has not been discovered by a faculty/staff member they enter into a Health and Safety First process. Discovery means caught in the act or suspicion 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; the 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.

ATTENDANCE SYSTEM

Attendance at all of one's obligations is a basic and essential expectation. The most successful students at Blair have few, if any, unexcused absences. If a student knows in advance that they 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 be held accountable for work missed.

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 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 Review

Three absences = Attendance Review and various restrictions, letter sent home

Four absences = Weekend detention for two hours

Five absences = Weekend detention for two hours plus pre-warning

Six absences = Attendance Warning 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 Review.

When placed on **Attendance Review**, a student is assigned three 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 two weeks. Note: Ninth grade students and Day students must serve two weeks of Sunday Detentions.

Three additional unexcused absences in either category would place a student on **Attendance Warning**. A student placed on Attendance Warning 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, six days of breakfast sign-in, two Sunday Detentions, dorm restriction from 8:00 p.m. onward for two weeks, and revocation of honor privileges for four weeks.

Additional unexcused absences would render the student liable for suspension or dismissal from school. Any prefect who is placed on attendance warning would normally have his or her position suspended for a minimum of four weeks.

Students and parents must be attentive to their overall attendance record (excused and unexcused absences.) If a student reaches the point of missing 25% of classes, Blair may not be able to offer course credit. In such a situation, the school will communicate to the student and parent.

Tardiness – Students are expected to be on time for all of their obligations.

Lateness to class, practice, school meetings, etc. show a lack of respect for other community members and their time. For unreasonable and unexcused tardiness, a teacher may take whatever action they consider appropriate including reduction of grade or effort mark. Tardiness beyond 15 minutes will normally be considered an unexcused absence. Three reported, unexcused tardy infractions will also equate to an unexcused absence. Ongoing tardiness patterns will be dealt with by advisors, class monitors and/or the Student Life Office.

Sunday Detention for students on Attendance Review or Attendance Warning 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 Review and doubling of the Sunday Detention hours assigned.

DRESS CODE

Students are expected to dress in a way that respects the standards and academic purposes of the School. Clothing must be neat, clean and in good repair. Footwear is required at all times. The School may make exceptions to the dress code in accordance with sincerely held religious tenets. Students who are out of dress code shall be sent back to their dormitory to change and will receive a tardy mark for their class or meeting attendance.

Class Dress

Respect for the collective academic endeavor and respect for all community members and the School includes attending to appearance. From 7:45 a.m. until the conclusion of the class day when in the dining room and all academic buildings, the following dress code applies:

- Shirts/tops: Collared shirts, tailored blouses, turtlenecks or sweaters that cover the front and back of your torso. Sweatshirts can be worn over an approved top. T-shirts may only be worn with another approved article of clothing (e.g., a vest, sweater or scarf). Sleeveless blouses are acceptable.
- Pants: Khakis, denim jeans without holes or tears or trousers.
- Shorts: must have pockets and be fingertip length or longer. (Shorts are permitted up until October 1 and after April 15.)
- Dresses and skirts: must be fingertip length or longer.
- Hats, caps and hoods must be removed in classroom buildings, in the theater, the library and dining facilities, except in accordance with sincerely held religious tenets.
- Team members may wear parts of their game uniforms to classes on game days with the approval of their coaches.

Formal Dress

On certain occasions, more formal attire is required. Choice of formal dress should be sincere and consistent with the significance of the occasion. For Tuesday-evening family-style dinners and other formal School functions, the following formal dress code applies:

- Sports coat or suit, dress shirt with tie and long trousers.

- More formal dresses, finger-tip length or longer.
- Skirt or dress pants, a blouse or sweater, or blazer.
- Dress shoes, clean sneakers or dress sandals (no flip-flops or slides).
- Any comparable cultural attire.

Items That Do Not Meet Class, Formal Dress Codes or Dress Down Days

- Any clothing that exposes undergarments.
- Clothing which advertises tobacco, alcohol, or drug products, or which contains inappropriate or vulgar messages.
- Clothing which depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

Note: Pajamas, flannel pants, sweatpants and athletic attire may be worn on Dress Down Days and outside of the times and occasions defined above.

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 students 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 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 dismissal.

Dormitory Rules for 9th, 10th and 11th graders ...

On school nights 9th, 10th and 11th graders are to abide by the following:

1. Evening study hours take place every school night from 8:00 p.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 and return no later than 10 p.m.
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 10:45 p.m.
5. Saturday evenings:
 - 10:30 p.m. – 9th, 10th and 11th graders in dorms
 - 11:00 p.m. – Seniors in dorms (prefects 11:15 p.m.)
 - 11:30 p.m. – All students in their own rooms

Additionally, 9th graders are required to sign in at breakfast.

Dormitory Rules for 12th graders...

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 12th graders are as follows:

1. For the first two weeks of school, 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 12th graders with incomplete work, placed on Attendance or Conduct Review or Warning.
2. Any student leaving the dormitory after 7:55 p.m. on a weeknight must sign out and must sign in when they return.
3. Students will be required to study in a mode determined by their academic standing at Blair.
4. Unless “restricted” due to dormitory infractions, they 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 11:00 p.m. (Prefects 11:15 p.m.).

GETTING ALONG WITH YOUR ROOMMATE

1. When roommates first meet they should try a couple of things to make living together go more smoothly.
 - Build the relationship by learning each other's story.
 - Do not make assumptions about one another's background.
 - Discuss your habits, your pet peeves, and any rules you'd like to set.
 - Discuss disagreement: how you've dealt with it in the past, and what you will do when disagreements arise in the future.
2. It's highly likely that roommates will have disagreements. If one occurs, remember:
 - Conflicts are not in and of themselves wrong.
 - Deal with minor tensions or disagreements when they surface.
 - Small, unattended problems rarely go away; they usually become more difficult to address.
 - You can and should disagree without being disrespectful.
3. You have terrific resources available to assist you in dealing with disputes:
 - Prefects and other student leaders
 - Dorm Faculty and Advisors
 - School Counselors
 - Faculty and Staff

Guidelines for Visitation

At Blair, we recognize that students have many reasons for wanting to spend time in each other's rooms in dorms across campus, and we encourage students to take advantage of our visitation policy at the appropriate times. Students are allowed to visit any other students in adjacent grades during visitation hours. In order to create healthy, safe, and enjoyable residential spaces for all community members, we wish to partner with students in building environments that feel comfortable for all.

The visitation policy does not—and should not—assume that students requesting visitation are engaged in an intimate, physical or sexual relationship. Our health education program covers these topics, but our rules cannot sufficiently address the complexities of intimacy and consent. Rather, they strive to create the most appropriate environment for students who range in age from 13-19 and who hail from a broad spectrum of cultures, values and beliefs.

- 12th grade: After classes (or noon on Sundays) until final evening sign-in
- 11th grade: After classes (or noon on Sundays) until 7:45 p.m.
- 10th grade: 7:00-7:45 p.m.
- 9th grade: No Common Room visitation except when a faculty member is on duty

Please note that the 1st-floor TV room of Annie Hall is not an extension of the common room.

Interdorm, in-room visitation... begins after the second community weekend in September in accordance with the following expectations and parameters:

- 11th and 12th graders: 8 p.m.-10 p.m. every evening and 2:00-4:00 on Sundays with approval from the faculty member on duty in the dormitory.
- 9th and 10th graders: 8 p.m.-10 p.m. on Saturday evening and 2:00-4:00 p.m. on Sundays with approval from the faculty member on duty in the dormitory.
- When non-residents visit from another dorm, they must have the door propped open with a trash can and the overhead light must remain on. Visitors must always be respectful of roommates, where applicable, and recognize that the room is a shared space..
- While a dorm room may feel more private than other dorm spaces, such as a common room, when guests visit, it is a shared space which community members should feel comfortable entering or walking by. It is not an appropriate space for sexually intimate behavior.
- During study hours, hallways must remain quiet for those who wish to study.
- Students must check in and check out with the faculty

NOT PERMITTED LIST:

- Air conditioners
- Alcohol, nicotine, illegal substances, and paraphernalia.
- Any networking hardware such as hubs, routers, and switches
- Candles/incense
- Coffee makers of any kind
- Darts/dart boards
- External monitors over 42"
- Firearms, weapons, or paint guns (including bb guns, air guns, hunting rifles, ammunition, bows, arrows, or knives)
- Fireworks or explosives
- Fog machines
- Portable Grills
- Halogen lamps/bulbs
- Hot pots/hot plates, including George Foreman Grills
- Lighters/matches
- Microwave ovens
- Non-approved prescription drugs
- Power tools
- Space heaters
- Sun lamps
- Toasters/toaster ovens or any kitchen electrical appliance

member on dormitory duty. The host student should be present for the initial check-in with the faculty member; students should be prepared to wait in the Common Room for a faculty member who may be elsewhere in the dormitory.

Violation of these regulations will result in a disciplinary response for the offenders, including loss of their visitation privileges. Continued offenses in a particular dormitory may result in loss of privileges for the entire dormitory.

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 on 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. Extension cords are not permitted. The only approved cords are UL surge protectors. 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, fans and air purifiers, 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. 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.

6. 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.

7. Any extra suitcases, boxes or trunks should be tagged with the student's name for storage. This is especially necessary for students who want to store any item over the summer. They must be stored in a specific locked area in each dorm and be clearly labeled. **NOTE** – The School does not assume liability for any items left over the summer.

8. Students may not keep a pet of any kind on campus.

9. **Students are permitted to use or possess a monitor not exceeding 42” in diagonal length in their rooms.** Music is permitted in rooms at appropriate times and volume must be kept down.

ROOM CHECK STANDARD FOR CLEANLINESS

- Floor is visible and uncluttered (no papers, clothes, trash, etc.).
- Bed is made.
- Trash cans empty.
- Closet and other storage areas (including under the bed) are tidy.
- Surface areas (desk, windowsills, counter tops, dressers, bookshelves appear clean and organized.

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 or the Dean of Students.

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.

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 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.

IMPORTANT SAFETY TIPS:

- Program Security number into your cell phone: (908)362-7633. Also program your dorm parent's and prefects' numbers.
- Keep your dorm room and day student locker locked and valuables in your lock box.
- Do not keep large sums of cash in your wallet or in your room.
- Do not prop open outside dorm doors.
- Secure your belongings when going on a weekend or on vacation.
- Label all your belongings including smartphones, tablets, and calculators.
- Install "Find My iPhone" app on your iPad and iPhone.
- Keep your eyes open, report suspicious behavior, and be an activist on your hall.
- Theft in Dormitories can happen. Report suspicious activity or any missing items to your Dorm Head or the Student Life Office.
- Keep an eye out for strangers on campus and immediately call security with an accurate description.
- Potential safety issues and concerns may be directed to a Dorm Head, the Student Life Office, or Blair Security.

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 predetermined assembly point.
2. Notify the fire department immediately at 911 ... speak clearly, giving location of fire.

General Information and Instructions

3. Identifying signal is the continuous ringing of bell.
4. 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	3

12th graders may elect to leave on any weekends except for the “Community Weekends” in the first semester.

“COMMUNITY (CLOSED) WEEKENDS” 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 child 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 their 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 child’s weekend plans. Accordingly, we request that a parent 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 parent, 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, Airbnb’s, 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 their leave request has been approved by their parent, the host family, and the dorm head before departing for the weekend.

A student **must leave** for their 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 their 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.

WEEKEND DEPARTURE PROCESS

- Complete REACH Leave Request by Friday at 12:00 p.m. including permissions.
- Students may depart after their last school obligation (e.g. - class, practice, game, rehearsal)
- Students assigned Work Squad or Detention may not sign out for a weekend departure.
- Failure to follow procedure will result in a disciplinary response.
- Falsifying any part of a request is a conduct violation.

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, they 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. 12th graders have the privilege of signing out in the Student Life Office to leave campus earlier than 3:15 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 11th and 12th grade day students may be on campus 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, they 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/Winter Gathering are such occasions.

DAY STUDENT GUIDELINES FOR PERSONAL ITEMS

- Lock all valuables in your locker.
- Take your laptop or iPad home with you at the end of the day. Install the "Find My iPhone" app on your iPad and iPhone.
- Do not leave coats, books, or other valuable items in the day areas.
- Mark your backpack clearly with your name so that it is easy to identify.
- Register your automobile with the Student Life Office.
- Park in your assigned area and lock your vehicle.
- Report missing items immediately to the Student Life Office.

Absence & Tardiness

The decision to attend Blair is a serious commitment to the pursuit of academic excellence by both the student and their 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, the student or parent may be in touch with the student’s academic monitor to collect their 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.

DINING HALL & BLACK CANTEEN

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 our dining services team 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, lunch and dinners, there are a few Family style dinners in which more formal attire is called for.

The Black Canteen serves as a casual snack bar for the community. Faculty and students with suggestions for types of activities, menu items, etc., are urged to communicate them to the dining services management. Whatever the meal, the expectation is that students, staff and faculty will treat the Dining Hall and Black Canteen with care.

TECHNOLOGY

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.

Students, faculty, and staff are each assigned individual computer accounts, which allow access to the computer network, e-mail, 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 e-mail 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 e-mail 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 ensure 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.:

\$ 15.00	Key replacement
\$ 15.00	Debit /ID card replacement
\$ 15.00	Keys not returned
\$ 100.00	Refill fire extinguisher or repair safety related equipment
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 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.

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 Chaplain or a member of the Student Life Office 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 school supplies, apparel and gifts.

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 the 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 or near the golf course entrance 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 Blirstown. 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. The costs will be billed to the student's account.

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, health information, student and residential life information. Upon a student's 18th birthday, they will be asked to report to the Business 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 to 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 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 Counselors**, Melany Jimenez and Tara Prezioso, will see a student on a confidential basis at the request of the student or of faculty working with the student, including their 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.

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, prefects, and student leadership groups.

Associate Dean of Students – Mr. Gerdson oversees 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 three times at 60 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, housemaster, 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.

LATE WORK

The policy for accepting late work for credit is set by each individual teacher and will be shared with students at the start of each course. Depending on the nature of the course and the student's responsibilities, you should expect that in some cases, late work will not be accepted for credit either after the deadline or after the class has moved on to other units and projects. If you are having trouble meeting deadlines in a course, you should start with a conversation with your teacher - they will help you find ways to meet the deadlines or work with you on developing a plan for how to move ahead. If you need additional support, you can turn to your academic monitor or the Dean of Academics for support and guidance.

Regardless of the policy of your classroom teacher about extensions, no student should depart for a vacation or the end of a semester with major work incomplete. When this happens, you will be assigned a final deadline by the Dean of Academics for completing this work. This deadline will be sent via email and represents what the school feels is a reasonable "last chance" to preserve credit in the course. Failure to meet this deadline will either result in a "0" for smaller assignments or, in the case of missing major assignments, you are liable to receive no credit for either the semester or the year in this course.

In rare circumstances, the Dean of Academics may approve an extension past the end of the semester or the end of the year for students who owe a large quantity of work - these cases are all managed on an individual basis each semester.

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 housemaster, 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 Clinton Hall.

All new ninth grade students are assigned to a day study hall which meets once a week and delivers important support and information for organizing one's time in the context of the Blair schedule. Returning students may be assigned to a day study hall if either they or the school believe it would be in the best interest of their overall progress.

SCHEDULE CHANGES

Once the school year begins, students that wish to make changes to their schedule may do so by collecting a yellow sheet from the Academic Office and completing the paperwork with the support of their academic monitor. We encourage students to speak to their current teachers, monitor and advisor when considering adding or dropping a course.

For semester courses, the period for adding and dropping a course lasts for three weeks from the start of the semester. No changes are possible after that point.

For full year courses, the school allows changes through the end of the first semester, however, the later into the year a change is made, the more that a student's prior work and performance factors into the year-end grade. This particular policy is mostly related to changing between levels of a course (ie, from Geometry Honors to Geometry) as opposed to swapping between different subjects.

From the start of the year to the first midterm grade period; students may change levels of a course and their prior academic performance does not count towards any grades received. Students that change levels close to the first midterm grading period may receive an "I" for incomplete which is resolved at the end of the semester.

From the first midterm grading period to Thanksgiving Break; any student who makes a change during this period will have their midterm grade count as 50% of their semester grade in the new course. Students may not make changes between Thanksgiving Break and the December holidays.

After the first semester ends; in the rare case a student makes a change in course level after the first semester, their grade from the fall will count as their first semester grade for calculating their year grade in the new course.

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 housemaster)

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 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.

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: Kate Skeffington, Christina Williams
Faculty and student volunteers also assist with the Library's operations.

Hours:	Monday - Friday	7:30 a.m. - 5:00 p.m.
		7:00 p.m. - 10:00 p.m.
	Saturday	7:30 a.m. - 12:00 p.m..
	Sunday	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 Local Urgent Cares 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.

The Health Center is open 24 hours a day while students are on campus for any health needs or concerns throughout the school year.

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.
- **Rhett Moroses**, *Assistant Athletic 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.
- **Danielle Costantino**, *Athletic Operations Manager*, oversees rosters, programs, transportation, hiring and paying officials, athletic attendance, maintains athletic records and statistics in the database, and assists with other game day Athletic Department duties. She is in charge of the distribution, collection and organization of all athletic equipment and uniforms.
- **Brian Antonelli**, *Safety and Facilities Coordinator*, athletic facilities manager, fitness room supervisor, schedule facility usage with external programs.
- **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.
- **Genie Lavanant**, *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, yearbook, 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 manager positions.

Physical Activities

Any student who opts not to participate in Interscholastic (Team) Sports (or Drama, Yearbook, 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 after school 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 & 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.

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 two certified lifeguards.
- 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.