

# BLAIR ACADEMY STUDENT HANDBOOK



**2025-2026**

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*The Blair Academy Student Handbook is published and distributed to all members of the Blair community as a guide and source of necessary information. It is not a contract. Students, parents, faculty, administration and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. The school may add, alter, change or amend any School policy before, during and after the school year. Moreover, the school may take action that it believes is in the best interest of the school and the school community, regardless of the guidelines expressed in this handbook. In addition, any duties that are assigned to specific administrators in this Handbook may be delegated, as Blair determines appropriate.*

*This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Blair Academy and any parent, guardian, or student affiliated with or attending the school.*

*For the most up to date version of this Handbook, please see our website.*

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# AN INTRODUCTION TO THE STUDENT HANDBOOK

Dear Students,

Welcome to Blair Academy for its 178th 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 promoting 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 communicated to members of the community in a timely manner. As always, please be in touch with me or Mrs. Ryerson, 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,

A handwritten signature in black ink, reading "Ryan M. Pagotto". The signature is fluid and cursive, with the first name "Ryan" and last name "Pagotto" clearly legible.

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 ongoing 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 composed 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.

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 appearing before the Committee attends the meeting, but is not a part of the decision-making process. 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.

The Chair of the Rules and Discipline Committee 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 helps to develop and implement health and wellness curricula in an effort to promote individual and community-wide well-being. Committee members have a deep commitment to health and wellness education and a willingness to discuss these topics with their peers. 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.

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. The Chair of the Academic Honor Committee 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, Probation or recommended to the Head of School for dismissal.

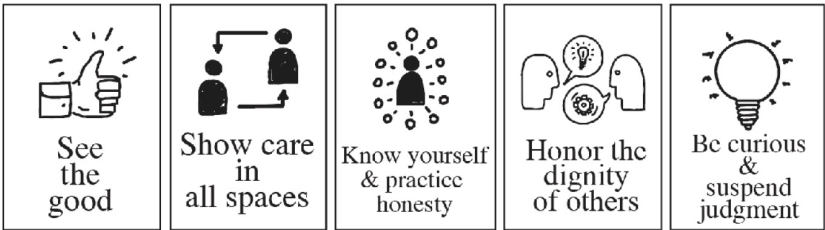
## GENERAL CONDUCT

Above all else, Blair Academy is a community in which 600 people live and work together toward a common goal. Accordingly, the quality of interpersonal 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, staff and our community). 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 Academy determines that these expectations have not been met, the school may opt not to invite a student to re-enroll, separate the student from the school or 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.**

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 periodically reviewed 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. As such, we endeavor to provide objective information, as well as advice, to encourage open and frank discussion, to guide students in their decisions, and to educate students about the ramifications of their actions 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, typically 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, in accordance with the admission policies of the college/university.

In order to provide an opportunity for learning and growth, and to clarify misinformation among the community, information about disciplinary consequences or other corrective action may be shared with the community as deemed appropriate by the Head of School. Such announcements may be made in person, by electronic communication or otherwise.

***The disciplinary process is managed by the Associate Head of School and Dean of Students.*** Examples of potential consequences and the formal processes in place are outlined below, and students are well served by understanding them. However, in any situation, the Head of School may impose disciplinary action including dismissing a student from school and removal of academic credit regardless of whether any of the below processes are followed.

A **Letter of Reprimand** is issued when a student's behavior needs formal feedback or redirection, but does not qualify for an official disciplinary response. Examples may include an accumulation of dormitory tallies, marks for dress code or cellphone infractions, etc. A letter of reprimand may be accompanied by consequences (e.g., detention, work squad, etc.).

**Conduct Review** is a disciplinary status, indicating that a student's behavior has gone against the rules of the handbook and needs redirection. Students are placed on Conduct Review for six academic months after the rule infraction. Weekend/weeknight restrictions and Sunday morning work squad/detention apply. Unlimited privileges are revoked for two weeks. Sunday morning work squad and detention take place from 9:00 a.m. to 11:00 a.m.

**Conduct Warning** is a disciplinary status reserved for repeated lower-level rule violations or a major rule violation. Any violation of school rules while a student is on Warning may result in dismissal. When students are placed on Warning, they are subject to suspension and/or multiple weekend/weeknight restrictions and Sunday morning work squad/detention. Unlimited privileges are revoked for four weeks. Conduct Warning remains in effect for nine academic months. A student on Warning may be expected to resign their leadership position(s) (e.g., class council, prefect, etc.).

The **Rules & Discipline Committee** may be convened when a student becomes liable for expulsion for disciplinary or attendance reasons, when a disciplinary situation does not fall clearly into predetermined categories of school rules and responses, or when a student seeks review of a disciplinary decision of the Student Life Office. These meetings are typically held within 24 hours of completion of a disciplinary investigation. 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 may not attend these committee meetings, but a student may be represented by their advisor. 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. In any situation, the Head of School may impose disciplinary action regardless of whether the R&D committee is convened and regardless of the R&D committee's recommendation.

Students who have engaged in a serious act of misconduct (as determined by the Academy) may be suspended from school, prohibited from attending all Academy-related activities, or required to withdraw or dismissed from school. In addition, the Head of School may require the withdrawal or dismissal 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 may consult the **Head's Advisory Committee**.

Students who receive a suspension are responsible for the classwork they missed. They are expected to make up the work missed, but it is not the responsibility of the teacher to meet outside of class time nor to ensure work completion. The Academy recommends that any student serving an at-home suspension use their time wisely to prepare for positive and productive re-entry into the community.

A student who is required or opts to withdraw for disciplinary reasons typically forfeits all rights to further academic evaluation by the school and may not receive credit for the semester in which the withdrawal occurs. If a student withdraws pending a disciplinary outcome, the student record may include such designation.

### 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.

Students who withdraw or are dismissed for disciplinary reasons will not receive academic credit for the time after which they are dismissed. ***Any student who withdraws or is dismissed from school for disciplinary reasons may not be allowed to visit the school or attend school events until one year after their class has graduated.***

All disciplinary decisions are final and not subject to appeal.

**School's Jurisdiction** – Students are expected to adhere to all school rules, regulations and procedures while they are in the school's care. **Boarding students** are under the school's care whenever the students are on campus, attending school activities and events, and at all times other than those during which they have properly checked out for a weekend or vacation.

**Day students** are under the school's care whenever they are on campus and attending school activities and events.

All school rules apply when students (boarders or day) are leaving campus for day or evening excursions and returning to school the same day. There are also community expectations that apply whenever students are enrolled in the Academy, including substance use and interpersonal student conduct expectations; please refer to the Behavioral Expectations While Away From School policy for more information.

**Campus Boundaries** – 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 (south to the river, east to the stoplight, and west to Mohican Road). ***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 with a faculty member or with the knowledge and consent of the Student Life Office. Unless they have an evening commitment requiring their presence, unless they have expressed permission or unless they have unlimited, day students are expected to depart by 8:00 p.m. on school nights. Day students with unlimited are expected to depart by 10:00 p.m. on school nights. Boarding students may not leave campus between 8:00 p.m. and 6:00 a.m.

**Behavioral Expectations While Away From School** – Students should be aware that they represent the Blair community at all times, both on and off campus. While it is not the Academy's intention to monitor students in all of their off-campus activities, the Academy may take disciplinary action, including suspension or dismissal, in response to inappropriate conduct occurring outside of campus and beyond school boundaries.

**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.
4. **Any deliberate action which interferes with school or community emergency procedures/protocols** (misuse of firefighting/detection equipment, prank 911 calls, etc.).
5. **Stealing.**
6. **Use or possession of, or knowingly being in the presence of those using or possessing, drugs** (including alcohol, THC products, 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. Students are not to return to campus from any weekend or vacation evidencing any indication of use of alcohol or drugs.
7. **Use of the school’s network, social media or other technology to threaten, bully, harass, slander or embarrass any member of the community, or any deliberate attempt to gain unauthorized access to—or in any way manipulate—information in any other person’s account or device.** Students should understand that they do not have any expectations of privacy in their

## 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

technology use on the campus, at school events, or when using the Academy's network or devices.

**8. Distribution of drugs or alcohol.**

**9. Egregious or repeated academic dishonesty or attendance issues (see page 24).**

**10. Use or possession of firearms, explosives or other dangerous weapons including knives.** Items not necessarily designed for use as weapons, but still posing a safety risk to others, include hunting or utility knives, box-cutters, BB guns, pellet guns, airsoft guns, etc. are also prohibited.

**11. Unauthorized use or possession of school keys other than those assigned.**

**12. Entering a dormitory of which the student is not a resident or facilitating entrance into a dormitory without permission between midnight and 6:00 a.m.** *(If a student is found outside of their dormitory after final check-in, the school may take that student to the health center for substance use testing.).*

**13. Any violation of the laws of the State of New Jersey or the United States.**

**14. Any LEVEL TWO offense while on Conduct Warning or Review or compounded by lying about that offense.**

**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 tobacco products, or knowingly being in the presence of those using or possessing electronic cigarettes/vapes or any type of electronic delivery device.**

**3. Willful damaging of or tampering with school property or that of members of the community**

**4. Being off campus without permission** (see "Guidelines" for specific definitions of "campus").

**5. Absence from the student's dormitory between midnight and 6:00 a.m.**

**6. Gambling for money.**

**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.

**7. Any deliberate action creating a fire hazard. This includes burning anything (e.g., matches, candles, incense, etc.) in a building as well as possession or use of fireworks.** Students are permitted to use a firepit or a grill with permission and supervision by a faculty member. Misuse of firepits or grills may result in a disciplinary response.

**8. 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 responses.**

### **LEVEL THREE OFFENSES**

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

- 1. Casual lying.**
- 2. Blatant disobedience or disregard of faculty instruction to comply with rules or expectations.**
- 3. Visitation without permission.** All interdorm visitations must follow the Guidelines for Visitation (see page 31).
- 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. 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 may be subject to the same consequences.
- 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. Procedural or repeated dormitory infractions or inappropriate behavior** as determined by the dormitory staff and the Student Life Office.
- 9. The use or possession of CBD (Cannabidiol) products on campus is not permitted.** Products containing CBD are not allowed on campus. This includes, but is not limited to, oil, lotion, gummies, capsules, vape juice, etc. Products containing THC and CBD are considered Level One offenses.

## ADDITIONAL RULES & GUIDELINES

1. **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 or gas-powered scooters or hoverboards are allowed on campus, and riding skateboards, scooters, bikes and similar vehicles are prohibited after dark.
2. **Vehicles on Campus** – Boarding students may not have vehicles on campus nor in the vicinity of school. Day students who have a valid license and 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.
3. **Videotaping or recording** – Students are prohibited from videotaping or recording another community member without the expressed consent of that individual.
4. **Students are not permitted to swim on or off campus while under the care of the school**, unless both a faculty member and lifeguard are present. Examples include Lake Genevieve, Blair Lake, the Paulinskill Lake or River, etc. Additionally, due to safety concerns, bodies of water are absolutely off limits if the water is frozen (no skating, etc.).
5. **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

## BULLYING (INCLUDING CYBER-BULLYING), HARASSMENT OR DISCRIMINATION, HAZING, SEXUAL ASSAULT, AND SEXUAL HARASSMENT

The school is committed to providing a safe and productive environment for all members of its community. To maintain this environment, the school has established policies on how community members are expected to treat one another. All members of the school community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

The school does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), harassment or discrimination, hazing, sexual assault, and sexual harassment (collectively referred to as “interpersonal misconduct”).

The school is dedicated to preventing interpersonal misconduct by fostering a positive school culture and providing a curriculum that encourages social skills development. We work to enhance students' abilities to develop healthy relationships and to take positive action when they witness or experience any form of interpersonal misconduct. The school is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the school community.

Interpersonal misconduct is prohibited on the school's campus and the property immediately adjacent to school grounds, in school vehicles, and at school-sponsored events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at school, or (c) substantially disrupts the educational process or the school's orderly operations. Though interpersonal misconduct that occurs outside of the above locations may be outside of the school's disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if the school may need to have a heightened awareness of students' experience while at school.

## **Definitions**

*Bullying.* Bullying is any gesture or any written, verbal, physical act or electronic communication 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, a disability, or any other distinguishing characteristic) that takes place on school property, at any school-sponsored function, on a school bus or off school grounds, and which substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

Such conduct constitutes bullying if (a) 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; (b) it has the effect of insulting or demeaning any student or group of students; or (c) it 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. Bullying can be a series of incidents or a single incident.

*Cyber-Bullying.* Cyber-bullying is bullying through the use of technology or electronic communication. Cyber-bullying includes, but is not limited to, the distribution by electronic means of a communication to more than one person, or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

*Harassment or Discrimination.* Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating,

hostile or offensive environment for a student; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to or not objecting to the behavior.

Harassment and discrimination can take many forms. Examples include limiting opportunities to participate in certain clubs, teams or activities based on certain characteristics, as well as slurs, jokes, epithets, statements, remarks, questions, gestures, pictures, emails, texts or cartoons/graffiti regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes. Harassment also includes sexual harassment (as defined below).

*Hazing.* Hazing means knowingly or recklessly organizing, promoting, facilitating or engaging in any conduct that places or may place a student in danger of bodily injury as part of an initiation, or as a prerequisite to membership, into any organized school group. Prohibited conduct includes, but is not limited to, whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance; or any brutal treatment or forced physical activity, which is likely to adversely affect the health or safety of a student. Students should also understand that hazing is illegal in the State of New Jersey and that such misconduct may constitute criminal conduct.

*Hostile Environment.* A hostile environment refers to a situation in which interpersonal misconduct causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

*Racial Discrimination.* Racial discrimination is a type of discrimination (as defined above). Racial discrimination involves treating a target unfavorably because the target is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color or certain facial features). Racial discrimination can occur when the target and aggressor are the same race or color.

*Retaliation.* Retaliation is any form of intimidation, reprisal or harassment directed against a student who reports interpersonal misconduct, provides information during an investigation of interpersonal misconduct, or witnesses or has reliable information about interpersonal misconduct.

*Sexual Assault.* Sexual assault occurs when a target is forced or coerced into sexual activity without giving consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of another's intimate areas or any contact, intrusion or penetration of another's sex organs, anus or mouth.

*Sexual Harassment.* Sexual harassment is a type of harassment (as defined above). Sexual harassment includes unwilling and unwanted sexual attention, regardless of gender, from anyone with whom a target may interact while attending the school or school-sponsored programs and events.

Behavior that may constitute sexual harassment, regardless of whether the intent or consequence of such behavior is to make the target feel uncomfortable, include: (a) offensive body language (staring and/or leering at a person's body or standing/



brushing too close); (b) offensive or unwanted sexual comments, abuse, jokes or insults, delivered verbally or in writing; (c) derogatory or pornographic posters, cartoons or drawings; (d) pressure for sexual activity (such as hazing or threats, as well as repeated requests after rejections); (e) offering favors or benefits in exchange for sexual acts, or threatening mistreatment if one does not engage in sexual acts; and (f) offensive or unwelcome physical advances (including kissing, hugging, pinching, grabbing, groping, “playful” slapping, etc.).

*Target.* A student against whom interpersonal misconduct or retaliation has been perpetrated.

## **Legal Definitions and School Policies**

In accordance with the Academy’s mission, values and standards of conduct, the school’s standards may be stricter than the law and the school may impose discipline accordingly. The school’s efforts to enhance its protection of students in no way expand an individual’s rights under applicable laws. Further, the school may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

## **Reporting Complaints**

A student who is the target of interpersonal misconduct, or who has witnessed or has relevant information about such misconduct or any incident of retaliation, is expected to report the matter promptly (either orally or in writing) to the Associate Head of School, Dean of Students, Head of School or any other administrator, faculty or staff member with whom the student is comfortable speaking. If a student is uncomfortable bringing forward a concern, the student may ask an advisor, another adult or a classmate to help. Oral reports will generally be memorialized in writing. With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home or to a member of the Counseling or Health Center staff. When making such outreach, students may share as little or as much information as they would like; however, there may be limits to which the school can respond based on the degree of information shared.

Parents/guardians who have witnessed or have information about an incident of interpersonal misconduct or an incident of retaliation are strongly urged to immediately notify the Associate Head of School.

The school encourages students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously, and action will generally not be taken against an individual solely on the basis of an anonymous report.

## **Confidentiality**

The school cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise. However, the school will act with a high level of discretion and only disclose such information on a need-to-know basis.

## **False Complaints**

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons. Therefore, the school expects the honest and full disclosure of facts by all involved and does not tolerate knowingly-false accusations.

## **Responding to Complaints**

The goals of an investigation, and any supportive, disciplinary or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of the Head of School, the Associate Head of School or the Dean of Students, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors). The school also seeks to prevent the disruption of the learning environment while the investigation is undertaken. The school may use strategies, such as increased supervision, stay-away mandates, personal safety plans, academic adjustments, modified residential assignments and other strategies to help prevent misconduct, witness interference and retaliation during and after the investigation. In addition, the school may place students on campus restrictions, change their status from boarding to day or place students on leave during the investigation.

The Associate Head of School is generally responsible for conducting an impartial, fact-finding investigation of the complaint. However, other administrators and external resources may be used to conduct the investigation, as determined appropriate by the school. This investigation may include interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The school may consult with faculty, Counseling and Health Center staff, the parents/guardians of the alleged target(s) and/or aggressor(s), or any other person deemed to have knowledge about the complaint or circumstances surrounding it. The school expects students and their parents to cooperate with the school's investigations, which includes not retaining legal counsel to represent the student in any school investigation.

Upon completion of the investigation, the Associate Head of School will generally determine whether and to what extent the allegation of interpersonal misconduct has been substantiated or whether any school policies or expectations have been violated. Students and their families should understand that in some instances there may be insufficient or conflicting information provided during the investigatory process that it may not be possible for the school to reach a determination. In that case, the school may conclude its investigation without a finding that interpersonal student misconduct occurred.

The Associate Head of School may then recommend to the Head of School whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented. In addition, the Rules and Discipline Committee or the Head's Advisory Committee may be convened to make recommendations regarding any

restorative, disciplinary and corrective responses. The Head of School may consider any recommendations from the Associate Head of School and any committee convened, but the Head of School has ultimate authority to determine any appropriate disciplinary action for a student who is found to have committed interpersonal misconduct or retaliation.

Information about consequences or other corrective action may be shared with the school community as deemed appropriate by the Head of School. Such announcements may be made in person, by electronic communication or otherwise. Resources such as counseling or referral to appropriate services are available to all students, including the alleged aggressor(s) and target(s), during and after an investigation.

### **No Retaliation**

The school neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The school will not take adverse action against a student for making a good faith report of interpersonal misconduct. The school will address, consistent with its disciplinary policies, an individual who is found to have engaged in retaliation against a student for filing a complaint or participating in the investigation of a complaint.

### **Notification to Parents/Guardians**

The school will generally notify the parents/guardians of the alleged target(s) and aggressor(s) after a complaint has been filed and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to help prevent further acts of interpersonal misconduct or retaliation. However, parents/guardians should understand that the amount of information shared by the school may be limited by confidentiality laws protecting student and employee records, privacy considerations, and concerns regarding the integrity of the investigatory processes.

### **Notification to Government Authorities and other Schools**

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable, law enforcement or other appropriate government agencies may be notified. In addition, at any point after receiving a report of interpersonal misconduct, the school may notify local law enforcement or other government agencies. The school may defer investigative steps until such authorities have authorized the school to proceed. If the school receives a complaint involving students from another school, the school may notify the appropriate administrator of the other school so that both schools may take appropriate action.

**Sexual intimacy and consent** – The school recognizes and supports strong and caring relationships among its students. Students are expected to follow the 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 four 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 Academy 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.

**Pornography** – 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 cocurricular 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. We support students in their exploration of gender identity and will not proactively inform parents until a student requests structural changes with regard to school facilities, participation in athletics, accuracy of student records, and privacy, in accordance with applicable law, and to the extent that the school's campus facilities reasonably permit. Blair generally considers it a student's responsibility to communicate with their family

about their chosen name or pronoun. This means that there may be times when a student is using a preferred name or pronoun at school of which the family is not aware. Nonetheless, there may be circumstances when the school determines that there are compelling reasons, including the health and safety of the student, to disclose this information with the student's parents/guardians. These decisions will be made by the administration on a case-by-case basis.

## **SUBSTANCE USE POLICY**

### **Drug & 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. A student who voluntarily indicates concern about their use of substances independent of any disciplinary investigation will be supported and encouraged outside of a disciplinary response (see Health & Safety First policy, below).

The disciplinary response would likely include Conduct Warning and suspension. 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 may be taken to the Health Center, their cellphone may be taken away, and they may 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. In the event an ER visit is appropriate, the Academy will seek to promptly notify parents. 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 and alcohol use have a deleterious effect on a student's obligations at school. A student who has been found or has admitted to drug or alcohol use will be required to sign a "Non-Use" Contract and submit to random, unannounced 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 student violating the school's substance use rules may be expected to adhere to the following course of action as a condition of continuing at Blair.

The student shall have at least one meeting (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 the meeting(s), the substance use counselor may recommend one of the following 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.
4. A medical leave or separation from Blair

Students will also be required to meet with a member of the Blair counseling team at least once for a follow-up appointment. 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 may not be allowed to remain at Blair.

Depending on the particulars of the situation, a leave of absence and a professional assessment may be required. If such an assessment indicates that remaining at school is a reasonable and productive course to follow, the student may 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.

## **Substance Use Testing**

Students suspected of using or found in the presence of inappropriate substances may be required to submit to drug testing. Regardless of the test results, these students may also be required to submit to random drug/nicotine testing for the duration of their Blair career.

## **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. In addition, New Jersey law prohibits the sale and distribution of tobacco products and electronic smoking devices to individuals under the age of 21. Therefore, the Academy does not allow students to use nicotine, tobacco or electronic smoking devices.

Understanding that some individuals may have used nicotine before coming to Blair, we hope and expect those students to break away from these unhealthy practices. 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 POLICY – 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 possession, use or abuse. 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. The request for assistance must be student-initiated and occur prior to any school employee's knowledge of or suspicion of the impacted student's possession, use or abuse of drugs or alcohol. 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 response may include short-term or longer-term counseling support for the student in addition to being placed on a Non-Use Contract with the school. 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 suspended 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. If there is evidence of continued substance use after a student undergoes the Health & Safety First process, the school will determine whether Blair is an appropriate setting for that student.

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 use issues and choose not to communicate with an adult, then they are neglecting the



responsibilities that 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 school-related obligations is a basic and essential expectation for all Blair students. The most successful of our students have few, if any, unexcused absences. Due to the rigorous pace and academic demands at Blair, missing class places a significant burden on absent students who must catch up on assignments, on classmates who rely on the full participation of the class, and on faculty striving to maintain instructional quality. Parents are expected to adhere to the School calendar and recognize the crucial role of student attendance in supporting the complete Blair Academy experience. Therefore, parents should understand that the School discourages absences for reasons other than serious matters as listed below.

Excused absences may be granted only by the Health Center or by the Student Life Office. These are times away from school obligations for which the student will not be penalized either academically or disciplinarily. Students are still responsible for staying current and up-to-date on all assignments and can make up all missed academic work without penalty upon their return within a reasonable amount of time as determined by their teacher and the Academic Office. An excused absence may be granted for the following reasons:

- Weddings or other significant family milestones;
- Serious illness, either of the student or a family member. A medical note must be provided to the Health Center or Student Life Office;
- Death in the family;
- Religious observances;
- Games/competitions/tournaments for outside sports teams and athletic clubs (AAU, travel soccer, etc.)
- College visits (details below)
- Others, at the discretion of the School

A request for absences due to these exceptional circumstances should be made in person by the student at the Student Life Office at least 48 hours before departure with prior explanation and a request from parents through an email to [attendance@blair.edu](mailto:attendance@blair.edu). If approved by the Student Life Office, it falls upon the student to notify and get permission from teachers/coaches/monitor beforehand through the "green sheet" process. Students in precarious academic standing or missing academic assignments are unlikely to receive permission to miss class and may receive a disciplinary response if choosing to leave without the School's permission.

Unexcused absences are times when a student misses class without permission from a Blair faculty or staff member. This would include times when a student misses class accidentally (e.g. overslept) or intentionally. It would also include when the student leaves school or is absent from school for reasons other than the above exceptions, or when there is insufficient communication. It should be noted that early departures from or late returns to Blair around vacations for travel are considered unexcused absences and families are encouraged to schedule flights and other transportation to coincide with Blair's academic calendar. Deadlines for work submission are not extended due to unexcused absences and students are not guaranteed the opportunity to make up missed assessments due to unexcused absences, especially when a significant pattern of absences is occurring. These unexcused absences will accumulate toward attendance consequences including **Attendance Review**, **Attendance Warning** or suspension.

Students are to see Mr. Gerdson, Associate Dean of Students, or Mrs. Link, Assistant 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:

Three absences or equivalent\* = Attendance Review  
Six absences or equivalent\* = Attendance Warning  
Additional absences may be a significant disciplinary response

***Attendance will reset at the end of the first semester unless a student is on Attendance Review or Warning. Attendance fully resets each academic year.***

When placed on **Attendance Review**, a student is assigned three days of breakfast sign-in and two hours of Sunday morning detention, dorm restriction from 8:00 p.m. onward for one week, and unlimited privileges are revoked for two weeks (students may still sign out to the library or CECIC once off dorm restriction). The consequences for a student placed on **Attendance Warning** are double that of attendance review.

Additional unexcused absences beyond Attendance Warning indicate that a student 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 may include a meeting with the Associate Head of School and a student that reaches 12 or more absences may be suspended or dismissed from the school.

Students and parents must be attentive to their overall attendance record (excused and unexcused absences). If a student reaches the point of missing 20% of a particular class, the student may be ineligible to receive course credit. In such a situation, the school will communicate with the student and parent about any academic and enrollment consequences.

**Tardiness: Students are expected to be on time for all of their obligations. Lateness to class, practice, school meetings, etc. shows 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 a reduction of grade or effort mark. 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 emailed by 4:00 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 the doubling of the Sunday Detention hours assigned.

**College Visits:** 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 are allowed to take a maximum of four College Days to visit colleges in the first semester.
- 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.

In summary, the purpose of the Attendance System and its policies is to ensure students are making the most of their Blair experience and being respectful of the time and energies of the faculty, staff and of fellow students. Regular and punctual attendance at all Blair-related events is correlated with a student's academic and overall success, and by tracking attendance, we can identify students who may be at risk of falling behind and intervene accordingly. With concerted efforts, students should not run afoul of this system or its policies.

## 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 may be sent back to their dormitory to change and will receive a tardy mark for their class or meeting attendance, as well as other potential consequences.

## Class Dress

From 8:20 a.m. until the conclusion of the class day when in the dining room and

all academic buildings, the following dress code applies:

- Tops: students may wear a collared shirt, turtleneck, blouse or knit sweater. Tops must cover the front and back of your torso. A collar or sweater is required with pants.
- Bottoms: Khakis, chinos, trousers or denim jeans without holes or tears. Shorts are permitted up until October 1 and after March 31 so long as they have pockets, are fingertip length or longer, and are not athletic, swim shorts, or similar.
- Footwear: Sneakers, dress shoes, boots and leather sandals with straps are permitted. Slippers, slides, flip flops or any footwear without direct heel support/straps or that are intended for home/lounge use are not allowed.
- Dresses and skirts must be fingertip length or longer.
- Hats, caps and hoods must be removed in classroom buildings, in the theatre, 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.
- On Saturdays, students may wear a Blair sweatshirt as their top as long as bottoms and footwear meet the standards of Class dress.

### **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 select family-style dinners and other formal school functions, the following formal dress code applies:

- Dress shirt and long trousers must be accompanied by a blazer and/or tie.\*  
*\*Blazers and tie required for Convocation, Prize Assemblies, Baccalaureate and Commencement.*
- More formal dresses, fingertip length or longer.
- Skirt or dress pants, a blouse or sweater, or blazer.
- Dress shoes, clean sneakers or leather 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, blatantly political messaging, 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.

- Tops and bottoms are required at all times outside of individual dorm rooms.

*Note: Pajamas, flannel pants, sweatpants, T-shirts, athletic attire, slippers and rubber slides/sandals are not part of class day attire but may be worn on Dress Down Days and outside of the times and occasions defined above.*

## CELLPHONE POLICY

Blair's cellphone and headphone policy is about solidifying and sustaining a culture built on in-person connection and appreciation for the spaces we share together. Additionally, the policy is designed to support the development of habits, skills, and a mindset for healthy living and appropriate interaction with cellphones.

Accordingly, from 8:20-3:20\*, phones must remain in dorm rooms (lockers for day students). If a phone is seen, it will be taken by a faculty member and the student should be told to report to the Student Life Office immediately after class to retrieve it.

*\*8:20 to the conclusion of Chapel on Wednesday and 8:30-12:00 on Saturday.*

Additionally, phones must not be seen during gatherings outside of the academic day including but not limited to art openings, concerts, *Society of Skeptics* talks, Be Well evening sessions, STACC sessions, etc.

### **Dress code and cellphone consequences:**

Students are given a mark if they are out of dress code or have their phone at an inappropriate time. An accumulation of three marks will result in after-school detention which may have consequences for their after-school activity/sport.

## DORMITORIES

For boarders particularly, the dormitory serves as the nucleus for much of student life at Blair. It is in the dorm that some of students' closest relationships may form with other students and faculty.

As it serves as a 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. Students are responsible for the cleanliness and up-keep of their dorms 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 and Spring Break; and families are responsible for finding alternative housing arrangements for their children. Long distance boarding students may request to stay in the dorm over Winter Long Weekend for an additional fee, but otherwise

the dormitories are closed. The school is not responsible for students during scheduled vacations or over the summer months.

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

- Students are responsible for the security and treatment of their personal items on campus, including items in their dorm rooms, locker rooms and public spaces like the package room.
- 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. Please refer to the Search and Confiscation policy for more information.

### **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

- The school maintains the right to confiscate and search the contents of a student's computer and/or cellphone 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—school property, including library materials, computers, athletic equipment, dining room items, etc., is considered a serious matter.

### **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 with “Lights Out” at 10:45 p.m.
5. Saturday evenings: 10:30 p.m. – 9th, 10th and 11th graders in dorms  
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. Evening study hours take place every school night from 8:00 p.m. – 10:00 p.m. After the first week of school, seniors are granted “unlimited” privileges. Exceptions include 12th graders with incomplete work or 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.
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.

## Dormitory Tallies

When students fail to comply with basic dormitory expectations, they receive a tally. Examples would include missing a sign-in, a late REACH request, disregard for lights out, disrupting study hall, etc. Accumulated tallies will result in consequences, including Sunday work squad. Significant tally accumulation could result in a Letter of Reprimand or more significant disciplinary response.

## Guidelines for Visitation

At Blair, we recognize that students have many reasons for wanting to spend time in one another's dormitories and rooms across campus, and we encourage students to take advantage of our visitation policy at the appropriate times. 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.

***Before students can participate in interdorm visitation, they must complete visitation training.***

- Visitors must always be respectful of dorm residents and roommates, where applicable, and recognize that they are a guest in shared spaces.
- Visitors may not enter another student's room without their presence and permission.
- 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.

**Common Room visitation** may occur among students in dorms of the adjacent grade at the designated times below once visitation training is complete. With the exception of prefects, 12th graders may not be in dormitories in which 9th graders reside and 9th graders may not be in dormitories in which 12th graders reside. Please note that the first-floor study room of Annie Hall is not an extension of the common room.

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

Day spaces are the dorm room equivalents for our day students. As such, all Day spaces follow in-room visitation rules.

**Same grade, in-room visitation** begins after the second community weekend in September, once students have completed visitation training, in accordance with the following expectations and parameters:



Students are permitted to visit the rooms of same-grade classmates at any time within the corresponding dorms listed below. They may enter the room of another student ***only when at least one roommate is present and with their permission.*** Inter-grade visitation is only allowed during visitation hours.

<b>Students living in...</b>	<b>may visit...</b>
Locke Hall	South Cottage, Locke Day Room
South Cottage	Locke Hall, West Day Room
Kathryn Hall	Annie Hall, West Day Room
Annie Hall	Kathryn Hall, West Day Room, Prefects in South Cottage or Locke Hall
Hoffman House	Mason Hall, Freeman Hall, Prefects in West, Insley, Lakeside, or Flight Deck, Hardwick Day Room
Flight Deck	Insley Hall, Insley Day Room
Insley Hall	Flight Deck, West Hall, Hoffman House
West Hall	Insley & Lakeside Halls, Hardwick Day Room
Lakeside Hall	Insley, West, Mason & Freeman Halls, Hardwick Day Room
Freeman Hall	Mason & Lakeside Halls, Hoffman House, Hardwick Day Room
Mason Hall	Lakeside & Freeman Halls, Hoffman House, Hardwick Day Room
West Hall Day Students	Annie & Kathryn Halls, South Cottage, Locke Hall
Locke Hall Day Students	Locke Hall
Insley Hall Day Students	Insley Hall, Flight Deck
Hardwick Hall Day Students	Insley, West, Lakeside, Freeman and Mason Halls, Hoffman House

**Adjacent grade, in-room visitation** begins after the second community weekend in September, once students have completed visitation training, in accordance with the following expectations and parameters:

Students are permitted to visit the rooms of adjacent-grade classmates of any dorm within the corresponding times listed below. They may enter the room of another student with faculty permission when a faculty member is on duty, ***only when at least one roommate is present and with their permission.***

- **11th and 12th graders:** 8 p.m.-10 p.m. every evening and 2:00-4:00 p.m. 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.
- Visitors must have the door propped open with a trash can and the overhead light or LED lights must remain on.

- Students must check in and check out with the faculty 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.

Sleepovers are not permitted between boarding students. Day students that have a late night or early morning commitment may request a sleepover through the Student Life Office.

## 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, all sofas, futons, chairs, bean bags, etc. must meet flammability requirements with labels attached. Nothing is to be hung from, propped against or placed on any acoustical ceiling. All hallways must be kept clear and holiday lights are not permitted (LED "fairy" lights are fine).
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

### 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 43"
- 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

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.
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. The only exception to this is desk chairs.
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 placed in storage or left over the summer and storage is for long-distance boarders only.
8. Students may not keep a pet of any kind on campus.
9. Please resist the temptation to broadcast personal music from windows across the campus. Music played in dorm rooms should not be audible outside of the room.

**10. Students are permitted to use or possess a monitor not exceeding 43” in diagonal length in their rooms.**

Music is permitted in rooms at appropriate times and volume must be kept down. Video game consoles are permitted in rooms but are not to be used during study hall unless the student has unlimited. Students who are using consoles inappropriately may have them revoked for a period of time.

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

**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.

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.

## **Smart Home & Security Devices**

Students may not use smart home devices, surveillance cameras and other devices (including motion sensors, entry sensors, keypads, doorbells, etc.) on campus, including in the dormitories. If students have concerns about other students accessing their dorm room, they should contact a dorm parent.

## **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.

### **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.

### **IMPORTANT SAFETY TIPS:**

- Program Security number into your cellphone: (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 leaving for a weekend or 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 in 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.

### **General Information and Instructions**

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

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

### **WEEKEND POLICY**

Blair's philosophy about weekends is based on the belief that much of the boarding school experience has to do with positive involvement in activities beyond the classroom. 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 that 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 a maximum of 10 weekends. It is a student’s and their family’s responsibility to pace themselves with weekends away from campus. Below is a suggested 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.

**WEEKEND DEPARTURE PROCESS**

- Complete REACH Leave Request by Friday at 4:00 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.

**“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 4:00 p.m. on Friday. On this form, the student is to indicate their specific plans for the weekend including location, transportation plans, etc. Students that leave campus without completing a REACH request or otherwise communicating with their Dorm Head and the Student Life Office will be assigned Sunday Morning Work Squad. 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 without express permission from the Dean of Students.***

**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 4:00 p.m. 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.*** We also expect parents to call the host families in advance of visits so that the parents can confirm that they are comfortable with the arrangements.

The school does not allow its students to rent hotel/motel rooms, Airbnbs (or similar home rental services) or spend weekends in homes not chaperoned by adults. Weekend destinations that are not specific or do not meet the school's expectations of safe and appropriate arrangements may 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.

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 advance. In the event of an unavoidable delay in returning from a weekend, a student must call their dorm head immediately. Failure to do so may result in restriction of further weekend privileges.

Students that cannot return by lights out (e.g. a late or delayed flight, etc.) should endeavor to return the following morning so as not to disrupt their dormmates. If a student needs permission for an after-hours return, they must communicate that with the Student Life Office.

**Daytime Departures on Weekends** – Students who have reason to go beyond the campus or the immediate Blairstown 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. Such departures will be limited to Saturday and Sunday afternoons and within 30 miles of campus; students are expected back on campus by 8:00 p.m. Any exceptions to these expectations must be cleared through the Student Life Office.

**Weekday departures** – Generally speaking, weekday departures from school should be avoided. Students looking to leave campus on a weekday that would require missing study hall or another school obligation must have explicit permission from the Student Life Office. This would include non-Blair athletic commitments, family events, etc.

## 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.** Twelfth graders have the privilege of signing out in the Student Life Office (by emailing [attendance@blair.edu](mailto:attendance@blair.edu) or signing out in person) 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 the 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 may subject the day student driver to a disciplinary response.

### "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, Christmas Vespers/Winter Gathering and the end of year prize assemblies.

### Absence & Tardiness

The decision to attend Blair is a serious commitment to the pursuit of academic

## 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.



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 email [attendance@blair.edu](mailto:attendance@blair.edu) or 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 that 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).

### **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 and the Dean of Students 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 (\$90/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 are given with seating changing every few weeks. Permission to miss family-style dinner must be obtained from the Student Life Office. We ask parents to refrain from taking students out of family-style 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 email 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.
- Improper use of AI technology including Smart glasses.
- 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, email, Internet and web privileges. Users are responsible for their own computer accounts and should not share their accounts with others under any circumstances. Wi-Fi access through the Blair network is limited to students based on respective grades levels and used to help reinforce healthy sleep and technology habits. ***Students are expected to check their email accounts each day.***

Blair may assign, manage, access and withhold user accounts and data at its discretion. The school is not responsible for any damage that 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, cellphone and other electronic devices in the course of a disciplinary investigation by direction of the Student Life Office. At the completion of any such investigation, the device would be returned to its owner.

Blair Academy may monitor the use of its network or the contents of email when required to protect the integrity of the system, to confirm whether its policies have been upheld, or to comply with legal obligations. The school may inspect the contents of email in the course of an investigation of impropriety. In addition, the school may conduct routine maintenance and track problems that might interfere with the function of the school network or the integrity of the email system. In such cases, contents of email 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 email 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. Students are expected to comply with the policies outlined in the School's Technology policy and the School's expectations for interpersonal behavior

regardless of whether they are using school-provided equipment or their own personal devices.

**SEARCH & CONFISCATION**

The Academy may conduct a search of a student and/or the student’s belongings, including personal items, such as bags and backpacks, personal electronic devices and other effects, if the Academy suspects a student may be violating the law or violating a school rule or code of conduct. Lockers and dorm rooms are the property of the school. Students exercise control over their lockers and dorm rooms from other students, but not from the school and its officials. As a result, searches of lockers and dorm rooms may be done as the school deems appropriate. This may include random searches and would be done by the Associate Head of School, Dean of Students, Head of School, law enforcement officials, or another member of the faculty as directed by the Associate Head of School. The Academy and law enforcement officials may confiscate items that may jeopardize the safety of others or property, constitute a health hazard, or are otherwise prohibited by the school’s policies.

Parking on school premises is a privilege, not a right. As such, any person who operates a vehicle on school property or in connection with any school-related activity is agreeing that the Academy may inspect and search the vehicle and its contents without notice and without further consent.

**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. 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.

Specific faith-based student organizations provide opportunities for students to explore and celebrate their respective faiths on campus. Students looking for on-campus support of their faith should speak to the Chaplain or a member of the Student Life Office. Additionally, individual students interested in attending services at local places of worship should speak to the Chaplain or a member of the Student Life Office who will help to arrange transportation.

## MISCELLANEOUS

**School Meeting** is normally held twice a week on Mondays and Fridays. 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 to be on time. Announcements vary from those regarding past or upcoming events to new clubs, sporting events, policy or rule reminders, or other opportunities for students.

Faculty members or students making School Meeting announcements are attempting to communicate something important—accordingly, it is essential that students respect that effort and give their full attention to the speakers. Cellphones are not permitted inside the auditorium for any all-school gathering, including School Meeting, Chapel or other required events.

### 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.

#### *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 without permission.

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.

Guests should be limited to Hardwick Hall and outdoor areas of campus. Permission to bring guests into the Dining Hall or other academic buildings must be granted by the Student Life Office. Guests are not permitted in dormitories and are expected to abide by all school rules and expectations; the host is responsible for the guest at all times on campus. 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 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.

### ***Student Travel***

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

There is no regularly scheduled bus service out of Blairstown. Students may sign up in the Student Life Office for transportation to and from Stroudsburg/DWG, which is the nearest location (20 minutes from school) for bus service to and from New York City. The costs will be billed to the student’s account.

### ***Riding Permission***

All students must ask permission before getting in a car with anyone except a faculty member or their parent or guardian. 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 care unless you check out with a faculty member (and unless your parents have signed a release form).

### ***Students 18-Years-Old and Older***

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 continue to discuss and release information and records to their parents about any issues related to the student's enrollment at Blair, including: academic records, financial information, health information, student and residential life information. The form also allows the school to continue to interact with the student's parents as if the student were under the age of 18. 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 or set limits. 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.

***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.

# PART II: THE ACADEMIC PROGRAM

## DIPLOMA REQUIREMENTS & ACADEMIC EXPECTATIONS

Diploma requirements are governed by college entrance requirements, and they help ensure that 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 their ability. In cases in which a student falls short of fulfilling their 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 their 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 Advanced 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 courses, but the guidelines are presented so that students carrying normal class programs will not be overburdened by any individual course.

Student work is organized through Google Classroom. Students are expected to check the Weekly Plans for an overview of the coming week and keep up with the posed deadline assignments.

You may sometimes find it difficult to budget time effectively, especially in a more college-like schedule where classes do not meet each day. This is especially true in the fall term as students new to the school attempt to adjust to a variety of changes. If this happens, don't panic! See your class monitor, advisor, dorm head or favorite teacher for help in developing a study schedule that will allow you to spend an appropriate amount of time on each subject.



Don't forget to use your conference blocks during the class day effectively. Any student at Blair who is doing acceptable work will tell you that you must study and prepare during the class day in addition to using the two-hour evening study time. If you are unable to complete assignments for one of your classes, see your teacher for specific suggestions as to how to better prepare for that class. Quite often other students can be of tremendous help. It is most important that you ask for help if you find yourself falling behind. Your teachers expect that this may happen and will not be surprised by your asking for some help.

## 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 Assistant Head of School for 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 Assistant Head of School for 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 Assistant Head of School for 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 dorm head, monitor and the student's performance.

Remember: Students cannot expect to do well at Blair if they attempt to confine their study to the fixed hours of evening study hall. Careful use of other time during

the week (from 7:00 - 8:00 p.m., or “free” periods during the class day, for example) or on weekends, will be necessary to anticipate and complete longer assignments.

During the academic day, dormitories are to be quiet enough to allow students to study in their rooms.

On school nights, 8:00 - 10:00 p.m. is considered sacred study time. All students are expected to be studying in approved locations based upon their grade level. Depending on need, some students (as determined by their dorm head and their class monitor) will be assigned to a supervised evening study which takes place in 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 who 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 (i.e., 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 toward 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 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. Please see the chart on the following page explaining Blair's grading scale.

Grade	Description	Letter Comparable	4.0 Scale Conversion
6.0	This indicates that a student's performance exceeds the learning goals of the class for the entire semester. Less than two percent of marking period grades are 6.0s.	A+	4.3
5.5	Strong and sustained conceptual understanding. Consistent mastery of all learning goals for the course.  Students looking to move up tracks (from standard to honors/advanced) need to earn this grade in the standard course to do so.	A	4.0

Grade	Description	Letter Comparable	4.0 Scale Conversion
5.0	Mastery of most learning goals in the course. Good conceptual understanding. Students improve to the next level by identifying specific areas for growth that are currently short of mastery.  Students are able to enter new honors or Advanced tracks with this level of performance.	A-	3.7
4.5	Proficient in course skills and content. Students should focus on deepening understanding and/or extending learning in key areas to make progress to the next level.  Students can comfortably proceed to the next level of a sequence/track with this grade.	B+	3.3
4.0	Proficient in some course skills and content. Key foundational areas need improvement.  Blair recommends summer work for students who earn this grade in sequential courses.	B	3.0
3.5	Inconsistent understanding of course skills and content. Challenges with meeting expectations in the course.  Students performing at this level raise concerns about their ability to proceed to the next level of the sequence. Required summer remediation to progress.	B-/C+	2.5
3.0	Major gaps in course skills and content. Student learning behaviors and core understanding of concepts are likely in need of significant support and attention.  At this level and below, the student should change levels if possible during the year or consider repeating the course in the summer or subsequent year.	C	2.0
2.5/2.0	Limited/no evidence of student learning of course skills and content.  While credit is offered for grades at this level, this grade suggests students should not be in the course and would not be able to continue along a sequence.	D	1.0
1.0	This grade shows a failure to demonstrate an understanding of the course at a passing level. No credit is given.	F	1.0

Beyond the numerical grades recorded at each grading period, students receive effort marks in their classes. While effort marks do not go on official transcripts for external viewing, we believe that the effort marks a student receives are the greatest indicator, especially early in the year, of a student's awareness of and engagement with the best practices for learning in our community. To that end, our effort mark system provide scores in three areas:

- Responsibility** - this area refers to the effort a student makes outside of class, including meeting deadlines, arriving at class in a timely manner, following instructions and communicating effectively with a teacher as needed via email.
- Engagement** - this area refers to the effort a student makes inside of class, including participation in class activities, note-taking, attentiveness and appropriate technology use.

*(chart continued on next page)*

3. **Resourcefulness** – this area refers to the effort a student makes to improve their performance with the support available in the class, including meeting with their teacher as needed, responding to feedback on returned work and demonstrating agency in their learning.

Students will receive one of four “marks” in these areas. These four “marks” are

Consistently  
Often  
Occasionally  
Rarely

These qualifiers record the frequency with which a student demonstrates the behaviors associated in the area. Our goal is to provide greater transparency about what effort marks mean and a stronger roadmap for students on how to make improvements here at Blair.

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.
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 12th 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, students, teachers and advisors; the advisor is the personal resource who can help students to gain the most from their studies at Blair.

**For example, students should seek out their advisor (or their class Monitor)**

- when they need help devising a daily schedule; (monitor)
- when they need suggestions for developing effective study habits; (advisor or monitor)
- to discuss all schedule changes; (monitor)
- to discuss signing up for courses for the following year; (advisor and monitor)
- to resolve test or examination conflicts; (monitor or Academic Office)
- to review all supervised study hall assignments. (monitor or dorm head)

## 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 their 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), they 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

Blair Academy expects all of its students to produce work that accurately demonstrates their own level of understanding and knowledge.

In many cases, the line between what counts as cheating and what counts as acceptable is clear; for example, using a cellphone on a test or copying and pasting someone else's words into your paper is NOT acceptable.

Adhering to Blair's Academic Honor Code requires students to ensure that when they submit work, either digitally or in-person, it is clear what originates from their own knowledge and, where applicable, what is drawn from any external resources, pre-approved or not. The process of a student's learning en route to a final submission must be clear and authentic.

Upon arrival at Blair, and throughout the year, students will be asked to sign the school's honor code and adhere to it at all times. When violations of the honor code occur, teachers are expected to refer these situations to the Assistant Head of School for Academics for follow-up.

Matters of academic integrity are handled by the Academic Honor Committee process, overseen by the Assistant Head of School for Academics and a group of faculty and students.

A teacher who suspects a student of cheating will discuss the matter with the student promptly. 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 Assistant Head of School for Academics. The Dean may investigate the matter and speak with the student. Student may be called 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 the committee concludes that the honor code was violated, the Dean will inform the student of the recommended penalties. The recommendation will also be communicated to the Head of School.

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

**Level III: Review.** Review is reserved for acts of academic irresponsibility, including poor/inadequate/sloppy scholarship, or the like. Students remain on Level III Review for 12 months; any act of academic irresponsibility or the like within that 12 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 Review; 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 may 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 1 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.

As with all disciplinary matters, the Head of School may impose disciplinary consequences and removal of academic credit for honor code violations, regardless of whether the Academic Honor Committee is convened and regardless of the Academic Honor Committee's recommendation.

## 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 15,000 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.

<b>Hours:</b>	<b>Monday - Friday</b>	8:00 a.m. - 4:00 p.m. 7:00 p.m. - 10:00 p.m.
	<b>Saturday</b>	8:00 a.m. - 4:00 p.m..
	<b>Sunday</b>	7:00 p.m. - 10:00 p.m.

**ACCOMMODATIONS**

Blair does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The Academy will discuss with families of applicants with known disabilities whether the school will be able to offer their children the appropriate accommodations to help them be successful at Blair.

The Academy is committed to ensuring that students with disabilities are provided with equal access to the school’s programs and services, in accordance with applicable laws. For students who seek additional support or curricular adjustments, the school requires documentation indicating that the student’s disability substantially limits a major life activity and the requested accommodations with an explanation of why they may be needed. Students who present appropriate documentation will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student’s family and the Director of Academic Support. In rare cases, language waivers may be provided given appropriate documentation.

The Academy's academic program is rigorous, and students are expected to meet high academic and community standards. As a primarily residential program, the Academy also expects students to demonstrate a good deal of independence and accountability. These pedagogical components are intended to help students develop for life at the school and beyond and, therefore, are fundamental to the Academy's program and environment. The Academy necessarily considers the foundational expectations for students and the services and support it can provide when reviewing accommodation requests.

Even after supportive services and accommodations have been put in place, student may still not be able to satisfactorily fulfill the school's academic requirements. In such instances, the student's teacher(s), advisor, the Head of School, monitor, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the school. This includes when a student requires specific mental health, physical, or medical services inconsistent with or beyond the scope of services that the school is able to reasonably provide. At that time, the Head of School and/or Associate Head of School will decide whether it is appropriate for the student to remain at the school.

## 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. Lehigh Valley Hospital- Pocono, 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, women's health 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 Center for Health & Well-Being 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.

**Overnight 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 12:00 p.m. and 3 p.m. to 10:00 p.m.

**Saturday nights:** The Health Center will remain open until 11:30 p.m. since students do not have to be in their dorms until 11 p.m. (underclassmen) and 11:30 p.m. (seniors.)

**Other days:** Health Center doors lock at 10:45 PM to accommodate the students' schedule.

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 overnight hours.

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

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

## 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. The Health Center staff will prioritize scheduling all appointments during non-class times.

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 will be evaluated by the Health Center staff. 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, and are expected to receive medical care from their family health care provider.

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 providers' 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 (i.e. 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 a.m. Students who do not feel well enough to leave the Health Center by the lunch period may not participate in after school 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 them 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 by cancelling 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 (i.e.: length of practice).

Students who are ill and do not feel well enough to leave the Health Center by the lunch period or have missed the majority of their classes may not participate in after school 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 school's and/or health care 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, anti-seizure medication, 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 Acme 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. Parents should also understand that a decision to not allow their child to see the school counselor may impact their child's ability to remain at the school. 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.

School Counselors are part of a team of faculty members and administrators who collaborate with respect to students' educational experience at the school. As part of this collaborative effort, school counselors may share information obtained from parents and students on a "need-to-know" basis with other employees of the school and a student's parents. The school counselors are not engaged as any student's private therapist.

Should the school determine that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the school, a school counselor may assist in a referral for such services. Parents and students should understand that the school does not provide therapeutic services and if a student presents as requiring specific mental health services inconsistent with, or beyond the scope of, services that the school is able to reasonably provide, the school may require the student to separate or withdraw from the school.

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**

A medical leave from school may be appropriate in case of serious illness, bodily injury or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, the school nurse and the school counselor. They will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively and safely at school. In the absence of a treatment plan that, in the school's opinion, meets these needs, the school may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The school requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the school) to allow the school to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the school may require that the student be evaluated and subsequently placed on medical leave. The school may initiate a discussion of a leave of absence in circumstances including, but not limited to:



- When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the school has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the school.

This initial discussion may include the student's advisor, senior administrators, the school nurse, and the school counselor, the parents, or the student, as deemed appropriate by the school. The purpose of this discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the school may require if the situation does not improve.

The school may outline conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must plan to make up missed work either while on leave (if possible) or upon return. While the school will strive to minimize academic disruption, the school may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The school may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the school's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the school's ability to serve other students' needs, or place an undue burden on the school. The decision regarding any student's return to the school from a medical leave remains at the discretion of the school. As a corollary to this principle, a student whom the school determines can safely participate in the regular school day may nevertheless be restricted from participation in the residential programming, overnight field trips and other school activities.

## CHILD ABUSE AND NEGLECT REPORTING

The school is committed to the highest standards of care for our students and seeks to ensure that students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with New Jersey law, all school employees are required to report suspected abuse or neglect of any student under age 18.

New Jersey law requires school employees having “reasonable cause to believe” that a child has been abused or neglected to report such knowledge or suspicion immediately to DCF. Suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, a victim or a third party. Such suspicion does not require certainty or probable cause. The responsibility to report rests both on the school and on school employees. While a school employee may wish, and is indeed encouraged, to consult with the Head of School prior to making a report of suspected child abuse or neglect to DCF, employees are required to report their reasonable suspicions to DCF, even if the Head of School may not agree with the concerns.

# PART IV: ATHLETICS DEPARTMENT

## PERSONNEL

- **Paul Clavel**, *Director of Athletics*, oversees 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**, *Associate Athletic Director*, manages day-to-day operations of the athletic program and is 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**, *Director of Athletic Facilities & Security*, athletic facilities manager, sets up and breaks down athletic facilities during competitions, works with grounds crew on season specific equipment needs, schedules facility usage with external programs.
- **Eugene (Geno) Palmasano**, *Strength and Conditioning Coach*, supervises the fitness center, oversees the strength and conditioning for interscholastic teams, manages the fitness center equipment, maintains the organization and cleanliness of the fitness center.
- **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 to compete in a 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**

Ninth, 10th, and 11th graders are required to participate in team sports (or the equivalents) for a minimum of two seasons per school year. They may opt for a “physical activity” rather than a team sport. Ninth and new 10th graders must play a team sport (or its equivalent) during the fall. 11th graders are strongly encouraged to play a team sport (or its equivalent) during the fall.

12th graders 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 or yearbook. An underclass student going this route must fulfill their 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 school year may be fulfilled by managing; an underclass student’s second credit has to be fulfilled by participation in an Interscholastic (Team) Sport. Ninth graders are not eligible for manager positions.

Students offered a National Letter of Intent or Celebratory Letter for a specific sport will be given the opportunity to participate in our “College Signing” ceremony if they compete for a Blair Academy interscholastic team their senior year in that specific sport.

### **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 their 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 athletics 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 after school 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. They 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. Students **MUST** adhere to the designated times specifically for their use. Any student who uses the fitness center during non-designated times may lose their privileges of using the facility. 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** – 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.

Students **MUST** keep the locker rooms clean and damage-free. Any damage to the locker rooms may result in students losing the privilege of using the room.

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, including the possibility of dismissal from the team and other standard consequences 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.