Student-Parent
Resident Life Handbook
2026-27

ALL THINGS POSSIBLE

Parent(s)/Guardian(s) and Students,

The Bolles Hall Resident Life program offers students from around the world the opportunity to live and learn with one another. As with any community, it is important for each individual to think about their behavior and how it may impact others in the dorms.

The purpose of this handbook is to provide you with the policies and procedures that are an essential part of helping make the Resident Life program at The Bolles School a safe and enjoyable living environment. During the course of the year, the Director of Resident Life will communicate any updates and additions to the handbook. All boarding students, including students who are 18 years old or older, must follow the guidelines set forth. When you and your family made the decision to join the Bolles community, you accepted all the rules/guidelines as outlined in the handbook(s). It is important to know that not all scenarios can be covered in a handbook, and it is important to remain flexible and understanding as any such situations may arise.

As a residential community, we strive to create an environment that promotes safety, inclusivity, personal development, in addition to academic achievement. We believe in the importance of trust, honesty and honor, and it is our expectation that all members of our community will adhere to these values.

—The Bolles School Resident Life Staff

THE BOLLES SCHOOL MISSION STATEMENT

The Bolles School prepares students for college and life by inspiring excellence, courage, integrity and compassion in an academic community dedicated to nurturing mind, body and soul.

BOLLES RESIDENT LIFE PROGRAM MISSION STATEMENT

The Bolles School Resident Life Program is committed to providing an inclusive and nurturing environment in which all students are offered a breadth of opportunities and experiences that promote academic success and individual achievement, as well as the values of self-reliance, social responsibility and a respect for diversity.

HONOR CODE

I will maintain my self-respect and respect others. I will not lie, cheat, steal or tolerate those who do.

STANDARDS

Respect: Treat people and property with dignity, consideration and thoughtfulness
Accountability: Ownership of your words and actions and their impact on others
Communication: Through interaction and dialogue, community members will be active participants and will make positive contributions that better the community.
Involvement/Investment in Community: Community members will be active participants and will make positive contributions that better the community.
Happy, Healthy and Safe: Community members will promote personal wellness which includes respecting the emotional, spiritual, mental, academic, and physical well-being of self and others.

General Contact/Mailing Information

The Bolles School
Student Name – Resident Student
7400 San Jose Blvd
Jacksonville, FL 32217

Main campus number: +1 904 – 733 – 9292
Resident Life Office number: +1 904 – 256 – 5400
Duty Phone number: +1 904 – 626 – 6056
San Jose Security: +1 904 – 256 – 5109

SCHEDULES

Weekly Schedule, Monday - Friday	
Breakfast	**7:30 a.m.**
Dorms Close – other than seniors	**8:25 a.m.**
Zero Hour (Mon, Tue, Thurs, Fri)	**8-8:30 a.m.**
Zero Hour (Wed)	**8:45-9:15 a.m.**
Classes (Mon, Tue, Thurs, Fri)	**8:30 a.m.-3:15 p.m.**
Classes (Wed)	**9:15 a.m.-3:15 p.m.**
Dorm Opens	**3:15 p.m.**
Dinner	**6-7 p.m.**
Students must be in Dorm, unless approved	**7 p.m.**
Study Hall	**7:30-8:45 p.m.**
Curfew – On wing	**10 p.m.**
In – Room Check (all students MUST be in own room)	**10:30 p.m.**

Friday Evening	
Dinner	**6-7 p.m.**
Curfew – All students staying on campus must be on wing	**10 p.m./10:30 p.m.**
In-Room Check (all students must be in own room)	**11:30 p.m.**

Saturday, and any day when the next day is a holiday	
Brunch	**10:30 a.m.-12 p.m.**
Dinner	**6-7 p.m.**
Curfew- All students staying on campus must be on wing	**10 p.m./10:30 p.m.**
In-Room Check (all students must be in own room)	**11:30 p.m.**

Sunday, or evening of a holiday prior to return to classes	
Brunch	**10:30 a.m.-12 p.m.**
Dinner	**6-7 p.m.**
All students off campus must return by (other than extended breaks)	**7 p.m.**
Study Hall	**7:30-8:45 p.m.**
Curfew- On wing	**10 p.m.**
In-Room Check (all students must be in own room)	**10:30 p.m.**

Curfew
Refers to the time students must return to the dorm. Students may not leave the dorm after this time. Curfew times are listed in the Weekly Schedule above.

In-room Check
Refers to the time students must be in their rooms. There may be occasions when a student needs to study in the Common Area on their floor after check. The student must get permission from the Resident Life staff member on duty.

RESIDENTIAL LIFE CALDENAR (BREAKS AND HOLIDAYS)

2026	
Resident Council	**August 7**
Returning Student Arrival	**August 9**
First day of classes	**August 13**
Labor Day Holiday – No Classes (Dorm will remain open)	**September 7**
End 1st Quarter Interim	**September 11**
End 1st Quarter	**October 1**
SPARK/PSAT Day	**October 7**
Upper School Conference Days, No Classes (Dorm will remain open)	**October 15 & 16**
Fall Break – School Closed (Dorm will remain open)	**October 19**
End 2nd Quarter Interim	**November 5**
Professional Development – No Classes (Dorm will remain open)	**November 6**
Dorms Close at Noon for Thanksgiving Break	**November 21**
Thanksgiving Break (Dorms closed, fees associated to remain in dorm)	**November 23 - 27**
Students must return (Dorm opens at 9 a.m.)	**November 29**
Classes Resume	**November 30**
End 2nd Quarter/1st Semester	**December 11**
Reading Day (No Classes)	**December 14**
Exams	**December 15 -18**
Dorms Close at Noon for Winter Break	**December 19**
Winter Break	**December 21- 31**
2027	
Winter Break (School Closed)	**January 1- 4**
Dorms Open at 9 a.m.	**January 4**
Professional Development – No classes	**January 5**
Classes Resume	**January 6**
Closed Weekend for Dorm Activity (All Dorm, No Travel Weekend)	**January 15 – January 17**
Martin Luther King, Jr. Holiday (School Closed)	**January 18**
End 3rd Quarter Interim	**February 4**
Parent/Guardian Conference Day, No Classes (Dorm will remain open)	**February 12**
Presidents' Day, No Classes (Dorms remain open)	**February 15**
Dorm Close at Noon for Spring Break	**March 6**
Spring Break (Fees associated to remain in dorm)	**March 8 - 12**
End 3rd Quarter	**March 16**
Spring Holiday, School closed (dorms remain open)	**March 26 & 29**
Quarter 4 Interim	**April 16**
Professional Development Day (No Classes)	**April 23**
April Holiday (School Closed)	**April 26**
Last Day of Classes/end of 4th Quarter	**May 21**
Reading Day (No Classes)	**May 24**
Exam Week	**May 25 - 28**
Graduation	**May 29**
Dorms Close at Noon for the Summer	**May 30**
Memorial Day (School Closed)	**May 31**

Breaks and Holiday Schedule When Dorms are Closed
Boarding students and/or their families are expected to make arrangements and submit their travel plans well in advance. Prior to breaks, the Resident Life staff will verify students' plans as necessary through the REACH program. Boarders who do not submit travel itineraries by the assigned time will be responsible for finding their own transportation (must submit at least one week prior to scheduled break). Please refer to "Types of Leave Requests".

A note about exams:
Please note that, per the School's exam policy, *students may not depart Bolles prior to their scheduled exams.* All travel/departure plans should be made for after the scheduled exams, which will be posted well in advance of Exam Week (Semester 1 and Semester 2). Please refer to Make-up Privileges" in the Student-Parent Handbook for information on procedures if a student is ill for an exam.

For academic reasons, boarders are not permitted to leave School early for any vacation or long weekend except for reasons of paramount importance (sickness and death in family are valid reasons; convenience of travel and appointments are not valid reason).

Passports and Travel Documents
Passports, I-20's and important travel documents MUST be kept locked in the Resident Life Office safe. Boarders can sign out these documents when needed for identification purposes, such as taking the SAT and/or ACT, or for traveling.

Pre-Break and End-of Year Move-Out
A Resident Life staff member will conduct a formal inspection of each student's dorm room before the boarder departs for any break. Any damage or repairs needed may be billed to the occupant(s) of the room.

Final Move-out
When a Resident Life student is leaving Bolles, a formal inspection will be made of the room before the boarder departs for any break. Any damage or needed repairs may be billed to the occupant(s) of the room. If a graduating senior has items they need to store over the summer prior to beginning college studies, please consult with the Director of Resident Life, who has a list of area storage and shipping companies. While the Resident Life program does not recommend any particular service, the School can provide a list of options. Students will be expected to complete an End of Year Departure form. A fee will be charged for rooms that are not clean.

Bolles Resident Life

The Resident Life Handbook Student-Parent Handbook was developed to answer many of the commonly asked questions students and parents(s)/guardians(s) may have during the resident life experience. Because the Handbook contains information about student rights and responsibilities, parents(s)/guardians(s) and students are responsible for knowing the content. Please take the time to become familiar with the following information.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. The Handbook is not a contract, nor is it intended to be so construed. The School reserves the right to modify and/or amend the content of the Handbook at any time during the year. If you have any questions about the Handbook or any of its policies, please contact your campus head.

A boarding school education does not end in the classroom, and the Resident Life Program at Bolles addresses many concerns related to student well-being and development. Our commitment has been defined in our Mission Statement: *The Program is committed to providing an inclusive and nurturing environment in which all students are offered a breadth of opportunities and experiences that promote academic success and individual achievement, as well as the values of self-reliance, social responsibility and a respect for diversity.*

Highlights:

- Weekday schedule that emphasizes hard work, time-management, independence, and personal responsibility
- Weekend schedule that promotes fun, community-bonding, community service opportunities
- Residential and social policies and disciplinary systems to ensure student safety and communal living
- Full-time Bolles faculty who live and work in the dormitories in a supervisory and advisory role
- Prefect Program and Resident Hall Council – Student leadership position within the boarding program
- Guests speakers
- Communal meals to reinforce a sense of community
- All-boarder social activities

Dorm Families

Bolles boarding students are grouped into dorm families led by members of the Resident Life staff. The goal is to provide a small, cohesive family-setting away from home.

Resident Life staff provide support in several ways, including being available to help understand school policies, having family meals, offering social-emotional support, etc. Dorm families meet regularly throughout the year in formal and informal settings.

Resident Hall Council and Prefects

The Resident Life Prefects are dedicated to improving campus and boarding life. They serve as mentors to the other boarding students and the primary liaison between students and the members of the Resident Life staff. Prefects assist with the coordination of activities, managing dorms and assisting younger students with the challenges of daily life in the boarding community.

Activities

Weekend Activities

The Resident Life program offers social activities, on and off campus, throughout the year. The cost of mandatory resident life activities are covered by the School. Costs and fees associated with optional activities are the responsibility of the resident life student and their family. If a cost is involved and the student does not attend for any reason, the student/family is responsible for the entire costs of the event. Students are encouraged to share ideas for weekend activities.

All-Boarder Activities

Weekend Activities

Special events and all-boarder activities will take place during the school year. These events are an important part of Residential Life and on occasion may be mandatory events. We ask that families please check the boarder calendar and avoid planning visits to campus during these events. Transportation for boarders will be provided to/from required off campus events.

Room Key

There is a $50 charge for a damaged or lost dorm room key.

Laundry

The dorms are equipped with free washing and drying machines for students use. It is the student's responsibility to see that their personal laundry is done on a regular basis. Boarders are not permitted to use the laundering facilities during study hall unless they have 1st or 2nd honors privileges. Bolles is not responsible for any missing items. Resident Life program will facilitate schedule and dates, but all laundry is the responsibility of students.

Food

Meals and Dorm Family Dinner

The Boarder dining areas are community spaces and therefore, students should dress appropriately for meals. Boarders are expected to behave appropriately in the Dining Room and to treat all Dining Room staff with respect. Students may not request "to-go" meals at any time from the dining staff. All meals must be eaten in the Dining Hall area.

If a boarder is unable to attend meals because of illness, athletics, rehearsals or another situation, the request for a boxed meal must be made to the Resident Life staff member on duty.

Snacks

Boarders may have food and snack items in their rooms, but all food must be in containers with closed lids to ensure a clean-living environment. Electric cooking devices, such as hotpots and tea kettles are allowed for use only in the dorm public kitchen/kitchenette areas.

Food Delivery

Students may have food delivered to the dorms. However, students must plan so that food does not arrive during Study Hall (7:00 p.m. – 8:45 p.m.) or after Check-In. Orders arriving after 7:00 p.m. on school nights and 9:00 p.m. on weekends will be denied delivery by Security. Tipping is customary and should be practiced (10 percent minimum).

Money Matters
The Bolles School requires that each boarder have either a credit card or a prepaid debit card that can be used for routine purchases. An ATM machine is available on the San Jose campus near the Campus Store during school hours for cash access. Students are strongly discouraged from carrying large amounts of cash.

Borrowing or lending money or personal property is discouraged. If you loan out personal property and a problem occurs with the item loaned, and the issue cannot be resolved between the two parties, students should consult with a member of the Resident Life staff.

Valuables
Resident Life students should not bring family heirlooms, expensive jewelry, or any valuable items to school.

Each room is equipped with two small lockers and students are encouraged to use the locker to store their personal items such as wallets, jewelry, tables, etc. Students must provide their own lock. The Bolles School shall not assume any liability for loss of items of value.

Electronic Devices
Refer to the Bolles Computer and Systems Usage Policy **here**.

Computers and Tablets
The Resident Life Staff understand that each student needs a computer as a part of the Bolles academic experience. School personnel may confiscate a device(s) if there is reason to believe that School policies or regulations have been violated. If a violation has occurred, depending on the gravity of the offense, the device(s) will either be returned to the student or held for a period to be determined.

Gaming Systems
Gaming systems are allowed. However, if the gaming system becomes a source of distraction or interference, the Resident Life Staff have the right to take away this privilege at their discretion.

Speakers
Students are permitted to have small or medium-sized speakers (no more than 7 inches in length x 4 inches height/width). Volume must be kept at a respectful level.

Pets
Students are not permitted to have pets, including fish, in the dormitories.

Dorm Rooms and Common Areas

Room Selection
For returning students, room selection process for the following school year will be done prior to departure and throughout the summer. These selections are subject to change based on enrollment numbers or other extenuating circumstances and at the discretion of the Resident Life Director and Associate Director.

Resident Students
Boarders must communicate directly with the Dorm Parent on duty each time they want to go to a different floor within the dorm. Visitors from another floor must stay in designated common areas and may not enter any dorm room. There are dedicated co-ed spaces in the dorm. Students should always check in with staff.

Non-Boarding Visitors on Campus
It is a goal of the Resident Life department to provide an inclusive and community-oriented setting and visitors are welcomed. All visitors must be approved by the Resident Life staff member on duty. No visits are permitted during the academic day, during mealtimes or after 7:30 p.m**.** Students should consult with their roommate if a visitor would like to visit a shared dorm room. Visitors must check in and out of the dorm.

Common Area Visits
Common area visits are not permitted during mealtimes or after 9:45 p.m. during the school week and 10:45 p.m. on Friday and Saturday.

All visitors must depart campus by curfew time.

School Breaks
Round-trip arrangements for all travel during breaks must be submitted at least three weeks prior to the break through a travel form that will be provided by the Director of Residential Life. This applies to all students and all means of travel. *Boaders who do not submit travel iterations by the three-week deadline will be responsible for finding their own transportation to the airport at their own expense.* (See Transportation: *Airport Transportation* below.)

Transportation

Airport Transportation
Bolles will provide transportation to and from the airport at certain times. In case of delays or special needs, Teen Uber may be used with proper parental and Residential Life authorization.

- Major School Breaks: At the start and end of major breaks.
- College Visits: The School provides two airport trips per year for college visits.

Dorm Room Care and Inspections

- Resident students are responsible for helping to maintain the space in which they live, including their dorm room and common areas.
- Posters and other directions must be hung with removable adhesive strips.
- Doors must not be blocked by furniture or any other items, and for maintenance access and safety, there must be a clear path to the door.
- Student items may not be stored in the hallway or common areas.
- Students are financially responsible for any physical damage to their dorm room or school property. Graffiti is prohibited on any dorm surface.
- Regular room inspections will be conducted by the Dorm Staff. Inspections include checking that
    - Bed is made well.
    - Bathroom clean.
    - Trash can(s) are empty and clean.
    - Room is swept and/or vacuumed.
    - Desk and dresser are organized
    - Open food/beverage containers are not left anywhere in the dorm room.
    - Closet is organized.

    - Clothes and towels are hung up/put away.
- Room inspections are pass/fail system.
- As a consequence, the student will not be allowed to sign out/leave campus on the next immediate Saturday or until the room passes inspection. This includes dorm-sponsored trips. Additional consequences may be issued if the room continues to score 7.4 or lower (i.e. loss of all electronics, loss of weekend leave privileges, etc). If a student fails, they will not be able to travel or participate in activities. Students who fail multiple weeks in a row will have their parents notified and a pastoral note.

Roommate/Room Changes
An important aspect of living in a resident program school is learning interpersonal and community living skills. To that end, requests for roommate changes are discouraged and will not be considered during the first nine weeks of a semester. The Director of Resident Life, Associate Director and Staff members will assist in working through roommate challenges.

Any room changes must be approved by the Director of Resident Life and Associate Director and will occur only when deemed necessary. Students may not change rooms without permission. If this occurs, students will be expected to return to the previous arrangement.

Returning to the Dorms during the School Day
The dorms are separate from the academic environment of the school day and are closed during school hours. Seniors are permitted to return to the dorms during the day as a Resident Life student Senior privilege. If a non-Senior boarder wishes to return to the dorm for any reason during school hours, they must first request permission from a member of the Resident Life staff or Dean of Students. Underclassman may not enter with a Senior at any time. If this happens the Senior(s) will lose this privilege.

Study Hall – Sunday through Thursday
Study Hall is designed to allow students the time to complete homework assignments or other academic tasks. Time spent in Study Hall is considered to be as important as an academic class at Bolles. Students should spend the time working individually on assignments from their classes. Students needing to work together can request permission from the Dorm Parent on duty.

Supervised Study Hall
All new and 9th grade boarding students will be required to participate in Supervised Study Hall until quarter grades are posted. Supervised Study Hall is held in the Swisher Library or designated classroom under the supervision of a member of the Resident Life Staff. The Director or Associate Director will review first quarter grades and teacher and advisor comments to determine whether a student needs to continue in Supervised Study Hall. Students entering the program during second semester will be required to attend Supervised Study Hall until third quarter grades are reviewed.

Students can make the best possible use of their time by planning ahead and bringing work and necessary materials to keep occupied for the entire study period.

Dorm Honors
Dorm Honors are determined by a review of the letter grades and quarter GPA. Students with a 3.0 or higher during that grading period are placed on Dorm Honors. A student with two C-s, one D, and/or one F will be required to attend supervised study hall.

Students with Dorm Honors are not required to attend Supervised Study Hall. During Study Hall times, the may do laundry, hold study groups in Bolles Hall, or attend on-campus game or performance. Sign-out privileges may be requested directly with the Dorm Parent Duty. *Please remember these are privileges, and as such may be rescinded if needed.*

Leave Requests

Communication
For the safety and well-being of each of our resident life students, just as when a student communicates with a parent/guardian at home, it is essential that the Dorm Parent be aware of each student's whereabouts at all times.

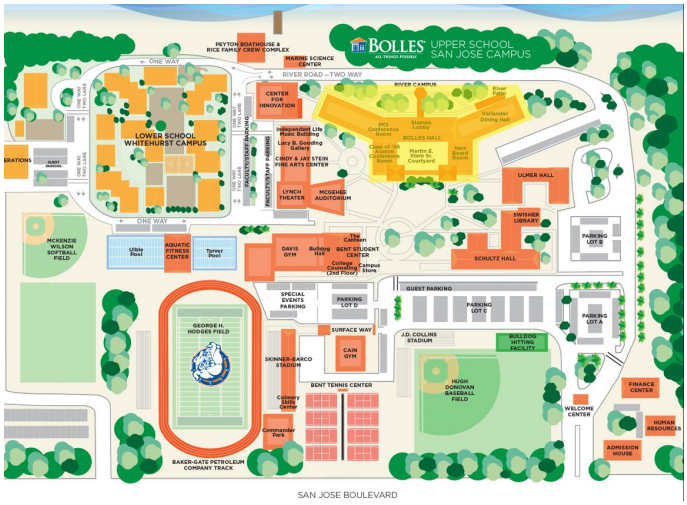
There are a variety of ways that students may report their whereabouts; depending on the circumstance, but the expectation is that all communication will be in person.

- The "Duty Phone" should be contacted for all travel updates while on "leave."

On-Campus
As the following activities are a part of the student's regular personal routine, they are known to the Resident Life staff and do not require a leave request.

- Attending classes
- Going to Verlander Hall for meals
- Participating in scheduled athletic practices and games
- Participating in fine arts rehearsals and performances

Boarders must communicate directly with the Dorm Parent on Duty each time they want to remain on campus but leave the dorm. When they leave the dorm, they are limited to the following areas highlighted in yellow:



- All buildings other than Bolles Hall are off-limits during non-school hours.
- At no time may a student or students be at the dock or dock area buildings without the presence of a Bolles Residential Life staff member or other Bolles faculty member.

If a student wants to go to an area that is not indicated above, they must speak to the Dorm Parent on Duty and receive permission before leaving the dorm.

Off-Campus
Boarders in good standing may leave campus. Before leaving, they must enter a request in REACH (see Reach details below) and communicate directly and in-person with the Dorm Parent on Duty to receive permission before leaving. Upon return, the student must be sure to locate and check in-person with the Dorm Parent on Duty.

- Students may only ride in cars driven by other students if they are noted in the Residential Life Permission Record found in Magnus.
    - The number of students in a vehicle may not exceed the seating capacity of the vehicle or the number of operational seatbelts in the car
    - Due to the high risk involved, students are not permitted to take taxis or regular ride-sharing services such as Uber and Lyft. ***These services may not be utilized at any time.*** However, students may use Teen Uber with parental permission after parents set up a Teen Uber account. For full details on permissions, guidelines and procedures, please refer to the attached Teen Uber Policy, found **HERE**.

Submitting a leave request in REACH does not guarantee approval by Residential Life staff. After submitting the request, the student must check out/in with the Dorm Parent on Duty.

REACH

The Bolles boarding program utilizes the REACH Boarding School System program to coordinate all leave requests. To submit a request, a student ***must*** **complete the following.** ***NO REQUEST can be approved without these steps***:

- Complete a leave request in REACH.
- Request and receive necessary permissions. (See below.)
- Notify the Residential Life staff member on duty to finalize permission

If student's room is not in good standing, the request will be denied.

Please note: When a student knows in advance that they will miss a class, in addition to REACH, they must also complete the steps required for an anticipated absence during the academic day as outlined in the Upper School Student-Parent Handbook. This does not apply to scheduled appointments.

Transportation
When a student needs Resident Life transportation, a minimum of 72 hours advance notice is required. The student must first speak with the Director or Associate Director and then complete a leave request in REACH. It is recommended that the student then reconfirm prior to the event.

Please understand that not all transportation requests can be accommodated. The earlier in the process that we learn of a need, the greater the changes are that we will be able to assist.

Types of Leave in REACH

Day Leave, with Another Boarder or On Own
Leave must be requested in Reach when the student is going off campus at any time and returning to the dorms that day or night.

- If permission is indicated in Magnus, the Dorm Parent on Duty must approve the Reach request.
- If permission is not indicated in Magnus, the parent(s)/guardian(s) must communicate approval to the Dorm Parent on Duty before the request can be approved.

Day Leave, with Friend or Family
Leave must be requested in Reach when the student is going off campus at any time with a day student or family and returning to the dorms that day or night.

- If you plan to leave early in the morning (during the week, before 8 a.m.; on non-school day, before 9 a.m.) the request must be submitted and approved the night before.
- The host * must approve the request in Reach before the dorm staff on duty approves the request. Both approvals must be in Reach before the student may leave.

*Host: Parent(s)/Guardian(s), approved adult (age 25 or older) of friend you are going off campus with. For the purposes of this policy, a family member over the age of 25 includes siblings, grandparents, cousins, aunts, uncles, and those approved by the parent(s)/guardian(s). The adult accepts all responsibility for the student and their actions during this time.

Regardless of whether the Boarding Student satisfies the appropriate requirements and/or parental/guardian permissions, overnight visit requests with non-family member adults require the express permission of the Residential Life Staff.

Family Overnight
Leave must be requested in Reach when the student is staying off campus with their own family.

- Both the student's parent(s)/guardian(s) and the dorm staff on duty must approve the request before the student may leave campus.
- All overnight leave must be submitted by Thursday at 11:59 p.m. to be reviewed.

Friend Overnight
Leave must be requested in Reach when the student is staying off campus at a friend's house.

- Both the student's parent(s)/guardian(s) and the dorm staff on duty must approve the request before the student may leave campus.
- The host * must approve the request in Reach before the dorm staff on duty approves the request. Both approvals must be in Reach before the student may leave.
- All overnight leave must be submitted by Thursday at 11:59 p.m. to be reviewed.

* Host: Parent(s)/Guardian(s), approved adult (age 25 or older) of friend you are going off campus with. For the purposes of this policy, a family member over the age of 25 includes siblings, grandparents, cousins, aunts, uncles, and those approved by the parent(s)/guardian(s). The adult accepts all responsibility for the student and their actions during this time.

Regardless of whether the Boarding Student satisfies the appropriate requirements and/or parental/guardian permissions, overnight visit requests with non-family member adults require the express permission of the Residential Life Staff.

Official College Athletic Visit
Leave must be requested in Reach when a student is going on a college visit. Please note that Resident Life provides transportation for 2 college visits a year. After that families will need to arrange their own transportation.

- Both the student's parent(s)/guardian(s) and the dorm staff on duty must approve the request before the student may leave campus.
- Blue slip must be turned into the Deans' Office.

Vehicles
Junior and senior boarding students are permitted to have vehicles on campus with permission from the Director of Resident Life and/or the Associate Director. The family is required to provide a copy of the car registration, the student's valid driver's license, and proof of insurance to the Transportation Office in order to receive a parking area assignment. This information must also be entered in Magnus in the Residential Life Parental/Guardian Permission Record. Returning students must apply for a parking assignment in the Spring. The safety of all students is of the utmost importance and driving a car carries significant responsibility. Misrepresenting one's destination is a serious violation and thus carries appropriate consequences. The misuse or attempted misuse of the driving privilege by a student will result in disciplinary action and/or the removal of the car from campus.

A probationary period of one month after receiving their driver's license will be in place before student drivers may have a passenger/s in their car. The guideline is intended to allow a new driver to focus on road safety while becoming familiar with being a licensed driver.

Students with vehicles on campus are required to turn in all keys to the Resident Life Office

- When a student wants to use their vehicle to go off campus, a REACH form must be completed.
    - Before departing, the student must see the Dorm Parent on duty in person to check out.
    - Once approved, the keys will be given to the student.
    - All keys must be returned to the Resident Life office immediately upon return to campus.

Resident Life Policies and Procedures

The rules and regulations of the Resident Life Program are designed to create a place where all members of the boarding community, students and staff alkie; can live safe, healthy, and happy lives. Being part of the community requires all members abide by set rules and **expectations**. In addition to the rules and guidelines as explained in the **Upper School Handbook** under School Guidelines and Procedures, resident students are expected to follow the Bolles Resident Life Program rules which are specific to the boarding experience.

Student Behavior Expectations and Discipline

Consequences
If an infraction occurs, it is reported to the Director and/or Associate Director by a member of the Residential Life team. The Director or Associate Director will then assign dorm demerits as appropriate. More serious offences result in a higher number of demerits. A communication will be sent to the student's parent(s)/guardian(s) and Dorm Parent when two or more demerits are issued at once.

When appropriate and possible, consequences will align directly with the infraction.

Examples of offenses resulting in one demerit:
- Tardiness
- Use of electronic device at designated times (meetings, special events, etc.)
- Failure to turn in vehicle keys
- Improper dress

Examples of offenses resulting in two demerits:
- Study hall disruption
- Failure to clean up common area
- Repeated failure of room inspection (see "Dorm Room Care and Inspections", page 10)
- Inappropriate language
- Public display of affection
- Out-of-room after curfew, on wing
- Allowing other(s) in your room after curfew

Examples of offenses resulting in five demerits:
- Disrespect of student
- Disrespect of faculty/staff
- Returning to dorm without permission during the academic day
- Out-of-room after curfew, off-wing
- Defacing school property
- Failure to sign in or out properly
- Reckless driving

Examples of more serious infractions, which may result in suspension or expulsion:
- Bullying
- Harassment
- Hazing
- Violation of nicotine, alcohol and drug policy
- Possession of Contraband (link to blurb about contraband)
- Fighting
- Vandalism
- Being found in a position that could be considered as compromising
- Being on floor or in room of a member of the opposite gender without the permission of a Resident Life staff

member

For severe infractions, the accumulation of 25 demerits or repeated unacceptable behavior in the dorm, a student may be referred to the Disciplinary Committee and recommendations for action will be made by that committee to the President.

A sample progression of demerits and consequences:

# Demerits	Action Taken
1 - 4	A conversation will be held between the Director or Associate Director and the student to discuss an appropriate consequence related to the infraction
5	Weekend-night restriction to dorms (including dorm activities)
6-9	A conversation will be held between the Director or Associate Director and the student to discuss an appropriate consequence related to the infraction
10	Weekend-day and night Restriction to dorms (including dorm activities)
11-14	A conversation will be held between the Director or Associate Director and the student to discuss an appropriate consequence related to the infraction
15	Restriction to dorms for weekend (including dorm activities)
16-19	A conversation will be held between the Director or Associate Director and the student to discuss an appropriate consequence related to the infraction
20	Restriction to dorms for the entire weekend and following weekday nights (including dorm and school activities).
25 +	Referral to Disciplinary Committee

Subsequent or repeated offenses may incur additional penalties.

Should a student be separated from the School, the parent(s)/guardian(s) are required to move the student out of the dorm within 24 hours of communication of the separation.

Tobacco, Alcohol and Other Controlled Substances

1. The Bolles School is a tobacco-free and alcohol-free environment. Smoking, chewing tobacco, and/or vaping are not permitted anywhere on campus or at School functions.
2. Student possession or consumption of alcoholic beverages of any kind is prohibited.
3. The possession, sale, exchange, or use of illegal drugs and/or paraphernalia is prohibited.
4. The abuse, exchange, or sale of prescribed, legal, over-the-counter medications or herbal remedies is prohibited.
5. Violation of any of the above rules will result in disciplinary action that may include probation, suspension, or expulsion from the School.
6. The faculty, administration, and Board of Trustees recognize that many factors may lead to abuse of the substances mentioned above. When there is reason to believe that a student may be taking risks, the School will reach out to parent(s)/guardian(s) about our concern. In those instances where student behavior strongly indicates drug or alcohol use, the administration may refer the student to the suspicion-based protocol and/or require professional intervention and subsequent treatment in order for the student to continue enrollment at the School.

Sanctuary Program

The Bolles School strongly believes in allowing students to seek help in life when needed. The Residential Life Sanctuary program is intended to provide resident students the opportunity to seek help for concerns regarding drugs, alcohol, and/or vaping abuse without punitive consequences. It takes courage to ask for help, and as a residential community, our goal is to provide support in time of need whenever possible and when circumstances allow.

It is essential to understand that Sanctuary must be invoked before a student is found to be in violation of or is suspected of being in violation of the School's **drug, alcohol, or vaping policy.**
If a student comes forward to request Sanctuary, or if a student, faculty member, or other adult receives credible information from a concerned student, parent, guardian or other third party that a particular student is in need of help as a result of drug, alcohol, or vape use/abuse, the matter will be treated as a special health concern, and the following steps will be taken:

- The student will be evaluated on campus by school personnel. If deemed necessary, the student will be taken to an off-campus medical facility for evaluation.
- Parent(s)/guardian(s) will be contacted by the Director of Residential Life and determination will be made if the parent(s)/guardian(s) are required to come to campus to be with their child.
- A member of the Residential Life or nurse's team will notify the school counselor.
- In accordance with disciplinary action consistent with **school policy,** the student's belongings, locker and/or vehicle will be subject to search the day of the test. Before the search, the student will be asked if any illegal substances or items will be found and will not be subject to consequences for possession of those substances or items identified and found. However, if a search results in the finding of any illegal substance/items *not already reported by the student:*
    - The student will immediately be suspended from all school activities.
    - The student will be placed on probation *(explanation of probation to be determined and written by Deans' Office staff)* for a period of one calendar year, after which the probationary status will be reevaluated by the School Administration and the Counseling Staff. The probationary status may require the student/school to report the infraction to colleges/universities.
- A mandatory school-approved contract-based intervention to include a drug and alcohol assessment and regular counseling sessions with a licensed mental health professional (LMHC, LCSW, Psychologist, Psychiatrist), will be required.
    - A parent/guardian release authorizing communication between the School's counselor and the licensed mental health professional in the mental health field will be expected.
- The Residential Life faculty and the student will create and sign a contract that will
    - Stipulate the recommendations from the drug and alcohol evaluations
    - Include a "no-use" clause
    - Outline the consequences of non-compliance.

Parent(s)/guardian(s) will acknowledge in writing their understanding of the contract and the consequences in the event of any violation of that contract.

- The student and their parent(s)/guardian(s) will meet with the Head of School (or a designee) to discuss the student's health as well as their desire to remain a part of the Bolles community.
- The student will be placed in the suspicion-based pool of the drug testing program.

Sanctuary – Additional Information

- While each student is eligible for Sanctuary ***one*** time while at Bolles, once a student has entered Sanctuary, the support structure of the Program is available to the student for the remainder of their time at Bolles.
- Students who have already been found to be in violation of the School's drug, alcohol, and/or vaping rules are not eligible to invoke the Sanctuary Program and will not be granted protection from normal disciplinary procedures.
- If law enforcement becomes involved in any situation, the School's Sanctuary Policy will not protect the student from criminal processes or any other legal consequences of actions that violate local, state, and/or federal United States law.
- Violation of the contractual agreement through the continued use of drugs, alcohol, and/or vaping will result in additional consequences up to and including separation from the school.
- All expenses related to the substance abuse evaluation and counseling sessions will be the responsibility of the student's parent(s)/guardian(s).

Testing Positive After Claiming Sanctuary
After entering the Sanctuary program, if a student tests positive, or is found in any way to be in violation of the School's drug and alcohol policy:

- The student's parent(s)/guardian(s) will be contacted by the Upper School Head or the Associate Head of School and required to come to campus to pick up their child.
- The student will immediately be suspended from all school activities.

The student and their parent(s)/guardian(s) will meet with the Head of School (or a designee) to determine further steps.

Room Searches
The Bolles School reserves the right to perform unannounced room searches. In accordance with disciplinary action consistent with School Policy, the student's belongings, locker, and/or vehicle will be subject to search in the event of suspicion. As outlined in the Bolles Student-Parent Handbook, the Head of School and authorized staff members may search, using any methods determined to be effective and reasonable by the Head of School, a student's pockets, purse, backpack, gym bag, or other personal property, to include phone and electronic devices; student lockers, desks, or other School property; or student vehicles. No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on School property. Contraband includes any substance or materials prohibited by School policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, tobacco products, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process will be taken by staff. Storage, return, or the destruction of such items shall be at the discretion of the Head of School or the Head's designated agent. The cooperation of all students, parent(s)/guardian(s), personnel, and guests will help ensure a safe environment for our children.

All items deemed to be illegal, illicit, disruptive or a general nuisance will be taken by staff. Room décor must be appropriate and respectful. If there is any doubt, the student should ask a member of the Resident Life staff.

Storage, return or the destruction of such items shall be at the discretion of the Head of School or the Head's designated agent.

Examples of items that are prohibited:

- Knives sand bladed weapons
- Any type of gun, real or look alike, including nerf type guns
- Firearms (including paint ball nerf, or other)
- Incendiary devices: Fireworks, lighters, matches, candles, incense and incense burners, explosive caps and/or inflammable fluids
- Clubs, chains
- Electric cooking devices, such as hot pots and tea kettles, are allowed for use only in the dorm public kitchen/kitchenette areas
- Scooters, skateboards, rollerblades, or self-balancing scooters: Hoverboards, battery-operated scooters and hands-free segways, are not permitted on campus or in any of The Bolles School owned buildings.

Fire Safety Precaution: Hair dryers, straightening/curling irons, irons, and other non-cooking appliances that conduct heat must be unplugged after use.

If you have a question about an item, ask before bringing it to campus.

Medical and Health

The School has an infirmary with a nurse on duty during school hours. Medical history, records and current medication information must be uploaded to Magnus Health, the Student Medical Record (SMR) system used by the School to collect student health forms and other required paperwork for the school year. Magnus Health SMR is a secure site for submitting health information. You will receive an email from Magnus Health to initiate this process. Please make sure to set up your account and submit all of your child's health information through the system. Please refer to the Upper School Student-Parent Handbook Information here: **Student Health Center and Medication.**

- A resident student feeling ill before the first block of a school day should check in with the Resident Life staff member at breakfast for further instructions.
- A resident student requiring medical attention should report to their scheduled class first to receive permission to visit the Infirmary, then report back to class as soon as possible. If a student is too sick to attend class, then arrangements will be coordinated with the Resident Life staff and the Infirmary.
- If a student is too sick to attend class, then arrangements will be coordinated with the Residential Life Staff and the Infirmary.
- If a resident student becomes ill or injured during non-school hours, they should immediately notify a Residential Life staff member, who will see that the student receives appropriate medical attention. Students who are concerned about the health and well-being of their peers should report their concerns to the Resident Life staff.
- The Resident Life office keeps a supply of over-the-counter medications for illnesses.
- Over-the-counter medications (i.e., Tylenol, Advil etc.) and dietary/athletic supplements must be cleared with the School Nurse and confirmed with the Associate Director of Residential Life in order to be kept in the room.
- Prescription medication must be turned in to the Infirmary. A member of the Residential Life staff will be responsible for distributing prescription medication as needed in consultation with the School Nurse. There are certain medications that the School Nurse may approve for student safe-keeping.
- Elective medical procedures must be scheduled during the summer or holiday breaks in the state/country in which the student resides.
- ALL appointments must be made by, or through, the School Nurse. Otherwise, transportation cannot be made guaranteed.
- Only essential appointments are allowed (physical health should be reported immediately to the school counselor, Bolles Resident Life or Faculty member or by using the School's concern line.
- Concerns about a fellow student's mental, emotional, or physical health should be reported immediately to the school counselor, Bolles Residential Life or a faculty member or by using the school's concern line.

Concern Line Information:

- 904-256-5311
- concern@bolles.org

Safety

Resident Life Duty Phone: +1 (904) 626 – 6056 – In case of emergency or immediate need.

Specific Rules Regarding Boundaries and Security

- Students should use the walkways in traveling across campus.
- The Bolles San Jose Campus is a beautiful campus. It is each community member's responsibility to help take care of all areas.
- Students should not get into any car for any reason without proper approval of the Dorm Parent, Associate Director, or Director of Resident Life.

Fire and Lockdown Drills

- Fire and lockdown drills will be conducted on a regular basis throughout the school year.
- Tampering with and or misuse of a fire alarm, sprinkler head, fire extinguisher, smoke detector, or any other fire safety equipment is strictly prohibited and will result in disciplinary action.
- **Furniture** may not be arranged in a way that blocks quick exit from the room, including doors and windows. Doorways must remain clear of obstruction.

FREQUENTLY ASKED QUESTIONS

Assignment Notification: When will I be notified of my housing assignment? Students will learn dorm room assignments during the summer. Returning students may be aware earlier.

Roommates
Selection: As a first-year student, can I choose my own roommate? We are able to take roommate requests, but strive to place friends with different roommates to provide an opportunity to socialize and interact with other students.

What if I am having difficulty getting along with my roommate? Adjusting to a new roommate is a process that involves time and effort. First, we encourage you to try to talk with your roommate about any issues or concerns. If this is unsuccessful, then feel free to contact your Dorm Parent, Associate Director of Resident Life, or Director of Resident Life for assistance. Room changes are considered only after all other options have been exhausted.

Single Rooms: Can I get a single room? The Bolles School does not offer single rooms. All rooms are set up to accommodate two and, if necessary, three students. The School reserves the right to assign roommates in each room.

Early Arrivals: Is it possible to come to campus prior to the scheduled arrival time? Only students required by the School to be on campus may return before the scheduled arrival date. We must adhere to this guideline in order to facilitate the completion of scheduled renovation projects, summer housing transition, and final preparation for students' arrival.

Laundry Facilities: Are there laundry facilities in the Dorms? What about ironing boards and irons? Each floor has a laundry room for the residents of that specific floor. Ironing board/irons are not allowed in student rooms. Dryers are provided in the laundry room.

Mattress size: What is the size of the mattresses in the Dorms? Is bedding supplied*?* Mattresses in the Dorms are 36 x 79.5. These are longer than standard sized mattresses. Extra-long single bed sheets can be obtained in most department stores. Students are responsible for supplying their own bedding, including pillows.

Meal Plan Assignment: Am I automatically assigned a meal plan? Breakfast, lunch, and dinner will be served in the dining hall Monday – Friday. Brunch and dinner will be served during the weekend and when school is closed for student holidays. Separately packaged retail items are not included in the meal plan.

Food Preparation
A Dorm Parent must give permissions and be present for students to cook in the dorm kitchen or on the grill (if one is available).

Personal Safety: What types of measure are taken to protect my safety?
Entrances to the dorm wings are locked during the academic day and at night. Students are not to be in a School building when no faculty is present. Students are responsible for ensuring that their room doors are kept locked at all times. It is important for roommates to discuss the importance of keeping their possessions safe by keeping the doors locked.

Does the School provide personal property insurance? The School does not cover personal belongings and cannot be held responsible for misplaced items.

Are there refrigerators in the rooms? Refrigerators are not provided in the rooms. Many students choose to buy their own refrigerators. This may be done during a trip to the local store (Wal-Mart, etc). Often, this is an area where roommates might decide that one will purchase a refrigerator while the other purchases something else that could be used by both as only ***one*** small refrigerator per room is permitted.

Travel Home: The Resident Life Program offers transportation to and from the Jacksonville International airport (JAX). Boarding students must provide all travel information to the Associate Director of Resident Life or Director of Resident Life.

The following regulations will be helpful in making the residential experience safe and pleasant:

- *Room Furnishings:* Bolles supplies bedroom furniture for students: bed, dresser, nightstand, and a desk and chair. Students are responsible for all School furniture or furnishings assigned to them. Students will be billed for lost, damaged or missing items. No common area (or other School furnishing) are to be moved into student rooms. Additional furniture may be purchased at the expense of the students with Dorm Parent permission (i.e. additional chair, shelf, etc).
- *Emergency and Routine Maintenance:* Students must report leaking faucets, stopped up drains or circuit breaks promptly to the Dorm Parent on Duty. Even during late night hours, these should be reported immediately in order to prevent damage.
- *Room Cleanliness upon Weekend Departure:* Students leaving for the weekend must clean their room before leaving campus.
- *Windows:* For safety reasons, windows are not to be opened without Dorm Parent permission.
- *Fire Alarms:* Fire alarms and extinguishers are to be used in cases of emergency and are not to be misused anywhere on campus.
- *Courtesy:* Everyone is expected to comply with a request for quiet from another person at any time. Students are not to play with basketballs, tennis balls, soccer balls and other athletic equipment in the dorm. The equipment will be confiscated if it is misused.
- *Study Hours:* In keeping with the academic mission of Bolles, dorms are required to maintain quiet hours during the academic year. From Sunday-Thursday, quiet hours are from 7:30 p.m.- 9:00 p.m. During exam periods, 24-hour quiet hours begin on the morning following the last day of classes and are strictly enforced. Doors must be open unless approved by dorm staff.
- *Late Lights:* Permission to stay up past 10:30 p.m. on a school night and 11:30 on a non-school night may be granted by the Dorm Parent for academic purposes only and is at the discretion of the Dorm Parent. Permission will only be granted if the student has made good use of previously provided student time and of their own free time.
- *Room Visits and Privacy:* Students are expected to respect others' rooms and private spaces. Students may not enter rooms without their permission. An unlocked or open door is not an invitation to enter.
- *School Visitors:* All visitors to the dorm MUST have permission from the Dorm Parent, Associate Director of Resident Life, or Director of Resident Life.

The Bolles School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. The Handbook is not a contract, nor is it intended to be so construed. The School reserves the right to modify and/or amend the content of the Handbook at any time during the year. If you have any questions about the Handbook or any of its policies, please contact your campus head.