

MISSION STATEMENT

The Brook Hill School provides excellence in college preparatory education, affirms the gifts and challenges the potential of each student and encourages students to honor God through Christ-like character.

Residential Living Guide

2011 - 2012

updated: June 28, 2011

WELCOME

The goal of The Village at Brook Hill is to develop a cohesive residential community for students to pursue their course work at The Brook Hill School. In such a community, behavior guidelines are necessary to protect the rights and safety of all individuals.

Residential facilities in The Village at Brook Hill will afford students a lifestyle which is like living at home. Rather than traditional dormitories, students will live in comfortable, residential-style houses that include the types of amenities they might find in their own homes: spacious bedroom suites with in-room Internet access and private bath facilities, a common kitchen, game room, living room with fireplace, laundry facilities, and more. In fact, student residences in The Village at Brook Hill have been specifically designed to help foster the feeling among residents that they are part of “one big, happy family.”

Each member of The Village at Brook Hill is expected to:

- act with integrity and be accountable for his/her own actions.
 - treat all members of the community with respect.
 - accept and support the basic values of the community and follow rules designed to protect the safety of the students.
 - participate actively as a member of the community.
 - follow the rules in the Brook Hill handbook, as well as the Residential Living Guide.
 - follow the student sexual harassment policy as outlined in the Brook Hill handbook.
- Any violation of these rules or homosexual behavior is cause for removal from the community.

The Village at Brook Hill cannot allow actions that jeopardize the health, safety, or academic purposes of the community.

Actions that jeopardize the health, safety or academic purposes of The Village at Brook Hill can only be interpreted as conscious or unconscious efforts to separate oneself from the community, and may be cause for dismissal from the community.

For more information regarding the boarding program access our website at www.brookhill.org. Click on “boarding” for boarding house tours, as well as our boarding event calendar. You can access the main Brook Hill calendar on “Parent Links” from the Brook Hill front page website.

RESIDENTIAL STAFF

The Director of Residence Life will oversee the boarding community, working with House Parents and students. The Director is responsible for organizing the boarding calendar, travel accommodations, uniforms, books, and the overall well-being of the boarding program. In addition, he/she will monitor all housing aspects.

Heading up each residence will be full-time House Parents who will have their own private quarters but also share common areas with students. House Parents will play an integral role in Brook Hill boarding students’ lives. They will supervise students’ academic progress, ensuring that they focus on their studies and obtain any extra help they need. Also, House Parents will help plan and lead off-campus activities on weekends. In addition, they will serve as adult mentors who offer a listening ear to students when they need to talk, counsel on personal matters, and support as they tackle daily challenges.

Director of Residence Life: Christi Collins ccollins@brookhill.org
903-780-1930

Girls House:	Jeff & Paula Cool 903-894-9685	jcool@brookhill.org pcool@brookhill.org	Jeff Paula
Boys House:	Travis & Regenea White 903-894-9683	twhite@brookhill.org rwhite@brookhill.org	Travis Regenea

HOUSE REGULATIONS

Consideration and Privacy

Students are expected to conduct themselves in the homes at all times with consideration and respect for other residents. In particular, the privacy of each student and of his or her possessions must be honored. Students should not enter, nor should they remain present in, any student room without the occupants being present. Repeated incidents of being in a room without the occupants may be treated as a disciplinary issue by the House Parents.

Rooms

Students are expected to keep their rooms neat and tidy, with beds made and clothes put away, at all times. Rooms are inspected frequently. Regulations governing study hours, check-in times, electrical appliances, decorations, and fire exits are displayed on house bulletin boards. These must be read and followed by all students. Pets are not allowed at school. The use of alcoholic references to decorate rooms is forbidden.

Damage

Damage, beyond reasonable wear and tear, in students' rooms or in the public areas of the houses, when not attributable to individuals, will be assessed equally among the residents of one or more of the houses and charged to them through their accounts. Student rooms are inspected upon arrival and departure. Damaged or missing items not previously reported and satisfactorily explained will be charged against offending students' accounts.

Illegal Drugs and Alcohol

Students may not possess, use, or make arrangements for the use of alcohol, drugs, or related paraphernalia in the house, at school, at any school or non school function, or at any time that interferes with their functioning and the functioning of the school. These substances do not contribute to the healthy environment that the dormitory provides for the students, and are illegal. Students who violate this policy will be asked to leave. Resident and school staff may search the residence if a violation of this policy is suspected.

Tobacco Products

Tobacco products are not allowed anywhere on or off campus. If this policy is violated the student may be asked to leave the house.

Disciplinary Offenses

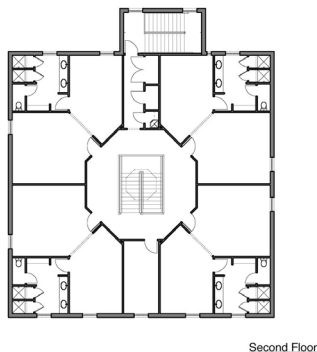
- Possession or use of weapons of any kind is not allowed.
- Symbols of violence, hate and racial prejudice are not allowed.
- Physical or verbal threats or posturing is not allowed.
- Violence, physical aggression, sexual or physical harassment or disruptive behavior is not allowed.
- Dishonesty, lying or stealing is not allowed.
- Tampering with fire alarms or safety equipment is not allowed.
- Compliance with boarding home safety and security is required. Key cards cannot

be copied or loaned to anyone. Replacement key cards cost \$10.00 each. The house front door is to be closed completely after entering or leaving. Access through windows is cause for disciplinary action.

Vehicles

Senior boarding students are allowed to have a vehicle on campus with a valid license and proof of insurance. A student may only leave campus with permission from boarding house parents or the Director of Residential Life. Only students with prior approval will be allowed to ride as passengers.

FACILITIES AND AMENITIES



Laundry Facility Guidelines

Students wash and dry their own laundry in the machines on the first floor of the house. Three washing machines and three dryers are provided for use by residents. Bleach is NOT ALLOWED, as it can leave residue in the machine and damage the next person's clothing.

- You may do laundry on your designated day or with special permission.
- You must be finished and have clothes removed by curfew.
- Sort your clothes into lights and darks.
- Add soap. You may NOT use bleach!
- Select the correct temperature, turn the machine on, and shut the lid. Make sure the water and air temperatures are appropriate for your clothing. You could shrink or dye your clothes if you are not careful!
- All clothing must be removed before leaving for school.

If a resident wishes to use a machine that contains clothing, they must notify the person to remove their clothes. If that person is not available, a House Parent must be notified. The House Parent will remove the clothing from the machine. Residents should not touch other residents' clothes. It is hoped that no resident will lose or damage his/her clothing. It is for this reason that the above guidelines exist.

Residents are responsible for seeing that their clothing is removed from the machines promptly. Unattended or unclaimed laundry runs the risk of being lost, damaged, or discarded, and the resident will receive a warning.

Kitchen Facility Guidelines

A small kitchen is located on the downstairs level of the house. Items left in the refrigerator must be labeled with the student's name and the date. The refrigerator is cleaned out weekly. Students are expected to keep the kitchen clean. Failure to clean up when messes are made will result in loss of privileges.

Television/Game Room

A television/game room is available for students to watch television or to socialize. The television cannot be watched during study time or lights out. During quiet hours, the room is available for studying. A VCR/DVD player is available for use. Videos in a language other than English must have English subtitles. Absolutely no R-rated videos or videos with a Mature rating are allowed on the television or computers. The House Parent has the right to remove any video perceived inappropriate.

Telephone

A telephone is located on the first floor of the house.

- Residents should use calling cards to make international or long distance calls.
- Phones may not be used during quiet hours or study time.
- If you have to use the phone during quiet hours, get permission from the House Parent.
- If you answer the phone and it is for someone else, try to find the person it is for. Check the sign-out sheet.
- If you cannot find them, take a written message and put it on the message board.
- Please be considerate of others who may need the phone. If another student is waiting to use the phone, limit your call to 20 minutes.

Emergency Situations

FIRE - In the event of fire:

Students on the 2nd floor will exit via the fire escape stairway if the front entry way stairs are not accessible. Students will exit in one of three areas from the 1st floor level: TV room doors, front door or boarding house parents' door. Once outside the building, students will assemble across the street from the board house for roll call.

TORNADO - In the event of a tornado:

Students will proceed downstairs to the laundry room area away from all windows.

HOUSE RULES

VIOLATIONS OF THE FOLLOWING HOUSE RULES MAY RESULT IN REMOVAL FROM THE VILLAGE AT THE BROOK

DISCOURTEOUS BEHAVIOR TOWARD HOUSE STAFF OR RESIDENTS is not allowed. There should also be no loud music, no running in the house, no throwing of objects, no hanging out open windows, or other impolite or unsafe behavior.

SIGN IN/ SIGN OUT is required when leaving or returning to the house. Name, destination, and time must be printed clearly, on one line, and completely in English each time a student leaves or enters the house. On weekends students must also sign-out/in with the MIC on duty. A student may not sign out to the extended campus alone. Before leaving campus in a car the

student must first gain approval through the boarding house parents or Director of Residential Life.

HOUSE CURFEW is 10:00 pm. Prior arrangements must be made with the house parents for a curfew extension or “late lights”. “Late lights” will only be granted when a student is absent from daily study hall due to a school-related extracurricular activity. Students may not call before or after curfew to ask for permission to be late for curfew.

AFTER DARK, students may not be outside by themselves or with members of the opposite sex.

ROOM CURFEW and LIGHTS OUT is as follows:

Sunday - Thursday

8th – 9th	Room 10:30 PM	Lights out 10:45 PM
10th – 12th	Room 10:45 PM	Lights out 11:00 PM

Friday - Saturday

All Students	Room 11:45 PM	Lights out 12:00 (Midnight)
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STUDY HOURS are 6:45 pm - 8:15 pm on Sunday through Thursday nights. Study hours will take place in the library at the school. Honor Guard senior students may receive study hour privilege at the boarding house.

GRADE CHECKS are conducted on a weekly basis. Students with failing grades must attend an extra 30 minutes of study hall.

QUIET HOURS is 8:30 pm to 7:00 am Sunday through Thursday, and starts at 10:30 pm on Friday and Saturday.

ASSIGNED ROOMS – residents must not enter another resident’s room without permission from that resident. No opposite sex visitors are allowed in any bedrooms. Public Display of Affection (P.D.A.) is not allowed.

VISITORS must be signed in and out with the House Parent on duty and leave the house before curfew hours and at dinner. Failure to notify staff of a visitor will result in the loss of visitation privileges. Visitors are not allowed in the morning hours prior to school.

WEEKEND OVERNIGHT STAYS AWAY FROM THE HOUSE must be approved by the House Parent prior to the date of the absence.

TELEVISION during study time or lights out is not permitted.

TELEPHONE USE during study time or lights out is not permitted.

ELECTRICAL APPLIANCES ARE NOT ALLOWED IN THE ROOMS except for computer, radios, and stereos.

INAPPROPRIATE OR ABUSIVE LANGUAGE is not allowed (this includes movies and music).

ATTENDANCE AT HOUSE ACTIVITIES is expected.

PARTICIPATION IN ASSIGNED HOUSE CLEAN UP is required.

STUDENTS ARE REQUIRED TO CLEAN UP AFTER THEMSELVES after using any room in the dormitory.

HOUSE ROOM CLEANLINESS is required. Mandatory and random room inspections will be performed by the House Parent to ensure safety and health standards. Students will be assessed a fine for any room damage, room cleaning services or vandalism.

BE ON TIME! No matter where you are going (school, dinner, brunch, church, or study hours), always be on time. Don't be late!

MEALS

Meals are provided for the residents of the house as part of their package. Breakfast, lunch and dinner will be served Monday – Friday in The Commons. On Saturday boarding students will be provided a brunch (at 10:30 am) and dinner. All meals will serve as a check-in time. On Sunday, breakfast will be provided in the houses; lunch and dinner will be served in The Commons. Ipods, phones, computers, and electronic devices are not allowed during meal times in The Commons.

DISCIPLINE PROCEDURES

Students will receive points that will be recorded by their house parents. When the students reach a score of 10 points they will receive detention. After 3 detentions they will lose house privileges (including weekday and weekend trips), after 5 detentions they will lose another weekend of house privileges, and after 8 detentions they will be placed under house confinement. When a student receives a detention, failure to change their action will result in the doubling of points (example: up late at night - 3, when told again that night - 6 more, after the third time that night they will receive detention).

Late to dinner	5 points
Skip Meals	10 points
Disrespectful to House Parent	10 points
Not Signing Out	5 points
Not doing chores	5 points
Coming Home During School Hours	5 points
Study Hall Misbehavior	5 points
Eating In Room	5 points
Late to Church	5 points
Late to Bed	3 points
Late to House at Night	3 points
Excessive Noise (after warning)	3 points
Not Speaking English	1 point
Leaving Laundry/Items downstairs	1 point
Failed Room Check	1 for each item (max - 3 points)

TRAVEL ARRANGEMENTS

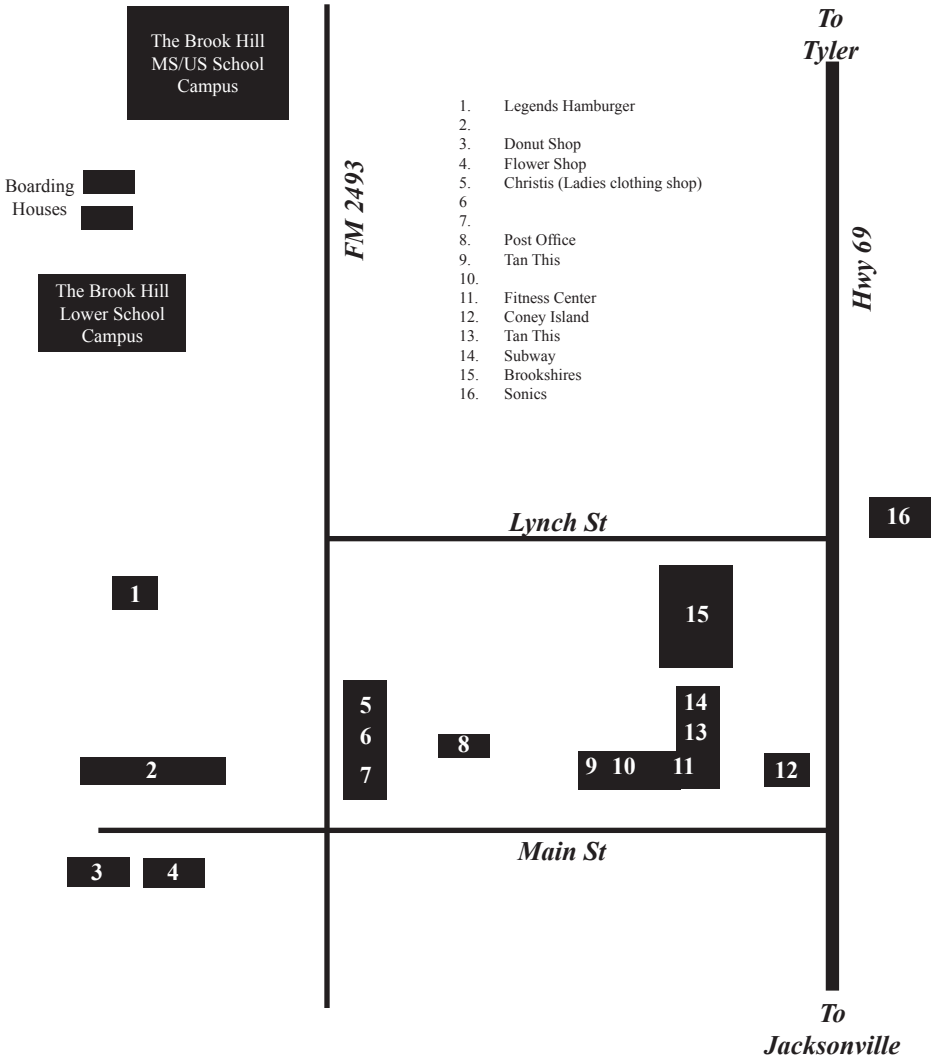
All travel arrangements MUST be communicated directly to the Director of Residence Life. Arrangements should be made to pick-up or deliver the student to the appropriate airport. All flights should be scheduled to arrive at or depart from the following airports: Dallas/Ft. Worth (DFW) in Dallas, TX or Tyler Pounds Field (TYR) in Tyler, TX. A shuttle, taxi, the Brook Hill school bus/van, or personal vehicle will be used for transportation to/from the airport. The Brook Hill School bus will make one pick up and one drop off trip to the DFW airport each semester. Pick-up and drop off dates will be established by the Director of Residence Life; if your child has a flight on another date you will need to pay for Tyler shuttle to take them to DFW airport or have them fly directly in/out of the Tyler airport. Please refer to the school's online WebCalendar for the boarding houses open/closed dates. There will be no supervision when the boarding houses are "Closed" so, please make sure your child is NOT left on campus when the boarding houses are "Closed".

***NOTICE:** The family and student should be familiar with The Brook Hill School Academic Policies relating to absences at exam times. This will be helpful with making appropriate travel arrangements with the least impact on the student's academics during the school year.*

EXTENDED CAMPUS AREA

This area is considered still “on campus”, but requires that a student sign-out/in before going to this area. Students who go outside this area without permission will be subject to disciplinary action and may lose extended campus privileges.

Students may not travel to these areas alone.



Notes

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