



### **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 Life Student Handbook**

2018 - 2019

revised: July 10, 2018

# THE BROOK HILL SCHOOL

## RESIDENTIAL LIVING GUIDE

*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.*

1051 N. Houston St  
Bullard, Texas 75757

903-894-5000  
800-657-3167  
Country Code: (011)  
fax: 903-894-6332  
[www.brookhill.org](http://www.brookhill.org)

**Revision Policy:** The Brook Hill School reserves the right to amend any policy or procedure in the Residence Life Student Handbook at any time at the sole discretion of the Administration.

## **WELCOME**

The goal of the Brook Hill boarding program is to provide a safe and enjoyable residential environment in which students can pursue their academic and life goals and live their lives such that they thrive at The Brook Hill School, into their college years and beyond. In such a community, behavioral guidelines are necessary to protect the rights and safety of all individuals.

Brook Hill residential facilities, programs and staff strive to provide students with a lifestyle as similar to that of living in a home as possible. Rather than traditional dormitories, students live in comfortable, residential-style houses that include the types of amenities they might find in their own homes: bedroom suites with house wide internet access and semi-private bath facilities, a common kitchen, game room/living room, laundry facilities, study and more.

To foster and contribute to this sort of environment each member of the Brook Hill residential life program is expected to:

- Act with integrity and exercise responsibility for their actions and belongings.
- Treat all members of the community with respect.
- Participate actively as a member of the community.
- Follow the rules and guidelines in the Brook Hill student handbook, as well as the Residential Life Student handbook.
- Do their part to contribute to a healthy, residential environment.

Brook Hill does not tolerate actions that compromise the health, safety, academic purposes or general morale of the boarding community. Such actions will be interpreted as an effort to put oneself at odds with the community, and may be cause for dismissal from the community.

For more information regarding the boarding program, access the website at [www.brookhill.org](http://www.brookhill.org) and click on “boarding”. There you will find boarding house tours and videos, FAQ’s and the boarding events and dining calendars.

## **RESIDENCE LIFE STAFF**

The Director of Residence Life oversees the boarding community, while working with House Parents, daytime Associates, Monitors and students to insure the overall well-being of the program. In addition, he monitors all aspects of boarding life.

Heading up each boarding house is a full-time House Parent who has their own private quarters within the dorm of their particular student group. House Parents play an integral role in Brook Hill boarding students’ lives. They supervise students’ academic progress, ensuring that they focus on their studies and obtain any extra help needed. Also, House Parents help plan and lead off-campus activities. In addition, they serve as adult mentors who offer a listening ear to students when they need to talk, to gain counsel on personal matters, and find support as they tackle daily challenges. House Parents also assist students with travel accommodations, uniform and book orders and other such daily needs. Residence Life Staff make decisions based on the greater good of the boarding community while at the same time taking into consideration the needs of the individual student.

## RESIDENCE LIFE STAFF DIRECTORY

### Director of Residence Life:

Shawn Rhoads                      srhoads@brookhill.org                      (903) 780-6282

### Senior Girls' House:

Andy & Penny Driggers   [pdriggers@brookhill.org](mailto:pdriggers@brookhill.org)   Penny (972) 849-9481

Ben & Jessica Longenecker [blongenecker@brookhill.org](mailto:blongenecker@brookhill.org)  
[jlongenecker@brookhill.org](mailto:jlongenecker@brookhill.org)

### Girls' House:

Ken & Lori Dulany	<a href="mailto:ldulany@brookhill.org">ldulany@brookhill.org</a>	Lori	(832) 840-9027
	<a href="mailto:kdulany@brookhill.org">kdulany@brookhill.org</a>	Ken	(832) 840-9537

Jon & Melanie Murry      jmurphy@brookhill.org      Jon      (903) 570-0947  
mmurry@brookhill.org      -----

### Senior Boys' House:

Kris & Andrea Shustella    [kshustella@brookhill.org](mailto:kshustella@brookhill.org)    Kris (903) 279-8993  
                                        [ashustella@brookhill.org](mailto:ashustella@brookhill.org)

### Boys Houses:

Jes Moore                      [jmoore@brookhill.org](mailto:jmoore@brookhill.org)                      Jes      (817) 913-2795

Scott & Jaiha Wilson      [swilson@brookhill.org](mailto:swilson@brookhill.org)      Scott      (469) 878-8124  
-----      Jaiha      (469) 855-816

## Monitors:

Caleb Gardner

Marcia Johnson

Laurie Kimball

Samantha Miller

Amanda White

**Resident Medical Assistant:**

Tawni Newburn

### Other Numbers:

Girls' House landline number (Murry/Wilson) (903) 894-6438

Ruth Dements House landline (Moore) (903) 894-9686

Wayne Dement House landline (Wilson) (903) 894-9684

Brook Hill switch board (903) 894-5000

## **LIFE IN THE HOUSES**

### **Cell Phone Contact**

Students are required to share their cell phone number with their House Parent. Each student must have a cell phone with calling capability (not simply a device that sends and receives texts). Students are asked to not call or text the Residential Life Staff after 11:00 PM or before 7:00 AM unless it is an emergency. Students are also asked to return all texts and calls from Residential Life Staff members upon receipt.

### **Chores and Room Checks**

Students will be assigned regular house chores pertaining to the common areas of each home. Participation in assigned house chores is required of each student. One student may not do another student's chores without staff permission. Also, students are required to clean up after themselves after using any room or area in the dorms.

House and room cleanliness is necessary in order for all students to enjoy a comfortable and suitable living environment. Room inspections will be conducted by the House Parent to ensure safety and health standards. Students will be charged for any room damage or necessary room cleaning services resulting from misuse.

### **Church Attendance**

All students will attend Sunday School and church with their House Parent each Sunday. If someone other than a student's House Parent invites a boarding student to attend church with them that student may do so after getting permission from his or her biological parent and their House Parent, so long as the other party picks them up by 9:00 AM and does not return them before 12:30 PM for supervision purposes.

If a student does not attend church or school due to illness, he/she will need to stay in the house for the remainder of the day. This means he/she will not attend any on campus activities or go off campus.

### **Clothing**

When not in Brook Hill uniform, students are expected to wear appropriate and modest attire. For our young ladies this would include no short shorts (shorts need to be at least the length of where the palm and your fingers intersect when your hands are by your side), no low cut tops or blouses, no tops or blouses that expose midriff, and no leggings without a top that comes down to the thighs. Continued wearing of immodest apparel will result in the collection of these items to be returned to the student upon departure. Young ladies are not to be downstairs in their house in any immodest attire. Young men are not to be downstairs in their houses without a shirt or in boxers.

### **Consideration and Privacy**

Students are expected to conduct themselves in the homes at all times with consideration and respect for other residents and House Parents. In particular, the privacy of each student must be honored and each student's possessions must be left alone. Students should not enter any other student's room without the occupants of that suite or room being present and granting permission for entry. Violation of this house rule will be treated as a disciplinary issue and could lead to dismissal.

## Curfew

House curfew is 10:00 pm on school nights. Prior arrangements must be made with the house parents for a curfew extension or “late lights”. To receive “late lights” a student must also attend study hall that night. Students may not call moments before or after curfew to ask for permission to be late for curfew. This must be arranged in advance.

House curfew, room curfew and lights out are as follows:

- Sunday – Thursday  
- House 10:00 pm                      Room 10:45 pm    Lights Out 11:00 pm
- Friday – House 10:30 pm              Room 12:00 am    No lights out  
(as long as no one is disturbed)
- Saturday - House 10:30 pm              Room 11:30 pm    Lights out 12:00 am
- After home football games 11:00 PM (with permission) /11:30 PM for players, cheerleaders and drill team.

## Entertainment

The price of all sanctioned entertainment planned and organized by the boarding program, unless otherwise specified, will be paid by the boarding program. To find out what is scheduled for any given weekend students can check the activity calendar on the Brook Hill website.

When going to the theater, students are not permitted to view R-rated movies. If a student views a R-rated movie on a boarding movie trip, they will lose their privilege to go to movies with the boarding program for a designated period of time determined by the director and their parents will be notified.

## Grades

Grade checks are conducted on a weekly basis. Students with failing grades must attend study hall in their house study room for the full two hours of study hall **until the grade has been changed to passing in RenWeb.**

## Health and Wellness

If a student does not feel well, are vomiting or have diarrhea or a fever, they should contact their House Parent as soon as possible in the morning, prior to class time. The student will need to see their House Parent to obtain a nurse referral form and then go to the Res Life Medical Clinic in the Senior Boys’ House for evaluation. In the instance that a student is too ill to go to the Medical Clinic, a member of the nursing staff will come to the house to evaluate and check on the student.

## Holidays and Breaks

The boarding houses will be closed during all major holidays and breaks including Thanksgiving, Christmas, Spring Break and Summer Break. If a House Parent is available to host students over major breaks, students will pay to the House Parent the daily host fee of \$50. During SPARC Week boarding students may opt to remain with family for an extension of Spring Break rather than returning for SPARC Week. Boarding students not taking advantage of this option must be enrolled in a SPARC Course. Students not enrolled in a SPARC Course will not be permitted to remain in the boarding houses.

## Host Families

Boarding students may stay in host families’ homes over holidays and breaks.

Biological parents must give their permission for their child to stay in a host family's home prior to that student going to any host home. Boarding students are to pay their host families \$50 per day in order to help offset the costs associated with their visit. They should also have enough money to cover their own expenses, like admissions into movies, theme parks and meals at restaurants, for example. The Residential Life Staff can assist boarding students in finding a host home if the biological parents of that student make such a request, but cannot guarantee that a host family can be secured.

### **House Meetings**

Mandatory house meetings for each house will occur weekly. This will be a time for students to express any needs that they might have as well as gain helpful information pertaining to the coming week from their House Parent. Times and days for house meetings will be determined by each house's parent.

### **Meals**

Meals are provided for boarding students. Breakfast, lunch and dinner will be served Monday – Friday in the Commons. On Saturday boarding students will be provided a brunch at 11:00 AM and dinner at 6:00 PM. On Sunday lunch and dinner will be served in the Commons. Friday dinner and Saturday brunch and dinner are mandatory meals for all students, unless previous permissions have been granted. Students who are unable to attend these meals will need to notify a monitor or House Parent personally, well in advance of each meal. These meal times are mandatory because they serve as a check-in time, even if a student is not eating. House Parents will save plates for students who are unable to attend dinner due to sports, illness or other school related obligations that prevent them from attending dinner. If a student is going to miss dinner for sports or other obligations, that student should notify an on-duty staff member to insure they get their meal.

### **Noise in the Houses & Unsafe Behavior**

There should be at no time loud music, running in the house, throwing of any objects, misuse of any of the facilities or Brook Hill property, or other unnecessarily loud, inconsiderate or unsafe behaviors. Headphones must be used by residents in suites when listening to music, playing video games or watching movies while suite mates and roommates are trying to sleep, study or just do not wish to listen to another student's music. Quiet Hours are from 10:00 pm to 7:00 am Sunday through Thursday, and start at 11:00 PM on Friday and Saturday. But even outside of Quiet Hours students are not allowed to scream, yell or be excessively loud.

### **Personal Computers**

Residents are encouraged to bring laptop computers and not desktop computers for spatial and noise consideration. Students who bring desktop computers are not allowed to have computer monitors larger than 28 inches and are limited to only **one** monitor per student.

### **Punctuality**

Please be on time, no matter the occasion (school, dinner, brunch, church, trips or study hall).

### **Sign In/Sign Out**

Signing in and out is very important and required when leaving campus and upon returning. Name, destination, accompanying persons and time must be printed clearly on one line in the SISO Log Book and completely in English each time a

student leaves or returns. Students must always also get personal permission from an on-duty Res Life Team member **before** leaving. On weekends, students must also sign-in/out with the Parent or Monitor on duty. Before leaving campus in a car the student must first gain approval of the student's biological parent(s) and the House Parent. If a student's biological parent has granted blanket permission for a student to come and go at will, only the House Parent permission is needed. The parent of a student driving a boarding student must give their permission for their child to drive with a passenger.

### **Study Hall**

Study hours are 6:30 PM - 8:00 PM on Monday through Thursday nights. Students not arriving to study hall by 6:45 will be counted as tardy with related consequences. Study hours will take place in the Boarding Houses. Additional study time from 8:00 PM to 8:30 PM is required for those students who are failing a course. Students failing a course will take their study hall in the study room of their house. Study hours are 6:30 PM - 7:30 PM on Sunday nights. Students may choose to study in their rooms or the study rooms in their houses. Students with all A's and B's are not required to attend study hall but should honor the study time of other students. All study hall locations are supervised. Study halls also serve as a student check-in time. Therefore, students are to be on time for study halls and are to check in with their respective monitor upon arrival. Students will turn their phones in at the beginning of study hall and will get their phones back at the end of study hall. Students who are failing a class will not be permitted to attend games on or off campus.

### **Vehicles**

Boarding students are allowed to have a vehicle on campus with a valid driver's license and proof of insurance. A student may only leave campus with permission from House Parents or a Res Life Staff member. ***This is a privilege and can be rescinded at any time if abused. Students' grades must be of eligible status in order to enjoy this privilege.*** Only students with prior parental approval will be allowed to ride as passengers. It is incumbent on the student driver to know if a student passenger has been granted parental permission to ride with them. A female student may not ride alone with a male student and vice versa. Any form of unsafe driving, including speeding on campus, may result in loss of this privilege. Students who drive must turn in their keys to their House Parent each night. Brook Hill retains the right to search all vehicles on Brook Hill property at any time for any cause. Student drivers must park in the designated parking spaces.

### **Visitors**

All visitors must be signed in and out by the on-duty House Parent or Monitor in that house, and must leave the house before curfew hours. Failure to notify staff of a visitor could result in the loss of visitor privileges. Visitors are not allowed in the morning hours prior to school while students are getting ready for class. Visiting times are from 4:00 PM to 10:00 PM, Monday through Friday in the house where those Parents are on duty. Saturday and Sunday visiting times are 1:00 PM to 10:00 PM. No opposite gender visitors (including Brook Hill and non-Brook Hill students, as well as siblings) are allowed upstairs in any of the homes or in any bedrooms. All student visitors are expected to follow Boarding Program rules while visiting boarding students. Residence Life Staff retains the right to suspend or

terminate visiting privileges of any student for any reason including disrespect or disregard for house rules.

### **Non-Brook Hill Visitors**

Parents must grant written permission for their child to visit with all non-Brook Hill guests on or off campus. Brook Hill reserves the right to prohibit boarding students from interacting with non-Brook Hill guests for any reason. Any non-Brook Hill visitor over the age of 18 must submit and pass a background check before spending time with boarding students or at the boarding facilities.

### **Weekend and Overnight Stays**

Weekend and overnight stays away from the house must be approved by a biological parent, an on-duty House Parent prior to the date of the visit. The host family's parent must communicate with the on-duty House Parent regarding the details of the visit before the student can leave with the family. **Boarding students are not permitted to stay by themselves in a hotel unless they do so to make an early flight, and then only in a hotel with shuttle service to the airport of departure and with biological parent permission.**

On campus, Boarding students may spend the night on Friday nights in other boarding houses or suites (of the same gender) if they have not received any disciplinary consequences that week. Requests should be made earlier in the week and no more than two additional students per suite are permitted to spend the night, and no more than four guests per house.

## **FACILITIES USAGE AND AMENITIES**

### **Damage**

The cost of any damages, beyond reasonable wear and tear, found in students' rooms or in the public areas of the houses, when not attributable to any individual, will be incurred equally among the residents of one or more of the houses and charged to the same. Student rooms are inspected upon arrival and departure. Damaged or missing items not previously reported and satisfactorily explained will be charged to the students of that room. Students should report any damages they may find immediately to their House Parent.

### **Door Keys**

Students will be issued a swipe key at the beginning of the year. This key will get the students into their respective boarding home as well as into the academic halls and athletic facilities during scheduled hours. A charge for a second key and every other additional key will be assessed should a student lose their key.

Students are required to have their ID/door key with them when they leave the boarding house. Students may call friends, on-duty Monitors or House Parents to let them in if they forget their key; however, if this becomes a habit, a consequence such as detention or loss of off campus privilege for a designated time can be assigned.

### **Kitchen Facility and Use**

A kitchen is located on the first floor of each house. Items left in the refrigerators must be labeled with the student's name and date. The refrigerators are cleaned out weekly. Students are expected to keep the kitchen clean. Failure to clean up messes will result in possible loss of kitchen privileges. (All meals are provided for students in the Commons each day). If one house's kitchen privileges are suspended, students in that house cannot cook in another house's kitchen. At 10:00 PM the

kitchen is closed. All meal clean up should be completed by that time.

### **Laundry Facilities**

Students wash and dry their own laundry in the machines on the first floor of each house according to a weekly schedule. This is to prevent too many students from using the laundry room on the same day, at the same time. Use of washing machines and dryers are provided at no charge.

- Bleach is NOT ALLOWED, as it can leave residue in the machine that could discolor the next person's clothing.
- Students may do laundry on their designated day or on a different day with special permission from their house parent.
- **Students must be finished and have clothes removed by 10:00 pm.** This is to insure that no student is doing laundry past room curfew or run the risk of leaving clothes in laundry room overnight.
- If a student chooses to do laundry before class, all clothing must be removed from the laundry room before leaving for school in the morning.

If a student needs to use a machine that contains clothing, they should notify the person who owns the clothes to remove them. If that person is not available, an on-duty House Parent will remove the clothing from the machine. Residents should not touch other residents' clothes. Residents are responsible for seeing that their clothing is removed from the machines promptly after a cycle ends. Unattended or unclaimed laundry may result in lost, damaged, or discarded clothing.

### **Rooms**

Room inspections occur every other day, including the bathroom. Each student is expected to meet the following guidelines in order to pass room inspection:

- Bed made
- Floor clear (nothing but furniture on the floor)
- All items in their place
- Trash taken out (if full)
- Lights off
- Drawers and cabinet drawers closed
- Bathroom counters wiped of all water
- AC turned to 75 degrees

Students are not permitted to have pets of any kind while living in the boarding houses. Students may not have TV's in their rooms. The use of alcoholic or drug references or suggestive materials to decorate rooms is forbidden. Small electrical appliances are not allowed in rooms except for small fans, computers, radios, tablets, cell phones and alarm clocks.

There should be no open food, left-over food, or used dishes in the room. If any food remains or used dishes are in the room, you will lose the privilege to have food in your room for a time determined by the House Parent. Multiple violations will result in loss of off campus privileges according to the following schedule:

2<sup>nd</sup> offense – one day

3<sup>rd</sup> offense – one week

4<sup>th</sup> offense – designated period of time determined by House Parent and

### **Telephone**

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

- Residents should use calling cards to make international or long distance calls.
- If the house phone is used during quiet hours or study time, students should first get permission from the House Parent and also mind volume levels.
- Please be considerate of others who may need to use the phone. If another student is waiting to use the phone, call should be limited to 20 minutes.
- Numbers to house land lines can be found on page 2 of this manual.

### **House Commons Area**

A commons area is available in each house for students to watch television, play games and to socialize. The television in the commons area may not be watched nor video games played during study hall hours. A DVD player is available for use. Videos in a language other than English must have English subtitles. No R-rated videos or video games or TV programs with a Mature [M] rating are allowed on the television or computers. The House Parent has the right to collect any video or game deemed to be inappropriate and will return it at the end of the school year. Students who use their personal gaming systems in the commons area do so at their own risk. Brook Hill is not responsible for any damages that may occur to any personal gaming systems. Students should use Brook Hill technological property carefully if they expect to continue to have use of these devices provided by Brook Hill.

## **SAFETY AND SECURITY**

### **Door Keys**

Key cards may not be loaned to anyone. Replacement key cards cost \$10.00 each. All house doors are to be closed completely after students enter or leave. Do not prop doors open for more than a few minutes. Students should not pound or kick on doors if they do not have their key. They may call a friend or on-duty House Parent to let them into the house.

### **Securing Valuables**

Lockable cabinets, drawers or lockers are provided to each student in each house. Students are strongly encouraged to secure all valuables. Anyone who purchases a lock for their lockers (recommended) they are required to give either the combination or extra lock keys to their House Parent. Brook Hill is not responsible for lost or stolen items. Students should take every precaution to prevent this from happening by securing their valuables. Student must not share their keys, personal banking, credit card information or online shopping ID and password information (e.g., Amazon, EBay, Wish, etc.) with housemates.

### **Walking the Campus**

It is wise to have someone with you whenever enjoying walking the Brook Hill campus. Always be aware of your surroundings and keep watch for wildlife. Also be cognitive of certain types of poisonous plants like poison oak and poison ivy. If you are going to walk campus be sure to have a cell phone with you and let someone know where you are going.

## **After Dark**

Unless accompanied by other Brook Hill students or a member of the Residence Life Staff, students may only be on the Lawn (grounds in front of dorms) or at the Coffee Cabin deck. However, students may not be outside or walk campus by themselves or with members of the opposite gender after dark, including walking to the weight room.

## **Couples**

- Boys are guests in the girls' house and girls are guests in the boys' houses, not tenants and can therefore be asked to leave and/or be restricted from a house if necessary.
- Couples are not to be in parked cars alone. No students should be in parked cars after dark, alone or with other students.
- If a student is failing they should not spend excessive time with their boyfriend or girlfriend until they have passing grades (weekdays only)
- Couples may only travel in their boyfriend's or girlfriend's vehicle if the House Parent, and parent of both students, have communicated prior to students' departure. A third student is also to be with the couple. Parents will communicate again when the students arrive at either destination.
- Couples are not allowed to walk campus alone nor be alone in questionable locations on campus (e.g., dugouts, Lower School fortress, the lake, etc.) at any hour of the day. The best rule of thumb is to stay in view of a Brook Hill staff member.
- Students may not go out on one-on-one dates with their boyfriend or girlfriend but can go out in groups with permission from their House Parent.
- No couples are to be alone in Lauderdale Hall during or after dinner or brunch.
- No couples in houses without Res Life team supervision.
- Couples should exercise discretion and modesty when together and not conduct themselves in ways that would make others uncomfortable
- If a couple leaves one supervised dorm to go to a different supervised dorm they should let the on-duty staff member know which house they are going to, or that they are going to the Lawn, or Cabin deck (if at night).
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## **Emergency Situations**

**FIRE** - In the event of fire students should remain calm and follow the emergency exit route posted in each suite or room. Once outside the building, students will assemble across the Lawn from their house for roll call.

**TORNADO** - In the event of a tornado, students in the **Ruth and Wayne Dement Houses** will proceed downstairs to the laundry room, storage room and the rest room area away from all windows. Students in the **Dulaney House** will proceed down the stairs to the guest restrooms and the storage space under the stairs. Students in the **Senior Houses** will proceed to the downstairs guest bathroom and adjoining hallway.

**SAFETY DRILLS** - Safety drills will be conducted regularly so that students will be very familiar with what they should do in the event of a fire or tornado.



## Internet/Computer Policy

All boarding students are encouraged to bring a laptop computer to school. Brook Hill boarding students are not required to bring computers to school, but they may bring them for use in the houses and study hall if they wish. The school allows the connection of personally owned devices (laptops, desktops, phones, tablets etc.) to the wireless network. The school has an 802.1x wireless system for all devices and users as they connect to the network. Notes on how to configure your computer/device to be correctly identified on the school network are available. It is essential that your device supports 802.1x authentications - which applies to most devices. If problems are encountered, students should bring their device to the IT Office, located in Lauderdale Hall, for assistance. While staff always try and help to fix software and configuration problems on personal devices, there is no facility available to repair failed or damaged hardware, or totally corrupted systems. Therefore, suitable warranty or insurance is recommended. After the device has been connected, users will be able to gain access to the internet via the school internet connection. Personal devices are subject to internet and email filtering policies and users are at all times subject to the Acceptable Use Policy outlined in the student handbook. Brook Hill reserves the right to take administrative control of personal devices or prevent users from installing software or modifying their own system there be a reason to do so. Brook Hill will only support, and provide network and internet access for computers that run Windows 7, Windows 10, Apple Mac OS X (10.7 or above). Computers that run older and unsupported operating systems might connect but then not have full access to resources, and will not be supported by the IT staff. Such devices can, however, be brought in and used standalone. Be aware that a number of the increasingly popular 'netbook' small laptops do not run mainstream or full versions of operating systems and therefore do not always work on the school network. With all operating systems and web browsers it is essential that they are fully up to date with the latest service packs, security patches and updates. For anyone thinking of buying a laptop for use at The Brook Hill School, please read the following guidelines.

1. Laptops are more suited to the school environment as they are portable and occupy less room in dorms. There is currently no requirement for students to take laptops to every class, but there may be occasions when teachers request this.
2. Computers should ideally be running Windows 7 as this matches school machines, but any permitted operating system will suffice.
3. It must have an 802.11b/g/n wireless network interface. Additionally, the system must support 802.1x authentications. It is almost impossible to purchase a computer without these settings.
4. It would be beneficial to have Microsoft Office 2013 or above installed.
5. Although language is not critical, it is beneficial if the computer operates in English.
6. We do not recommend any particular make, model or specification. For normal school work, any new entry level desktop/laptop will suffice. Only buy at the top of the range if you need to or want to.
7. Personal computers should be covered by a good breakdown and accidental damage or loss warranty.
8. Up to date antivirus is **required** such as Microsoft Security Essentials or Defender which is free for personal use. Network credentials will not be provided unless current virus scan software is installed.

If you have any questions about the use of computers, laptops or other network enabled devices at Brook Hill, do not hesitate to contact the Tech Department.

## **EXTENDED CAMPUS**

This area is considered an extension of the Brook Hill campus, but still requires that a student sign-out/in before going. Students who go to this area without permission will lose extended campus privileges. Students walking the extended Brook Hill campus should be in groups of at least four, have a cell phone, notify an on-duty residential life staff member and not be out after dark or during inclement weather.

**Students must not walk along Old Jacksonville (FM 2493) but instead through Bullard City Park or along North Rather Street.**

The extended campus includes the area of Bullard south of the Lower School campus, along Rather Street down to Main Street and over to HWY 69. Students may not cross HWY 69. Students should not venture beyond the Exxon convenient store on the southernmost side of the extended campus. Businesses within the extended campus include:

Grocery Store:	Brookshires
Restaurants:	Rib Shack Milano Pizzeria ( <i>when ordering pizza for delivery, make sure orders are received before 10:00 PM and you pay the driver a tip of at least \$3 to insure continued service</i> ) Legends Hamburgers Subway Sandwiches Happy Donut Donut Café Around the Corner Coffee Café JJ's
General:	Dollar General Nail Salon Corner Antiques
Shops:	"Bo"tique Tan This Boutique
Fitness:	Anytime Fitness
Banking:	Austin Bank Southside Bank Texas Bank
Convenient Store:	Exxon

Occasionally the City of Bullard will host events and festivals on the lawn just south of Main Street. For those occasions students may go beyond Main Street.

## TRAVEL ARRANGEMENTS

All airport or out-of-town travel arrangements must be communicated directly to the House Parent. Arrangements will be made to pick-up or deliver the student to the appropriate airport. If at all possible, all flights should be scheduled to arrive at or depart from Tyler Pounds Regional Air Field (TYR) in Tyler, TX. All DFW and Dallas Love Field shuttles associated with first arrival, major breaks and holidays and end-of-year departures are free of charge. If a student's flight terminates at DFW Int'l. Airport or Dallas Love Field, a shuttle will be booked to pick up that student. Students may need to wait for other students for their shuttle to arrive. Please refer to the school's online web calendar for the boarding houses open and closure dates before booking flights. Students should not book flights through Houston International Airport (IAH) or Houston Hobby Airport.

***NOTICE:*** *The biological parents and their student should be familiar with Brook Hill academic policies relating to absences at exam times. This will be helpful with making travel arrangements with the least impact on the student's academics during the school year.* **Students are not allowed to take final exams early.**

### Request for Transportation

If a student needs to travel to Dallas, they must notify their house parent (when they are on duty) one week in advance. If a student needs to go to Tyler or to another destination outside of Bullard, they should sign up in the Res Life Suite for an errand run. And if a student needs to go to a destination in Bullard they must notify an on-duty parent or Monitor at the beginning of the day about that need.

## DISCIPLINE POLICIES AND PROCEDURES

For any community to function in a safe and healthy manner a good system of governance and civility must be in place. The following are the governing rules, regulations and restrictions of The Brook Hill Boarding School along with the consequences for failure to adhere to these policies. These policies are effective the entire time that a student is enrolled at Brook Hill, whether on or off campus, 24 hours a day, seven days a week, throughout the school year.

### Major Offenses

The following offenses are of a very serious nature and will likely result in the dismissal of a student from Brook Hill. All major offenses will be reported to the biological parent, the Headmaster and Director of Residence Life.

- ☒ Possession or use of weapons of any kind
  - ☒ Any form of sexual behavior, either homosexual or heterosexual
  - ☒ Theft
  - ☒ Possession or viewing of pornographic material, whether electronic or other form
  - ☒ Violence, physical aggression, threatening other students or harassment of any nature
  - ☒ Possession, use or distribution of alcoholic beverages
  - ☒ Possession, use or distribution of drugs, including marijuana, or any related paraphernalia, including vaping devices or e-cigarettes
  - ☒ Possession, use or distribution of tobacco products
  - ☒ Refusal to comply with a directive from a Residential Life staff member
- Meet with Director of Residence Life and possibly Headmaster to discuss future at Brook Hill and other possible consequences*

- ☒ Leaving campus without proper permission and not signing out  
*Loss of off-campus privileges for designated period*
- ☒ Use of flame for any reason in rooms, suites or houses  
*Lighter collected and warning issued upon first offense*

**For the health and safety of the Brook Hill Boarding Community, should you witness or be the recipient of any form of physical aggression, threat or harassment, report such incidents immediately to any member of the Brook Hill Res Life Staff.**

Residence Life and school administrative staff retain the right to search the residential facilities, including boarding furniture and lockers, student vehicles and property at any time. Random and regular drug testing is conducted at Brook Hill to insure that none of its students are involved in the use of any illegal drugs.

### **Moderate Offenses**

Moderate offenses carry stiff consequences. These offenses are of a serious nature and can result in the dismissal of a student from Brook Hill. The possible consequence that each offense carries is listed with that offense. Biological parents will be notified of moderate offenses.

- ☒ Abuse, vandalism or intentional misuse of Brook Hill property or facilities  
*Each incident will be handled on a case-by-case basis*
- ☒ Being alone with someone of the opposite gender in undesignated locations  
*Loss of opportunity to be with that person (trips, meals, campus activities)*
- ☒ Breaking Curfew (house or room)  
*Work detention assigned*  
*Repeat offences – loss of off campus privileges for designated period*
- ☒ Disrespecting a Residential Life Staff member, teacher or student  
*Meet with Director of Residence Life*  
*Letter of apology to disrespected party*  
*Loss of all off-campus privileges for one week*  
*Biological parent contacted*  
*Work detention may also be applied*
- ☒ Dishonesty  
*Loss of off-campus privileges for designated period including shopping trips into Tyler and Bullard. Additional consequences may also be imposed.*
- ☒ Misbehavior during study hall  
*Working Detention (duration determined by incident)*  
*Loss of house study hall privilege, determined by Director*
- ☒ Missing an assigned detention  
*Detention penalty is doubled and served the next school day*  
*Missing detention a second time will result in loss of off-campus privileges and possible meeting with the Headmaster.*
- ☒ Tampering with fire alarms or safety equipment  
*Meet with Director of Residence Life*  
*Work detention assigned*
- ☒ Use of VPNs or Hotspots for accessing internet  
*Possible loss of electronic devices*
- ☒ Use of inappropriate, obscene or vulgar language  
*Work detention assigned*

## **Minor Offenses**

Minor offenses carry a lesser consequence but are not taken lightly. If minor offenses are repeated often, that student may be dismissed from Brook Hill or might not be invited back the following school year. The consequence that each offense carries is listed with that offense. Biological parents may or may not be notified of a minor offense, depending on the offense and frequency of offense.

- ☒ Coming home during the school day if not a senior or a senior who has lost privilege  
*Work detention assigned*
- ☒ Excessive noise  
*Work detention assigned*  
*Repeat offences – loss of off campus privileges for designated period*
- ☒ Failed room check  
*Loss of off campus privileges until room is clean*
- ☒ Late to church bus/vehicle (downstairs, dressed and ready to go)  
*Loss of off-campus privileges for one week*
- ☒ Leaving laundry in laundry room or machines  
*Laundry room chores for one week*  
*If clothes are unclaimed they will be washed and dried and held in boarding office until they are claimed. If not claimed by end of year they will be donated to charity.*
- ☒ Late to study hall  
*Study hall clean up duty*  
*Three study hall tardies results in after school detention*
- ☒ Public display of affection  
*Limited access to that person for a determined period of time*
- ☒ Not completing chores  
*Work detention assigned*
- ☒ Up past lights out  
*Work detention assigned*  
*Repeat offences – loss of off campus privileges for designated period*

## **Other Prohibited Items**

All of the following items will be collected from the student to whom they belong.

- ☒ Symbols or depictions of violence, hate and racial prejudice
- ☒ Air-soft guns, blow darts, pellet guns, sling shots, bows and arrows and bb guns
- ☒ Any supplements containing Synephrine
- ☒ Pets
- ☒ Lighters or candles
- ☒ Knives of any kind
- ☒ Electronic cigarettes or vaping devices

NOTE: This is not necessarily an exhaustive list of all items and actions that may be prohibited from the Residence Life Program or among Brook Hill resident students. Other restrictions and prohibited items may be added at the discretion of the Director of Residence Life as needed over the course of the school year in order to preserve a safe, healthy and morally upright residence life environment. All restrictions and prohibitions found in the Brook Hill student handbook apply in the Residence Life Program as well.

## Notes

**The Brook Hill School** 1051 N  
Houston St. Bullard, TX 75757

903-894-5000 ● 800-657-3167 ● Country Code: (011)  
fax: 903-894-6332  
[www.brookhill.org](http://www.brookhill.org)

*As a member of the Brook Hill residential life program, I agree that I have read, understand and will abide by the Residential Living Guide. I also agree that I will do the following as long as I am a student resident at Brook Hill:*

- *Act with integrity and responsibility for my own actions and belongings.*
- *Treat all members of the community with respect.*
- *Participate actively as a member of the community.*
- *Follow the rules and guidelines in the Brook Hill student handbook, as well as the Residential Living Guide.*
- *Do my part to contribute to a healthy, residential environment.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

