



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

2021 - 2022

revised: July 21, 2021

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.

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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 strives to provide students with a lifestyle as similar as possible to that of living in a home. 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, and a study with computers, printers 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 words, choices, actions and belongings.
- Treat all members of the community with dignity and respect.
- Participate actively as a member of the community. Sign-up for Res Life activities will occur weekly by Google Form, text or sign-up sheets as warranted.
- 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, enjoyable and positive residential environment.

Brook Hill does not tolerate actions that compromise the health, safety, academic progress 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 same.

For more information regarding the boarding program, access the website at www.brookhill.org and click on “boarding”. There you will find boarding house tours and videos, FAQ’s, biographies of House Parents 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 and the individuals that make up that community. In addition to this, Director 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 House 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 organize and hold weekly House meetings, 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

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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, voicemail messages 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, such as sweeping, loading/unloading dishwashers and taking out trash. Participation in assigned house chores is required of each student. One student may not do another student's chores without House Parent 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, healthy and orderly 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. Students who consistently pass the room inspections will be rewarded with Cabin Credit. Students who do not pass room inspections will lose off-campus privileges until they pass inspection.

Church Attendance

All students will attend Sunday School and church with their House Parent each Sunday. If an approved adult (not including college students), 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 to campus before 12:30 PM for supervision purposes.

If a student does not attend church or school due to illness, he/she will stay in the house for the remainder of the day and not take part in off campus or extracurricular activities, including use of the fitness center that day.

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. In the dorms, girls can be more relaxed in what they wear, but modesty is still the rule of thumb. 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 house without a shirt or in boxers.

When classes are in session, students who come to the main campus for breakfast, for example, should wear clothes in keeping with the uniform code for that day (e.g., shorts, polo shirt and close-toed shoes on Monday, Tuesday, Thursday; chapel dress on Wednesday; casual uniform on Friday). Students are not permitted to wear pajamas, spaghetti straps, tank tops, house slippers, sweats, gym shorts, flip flops or other non-uniform clothing while on the main campus during regular school hours, 7:00 AM to 5:00 PM. This rule also applies to young men and earrings and longer hair. Hair is to be pulled up off the collar and above the ears and earrings are to be removed. We may have visiting families and agents on campus throughout the school day and we want our students to look collegiate during those times.

Consideration and Privacy

Students are expected to conduct themselves with consideration and respect for other residents and Res Life Staff at all times. 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 well in advance.

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

- Sun–Thr - House 10:00 PM - Room 10:45 PM - Lights Out 11:00 PM
- Fri – House 11:00 PM - Room 12:00 AM - No lights out
(as long as no one is disturbed)
- Sat - 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 football players, drumline members, cheerleaders and drill team
- Nights before holidays - 11:00 PM, or at House Parent's discretion

Entertainment

The price of all sanctioned entertainment planned and organized by the boarding program, unless otherwise specified, will be paid for 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. Sign

up charts are available electronically via Remind, Google Docs or online. When going to the theater, students are not permitted to view R-rated movies, unless special permission is granted. If a student views a R-rated movie on a boarding movie trip, they will lose their privilege of going to the movies with the boarding program for a designated period of time determined by the Director.

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. Once the grades are all passing, this restraint will be lifted.

Health and Wellness

If a student wakes up not feeling well, is vomiting, has 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 and then go to the School Nurse in Ornelas Hall. In the instance that a student is too ill to go to the Nurse, a member of the nursing staff will come to the House to assess the student's condition. The student will be monitored through the day as well as have food brought to them. Students who become ill should contact their House Parent, and not the Resident Nurse. The House Parent will contact her when necessary. Students who miss classes due to health issues will not go off campus or attend extracurricular events for the remainder of the day. Those students who receive evening or weekend medicines from the Res Life Nurse are to go to the Nurse at the appointed time. Should a student not go to see the Nurse to receive their medicines, at the time they are to be there, resulting in the Nurse having to come to them, that student will lose off-campus privileges for the coming weekend. Taking medicines at the appointed times is a serious matter and should be tended to punctually. It is the student's responsibility to go to the Nurse's clinic to receive their medicines once that time has been set. When students are taken to doctor's appointments, they will not be taken for lunch afterwards.

Holidays, Breaks and SPARC Week

Over the breaks and holidays, occasionally Boarding Houses will be open and supervised, but typically they are closed. For those times when the Houses are open, students opting to stay over breaks will pay a daily host fee of \$50, which includes supervision and accommodations. Students will buy food to prepare for themselves for the duration of the break. During SPARC Week boarding students may opt to remain with biological 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. *Only those students enrolled in a SPARC Course will be permitted to remain in the Boarding Houses.*

Host Families

Boarding students may stay in host-family homes over holidays and breaks. Biological parents must give their permission for their child to stay with a host family 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. The school 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 House Parent.

Meals

All meals are provided for boarding students. Breakfast, lunch and dinner will be served Monday – Friday in the Commons. Breakfast is served from 7:30 – 8:45 AM each school day. 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 with a continental breakfast made available in the Houses. 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. Students may not ask the kitchen staff for to go plates. All food at meal times is to be eaten in the Commons. Each table of students is responsible for cleaning their own table after each meal.

Noise in the Houses & Unsafe Behavior

There should never be loud music, running in the house, throwing of any objects, misuse of any of the facilities or Brook Hill property, or any other unnecessarily loud, inconsiderate or unsafe behaviors. Headphones are to be used by residents in suites when listening to music, playing video games, watching movies or FaceTiming while suite mates and roommates are trying to sleep, study or wish not to listen anything listed above. 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 required to bring laptop computers. Students who bring desktop computers are limited to only **one** monitor per student. Computer monitors *may not be mounted* to the walls of the Dorms.

Punctuality

Please be on time for any event or activity you are taking part in, no matter the occasion (school, dinner, brunch, church, trips or study hall). Continual failure to be on time may result in a student being restricted from future trips.

Sign In/Sign Out (SISO)

Signing in and out is very easy, very important and absolutely required when leaving campus and upon returning, except for Res Life outings (e.g., shopping, Brookshires, entertainment, etc). Name, destination, accompanying persons and time must be printed clearly on one line in the SISO Log Book (found at the entrance of each House), and completely in English, each time a student leaves or returns. Students must always also get personal permission from an on-duty House Parent **before** leaving, including weekends. 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, along with signing in or out. The parent of a student driving a boarding student must give their permission for their child to drive with a passenger. Due to security issues, students are not permitted to use Uber, Lyft or taxis.

Even if you are not leaving campus, you must let a House Parent or Monitor know where you are going (for example, to the Cabin, Fitness Center, fishing, etc.)

Study Hall

Study hours are 6:30 PM - 8:00 PM, Monday through Thursday. As Study Halls serve as a student check-in time, 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. Students failing a course will take their study hall in the study room of their House. Additional study time from 8:00 PM to 8:30 PM is required for those students who are failing a course. 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 must check in with the Study Hall Monitor and honor the study time of other students. All Study Hall locations are supervised. Some students may be asked to turn their phones in at the beginning of Study Hall if their phones are proving to be too great of a distraction for them. Students who are failing a class will not be permitted to attend games and activities on or off campus, including Tuesday night Fun Runs. Senior privileges do not apply to Res Life Study Halls. If your House environment is not quiet enough for you to study please talk to your House Parent about this issue.

Vehicles

Boarding students may 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 after signing out. ***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. Students are not to park at the Cabin.

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 3:00 PM to 10:00 PM, Monday through Friday and only in a House where the Parents or Monitors of the host student are on duty. Saturday and Sunday visiting times are 12:00 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 Houses or in any bedrooms, except by permission on move-in day. 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 Res Life rules.

Non-Brook Hill Visitors

Parents must grant written permission for their child to visit with any and 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 or allowing non-Brook Hill guests to the Village 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 and may not be upstairs in any of the Houses. Family members of a student may be able to take family-member boarding students off campus without having to submit a background check form, but the biological parent of that student must grant their permission first.

Weekend and Overnight Stays

Weekend and overnight stays away from Houses are allowed with no disciplinary write ups that week and must be approved by a biological parent and an on-duty House Parent prior to the date of the visit. The House Parent of the child wishing to stay over with a friend must communicate with the host family's 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 or approved day 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

Student rooms are inspected upon arrival and departure. Students should report any damages they may find immediately to their House Parent. Damaged or missing items that occur over the course of the year, not previously reported and satisfactorily explained, will be charged to the students of that room. 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 shared equally among the residents of one or more of the Houses and charged to the same. Academic records will be retained until balances are paid in full.

Door Keys

Students will be issued an ID key at the beginning of the year. This ID will get the students into their respective Boarding House 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 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 regularly. 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 bleach residue in or on the machine that could discolor the next person's clothing.
- Students may do laundry on their designated day or on a different day with 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 in the machine, to remove them. If that person is not available, an on-duty House Parent will remove the clothing from the machine. Residents should not handle 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, including inspection of bathrooms, occur on days when House Parents are on duty. Each student is expected to meet five of six of the following guidelines in order to pass room inspection:

1. Bed made and cleared
2. Floor clear and desk ordered and tidy (nothing but furniture on the floor), including open food containers
3. Trash taken out (if full)
4. Lights off, including LED ambiance lights
5. Drawers and cabinet drawers closed
6. Bathroom counters ordered, tidy and wiped of all water

If students should fail room inspection, they will simply lose off-campus privileges until their room passes inspection. This restriction will be lifted immediately upon passing room inspection. If students pass 10 room inspections they will receive \$5 credit at the Cabin Coffee Shop. Students are not permitted to have pets of any kind while living in the Boarding Houses. 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, students in those rooms will lose the privilege to have food in their room for a time determined by the House Parent. Multiple violations will result in loss of off campus privileges according to the following schedule:

- 1st offense – no off campus privileges until inspection passed
- 2nd offense – one hour of work detention

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 be watched and video games played during Study Hall hours as long as the volume level does not disturb students in Study Hall. Videos in a language other than English must have English subtitles. No unapproved 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 (it is the student's responsibility to retrieve these items from the House Parent). 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 appropriately to have continued use of these devices provided by Brook Hill.

SAFETY AND SECURITY

Door Keys

Key cards should 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 for security purposes. Do not prop doors open for more than a few minutes when moving in or bringing in groceries, for example. Students should not pound or kick on doors if they do not have their key. They may call a friend or on-duty Monitor or House Parent to let them in.

Securing Valuables

Lockable cabinets, drawers and/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) is required to give either the combination or extra key 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, including cash. Student must not share their keys, personal banking credentials, credit card information or online shopping credentials (e.g., Amazon, EBay, Wish, etc.) with housemates.

Walking the Campus

It is wise to have someone with you whenever walking the Brook Hill campus. Always be aware of your surroundings and keep watch for wildlife. Also be aware 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 an on-duty Monitor or House Parent know where you are going before going on your walk.

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), walking the circle drive around the Village, 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. Doing so will result in loss of off-campus privileges and/or loss of use of fitness facilities or other areas of campus for a designated period of time. After dark, no students will be allowed to use the stadium or track unless adult supervision is present at the stadium (football field).

Couples

- Boys are guests in the girls' Houses 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). If a student cannot effectively manage this balance, House parents will assist them in striking that balance.
- SENIORS 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. Parents will communicate again when the students arrive at either destination. This privilege can be rescinded if abused.
- 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 the halls or lounges of Lauderdale Hall, outside the Commons, during or after dinner or brunch.
- No couples are allowed in Houses without Res Life team supervision. It is the students' responsibility to check if there is a staff member on duty.
- Couples should exercise discretion and modesty when together and not conduct themselves in ways that would make others uncomfortable.
- If a couple leaves a supervised dorm they should let the supervising staff member in that House know where they are going.
- Certain restrictions or conditions may need to be applied in the event that a boarding student is involved in a romantic relationship with the child of a House Parent.

Delivery Drivers

Do not allow delivery drivers into the Houses. This includes pizza deliveries, parcel deliveries or any other delivery. All deliveries are to be made before curfew.

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** (current Alexander and Moore Houses) will proceed downstairs to the laundry room, storage room and the rest room area away from all windows. Students in the **Murry/Gray House** will proceed down the stairs to the area in front of the Gray apartment, guest restroom and the storage space under the stairs. Students in the **Hill and Kelley Houses** will proceed to the laundry room downstairs guest bathroom.

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.

TRANSPORTATION & TRAVEL ARRANGEMENTS

Except for travel at the beginning of the school year, all airport or out-of-town travel arrangements should be communicated to the House Parent so arrangements can be made to pick-up or deliver the student to the appropriate airport on time. If at all possible, flights should be scheduled to arrive at or depart from Tyler Pounds Regional airport (TYR) in Tyler, TX. Also, students should not book flights that would require an extremely early or late shuttle departure. Additional shuttle charges will be applied for shuttles leaving before 5:00 AM or after 8:00 PM. All DFW and Dallas Love Field shuttles associated with first arrival, major breaks and holidays and end-of-year departures are free of charge.

NOTE: Complimentary shuttles apply only to the date that the Houses open or close and the following day, with the exception of the beginning of school. (Pertaining to major breaks and holidays, students not having flights within that range of dates should make plans for alternate housing or be prepared to pay a host fee as the boarding Houses will be closed). 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, at no charge. Students may have to wait for other

Students also riding on that shuttle before departing the airport. 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. If that is unavoidable, a \$350 shuttle fee will be charged. All shuttles to and from Dallas, besides those associated with major breaks, holidays and the beginning or end of the school year, will cost the student \$120. If a student does not pay their shuttle fee at the time of the shuttle, there will be a \$20 late charge added to the cost of the shuttle.

***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 and grades during the school year. Students are not allowed to take final exams early.*

Private Lessons, Practices and Appointments

Students that have lessons and practices or appointments in the Tyler area that require an adult to drive them and/or stay with them for the duration of the practice will be charged an additional \$10/hour shuttle/supervision fee. This does not include afternoon errand runs that take place between 3:00 and 6:00 each afternoon, Tuesday through Friday. If possible, students should schedule appointments, lessons and practices during those times. However, if practices are so far or so long that the Afternoon Runners cannot work those events into their errand schedule, an individual driver will need to be hired.

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 and follow the guidelines spelled out for visiting the extended campus.

Transportation in Buses and Vans

When co-ed groups are traveling in vans or buses, couples are asked to sit toward the front of the vehicle. No blankets will be permitted on buses or vans.

Internet/Computer Policy

All Brook Hill students are required to bring a laptop computer to school. 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 **should** 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.
2. Computers should ideally be running Windows 10 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 McAfee, Norton, Symantec or ESET **Microsoft Security Essentials or Defender which is free for personal use.** Network credentials will not be provided unless current virus scan software is installed.

EXTENDED CAMPUS

This area is considered an extension of the Brook Hill campus, but still requires that a student sign-out/in before/after going/returning. Students who go to this area without permission will lose all privileges. Students walking the extended Brook Hill campus should be in groups of at least three, 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 should walk 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 to Brookshires. Students may not cross HWY 69. Students should not venture beyond the Valero 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 pay the driver a tip of at least \$3 to insure continued service</i>) Hondo and Shorty's Hamburgers Subway Sandwiches Happy Donut Around the Corner Coffee Café Mr. Ho's Pizza Aztec Taco
General:	Dollar General Nail Salon Timeless Antiques
Shops:	Tan This Boutique
Fitness:	Anytime Fitness
Banking:	Austin Bank Southside Bank Texas Bank
Convenient Store:	Valero

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, in a group.

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, twenty-four 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 Head of School 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, expressing blatant racism, 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, blatant racism, threat or harassment, report such incidents immediately to any member of the Brook Hill Res Life Staff and Director of Diversity and Intercultural Engagement, for racially related offenses.

Residence Life and school administrative staff retain the right to search the residential facilities, including boarding furniture and lockers, packages, mail, 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 facility
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 House or room curfew
Work detention assigned
Repeat offences – loss of off campus privileges for designated period
- ☒ Blatantly 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 applied.

- ☒ Misbehavior during Study Hall
Work Detention (duration based upon incident)
- ☒ 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 meeting with the Director of Res Life.
- ☒ Tampering with fire alarms or safety equipment
This is a criminal offense and will be dealt with by the local police department.
- ☒ Use of VPNs or Hotspots for accessing internet
Possible loss of electronic devices
- ☒ Use of inappropriate, obscene or vulgar language
Work detention (duration based upon incident)

Minor Offenses

Minor offenses carry a lesser consequence but are not taken lightly. If minor offenses are repeated often enough, the student committing these offenses 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 and noise during quiet hours
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
Multiple, consecutive failures will result in more severe consequences
- ☒ Late to church bus/vehicle (passengers should be in the vehicle at the determined departure time)
Loss of off-campus privileges for the remainder of day and/or the next day, depending on time of infraction

- ☒ Leaving laundry in laundry room or machines
Warning
Work detention assigned
If clothes are unclaimed they will be collected and held for safe keeping until they are claimed. If not claimed by end of the semester they will be donated to charity.
- ☒ Late to Study Hall
All House chores for that night
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 reporting for or completing chores in a timely manner
Added chores for a designated period of time
- ☒ 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 (also banned by the NCAA)
- ☒ Pets
- ☒ Lighters or candles
- ☒ Knives of any kind
- ☒ Electronic cigarettes or vaping devices
- ☒ Incense

NOTE: This is not necessarily an exhaustive list of all items and actions that may be prohibited or restricted from the Residence Life Program or among Brook Hill resident students. Other restrictions and prohibited actions and 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.

END OF YEAR CHECKOUT AND PROCEDURES

End of Year Checkout: At the end of the school year, House Parents will meet with each student in their House to go through the checkout procedure. At that point, all belongings are to be packed and rooms are to be absolutely clean and restored to the condition of the room upon move in. If a student's room is not in said condition, that student will be assessed a \$250 housekeeping fee, with records being held until payment is rendered. Any items that are not packaged and stored for the summer (returning students only), will be considered unwanted and will be either donated or disposed of.

Summer Packing and Storage: Students returning to Brook Hill may wish to leave their belongings at Brook Hill for convenience. Students choosing to do so will purchase boxes from Res Life (at the same cost as department stores) so that the same size boxes are used for ease of storage and stacking.

Each box is to have the student's name along with the number that box is among the total number of boxes clearly written boldly on each box (e.g., Laura Sanders, Box 1 of 4).

Graduating seniors will ship their belongings to their college, university or some other destination where they can store their boxes. Seniors will not be permitted to store their boxes at Brook Hill after graduation.

Acknowledgment of Notification

As a member of the Brook Hill residential life program, I agree that I have read, understand and will abide by the Residential Life Student Handbook. 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 words, choices, actions and belongings.*
- *Treat all members of the community with dignity and 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 my part to contribute to a healthy, residential environment.*

Student Signature: _____ Date: _____

NOTES:

The Brook Hill School

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