



#### **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**

2023 - 2024  
revised: May 22nd, 202

# 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 Residence Life program is to provide a safe and enjoyable

environment in which students can pursue their academic and life goals and live their lives such that they thrive while at Brook Hill, 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 boarding houses that are as similar as possible to living in a family home. Rather than traditional dormitories, students live in comfortable, residential homes that include amenities like bedroom suites with twin beds, desks, closets or wardrobes, and storage space. Suites also have semi-private bath facilities with cabinet space for toiletries and linens. Each boarding house will also feature a common area, full kitchen, laundry facilities and study rooms.

To foster and contribute to a safe and enjoyable living environment each member of the Brook Hill Residence Life community is expected to do the following:

- Act with integrity and exercise responsibility for their words, choices, actions and belongings
- Treat all members of the Residence Life 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 their part to contribute to a healthy, enjoyable and positive residential environment
- Conduct themselves like mature young ladies and gentlemen

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

For information regarding the Brook Hill Residence Life program go to [www.brookhill.org](http://www.brookhill.org) and click “Boarding”. There you will find virtual tours, videos, FAQs, biographies of the Residence Life Team, the boarding event calendar as well as other valuable information.

### **RESIDENCE LIFE STAFF**

The Director of Residence Life is charged with overseeing the boarding community, working with the Residence Life Team and students to ensure the overall well-being of the program and individuals of that community. Additionally, the Director oversees all aspects of Residence Life.

Heading up each boarding house is a full-time House Parent who lives in their private apartment within the dorm of their particular student group (each House Parent is responsible for up to 20 students). House Parents play an integral role in the lives of Brook Hill boarding students. They jointly monitor their students’ academic progress, along with the ACE (Academic Center for Excellence) Team, ensuring that students focus on their studies and obtain any extra help needed. Also, House Parents lead on-campus and off-campus activities. Additionally, they

serve as adult mentors who offer a listening ear and caring heart to students when they need to talk, gain counsel on personal matters, and find support as they tackle the challenges of life. House Parents hold weekly House meetings, assist students with travel accommodations and meet many other practical life needs. Monitors come alongside House Parents to provide added support and supervision for the students after school hours and on weekends. The Residence Life Team makes decisions based on the greater good of the Residence Life community while also taking into consideration the needs of the individual student.

### RESIDENCE LIFE STAFF DIRECTORY

#### DIRECTOR OF RESIDENCE LIFE

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#### DIRECTOR OF RESIDENCE LIFE STUDENT AFFAIRS & ASSISTANT TO DIRECTOR OF RESIDENCE LIFE

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#### HOUSE PARENTS

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##### KELLEY HOUSE (and DIRECTOR OF RES LIFE TRANSPORTATION)

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Paige Ralson - RES LIFE NURSE [pralson@brookhill.org](mailto:pralson@brookhill.org)

##### MURRY/RUTH DEMENT HOUSE

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##### SERRANO/GRAY HOUSE

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##### SHIGLEY HOUSE

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Jessica Longenecker (AUXILIARY HOUSE PARENT AND ON-CAMPUS EVENT COORDINATOR)  
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MONITORS: Joey Bailey, Nancy Dement, Sloan Lee, Vikki Manning, Melissa Musson, Kelly Rhoads, Afton Rumsey, Brian Serrano, Lillie Watson, Donna Wemp and Dee Wilson (Email addresses are employee's first initial, last name + @brookhill.org).

### LIFE IN THE HOUSES

**Cell Phone Contact** – Students are required to have a cell phone with calling capability, not

dependent on Wi-Fi, the entire year and share their cell phone number with their House Parent. Students are asked to not call or text the Residence Life Team after 11:00 PM or before 7:00 AM unless there is an emergency. Students are also asked to return all texts, voicemail messages and answer calls from Residence Life Team members upon receipt.

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

**Church Service Attendance** – All students have the option to attend church with a House Parent. All students are required to attend on-campus church services on Sunday evenings. This service starts at 6:30 PM. Anyone later than 6:35 PM will be assigned chores in their dorm that same night. Anyone later than 6:50 PM will be assigned Saturday School.

**Clothing** – When not in Brook Hill uniform, students are expected to wear appropriate and modest attire. For young ladies this would mean no short shorts, no lowcut tops and no tops that expose midriff. Girls' shorts should be visible below their shirts. Young ladies are not to be downstairs or in the hallway of their dorms in any immodest attire. Continued wearing of immodest apparel will result in the House Parent collecting these articles of clothing to be returned to the student upon departure. Young men are not to be downstairs in their dorms or outside without shirts or in boxers. Dorm room blinds should be drawn when students are not fully dressed. The use of alcoholic or drug references or suggestive materials on any article of clothing is forbidden.

During the school day (7:00 AM – 5:00 PM), on days when classes meet, students who come to the main campus (Founders, Lauderdale, Ornelas Halls, gymnasium, Kyle Lake Athletic Center, stadiums, courts and fields) should wear clothes in keeping with the uniform code for that day (e.g., shorts, polo shirt and close-toed shoes, chapel dress on Wednesdays and casual uniform on Fridays). This rule also applies to young men wearing earrings and long hair. Earrings are to be removed and long hair is to be put up, off the collar.

**Consideration and Privacy** - Students are expected to conduct themselves with consideration and respect for other residents and Residence Life Team 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". Students must call two hours in advance of asking for extended curfew.

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 11:00 PM - Room 12:00 AM - No lights out (as long as no one is disturbed)

- Saturday - House 11:00 PM - Room 12:00 AM - No lights out (as long as no one is disturbed)
- After home football games - 11:30 PM for football players, drumline members, cheerleaders and drill team
- Nights before holidays - 11:00 PM, or at House Parent's discretion
- All food deliveries should be received before House Curfew

**Entertainment** - The price of all sanctioned entertainment planned and organized by the Residence Life 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 posted on Remind and on the Brook Hill website. Sign up forms are available electronically Google Forms or Google Sheets via Remind.

When going to the theater, students are not permitted to view R-rated movies, unless special permission is granted. If a student views an R-rated movie on a Residence Life movie trip, they will lose their privilege of going to the movies with the Residence Life program for a designated period of time determined by the Director.

**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 Residence Life Nurse. The House Parent will contact the Nurse if necessary. Students who miss classes due to health issues should remain in their room during the day. Sick students will not go off campus or attend extracurricular events for the remainder of the day.

Those students who receive evening meds from the Res Life Nurse or weekend medicines from House Parents, are to go to the Nurse or House Parent at the appointed time (no later than 9:45 PM during the week). Should a student not go to see the Nurse to receive their medicines, at or by the time they are to be there, after the third occurrence in one quarter that student will be assigned Saturday School for the coming weekend. It is the student's responsibility to go to the Nurse's clinic during the week or House Parent on weekends to receive their medicines. Morning meds will be dispensed by the House Parent as specified by the Nurse. Students taken for medical appointments will not be taken to a restaurant for lunch afterwards. A meal will be held for the student on campus, or they will have lunch before leaving campus.

**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 \$65, which includes supervision and accommodations. Students will buy food to prepare for themselves for the duration of the break. During SPARC Week Residence Life students may opt to remain with biological family rather than attending a SPARC course. Residence Life 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 during SPARC Week.**

**Host Families** – Residence Life 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. The fee for a Residence Life student to stay with a host family is \$50/day in order to help offset the costs associated with their visit. This money will be collected by the Residence Life Team prior to the break and will be paid to the host family by the school. Students being hosted should also have enough money to cover their own expenses, like admission to movies, theme parks and meals at restaurants, for example. The Residential Life Team can assist boarding students in finding a host home if the biological parents of that student make such a request. Arrangements to stay with a host family should be finalized no less than one week prior to the break to avoid assessing the boarding house host fee of \$65 if prior arrangements were made to stay on campus during that break. 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 and gain helpful information about the coming week from their House Parent. Times and days for House meetings will be determined by each 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 7:00 – 8:45 AM each school day. On Saturday boarding students will be provided a brunch at 11:00 AM and dinner at 5:30 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 Brook Hill sports, illness or other school related obligations that prevent them from attending dinner. If a student is going to miss dinner for Brook Hill sports or other obligations, that student must sign up by 4:00 on the weekly dinner Google sheet to ensure they get their meal. Students may not ask the kitchen staff for to-go plates. All food at mealtimes is to be eaten in the Commons. Each table of students is responsible for cleaning their own table after each meal. Students taking Saturday morning standardized tests should sign up for brunch plate when they sign up for transportation to their standardized test.

**Noise in the Houses and 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 behavior. Headphones are to be used by residents in suites when listening to music, playing video games, watching movies or using FaceTime while suite mates and roommates are trying to sleep, study or wish not to listen to anything listed above. Quiet Hours are from 10:00 PM through 7:00 AM Sunday to Thursday and start at 11:00 PM on Friday and Saturday. But even outside of Quiet Hours students are not allowed to be excessively loud.

**Personal Computers** - Residents are required to bring laptop computers. Students who bring desktop computers can bring any monitor(s) that will fit on their dorm desk. Computer monitors may not be mounted to the walls of the dorms.

**Punctuality** – Students should be on time for any event, trip or activity they 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 or going off campus.

**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 Residence Life outings (e.g., shopping, Brookshires, entertainment, etc.). Name, destination, accompanying persons, person who granted permission and time must be printed legibly on one line in the SISO logbook (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 and check out 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 Residence Life 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 unless they are 18 years of age or with a student 18 years of age, with biological parents' permission for all. 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 - 8:30 PM for students failing a class, 6:30 – 8:00 for C students, 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. Students arriving later than 7:00 PM will be assigned Saturday School.

- Late to study hall results in all house chores later that same night
- Three tardies in one week results in Saturday School
- Multiple Saturday Schools will be served back to back

Study hours will be held in the Boarding Houses or in Founders Hall, with students failing a course taking their Study Hall in Founders Hall. Once a student is passing, according to Veracross, they will no longer be required to take Study Hall in Founders Hall. Students who go from failing to passing, should show their Veracross grade report to an on-duty House Parent who will in turn notify the Study Hall Supervisor. Students not failing any classes may also opt to study in Founders Hall. Students with C's may choose to study in their rooms or the study rooms in their Houses. Students with all A's and B's, according to Veracross, are not required to attend Study Hall but must check in with the Study Hall Monitor and honor the study time of other students. These students may watch TV and play video games during Study Hall hours as long as the volume level does not disturb students in Study Hall. 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 a distraction for them. Students who are failing a class will not be permitted to attend games and activities on or off campus during Study Hall hours. Senior privileges do not apply to Res Life Study Halls. If the House environment is not quiet enough for a student to study, they should talk to the on-duty House Parent or supervising Monitor about this issue.

Students going to teacher tutoring on the main campus should first check in with the Founders Hall Study Hall Monitor. Students being disruptive in Study Hall, regardless of location,



will be warned and then will be dismissed and receive a Saturday School that Saturday, regardless of what the student has planned that Saturday.

**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 with boarding students who drive. 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, with the exception of eligible senior students. 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 reason. Student drivers must park in the designated parking spaces. Students will be given a gate code to access the Village drive and are asked not to share this code for security reasons.

**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 (boarding students should check in with the supervising adult in that dorm). 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 Thursday and until 11:00 on Fridays and Saturdays. Visitors may only be in a House where the Parents or Monitors of the host student are on duty and present. 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 Residence Life 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 Residence 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 provided those boarding students have no disciplinary write ups that week and must be approved by a biological parent and an on-duty House Parent. These permissions should be received prior to 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.**

**Boarding students are not allowed to stay with college students or with other boarding students of the opposite sex in relative's homes or apartments.**

On campus, boarding or approved day students may spend the night on Friday and Saturday nights (and Sunday nights on long weekends) 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 upon arrival immediately to their House Parent. Damaged or missing items that occur over the course of the year, not previously reported or satisfactorily explained, will be charged to the student who caused the damage or 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.

***Kitchen Facility and Use*** - A full 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 can 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 may not cook in another House's kitchen. At 10:00 PM the House kitchens are closed. All meal clean up should be completed by curfew so chores can be carried out.

***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 schedule 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 is 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 curfew. This is to ensure 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 students' clothes. Students 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** - House and room cleanliness is necessary for all students to enjoy a comfortable, healthy and orderly living environment. Students will be charged for any room damage or necessary room cleaning services resulting from misuse. Room inspections, including inspection of bathrooms, occur multiple times each week to ensure safety and health standards. Each student is expected to meet the following guidelines in order to pass room inspection:

1. Bed made
2. Floor clear (nothing but furniture on the floor)
3. All items in their place
4. Trash taken out (if full)
5. Lights off
6. Drawers and cabinet drawers closed
7. Bathroom counters wiped of all water
8. AC turned to 75 degrees (if your suite has a thermostat)

If students should fail room inspection, they will lose off-campus privileges until their room passes inspection. This restriction will be lifted immediately upon passing room inspection. If students consistently pass room inspection with highest marks, they will receive credit at the Cabin Coffee Shop.

Students are not permitted to have pets of any kind while living in the Boarding Houses, including fishbowls. The use of alcoholic or drug references or suggestive materials to decorate rooms is forbidden. Students may only affix room décor with "tacky tape" or a similar adhesive that will not pull paint from the walls or make large holes in the walls. Damage to paint or walls will result in repair charges. Small electrical appliances are not allowed in rooms except for small fans, computers, radios, tablets, cell phones, alarm clocks and mini-refrigerators (mini-refrigerators must be kept clean and drained properly at each break and year's end if they are to be retained by those students wishing to have them in their rooms).

There should be no open food, left-over food, or used dishes in the dorm rooms or upstairs. If any food remains or used dishes are in the dorm rooms, 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:

- 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 the Director

**House Common Areas** - A common area is available in each House for students to watch TV, play games and socialize. Videos in a language other than English must have English subtitles. No unapproved R-rated movies 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 turn off any video or game deemed to be inappropriate. Students who use their personal gaming systems in the commons area do so at their own risk (before attaching any device to the dorm television should ask House Parent first). Brook Hill is not responsible for any damage that may occur to any personal gaming systems or publicly used devices. Students should use Brook Hill technological property appropriately to have continued use of these devices provided by Brook Hill.

## **SAFETY AND SECURITY**

**Door Keys** - Students will be issued an ID badge/swipe 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. Students are required to have their ID with them when they leave the Boarding House. Students may contact housemates, 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. Students are not to pound or kick on doors if they do not have their key.

Key cards should not be loaned to anyone. Replacement key cards cost \$10.00 each to be paid for in the Business Office. Students have one week to replace a lost ID badge (see Technology Department). All House doors are to be closed completely after students enter or leave for security purposes. Students are not to prop doors open for more than a few minutes when moving in or bringing in groceries, for example.

**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. Replacement keys cost \$10.00 each to be paid in the Business Office (see House Parent). Brook Hill is not responsible for lost or stolen items. Students should take every precaution to prevent theft from happening by securing their valuables, including cash. Students must not share their keys, personal banking credentials, credit card information or online shopping credentials (e.g., Amazon, EBay, Wish, Etsy, etc.) with housemates.

**Walking the Campus** - While Bullard is a very safe town, and Brook Hill is one of the safest schools in the U.S., it is wise for students to have someone with them whenever walking the Brook Hill campus. Always be aware of your surroundings and keep watch for wildlife. If students are going to walk the campus, they should be sure to have a cell phone with them and let an on-duty Monitor or House Parent know where they 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), walking the circle drive around the Village, or at the Coffee Cabin deck. Students can walk in pairs to and from KLAC to exercise. However, students may not be outside or walk the campus by themselves or with

members of the opposite gender after dark, including walking to the weight room or from Study Hall. 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 with other students.)
- If a student is failing, they will be restricted from spending 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 finding that balance.
- 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, and only for getting from point A to point B. 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 lakes, Museum Plaza, etc.) at any hour of the day. The best rule of thumb is to stay in view of a Brook Hill staff member.
- Students who are not Seniors 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. Seniors may lose this privilege if it is abused.
- Couples are not to linger in the halls or lounges of Lauderdale Hall, outside the Commons, during or after evening and weekend meals.
- 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 established in the event that a boarding student is involved romantically with the child of a House Parent.

### ***Delivery Drivers - All food delivery drivers should deposit their deliveries in the designated drop box near the Res Life Village arched entrance and not deliver to an individual at any dorm.***

Students should NEVER allow delivery drivers into the Houses. This includes food deliveries, parcel deliveries or any other delivery. All deliveries are to be made **before curfew** each night.

### ***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 Murry Houses) will proceed downstairs to the laundry room, storage room and the rest room area away from all windows. Students in the Serrano/Gray House will proceed down the stairs to the guest and infirmary restrooms and the storage space under the stairs. Students in the Shigley and Kelley Houses will proceed to the laundry room and downstairs guest bathroom.

ACTIVE SHOOTER – In the event of an active shooter on campus, students are to go to their suites, lock their doors and remain silent, unless otherwise notified by Res Life personnel. If students are outside in this event, they are to escape and evade the threat.

SAFETY DRILLS - Safety drills will be conducted regularly so that students will be very familiar with what they should do in the event of an emergency.

### **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 airport (TYR) in Tyler, TX. Also, students should not book flights that would require an extremely early or late shuttle departure. Third-party shuttle services will be hired for shuttles leaving Brook Hill campus before 5:00 AM or arriving after 9:00 PM and students will pay for these services (estimated drive time from Brook Hill to DFW is 120 minutes). All DFW and Dallas Love Field shuttles between 5:00 AM and 9:00 PM, associated with first arrival, major breaks and holidays and end-of-year departures are free of charge. *\*We factor a three-hour commute time from Brook Hill to DFW and vice versa. Depending on destination (domestic or international), students will need to arrive one (domestic) to two (int'l.) hours prior to departure. This means, for example, a domestic flight departing 10:00 AM would need to depart Brook Hill at 6:00 AM and 5:00 AM for an international destination. Students and parents should plan accordingly to avoid the third-party shuttle fee.*

NOTE: Complimentary shuttles apply only to the date that the Houses open or close and the following day at the beginning of the break, 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, if that arrival is in conjunction with a major break or the beginning or end of the school year. 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 \$400 shuttle fee will be charged for that vehicle, regardless of the number of passengers. 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. Students should pay

their shuttle fee to the Brook Hill Business Office prior to the day of departure. If a student does not pay their shuttle fee to the Brook Hill business office within a week of their shuttles, there will be a \$20 late charge added to the cost of the shuttle.

***NOTICE:*** *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. In short, students are not allowed to take final exams early.*

***Private Lessons, Practices and Appointments*** - Students who 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 \$17.50/hour shuttle/supervision fee. This does not include complimentary afternoon errand runs that take place between 3:00 and 6:00 PM most weekday afternoons and Saturdays 1:00 – 4:00 PM. 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 should 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 for the errand run using the link sent out through Remind on days when errand shuttles are available. And if a student needs to go to a destination in Bullard, they must notify an on-duty House Parent or Monitor and follow the guidelines spelled out for visiting the extended campus.

***Transportation in Buses and Vans*** - When traveling on buses, students are to remain seated with their seatbelts fastened. Students should also be on time for departure and return, or risk not going on that trip. Sharing blankets between boy-girl couples will not be permitted on buses or van trips. Misconduct on trips can result in a student losing the privilege of traveling with the boarding community for a designated period of time.

***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 Help Desk Office, located in Founders Hall, for assistance, during student hours. 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, a 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 10, Windows 11, 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 or 11 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 802.1 x authentications. It is almost impossible to purchase a computer without these settings.
4. It would be beneficial to have Microsoft Office 2019 or Office 365.
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 schoolwork, 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 in Bullard is considered an extension of the Brook Hill campus, but still requires that a student sign-out before leaving the main campus and sign-in upon returning. Students who go to this area without permission will lose off-campus privileges for a set time period. Students walking the extended Brook Hill campus must have biological parental permission, be in groups of three or more, have a cell phone, notify an on-duty Residence Life Team member and not be out after dark or in inclement weather.

**Students must not walk along Old Jacksonville but instead should walk through Bullard City Park and along North Rather Street**

The extended campus includes Bullard south of the Brook Hill Lower School campus, along Rather Street down to Main Street and to the Brookshires grocery store. Students may not cross Highway 69. Students should not venture beyond the Valero convenient store on the southernmost side of the extended campus. Businesses within the extended campus include:



Banking:	Austin Bank Southside Bank (located inside Brookshires Grocery Store)
Fitness:	Anytime Fitness Gym
Gas/Convenient:	Valero
General:	Dollar General Family Dollar Nail Salon Timeless Antiques
Groceries:	Brookshires (including Southside Bank, sushi, deli and hot food bar)
Restaurants:	Lost Sheep Coffee Shop Milano Pizzeria Hondo & Shorty's Hamburgers Subway Happy Donut Aztec Taco
Shops:	Tan This Boutique

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, according to extended-campus guidelines.

## **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 Team 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; repeated offenses will lead to dismissal*
- ☒ Use of flame for any reason in rooms, suites or Houses

For the health, safety and wellbeing 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 Team.

*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 ensure that none of its students are involved in the use of any illegal drugs.*

**Moderate Offenses** - Moderate offenses carry serious 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)*
- ☒ Blatantly disrespecting a Residential Life Team 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 notified  
Work detention may also be applied*
- ☒ Dishonesty  
*Loss of off-campus privileges for designated period including shopping trips to 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 Saturday School assignment.*
- ☒ Tampering with fire alarms or safety equipment  
*This is a criminal offense and may 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) up to Saturday School assignment*

**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. All consequences will be heightened with repeated occurrences of these offenses (from work detention to loss of off-campus privileges, to Saturday School, to possible dismissal).

- ☒ Coming home during the school day if not a senior or if a senior who has lost privileges  
*Work detention assigned*
- ☒ Breaking House or room curfew  
*Work detention assigned*  
*Repeat offences – loss of off campus privileges for designated period*
- ☒ 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 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  
*1<sup>st</sup> offense - Warning*  
*2<sup>nd</sup> offense - Work detention assigned*  
*Unclaimed clothes will be collected and held for safekeeping until they are claimed. If not claimed by end of the semester they will be donated to charity.*
- ☒ Late to Study Hall  
*Late 15 minutes or less - make up that time at the end of Study Hall*  
*Late more than 15 minutes - work detention under Monitor supervision the following day*  
*Repeated tardies - loss of off campus privileges.*
- ☒ Public display of affection  
*Limited access to those involved 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*

**Other Prohibited Items** - The following items will be collected from the student to whom they

belong.

- ☒ Symbols or depictions of violence, hate and racial prejudice
- ☒ Any and all guns (air-soft, pellet, bb), any and all darts, sling shots and bows & arrows
- ☒ 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 move-in 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 and uniformity 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). Please see your House Parent about getting and completing the summer storage form.

Graduating seniors will take all their belongings with them or 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. Information on shipping and storage businesses will be provided.

### ***Acknowledgment of Notification***

*As a member of the Brook Hill Residence 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.*
- *Conduct myself like a lady/gentleman*

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