

2026 - 2027



The Brook Hill School

Christ-Centered. College Prep.

RESIDENTIAL LIVING GUIDE

STUDENT MANUAL

REVISION POLICY: The Brook Hill School reserves the right, at the sole discretion of the Administration, to amend any policy, schedule, or operational procedure in this Residential Living Guide at any time to preserve the safety, security, and institutional integrity of the program.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

SECTION 1: INTRODUCTION & VALUES

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.

Welcome to Residential Life

The goal of the Brook Hill Residential 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 a living environment that closely mirrors a family setting. Rather than traditional dormitories, students live in comfortable homes that include amenities like bedroom suites with custom-made twin beds, desks, closet space or wardrobes, as well as storage space. Suites also have semi-private bath facilities with cabinet space for toiletries and linens. Each boarding house features a common area, a full kitchen, laundry facilities, and study rooms.

Core Community Expectations

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

- Act with integrity and exercise full responsibility for their words, choices, actions, and belongings.
- Treat all members of the Residential Life community with dignity and respect.
- Participate actively as a member of the Residential Life community.
- Follow the rules and guidelines in the Brook Hill Student Handbook, as well as the Residential Living Guide.
- Do their part to contribute to a healthy, enjoyable, and positive Residential Life community.
- Conduct themselves like mature, dignified 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 Residential Life community. Such actions will be interpreted as an effort to put oneself at odds with the Residential Life community and/or Brook Hill and may be cause for dismissal.

For more information regarding virtual tours, videos, FAQs, and the boarding event calendar, visit www.brookhill.org and click “Boarding”.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

SECTION 2: RESIDENTIAL LIFE STAFF

The Residential Life Team makes decisions based on the greater good of the Residential Life community while also taking into consideration the needs of the individual student.

- **Director of Residential Life:** Charged with overseeing the Residential Life community, working with the Residential Life Team and students to ensure the overall health of the program, and overseeing all aspects of Residential Life.
- **Assistant Director of Residential Life:** Works directly alongside the Director to manage daily operations, enforce regulations, and holds administrative authority over staff. Direct scope of duties includes the planning, approval, and supervision of all student programming and activities.
- **House Parents:** Full-time staff members who live in a private apartment within the dorm of their student group, with each House Parent directly responsible for 20 students. House Parents jointly monitor academic progress along with the Academic Resource Center (ARC) Team, lead on-campus and off-campus activities, hold weekly House meetings, assist with travel accommodations, and serve as adult mentors.
- **Resident Advisors (RAs):** Come alongside House Parents to provide added support and supervision for students after school hours and on weekends.

SECTION 3: DAILY HOUSE LIFE & POLICIES

Cell Phone Contact and Location

- **Service Requirement:** Students must have a cell phone through an American cell service provider with calling capability (not solely dependent on Wi-Fi) for the entire year.
- **Contact Sharing:** Students are required to share their phone number with their House Parent. Students must answer calls and return all texts or voicemails from the Residential Life Team upon receipt.
- **Contact Hours:** Students must not call or text the Residential Life Team after 11:00 PM or before 7:00 AM unless there is an emergency.
- **Required Apps:** Students are required to add and keep their locations turned on in the **Life 360** app for safety and security. The **REACH** app must also be installed for various Residential Life purposes.
- **Phone Surrender:** Students may be asked to surrender their phones at lights out if their academic performance is suffering.
 - **Note:** If a student is required to surrender their phone at lights out due to academic performance or disciplinary reasons, the device restriction does not excuse the student from Sign In/Sign Out (SISO) or check-in requirements. The student must physically report to their House Parent to complete a manual check-in process until the device is returned.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Curfew and Quiet Hours

All food deliveries must be received before House Curfew. Prior arrangements must be made with House Parents at least two hours in advance for a curfew extension or “late lights,” pending approval. Lights Out must be ardently followed unless explicit permission is granted.

Day	House Curfew	Room Curfew	Lights Out / Quiet Hours
Sunday – Thursday	10:00 PM	11 :00 PM	11:00 PM (Quiet Hours: 10:00 PM – 7:00 AM)
Friday – Saturday	11:00 PM	12:00 AM	No lights out (provided no one is disturbed; Quiet Hours start at 11:00 PM)
Home Football Games	12:00 AM	Related to the game	With appropriate approvals
Nights Before Holidays	11:00 PM	At the House Parents' discretion	At the House Parents' discretion

House Chores

- Students are assigned regular house chores pertaining to the common areas of each dorm. Participation is mandatory.
- One student may not do another student’s chores without House Parent permission or directive.
- Students are required to clean up after themselves immediately after using any room or area of the dorms and dining hall.

Church Service Attendance

- **The Gathering:** Once each month, on a Sunday determined by staff, all students are required to attend the evening service on campus ("The Gathering") starting at 6:30 PM.
- **Regular Sundays:** For the remaining Sundays, students may either attend a morning church service with an approved adult/student or attend the on-campus 6:30 PM evening service. If choosing the off-campus morning option, students must request authorization via the REACH app by **11:00 PM on Saturday**.
- **Tardiness Penalties:** Anyone arriving later than 6:30 PM will be assigned dorm chores that same night. Anyone arriving later than 6:45 PM will be assigned Saturday School.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- **Scheduling:** Students must not schedule online courses at a time that conflicts with Sunday evening church services.

Clothing and Dress Code

- **Modesty Guidelines:** Students are expected to maintain a neat, modest, and appropriate appearance at all times when not in uniform. While uniforms are not required during free time, clothing should always reflect our community value of modesty. This standard applies to all daily mealtimes, seven days a week, including weekend dining on Saturdays and Sundays.
 - *Young Ladies:* No short shorts (shorts should be visible below their shirts), no low-cut tops, no tops rising above the navel, and no open-back tops lower than the shoulder blades. Immodest attire is strictly prohibited downstairs or in hallways. Continued violations will result in the clothing being confiscated until departure. Nose rings are prohibited.
 - *Young Men:* Must wear shirts and cannot wear only boxers when downstairs in dorms or outside. Long hair must be put up off the shoulder, and earrings must be removed during the school day.
- **Prohibited Graphics:** References to alcohol, drugs, or suggestive materials on any article of clothing are forbidden.
- **Dorm Privacy:** Blinds should be drawn when students are in their rooms and not fully dressed.
- **School Day Campus Visits (7:00 AM – 5:00 PM):** On class days, any student visiting the main campus (Founders, Lauderdale, Ornelas Halls, gymnasiums, Kyle Lake Athletic Center, stadiums, fields, and courts) must strictly wear the uniform code of the day (e.g., standard uniform, Wednesday chapel dress, or Friday casual uniform).

Consideration, Noise, and Privacy

- **Privacy:** Each student's privacy and possessions must be honored. Students may not enter another student's room without the occupants of that suite being present and granting permission. Violations are treated as disciplinary issues and may result in dismissal.
- **Noise and Unsafe Behavior:** Loud music, running in the house, throwing objects, or facility misuse is prohibited. Headphones or earbuds must be used when roommates/suitemates are sleeping, studying, or prefer quiet. Excessively loud behavior is prohibited at all times.

Entertainment

- **Sanctioned Events:** The price of all planned and organized Residential Life program entertainment is covered by the boarding program unless specified otherwise. Weekend activity calendars and sign-up forms are accessible via REACH or the Brook Hill app.
- **Movie Ratings:** Students are not permitted to view R-rated movies unless special permission is granted. Diverting from an approved itinerary to watch an R-rated movie will result in a temporary loss of program movie privileges, as determined by the Director.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

House Meetings

- Mandatory House meetings occur weekly at times/days determined by each House Parent. This time is used to express needs, submit prayer requests, and receive information for the coming week.

Meals and Food Services

- **Provider:** All meals are provided through Thomas Cuisine Food Services in the Commons (Lauderdale Hall).
- **Schedule:**
 - *Monday – Friday:* Breakfast (7:00 AM – 8:45 AM)
MS Lunch (11:20 AM – 11:50 AM)
US Lunch 1 (12:15 PM – 12:45 PM)/US Lunch 2 (1:10 PM – 1:40 PM)
Dinner (5:30 PM – 6:30 PM)
 - *Saturday:* Brunch (11:00 AM – 12:00 PM), Dinner (5:30 PM – 6:30 PM).
 - *Sunday:* Brunch (11:00 AM – 1:00 PM), Dinner (5:30 PM – 6:15PM).
- **Late Plates:** House Parents will save plates for students missing dinner due to Brook Hill sports, illness, or school obligations. For athletic/school obligations, the student must sign up by 4:00 PM on the weekly dinner Google Sheet.
- **Dining Rules:** Food must be eaten in the Commons; to-go plates from kitchen staff are prohibited. Dishes and silverware must never be removed from the Commons. Each table is responsible for cleaning up after itself. Students taking Saturday morning standardized tests must sign up for a brunch plate when booking test transportation.

SECTION 4: ACADEMIC POLICIES & TUTORIALS

Library Study Hall (Failing Students)

- **Schedule & Location:** 6:45 PM – 7:45 PM, Monday through Thursday, at Founders Hall in the Bell Library.
- **Eligibility:** Mandatory for any student currently failing any class (an academic grade **below 70%**). Senior privileges do not excuse students from this requirement.
- **Attendance & Tardiness:**
 - Arriving after 6:45 PM counts as a tardy and results in assigned house chores later that night.
 - Three tardies in one week result in Saturday School.
 - Arriving after 7:00 PM results in automatic Saturday School.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- REACH will track exact arrival times for consequences. Multiple Saturday Schools will be served back-to-back.
 - **Saturday School Logistics:** Sessions are held on Saturdays from 12:30 PM to 4:30 PM at a designated campus location. Attendance is mandatory; missing a session will result in further disciplinary action.
- **Restrictions:** Students in mandatory Study Hall cannot attend games or activities, on or off campus, during Study Hall hours.
- **Exit Criteria:** Once a student achieves a passing grade (**above 70%**) in Veracross, they are released from Bell Library Study Hall. They must show their Veracross grade report to an on-duty House Parent, who will notify the Study Hall Supervisor.
- **Voluntary Attendance:** Students who are passing may study in Founders Hall provided they remain quiet, compliant, and respectful.
- **Rules:** All locations are supervised. Phones may be confiscated at the start if they are a distraction. Disruptive students will receive a warning, followed by dismissal from the room and an automatic Saturday School.

WIN (What I Need) Time Policy

- **Requirement:** Any boarding student with a grade of **75% or below** in any class must attend WIN Time from 8:00 AM to 8:40 AM, Tuesday through Friday, with the respective teacher.
- **Multiple Classes:** Students below 75% in multiple classes must coordinate with their teachers to establish a support plan.
- **Check-In:** Students must check in with their teacher via the REACH system at the start of each session, and teachers will verify attendance through REACH.
- **Exit Criteria:** Students remain in the WIN program until their grade rises above 75% in Veracross.
- **Non-Compliance:** Failure to attend or check in properly via REACH may result in disciplinary action and academic accountability measures.

Boarding House Quiet Time Policy

- **Schedule:** 6:45 PM – 7:45 PM, Monday through Thursday.
- **Mandate:** All boarding students not required to be at the library Study Hall must observe Quiet Time in the houses to develop academic habits and community respect.
- **Rules During Quiet Time:**
 - Time must be used for studying, reading, homework, or quiet academic activities.
 - Video games, computer games, and recreational electronic gaming are strictly prohibited in common areas.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- Students may not visit or be present in dormitories or residential areas designated for the opposite sex.
- Noise levels must be kept to an absolute minimum. If the dorm environment is too loud for non-failing students to study, they should notify the on-duty House Parent or RA.
- House Parents and staff will conduct compliance checks; failure to comply results in disciplinary action.

SECTION 5: CAMPUS BOUNDARIES & OFF-CAMPUS TRAVEL

Sign In / Sign Out (SISO) Procedures

- **Mandate:** Signing in and out via the **REACH app** on a cell phone is absolutely required every time a student leaves campus or visits another campus zone (e.g., weight room, the Cabin, soccer field), especially for official Residential Life group outings.
- **Permissions:** In every occasion, students must obtain permission from an on-duty House Parent *before* leaving. A dedicated House Parent serves as the **REACH Coordinator** on a **rotating basis** to **exclusively** manage approvals.
- **Day Students & Guests:** To leave campus with a day student, the boarding student needs prior approval from the day student's parents and the House Parent. Any day student or parent picking up a boarding student must be briefed face-to-face by a House Parent on their initial visit regarding the check-out process.
- **Blanket Permissions:** If biological parents grant a "blanket permission" for the student to come and go, only the House Parent's real-time permission is required alongside the REACH approval.
- **Rideshare Rules (Uber, Lyft, Taxis):** For security reasons, rideshare services are strictly prohibited for individual riders; a minimum of **two (2) passengers** must travel together in the vehicle. All passengers must be at least 18 years of age (or accompanied by an 18-year-old boarding student) AND have explicit biological parental permission on file.
- **On-Campus Locations:** Even when remaining on campus, students must inform a House Parent or Resident Advisor before visiting general areas such as academic buildings, athletic complexes, and/or outdoor recreational zones.

Extended Campus Boundaries (Town of Bullard)

The area south of the Brook Hill Lower School campus along Rathers Street, down to Main Street and the Brookshires grocery store, is considered the "Extended Campus".

- **Requirements:** Requires biological parental permission via REACH to visit, signing out/in, a minimum group size of **three or more students**, a cell phone, and notifying an on-duty staff member.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- **Prohibitions:** No visits after dark or during inclement weather. Walking along North Houston Street is strictly forbidden; students must walk along North Rathers Street. **Students may never cross Highway 69** or venture beyond the Valero convenience store on the southernmost side. Going without permission results in a loss of off-campus privileges.

Approved Extended Campus Businesses

- **Banking:** Southside Bank
- **Fitness:** Anytime Fitness Gym
- **Gas/Convenience:** Valero
- **General:** Dollar General, Lamm's Nail Salon, Timeless Antiques
- **Groceries:** Brookshires (includes Southside Bank, Walgreens Pharmacy, sushi, deli, and hot food bar)
- **Restaurants & Shops:** Lost Sheep Coffee Shop & Boutique, Milano Pizzeria, Hondo & Shorty's Hamburgers, Subway, Happy Donut, Aztec Taco, Benito's Italian Restaurant, Cherry on Top, Tan This Boutique

Note: If the City of Bullard hosts festivals on the lawn south of Main Street, students may cross Main Street with explicit Residential Life Staff permission.

Walking the Campus & After-Dark Rules

- **Buddy System:** It is highly recommended to walk the campus with a companion, carry a cell phone, log the destination on REACH, and inform staff. Watch for wildlife.
- **After Dark Restrictions:** Unless accompanied by a Residential Life staff member, students outside after dark are restricted to the Lawn (grounds in front of dorms), the Village circle drive, or the Coffee Cabin deck.
- Students may walk in pairs to and from the Kyle Lake Athletic Center (KLAC) to exercise, but **no student may walk the campus alone or with a member of the opposite gender after dark** (this includes walking to the weight room or traveling to/from Study Hall). Violations result in the loss of off-campus and fitness facility privileges.
- The stadium or track cannot be used after dark unless adult supervision is present.

Couples Policy

- **Status:** Boys are guests in girls' houses and girls are guests in boys' houses; they are not tenants and can be restricted from a House at any time. No couples are allowed in Houses without active Residential Life team supervision. It is the students' responsibility to verify staff duty status.
- **Parked Cars:** Couples are prohibited from being in parked cars alone. No students may be in parked cars after dark alone with other students.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- **Academic Restrictions:** If a student is failing a class (an academic grade **below 70%**), they will be restricted from spending excessive time with their boyfriend/girlfriend during weekdays until grades are passing.
- **Vehicles (Under 18):** Couples under 18 may only travel in each other's vehicles if both sets of parents and the House Parent communicate before departure, and strictly for direct "point A to point B" transit.
- **Campus Boundaries:** Couples are forbidden from walking campus alone or being alone in unviewable locations (e.g., dugouts, Lower School fortress, lakes, Museum Plaza). They must remain in view of a Brook Hill staff member.
- **Dates:** Students under 18 or those who are not Seniors may not go out on one-on-one dates, but may go out in groups with House Parent permission.
- **Dining Area:** Couples must not linger in the halls, lounges of Lauderdale Hall, or outside the Commons during or after meals.
- **Conduct:** Couples must exercise discretion and modesty; inappropriate behavior that makes others uncomfortable is prohibited. If leaving a supervised dorm, they must notify the supervising staff member where they are going.
 - *Note: Special restrictions will be established if a boarding student becomes romantically involved with the child of a House Parent.*

Delivery Drivers

- All food delivery drivers must deposit items in the drop box located at the Village arches.
- **Students must NEVER allow delivery drivers into Houses** (applies to food, parcels, or any deliveries).
- All orders must be placed at least two hours before curfew. Security officers will deny delivery drivers access to campus after curfew hours.

SECTION 6: VISITORS & GUEST POLICIES

General Visitors

- **Sign-In Requirement:** All visitors must be signed in and out by the on-duty House Parent or RA, and boarding students must check in with the supervising adult of that House. Failure to notify staff will result in the visitor being asked to leave and a loss of visitor privileges.
- **Visiting Hours:**
 - *Monday – Thursday:* 3:00 PM – 10:00 PM
 - *Friday – Saturday:* 3:00 PM – 11:00 PM
 - *Sunday:* 12:00 PM – 10:00 PM

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- *Morning Prohibitions:* Visitors are strictly prohibited in the morning hours before school while students prepare for class.
- **Location Constraints:** Visitors are only permitted in a House where the House Parents or RAs of the host student are present and on duty.
- **Opposite-Gender Rule:** Opposite-gender visitors (including Brook Hill students, non-Brook Hill students, and siblings) are **never allowed upstairs or in bedrooms**, except with explicit permission and staff presence on move-in/move-out days.
- All visitors must adhere to Residential Life rules. Staff reserves the right to suspend visiting privileges at its sole discretion to safeguard the well-being of the residential community.

Non-Brook Hill Visitors and Alumni

- Written permission from a biological parent is required for a boarding student to visit with any non-Brook Hill guest (including alumni) on or off campus.
- Any non-Brook Hill visitor over the age of 18 must submit to and pass a criminal background check before spending time with boarding students at the Village or campus, and they are strictly barred from going upstairs in the Houses.
- *Exception:* Immediate family members may take a student off campus without a background check, provided biological parents have given explicit permission and approved in REACH.

Weekend and Overnight Stays

- **Away from Houses:** Allowed if the student has no disciplinary write-ups that week, and with approval from the boarding student's parent, the host student's parent, and the on-duty House Parent, received at least 24 hours in advance. House Parents must verbally verify details with the host parent before departure.
- **Hotels:** Boarding students may not be alone in a hotel unless doing so strictly for an early flight, and only in a hotel offering shuttle service to the departure airport, with parental permission.
- **Prohibitions:** Boarding students are prohibited from staying with college students, or with boarding students of the opposite sex, in a relative's home or apartment.
- **On-Campus Exchanges:** Boarding students or approved day students may spend the night in another boarding House/suite of the same gender on Friday, Saturday, or Sunday nights of long weekends, provided they have no disciplinary consequences that week. Requests must be made early in the week. Limits: Maximum of 2 additional students per suite, and 4 total guests per House.

SECTION 7: HEALTH, WELLNESS & MEDICAL PROCEDURES

- **Morning Illness:** If a student wakes up ill (vomiting, diarrhea, fever, etc.), they must contact their House Parent as soon as possible in the morning *before class time*. **Students must not contact the Residential Life Nurse directly before school;** the House Parent will assess and contact the nurse if necessary.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- **Clinic Visits:** If deemed ill by the House Parent, the student must go to the School Nurse in Ornelas Hall wearing their school uniform (in case the nurse clears them to attend classes). If a student is too ill to walk, nursing staff will conduct a house visit.
- **Sick Day Restrictions:** Students missing class due to health reasons must remain in their rooms all day, will be monitored, and will have meals brought to them. They are strictly barred from going off campus or attending extracurricular events for the rest of the day.
- **Medical Appointments:** Students taken to out-of-town medical appointments during the school day will not be taken to restaurants for lunch; they must return immediately to campus to resume classes, and a meal will be held for them on campus.

Medication Administration Policy

Students requiring scheduled medications must adhere to the following schedule and locations.

Morning Medications

- **Deadline:** No later than **8:45 AM** (*or earlier if dictated by early weekend commitments*).
- **Weekdays (School Days):** Report to the School Nurse in *Ornelas Hall*.
- **Weekends:** Report specifically to the **REACH Coordinator** (*the designated House Parent managing REACH requests*).

Evening Medications

- **Deadline:** No later than **9:45 PM** every day.
- **Weekdays:** Report to the Residential Life Nurse in House B3.
- **Weekends:** Report specifically to the **REACH Coordinator** (*the designated House Parent managing REACH requests*).
 - **Staffing Note:** Although multiple House Parents are on duty each weekend, **only the designated REACH Coordinator handles medication administration and REACH app approvals**. Students must locate this specific staff member for their weekend medications and release permissions.

Penalties for Late Medication Compliance

Receiving medication on time is mandatory for student health and safety. Failure to report to the nurse, or the **REACH Coordinator** at the appointed time will result in the following disciplinary actions:

- **1st & 2nd Offense:** Loss of off-campus privileges.
- **3rd Offense (within one quarter):** Saturday School.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

SECTION 8: TRANSPORTATION & TRAVEL ARRANGEMENTS

Airport and Out-of-Town Shuttles

Except for initial travel at the start of the school year, all airport or out-of-town travel arrangements must be logged on REACH by biological parents. Flights should ideally be scheduled through Tyler Airport (TYR).

- **Complimentary Shuttles:** Shuttles to/from DFW and Dallas Love Field are free of charge *only* when scheduled between 5:00 AM and 9:00 PM on the specific dates that the Houses officially open or close for major breaks, holidays, first arrival, and end-of-year departures (including one day after houses close). Students may have to wait at the airport for other arriving flights before departing.
- **Paid Dallas Shuttles:** Any shuttle to/from Dallas scheduled outside of major opening/closing break windows will incur a cost of **\$150**. Fees must be paid to the Business Office a week prior; failure to do so results in an additional **\$20 late charge**.
- **Hours & Third-Party Restrictions:** Flights requiring campus departures before 5:00 AM or airport pickups after 9:00 PM will require a third-party shuttle service hired at the student's expense.
 - *Commute Calculation:* Commute time between Brook Hill and DFW is factored at 120–150 minutes. Domestic travelers must arrive 1.5 hours before the flight; international travelers must arrive 2.5 hours prior. (e.g., A 10:00 AM domestic flight requires a 6:00 AM campus departure; an international flight requires a 5:00 AM departure).
- **Unaccompanied Minors:** An additional fee of **\$100** is charged to accommodate the extra staff requirements for unaccompanied minor status.
- **Houston Airports (IAH / HOU):** Flights should *not* be booked through Houston. If unavoidable, a flat **\$350 shuttle fee** is assessed per vehicle. The shuttle will only drive as far as the Woodlands Mall in North Houston to meet family members, who must be awaiting the vehicle upon arrival. Further transport from the mall to a Houston airport incurs added charges, if available.

ACADEMIC ABSENCE NOTE: Parents and students must align travel with academic policies. Students are strictly prohibited from taking final exams early. If a student's flight does not align with open/closed dorm dates, alternate housing must be arranged, or a \$65/day boarding host fee will apply if the dorm remains open.

Travel Coordination Requests

- **Dallas Travel:** Must be requested via REACH one week in advance and communicated to the on-duty House Parent.
- **Tyler/Non-Bullard Travel:** Students must sign up via the errand run link distributed through REACH on designated errand shuttle days.
- **Bullard Travel:** Requires notifying an on-duty House Parent/Resident Advisor and following extended campus guidelines.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Private Lessons, Practices, and Appointments

- Students requiring an adult driver to transport and stay with them for lessons, sports practices, or appointments in the Tyler area will be charged a **\$17.50/hour shuttle and supervision fee**.
- This does not apply to complimentary afternoon errand runs; students should schedule appointments during general errand runs if possible. If long-distance, or extended practices, or appointments cannot fit into the afternoon errand schedule, private transport must be hired or arrangements made with a Brook Hill friend/family.

Conduct in School Buses and Vans

- Students must remain seated with seatbelts securely fastened at all times.
- Punctuality for departure and return is mandatory; tardiness risks exclusion from future trips.
- Boy-girl couples are strictly prohibited from sharing blankets or pillows on bus or van trips. Misconduct results in a temporary suspension from boarding community travel privileges.

SECTION 9: HOLIDAYS, BREAKS, & SPARC WEEK

Major Breaks (Thanksgiving, Christmas, Spring Break)

- Boarding Houses are typically closed during major breaks, though they are occasionally open and supervised.
- **Host Fee:** Students permitted to stay in open dorms over breaks must pay a daily fee of **\$65** to the Business Office prior to the break, covering supervision and accommodation.
- **Food Service Suspension:** Food services in the Commons are suspended during breaks. Students staying on campus are responsible for purchasing their own food to prepare in house kitchens.
- **Cancellation Policy:** Students who plan to stay on campus but change their itinerary within one week of the break are still fully liable for the \$65/day host fee.

Host Families

- Residential Life students may stay with host families over holidays/breaks at a rate of **\$50/day** to offset visit costs. This fee is collected by the Residential Life Team prior to the break and distributed to the host family by the school. Students must also carry personal spending money for meals, movies, or theme parks.
- **Requirements:** Biological parents must submit written permission. Host adults must pass an annual criminal background check. The host family will receive automated REACH notifications, must speak face-to-face with a Residential Life staff member upon pickup, provide contact info, and complete check-out orientation.
- Arrangements must be finalized at least one week prior to the break to avoid being assessed the \$65/day on-campus boarding fee. The school cannot guarantee a host family can be found.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

SPARC Week

- SPARC Week is an official academic week. Residential Life students must either be enrolled in a Brook Hill-sponsored SPARC course or opt to visit their biological family.
- Only students actively enrolled in a SPARC course are permitted to reside in the Boarding Houses during SPARC Week.
- Students who travel with family rather than attending a SPARC course are strictly required to complete all academic expectations, assignments, and requirements established by the SPARC Coordinator.

SECTION 10: TECHNOLOGY & INTERNET POLICIES

Personal & Issued Computers

- Each resident is issued a Brook Hill laptop computer.
- Students may bring desktop computers and any monitor size that fits on their assigned dorm desk. Computer monitors **may not be mounted to dorm walls**.

Network and Wireless Access

- **Authentication:** the campus utilizes an 802.1x wireless system for network connections. Personally owned devices (laptops, desktops, phones, tablets) must support 802.1x authentication to connect. Configuration instructions are available through the IT department.
- **Support & Help Desk:** For network configuration or software issues, students can bring personal devices to the Help Desk Office in Lauderdale Hall during student hours. Staff cannot repair failed/damaged hardware or totally corrupted systems; personal warranties or insurance are highly recommended.
- **Supported Operating Systems:** The IT staff only supports and provides network access for devices running **Windows 10, Windows 11, or Apple Mac OS X (10.7 or above)**. Older, unsupported operating systems or limited 'netbook' operating systems may fail to connect, will not be supported, and must be used standalone. All OS and web browsers must be fully updated with the latest service packs and security updates.
- **Policy Compliance:** All connected personal devices are subject to internet/email filtering policies and the Acceptable Use Policy outlined in the Brook Hill Student Handbook. Brook Hill retains the right to assume administrative control of personal devices or block software installations/modifications if an administrative cause arises.

SECTION 11: FACILITIES, AMENITIES & ROOM CARE

Room Care and Inspections

Dorm rooms and bathrooms are inspected multiple times per week to preserve health, safety, and order. Failing a room inspection results in immediate loss of off-campus privileges until the room passes inspection. Consistent high marks on inspections earn credits at the Cabin Coffee Shop.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Room Inspection Checklist

- Bed is fully made.
- Floor is completely clear (nothing on the floor except furniture).
- All personal items are organized in their proper places.
- Trash is taken out if full.
- All lights are turned off.
- All drawers and cabinet doors are closed.
- Bathroom counters are wiped free of all standing water.

Room Décor Regulations

- **Prohibited Content:** The use of alcoholic, drug, or occult references, or suggestive materials to decorate rooms is strictly forbidden.
- **Adhesives:** Students may only affix décor using "tacky tape," similar mild adhesives, or small push pins that do not pull paint or cause large wall holes. Nails, screws, or damaging adhesives are prohibited. All décor must be removed two weeks prior to the end of the school year. Damage to paint or walls will result in repair fees.
- **Appliances:** Small electrical appliances are prohibited in rooms, *except* for small fans, computers, radios, tablets, cell phones, alarm clocks, and mini refrigerators. Mini refrigerators must be kept clean and fully drained at every break and at the end of the year to be retained.
- **Food Rules:** No open food, leftover food, or dirty dishes are permitted in dorm rooms or upstairs areas. Finding food or dirty dishes in a room results in automatic room check failure. Repeated offenses carry an effective consequence from the House Parent, up to a progressive loss of off-campus privileges:
 - *2nd Offense:* 1 day loss of privileges
 - *3rd Offense:* 1 week loss of privileges
 - *4th Offense:* Long-term restriction determined by House Parent and Director of Residential Life
- **Pets:** Students are **not permitted to have pets of any kind** in the Boarding Houses, including fish.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Property Damage and Fees

- Rooms are inspected upon arrival and departure; arrival damages must be immediately reported to House Parents.
- Unexplained damages or missing items occurring during the year are charged directly to the room occupants. Unattributed damage in common areas will be split equally among the residents of the affected House(s). Academic records and transcripts may be withheld until all balances are paid in full.

House Kitchen Facilities

- A full kitchen is located on the first floor of each House, closing nightly at applicable curfew. All cooking and meal clean-up must be completed by curfew so house chores can be completed.
- Refrigerated items must be clearly labeled with the student's name and date; refrigerators are cleaned out regularly.
- Students must maintain kitchen cleanliness. Failure to clean up can result in a loss of kitchen privileges. If a House's kitchen privileges are suspended, students from that House are strictly barred from cooking in another House's kitchen.

Laundry Facilities

- Washing machines and dryers on the first floor are free of charge and operated by students according to a mandatory weekly schedule to prevent overcrowding. Doing laundry on a non-designated day requires explicit House Parent permission.
- **Bleach is strictly prohibited** due to residue risks that discolor subsequent laundry loads.
- **Timing:** All laundry must be completed, and clothes removed by evening curfew. For morning laundry, items must be cleared before leaving for school.
- **Handling:** Residents must not handle other students' clothes. If a machine contains clothes and the owner is unavailable, an on-duty House Parent must be contacted to remove them. Unattended or unclaimed laundry may result in lost, damaged, or discarded clothing.

House Common Areas

- Available in each House for television, gaming, and socializing.
- Media or videos in a language other than English must display English subtitles. No unapproved R-rated movies, R-rated video games, or TV programs with a Mature (M) rating are allowed on televisions or computers. House Parents retain the right to shut off any media deemed inappropriate.
- Personal gaming systems are used at the student's own risk and require House Parent approval before connecting to dorm televisions. Brook Hill is not liable for damage to personal or public technological devices.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

SECTION 12: SAFETY & SECURITY POLICIES

Door Keys and ID Badges

- Students are issued an ID badge/swipe key at the start of the year, granting scheduled access to Boarding Houses, academic halls, and athletic facilities. This ID must be carried whenever leaving the house.
- **Lockouts:** Students may contact housemates, RAs, or House Parents for entry, but habitual lockouts will result in disciplinary actions (e.g., Commons Cleanup Duty or temporary loss of off-campus privileges) until the badge is found or replaced. Pounding or kicking on doors is strictly prohibited.
- **Key Security:** Key cards must never be loaned out. Replacement badges cost **\$10.00**, paid to the Business Office, and students have exactly one week to replace a lost ID through the Technology Department.
- Dorm doors must close completely; propping doors open is restricted to brief windows (e.g., moving in or loading groceries).

Securing Valuables

- Lockable cabinets, drawers, and/or lockers are provided in each suite. Students are strongly encouraged to purchase a lock for their locker and **must provide the combination or a spare key to their House Parent**. Replacement locker keys issued by Brook Hill cost **\$10.00**.
- Brook Hill is not liable for lost or stolen items. Students must secure cash and valuables, and are strictly prohibited from sharing keys, banking credentials, credit cards, ID badges, or online shopping credentials (e.g., Amazon, eBay, Temu, Etsy) with anyone.

Student Vehicles

- Boarding students with a valid driver's license and proof of insurance may maintain a vehicle on campus. This is a privilege that requires maintaining academic eligibility and can be rescinded at any time.
- Leaving campus requires explicit House Parent permission following standard SISO (Sign In/Sign Out) procedures.
- **Passenger Rules:** Only students with prior parental approval may ride as passengers. The student driver is responsible for verifying that their passenger has parental clearance. **A female student may not ride alone with a male student and vice versa**, with the exception of eligible senior students or those 18 years of age and older.
- **Operations & Parking:** Unsafe driving or campus speeding results in immediate revocation of driving privileges. Drivers must park strictly in designated spaces and are issued a security gate code for the Village drive, which must never be shared. **Vehicle keys must be turned in to the House Parent every night**. Brook Hill retains the right to search any vehicle on school property at any time for any reason.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Emergency Procedures

Fire Emergency

1. Remain calm and follow the emergency exit route map posted in each suite/room.
2. Do not attempt to gather personal belongings.
3. Evacuate immediately and assemble at a safe distance behind the dorm building for mandatory roll call.

Tornado Emergency

- **House B1:** Proceed downstairs to the guest restroom, the infirmary restroom, and/or the storage space located beneath the stairs.
- **Houses B2 & B3:** Proceed directly to the laundry room and/or the downstairs guest bathroom.
- **Houses B4 (Wayne Dement) & B5 (Ruth Dement):** Proceed immediately downstairs to the laundry room, storage room, and/or restroom area, staying clear of windows.

Lockdown Emergency

- If indoors, students must immediately go to their suites, lock the doors, and remain completely silent until notified by Residential Life personnel.
- If outdoors during a lockdown event, students must escape and evade the threat, fleeing to the safest location possible.

Note: Safety drills are conducted regularly; full cooperation and familiarization are mandatory.

SECTION 13: DISCIPLINE POLICIES & CODE OF CONDUCT

This discipline policy is effective 24 hours a day, 7 days a week, throughout the entire school year, whether a student is on or off campus. Parents are systematically notified of all Moderate and Major offenses. Administrative staff retains the right to search residential facilities, furniture, closets, pantries, lockers, mail, packages, vehicles, and personal property at any time. Random and regular drug testing is conducted.

SATURDAY SCHOOL

Saturday School is an official institutional consequence triggered by progressive minor offenses, unexcused tardiness, or moderate-to-major infractions

- **Day & Time:** Saturdays from 12:30 PM to 4:30 PM
- **Location:** Assigned weekly in a designated campus location
- **Attendance:** Mandatory for ALL assigned students. As noted in Section 4, multiple Saturday Schools must be served back-to-back consecutive weeks.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Minor Offenses

Minor offenses carry smaller initial penalties, but chronic repetition can result in heightened consequences (e.g., progression to Commons Cleanup Duty, loss of off-campus privileges, Saturday School, or non-re-enrollment/dismissal).

Offense	Initial Consequence
Returning to the dorm during the school day	Commons Cleanup Duty assigned (Applies to non-seniors or seniors who lost privileges)
Breaking House or room curfew / Up past lights out	House chores assigned; repeated offenses result in loss of off-campus privileges
Excessive noise or noise during quiet hours	House chores assigned; repeated offenses result in loss of off-campus privileges.
Failed room inspection	Immediate loss of off-campus privileges until the room passes inspection
Late to vehicle for a Residential Life trip	Temporary loss of opportunity to sign up for future trips
Leaving laundry in the laundry room or machines	<i>1st Offense: Warning</i> <i>2nd Offense: House chores</i> <i>(Unclaimed clothes are held for safekeeping and donated to charity if unclaimed by semester end)</i>
Late to WIN Time	<i>Arrival between 8:00 – 8:10 AM: House chores</i> <i>Arrival after 8:10 AM: Saturday School</i>

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Offense	Initial Consequence
Late to Library Study Hall	<i>Arrival between 6:45 – 7:00 PM:</i> House chores that same night <i>Arrival after 7:00 PM:</i> Saturday School
Public Display of Affection (PDA)	Limited access to those involved for a designated period of time
Not reporting for or failing to complete chores promptly	Additional chores are assigned for a designated period of time

Moderate Offenses

Moderate offenses represent serious breaches of community safety and values, and can escalate directly to school dismissal.

- **Abuse, vandalism, or intentional misuse of Brook Hill property/facilities:** Handled on a case-by-case basis; repair charges assessed.
- **Being alone with someone of the opposite gender in undesignated locations:** Immediate loss of opportunity to spend time together (trips, meals, campus activities).
- **Blatantly disrespecting a Residential Life Team member, teacher, or student:** Mandatory meeting with the Director of Residential Life and potentially the Head of School; mandatory formal letter of apology to the disrespected party; total loss of all off-campus privileges for one week; house chores may be applied.
- **Dishonesty:** Loss of off-campus privileges for a designated period (including Tyler and Bullard shopping runs); additional consequences may apply.
- **Misbehavior during Study Hall:** Immediate dismissal from Study Hall and assignment to Saturday School.
- **Tampering with fire alarms or safety equipment:** This is a criminal offense and may be dealt with directly by the local police department.
- **Use of VPNs or Hotspots to bypass internet filters:** Confiscation/loss of electronic devices.
- **Use of inappropriate, obscene, or vulgar language:** Commons Cleanup Duty or house chores (duration based on severity) up to a Saturday School assignment.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

Major Offenses

Major offenses are severe violations that will be reported directly to the Head of School and will likely result in immediate dismissal from The Brook Hill School.

- Possession or use of weapons of any kind.
- Possession of prescription or over-the-counter medicines (outside of Nurse authorization).
- Any form of sexual behavior (either homosexual or heterosexual).
- Theft.
- Possession or viewing of pornographic material (electronic or any 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, e-cigarettes, or tobacco products).
- Leaving campus without proper permission and failing to sign out via REACH (results in long-term privilege loss; repeated offenses lead to dismissal).
- Use of open flame for any reason in rooms, suites, or Houses.

Refusal to comply with a directive from a Residential Life Team member: An immediate meeting with the Director of Residential Life and Head of School to determine dismissal status. If permitted to remain, consequences include a mandatory letter of apology, one-week total loss of off-campus privileges and assigned house chores.

COMMUNITY SAFETY STANDARDS: For the health and safety of the community, if you witness or receive any form of physical aggression, blatant racism, threat, or harassment, you must report it immediately to a Residential Life Team member.

Prohibited Items List

The following items are strictly banned from campus and will be permanently confiscated:

- Symbols or depictions of violence, hate, racial prejudice, or the occult.
- All guns (including air-soft, gel orbies, pellet, BB guns), darts, slingshots, bows, and arrows.
- Knives of any kind.
- Lighters, matches, candles, or incense.
- Any drugs (including marijuana) and/or any related paraphernalia, tobacco products, e-cigarettes, or vaping devices.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

- Any health supplements containing **Synephrine** (banned by the NCAA).
- Unauthorized prescription or over-the-counter medications.
- Pets of any kind.

Note: This list is not exhaustive. The Director of Residential Life reserves the right to prohibit additional items or actions over the course of the year to ensure a safe, healthy, and morally upright environment. All regulations in the general Brook Hill Student Handbook apply to the Residential Life Program.

SECTION 14: END-OF-YEAR CHECKOUT & SUMMER STORAGE

End of Year Checkout Procedures

- House Parents conduct a mandatory room-by-room checkout walkthrough with each student. All personal belongings must be completely packed, and rooms must be left entirely clean and restored to their original move-in condition.
- **Housekeeping Fee:** If a room fails to meet move-in cleanliness standards, a **\$250 maximum housekeeping fee** is assessed to the student, and academic records/transcripts will be held until the balance is paid.
- Any loose items left unpacked or un-stored at the end of the term will be deemed unwanted and immediately disposed of or donated to charity.

Summer Packing and Storage Rules

- **Returning Students:** Students returning for the next academic year may store belongings on campus. To ensure uniformity and safe stacking, students must purchase standardized storage boxes directly from Residential Life (priced at standard retail store cost). Each box must be labeled clearly and boldly with the student's full name and box count sequence (e.g., *Laura Sanders, Box 1 of 4*). A summer storage form must be completed with your House Parent.
- **Graduating Seniors:** Seniors must entirely remove or independently ship all personal belongings to their college, university, or private destination upon graduation. **Seniors are strictly barred from storing boxes at Brook Hill over the summer.** Information regarding local shipping and storage vendors will be provided by staff. If a student requires staff assistance to coordinate the shipping of boxes, an additional service fee will be charged.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

SECTION 15: MANUAL ACKNOWLEDGMENT

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 Manual.

Student Signature: _____

Date: _____

Disclaimer: Every effort has been made to ensure the information in this manual is accurate and up to date. However, errors or omissions may occur. Policies and procedures will be reviewed regularly and may be updated as needed to reflect changes in school operations, best practices, or legal requirements.

RESIDENTIAL LIVING GUIDE

Student Manual

2026-2027

RESIDENTIAL LIFE STAFF DIRECTORY

Administration & Program Support

- **Scott Ryle** – *Director of Residential Life*

Email: sryle@brookhill.org | Phone: (217) 841-5981

- **Dan Grozenski** – *Assistant Director of Residential Life*

Email: dgrozenski@brookhill.org | Phone: (903) 705-9322

- **Regenea White** – *Assistant to the Director of Residential Life*

Email: rwhite@brookhill.org | Phone: (903) 780-3478

- **Savanna Wilson** – *Residential Life Associate & Medical Appointment Support*

Email: swilson@brookhill.org

- **Jessica Longenecker** – *Auxiliary House Parent & Event Coordinator*

Email: jlongenecker@brookhill.org | Phone: (903) 253-3669

House Parents

- **B1:**

- Melissa Musson (mmusson@brookhill.org) – Phone: (405) 326-5961
- Destiny Northern (dnorthern@brookhill.org) – Phone: (832) 961-1823

- **B2:**

- Amy Williams (awilliams@brookhill.org) – Phone: (430) 288-9229

- **B3:**

- Chuck Kelley (ckelley@brookhill.org) – Phone: (831) 707-4410

- **B4 (Wayne Dement House):**

- Josh Alexander (jalexanderl@brookhill.org) – Phone: (281) 639-9021

- **B5 (Ruth Dement House):**

- Ken Martin (kmartin@brookhill.org) – Phone: (561) 562-1100

Medical Support

- **School Nurse** – Weekday Daytime Clinic Location: *Ornelas Hall*
- **Residential Life Nurse** – After School/Evening/Weekends Clinic Location: House B3