

Revised 9/16/2014

BLUE RIDGE SCHOOL



2014-2015

Student and Parent Handbook

Blue Ridge School • 273 Mayo Drive • St. George, Virginia 22935 • 434-985-2811

This handbook sets out philosophical and procedural guidelines for enrollment at Blue Ridge School. Its contents are dynamic. Portions of this handbook are subject to change in the interest of improving our School. All community members are expected to understand and abide by the contents of this handbook and to comply with policy changes as they occur.

This handbook is also available electronically at www.blueridgeschool.com
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Blue Ridge School Student and Parent Handbook

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1. PHILOSOPHY

The Blue Ridge School faculty believe that...

- A structured, systematic approach to learning, which emphasizes study skills, time management skills, and organization skills, and which provides time and resources for help and improvement, will motivate young men to try to achieve, and to prepare for the challenges of adulthood.
- An all-male, all-boarding environment facilitates bonding and focuses on learning and developing leadership skills with minimal distractions.
- A regular program for worship and/or reflection promotes spiritual and moral awareness and growth.
- The educational program should be student-centered; that students should be active participants in the learning and assessment process; that students are responsible for their learning.
- The most important role for our faculty and staff is to serve as advisors or mentors for the boys. The advisor-student relationship sets the tone for participation in, appreciation of, and buy-in to the total Blue Ridge experience. As boys are “relational learners,” much effort is placed on establishing a strong connection between adult and student; the connection then enabling the growth of a meaningful relationship.
- Our Code of Conduct is the linchpin and ethical compass upon which Blue Ridge stands. The purpose of our Character Education Program is to encourage boys to internalize the values expressed in the Code of Conduct. While we set aside specific times to focus on these values as a community, Character Education works best when it is an integral part of every aspect of a student’s experience. Everything we do in the classroom, playing fields, dormitories, chapel, and advising should emphasize the concepts of the Golden Rule, Integrity, Respect, Responsibility, Moral Courage, Work Ethic, a healthy lifestyle, and Brother’s Keeper. Our policies and systems are designed with these ends in mind.
- Residence life is the centerpiece around which every other aspect of the Blue Ridge experience revolves. The human dimension and quality of life surrounding each boy’s personal space determine how disposed he is to learning and wanting to be a member of our community. Communal life provides fertile ground for learning responsible decision making, organizing time, developing skills in empathy and acceptance of differences, and becoming team players.
- A comprehensive co-curricular program is an essential part of the learning and growth experience. Sports, the arts, clubs, service learning, outdoor programs and social activities are all valuable vehicles for developing the unique array of gifts and/or interests that are part of every young man. Such programs build self-esteem and foster an appreciation for and development of skills in leadership and teamwork.

We work to move the Blue Ridge Boy through this continuum of beliefs:

1. I can complete this learning task. I will complete this learning task even if it is so late it does not count for much, because it is worth my time to learn this material and it is my responsibility to do so. I will not give up.
2. I can work to complete this learning task well. I will not give minimal or thoughtless answers.
3. I can plan ahead and ask for help before the deadline so that I can complete the learning task well and on time. I can be a stronger self-advocate.
4. I can independently complete this learning task well and on time and I can connect what I am learning now to prior learning.
5. I can be assigned a broadly defined learning task and be left to do it well so that I may learn from it and help others to learn from it.

To help our students reach the highest level of belief and achieve the learning and character objectives we have set for them, our faculty are committed to:

- ❖ Researching, sharing, and implementing teaching and assessment practices that have been shown to work well with boys. Documents we already share with each other include:
 - A booklet developed by BRS faculty entitled “Teaching Boys: A Desktop Reference for the Faculty of Blue Ridge School”
 - The boy-friendly lesson plan template
 - A one-page summary of best practices entitled “When Teaching Boys”

In addition, BRS faculty are frequent participants in the annual conferences of The International Boys’ Schools Coalition; boys’ education is always a major element of faculty summer reading and in-service work; and local experts on boys’ education provide us feedback and guidance on our curriculum and instruction.

- ❖ Maintaining a structured, supportive, and responsive learning environment not only in our classrooms but in our evening study halls and co-curricular programs.
- ❖ Frequently checking for understanding, using one-question quizzes, brief discussions, think-pair-share, or exit cards to gauge which concepts and skills are mastered and which need further review.
- ❖ Taking time to model and discuss study skills, time management skills, and organizational skills in all of our classes to provide the boys a chance to develop a skill set that will lead them toward success in college and in their chosen careers.
- ❖ Recognizing that while our boys often learn best from non-traditional methods of instruction, much of the world they encounter is still dominated by text-based material (books/lectures/notes/blogs). In response, we create an intentional mix of non-traditional and traditional methods of instruction to ensure our boys become skilled, analytical, and critical consumers of information in all its forms.

- ❖ Taking advantage of Meeting Periods and evening study halls to provide extra help to the boys outside the classroom several times a week.
- ❖ Never giving up on the boy – encouraging (and when necessary nagging, nudging, and pushing) him toward improved achievement so that he begins to make the connection between sustained hard work and eventual success.

2. MISSION

We specifically focus on helping boys reach their potential through personalized, structured, innovative learning practices in a college-preparatory, all-boarding community.

3. OBJECTIVES

ACADEMIC OBJECTIVES FOR THE BLUE RIDGE SCHOOL GRADUATE

When a boy graduates from Blue Ridge School, we want him to be able to accomplish the following:

- ❖ Find, analyze, evaluate and state in his own words the information necessary to understand and explain a phenomenon or issue.
 - Evidence of growth in this area may be gathered from the following sources in all subject areas:
 - Brief written research assignments and lab reports demonstrating increasingly sophisticated use of print and digital resources
 - Use of “current events” assignments, especially in science and history
 - Class presentations or productions and other public speaking opportunities, with appropriate use of technology
 - Graphs, charts and diagrams illustrating understanding
- ❖ Write and speak persuasively and at length on a given topic.
 - Evidence of growth in this area may be gathered from the following sources in all subject areas:
 - Essays, papers and presentations in all subject areas
 - Speech and debate, whether within a class, an advisory group, or an all-school setting such as a speech at chapel or assembly
 - A video that is recorded and posted for public view
- ❖ View and explain a phenomenon or issue from at least two competing points of view (to include cultural, religious, and political viewpoints).
 - Evidence of growth in this area may be gathered from the following sources in all subject areas:
 - Comparison charts and webs
 - Debate – in class or via threaded discussions online
 - Mock trials of fictional and historic characters
 - Research papers and literary or historical analyses that stipulate this skill as a required element

- ❖ Use problem-solving techniques, including: the scientific method; breaking a complicated issue into simpler “chunks”; working backwards from the solution; using estimation to evaluate progress; and brainstorming multiple approaches. In all cases, the student should be able to explain his reasoning and show how he arrived at his answer.
 - Evidence of growth in this area may be gathered from the following sources in all subject areas:
 - Work shown on chapter and term assessments, particularly in math and science
 - Work completed when conferring with an advisor or tutor
 - Partnered and group problem-solving activities in all classes, including lab activities and discussion
 - Use of software programs and tablet applications that promote one or more of the above techniques

- ❖ Use a system for taking notes from lectures, textbooks, and digital sources that works for him.
 - Evidence of growth in this area may be gathered from the following sources in all subject areas:
 - Formal and informal note checks by teachers and by advisor
 - Student self-evaluation of notes after he is provided a rubric for or example of “quality” notes for a particular lecture or assignment
 - Indirect evidence of organization as reflected by homework and daily quiz averages

- ❖ Appreciate literature, the outdoors, music, and the visual and performing arts not only as venues for learning but also as venues in which one may fully immerse oneself in rehearsal, reflection, and sheer recreation.
 - Evidence of growth in this area may be gathered from the following observations:
 - Blog contributions and reaction essays from the summer reading requirement
 - Sharing thoughts on a written piece that is not part of any school requirement, in person or via a blog or threaded discussion
 - Participation in school-affiliated performances and perhaps performances in the surrounding area
 - Participation in the voluntary Rites of Passage program
 - Impromptu sharing of artwork, a poem, a song, a skit, a dance, or an instrumental piece in either a small-group or large-group setting
 - Informal discussions with faculty on any topic to which thought has clearly been given

There is not a specific graduate technology goal, and that is intentional. Technological tools and skills will continue to grow, evolve, and be adapted by our teachers and students to best use in reaching the above goals.

CHARACTER EDUCATION FOR THE BLUE RIDGE SCHOOL GRADUATE

Our goal is for the Blue Ridge Boy to move into the world as a “man of character”. It is much easier to state this goal than to parse and define it through qualitative and quantitative measures. In many ways “character” is how the boy conducts himself when no one is there to judge him - how he holds himself accountable for his own decisions. While we might plant the seeds of character in the Blue Ridge boy during his experience here the actual fruits of this experience

may not be visible until much later in his life. However, we have incorporated into the school program several activities that we believe will promote growth toward our goal:

- ❖ We want our boys to discover and embrace a set of personal values that demonstrates respect for themselves, their loved ones, and the greater community, so we thread the core values of the BRS Code of Conduct through every element of the School experience and seize “teachable moments” wherever they may occur, be it the chapel, the classroom, the dormitory, the stage, the outdoors, the playing field, or the community surrounding Blue Ridge.
- ❖ We have established throughout the several facets of the School a program that promotes the desired traits of punctuality, integrity, perseverance, respect for all members of the community, taking responsibility for one’s actions, and being a “brother’s keeper” for others.
- ❖ Knowing that competition in one form or another is frequently present in our boys’ lives, we offer a wide range of activities in both the academic and co-curricular programs that teach our boys good sportsmanship, the benefits of teamwork, the value of learning from failure, and the difference between healthy and unhealthy competition.
- ❖ We recognize the value of providing models of desired behavior for the boys to observe and emulate, so each faculty and staff member adheres to the same standard expected of the boys, and is willing to talk openly about the constant effort that goes into being a person of good character.
- ❖ We know that boys in particular often learn best by doing first and processing afterward, so we incorporate weekly opportunities to provide service to the community outside Blue Ridge. We are also adding a three-day school-wide set of field trips with a major service component at each grade level, each to be followed by a debriefing session to process lessons learned from the experience.

4. HOME AND SCHOOL COLLABORATION

Enrollment at Blue Ridge School represents a significant investment by every family in time, love, money and energy. Families and the School approach the decision to enroll here carefully and consciously. Every young man who attends BRS is here because he wants to be here; likewise, his family and the School want him here. The staff at BRS accepts our part of this charge with professional pride and enthusiasm. We see every young man as an investment in our future, every graduate as a legacy of our commitment to holistic growth and values-laden traditions. Each student’s education is a partnership between families and the faculty and staff of Blue Ridge School.

5. INSTITUTIONAL LEADERSHIP

Accreditation

Blue Ridge School is accredited by the Virginia Association of Independent Schools (VAIS) and the Southern Association of Colleges and Schools (SACS). The School holds professional memberships in the National Association of Independent Schools (NAIS), the Association of Boarding Schools (TABS), the Small Boarding Schools Association (SBSA),

International Coalition of Boys Schools and the Virginia Council for Private Education (VCPE). Blue Ridge School successfully completed its ten year VAIS reaccreditation in 2009-2010.

Board of Trustees

Blue Ridge School is governed by a Board of Trustees and managed by a Headmaster who is selected by the Board. The Board is an elected, self-perpetuating body with a maximum of 23 members. The current roster of Trustees may be found on our website www.blueridgeschool.com.

Operations Team

The Operations Team is a committee of management leaders who meet regularly to coordinate the overall operations of the School. Members of this team include the Headmaster, Associate Headmaster for Academics, Associate Headmaster for Advancement & Admission, Assistant Headmaster for Co-Curricular Programs, Business Manager, Director of Admissions, Director of Communications & Marketing, Director of Facilities, Director of IT, and Human Relations Manager.

Academic Committee

Overseen by the Associate Headmaster for Academics, the Academic Committee is comprised of Department Chairs and is responsible for the advancement of all teaching and learning in the classroom.

Honor Council

This Council conducts hearings for student infractions of cheating, lying or stealing. The Honor Council is comprised of seven elected seniors and one faculty member, appointed by the Headmaster, who serves as a non-voting moderator. The student's advisor serves as their advocate. The Honor Council then provides a written recommendation of consequences.

Student Faculty Disciplinary Committee

This Committee conducts hearings for student discipline cases of infractions other than cheating, stealing or lying. Three faculty members, appointed by the Headmaster, serve a 3-year term. The member with the longest tenure on the committee serves as chair. Three seniors, elected by faculty and peers, also serve. The Committee then provides a written recommendation of consequences.

Prefects/Proctors

Students are elected to the position of Prefect (10 seniors) and Proctor (10 juniors) by an election by the students and faculty with a final appointment decision made by the Headmaster. They are the big brothers for each hall family. They assist the hall parent in almost every task and act as advisors. They are expected to represent and maintain the standards of the school in attitude, conduct, dress, effort, spirit, sportsmanship and teamwork. They are the first line of mediators for student conflict. As such, they work with peers to find acceptable and positive solutions to problems. Prefects are allowed to have a single dorm room with a television.

6. PARENT ASSOCIATION

The Parent Association seeks to nurture parent-to-parent and school-to-parent communication and foster participation in school activities. All Blue Ridge parents are members of the Association by having an enrolled student. Through a network of volunteers, the Association fosters faculty recognition and appreciation, assists the School with fundraising initiatives in order to support school programs, makes recommendations to the Headmaster and enhances the boys' experience while away from home. The Association is served by a slate of officers, the Parent Council. Their role is to coordinate the various initiatives, activities and events sponsored by the Association.

Website and Parent RenWeb Portal

Our public website (www.blueridgeschool.com) is a powerful tool where parents and guardians are able to find and share news updates and athletic scores, access reference information, register for events, order exam week snacks and birthday cakes as well as donate online.

Within the public website, parents and guardians have access to a password-secured account, The Parent RenWeb portal. The Parent RenWeb Portal is home to:

- 2014-2015 School Calendar
- Important documents and forms
- Tuition Statements
- Behavior reports
- Mid-term grades and comments
- Announcements

Parent RenWeb Login Instructions:

Each parent/guardian has a unique username and password determined by our academic software. Your username will be the email address you gave the school for registration.

Follow the steps below to set-up your account and login to the Parent RenWeb:

1. Parents must first register with RENWEB, our academic software, at **<https://www.renweb.com/Logins/ParentsWeb-Login.aspx>**.
2. Use the District Code **BRS-VA** and the email address you gave to the School during registration. An email with your password will be sent. Use the assigned password to login into Renweb.
3. Change your password within Renweb to something you will remember.

If you have any problems logging into Renweb, please contact Laura King at 434-992-0579.

We encourage all parents and guardians to bookmark the Blue Ridge School Parent RenWeb portal link.

Parents may also keep in touch with the School's daily activities through our official media pages:

- On our official website www.blueridgeschool.com
- Like us on Facebook at BlueRidgeSchool
- Follow us on Twitter @blueridgeschool
- View and purchase photos on SmugMug at ww.blueridgeschool.smugmug.com

The School can also provide information about the Charlottesville area, local hotels, and travel information. Please feel free to contact Sareena Ryan, BRS Parent Liaison & Special Event Coordinator, for any assistance with questions concerning your experience at BRS. She can be reached by email at sryan@blueridgeschool.com or by dialing 434-992-0526.

7. ADMISSIONS

a. Equal Opportunity School

BRS admits qualified young men of any race, color, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. BRS does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, admission policies, financial assistance and loan programs, athletic and other programs, or otherwise discriminate in violation of federal, state or local law.

b. Admission Requirements

- i. Application for Admission Form and application fee
- ii. Student Questionnaire and essay
- iii. Parent/Guardian Statement
- iv. Transcripts of the candidate's academic record to date for the past 3 years, including grades for courses in progress and any standardized testing that may be part of the candidate's record
- v. Reviews from the candidate's English and math teachers, as well as from the Principal, Headmaster or Guidance Counselor and personal reference
- vi. On-campus interview or telephone interview, at the discretion of the Director of Admissions
- vii. Recent educational/psychological or other diagnostic testing that may be available or required
- viii. For international students, a test of English language ability, such as TOEFL, may be required

c. Admission Criteria

- i. *Predicted Success*: Blue Ridge seeks to enroll students who will be successful at the School. While past performance is considered in making admission decisions, we are more concerned with the candidate's potential and the likelihood that the School's programs will enable the candidate to realize his potential.
- ii. *Character and Integrity*: Blue Ridge is a residential community in which the daily lives of all of its members are guided by a Code of Conduct. Therefore, candidates must possess the character and integrity required of all who live in such a community.

- iii. *Willingness*: Candidates must be willing to reside at the School and to “buy in” to the programs and overall life of the School. Families should not enroll candidates who do not want to be at the School.
- d. Enrollment Requirements
 - i. A signed and completed Enrollment Contract must be returned, along with the required enrollment deposit.
 - ii. A signed copy of the financial aid award letter must be returned, if applicable.
 - iii. Completed registration forms prior to the start of school. Forms are available at www.blueridgeschool.com/studentregistration.
- e. Withdrawal from School

In the event that a student must withdraw during the School year, his parents should notify the School in writing. This notification should include the reason for withdrawal, as well as the planned date of departure. Parents must also file a Release Form with the Registrar in order for their son’s records to be forwarded to another school. Finally, parents must also meet financial obligations to the School as stated in the enrollment contract.

8. FINANCES

- a. Tuition

Tuition for Academic Year 2014-2015 is \$41,500 as set by the School’s Board of Trustees. Additional details are available from the School’s Admissions Office and Business Office.
- b. Security Deposit

Families are required to maintain a deposit of no less than \$400.00 at the School to cover emergency financial needs and room or other damages that might occur.
- c. Debit Cards

Students are **strongly discouraged** from keeping large amounts of cash in their dorm rooms (in excess of \$100). Instead of using cash to pay for various items on and off campus, **all students are required to have their own debit or ATM card**. Debit Card Bank accounts may be opened through Wells Fargo by submitting the required registration forms and two copies of parent identification to the School. All student funds, except for tuition and fees, should be transferred directly into the student’s bank account by the parent via electronic transfer or check. If students must bring cash, we advise them to deposit it into their bank account or store it in our Business Office safe where it will be readily accessible when the student needs it. A debit card from any US bank is acceptable. BRS is recommending Wells Fargo as an option for those who do not have a card or another source for a debit card.
- d. Tuition Refund Plan

Blue Ridge School makes no allowance or deduction of tuition and fees in the event of a student’s absence, early withdrawal or dismissal. For this reason, a charge is added to the student’s bill for the Tuition Refund Plan. This plan, however, is optional if full tuition is paid by August 1. The refund plan allows the School to reimburse parents in the event of a student’s dismissal or withdrawal during the academic year. The rules governing such reimbursements are outlined in the brochure that is mailed to parents prior to the beginning of the year. The plan does not allow for refunds for withdrawals or dismissals that occur within the first 14 consecutive calendar days that a student is in attendance.

e. Student Health and Accident Insurance

To assure the health and safety of our students, Blue Ridge School requires every student to be covered by a comprehensive injury and sickness plan, one that meets the high cost of medical services and is accepted by local providers and practitioners. The School offers a comprehensive Student Health Insurance plan. Families should contact the Business Office for more information or to enroll their student in this insurance.

9. ACADEMICS

a. Learning Model

As educators, our common quest is to enhance student understanding. We design our courses and our assessments to promote understanding, moving beyond textbook knowledge and rote memory to the point where students “get” it. The Headmaster and the Associate Headmaster for Academics are responsible for providing curriculum guidance for the faculty. Each department chair, in coordination with department members, develops his or her department’s curriculum based on this guidance.

b. Curriculum

Our curriculum is designed for young men who aspire to learn and continue their education at the college level. BRS offers a college-preparatory course of study which features classes in all academic areas, including lab science, English, social studies, mathematics, foreign language, the arts and computer science. Particular emphasis is placed upon the integration of these disciplines, most notably in the humanities. Our curriculum is also expanding responsibly through the introduction of an increasing number of elective offerings.

The curriculum emphasizes acquisition of sound study skills and habits. Small classes, concerned, competent teachers who are readily available and willing to give extra help, and closely supervised study periods provide an appropriately structured environment in which a young man can gain academic confidence and competence.

Minimum requirements for a Blue Ridge School diploma:

English	4 credits, including American Literature and Composition, taken at Blue Ridge School
Social Studies	3-4 credits, including 2 credits in US History and Government and 1 credit in a non-American History
Mathematics	3-4 credits, Algebra I and II, Geometry (required; <i>must take a math course every year at BRS</i>)
Foreign Language	3 credits in the same language
Science	3-4 credits, including Biology and Chemistry (<i>must take a science course every year at BRS</i>)
P.E.	2 credits (must participate every afternoon)
Electives	3 or more credits; must include experiences in the Arts, Outdoors and Technology

A total of 18 credits must be earned within the core areas (English, ELL, Social Studies, Math, Foreign Language, Science). Exceptions to the above requirements will be granted by the Associate Head for Academics only after consultation with the Academic Committee.

Additional graduation requirements approved by the Academic Committee include:

- Acceptance letter from a 4-year college.
- Credits in Outdoors and in Fine Arts may be met by:
 - Taking and passing a trimester elective in these areas: e.g. Intro to Theatre, Outdoor Living Skills, Studio Art, Ceramics, Chorus, etc.
 - Satisfactory completion of a seasonal co-curricular program in these areas: Fall/Winter/Spring Outdoors, Fall/Winter Drama, Spring Band.
 - An accumulation of Blue Ridge experiences deemed equal to the above, such as multiple overnight outdoor experiences, or a year or more singing with the Choir.
- Participation in at least two competitive sports during the student's Blue Ridge tenure, however long that may be.
- Exceptions to the above requirements will be granted by the Associate Headmaster for Academics only after consultation with the Department Head for that area.

c. Academic Course Load

Every student is required to take English, math, science and social studies each year he attends Blue Ridge. Furthermore, students are expected to carry a course load of six classes each trimester (the Associate Headmaster for Academics may give special permission for a student to take five classes and a daytime study hall. A student seeking to take only five classes must first consult with his advisor.)

The Associate Headmaster for Academics coordinates all matters pertaining to course selections and scheduling.

d. Homework

While there are designated hours for campus-wide study, the successful Blue Ridge student realizes that it is his responsibility to take the time necessary to insure that he has completed his assignments to the best of his ability. BRS teachers are tasked with assigning roughly 30 minutes of homework to complete, but this measurement is obviously not exact. Students who finish assignments before the end of a study hall must use the extra time to reread, recheck and/or revise their work. There are few homework assignments that cannot be improved upon.

e. Individual Learning Styles

Recognizing that all students learn differently, BRS requires that they complete a learning style inventory at the beginning of the school year. Information obtained benefits students by helping them to better understand how to utilize their learning strengths and compensate for their learning weaknesses. The information also benefits teachers by providing them with ideas on how (to the extent possible in a classroom setting) they can tailor their lesson plans to the learning styles of their individual students. The framework for our policy on learning style accommodations follows:

- i. Present course content in multiple formats to support the individual learning styles of students
- ii. Allow students sufficient time to complete assignments, exams, etc.
- iii. Utilize varied assessment formats to accentuate student strengths and model real-world performance skills
- iv. Allow the appropriate use of computers, voice recorders, etc. in class
- v. Provide materials that are neat, organized, well-designed and user friendly
- vi. Break down assignments into small and manageable parts

It is concurrently important to note that the School has a responsibility to prepare its students for the typically less “individualized” college environment and that its teachers can be faced with many different learning styles in a single classroom setting.

f. Diagnosed Learning Differences

Students who have formally diagnosed learning differences are required to provide Blue Ridge School with documentation. The staff of the Fishburne Learning Center will evaluate the findings and recommendations from this documentation and produce an individual summary of the student's strengths and needs, including specific recommendations for the student's classroom teachers.

g. Writing Across the Curriculum

One of our primary tasks as educators is to teach our students how to express themselves well through the written word. At BRS, all teachers are responsible for helping their students improve both the substance and form of written communication through a series of naturally occurring writing opportunities in each discipline. Student understanding of course material is enhanced by having them frequently write about that material and write in greater length and detail with each passing year.

h. Homework Planners

Class and study hall use of academic planners is required of all freshmen and sophomores. Juniors and seniors are encouraged but not required to use planners.

- i. Planners are given to all students during the first week of school.
- ii. Advisors are responsible for discussing the use of the planner with each advisee during student orientation, and to follow up with advisees on the topic as necessary.
- iii. Students who need replacement planners should see Dr. Miller or Ms. Benshoff.

i. Tablets/Laptops and Academics

i. Academic Building Laptop Computer Policy

1. Library: All students working on laptop computers or tablets in the library must have their screens facing the front of the library during study hall. All use of the Internet during study hall must be homework or class research related.
2. Some students will ask to use iPads, other tablets, or laptops to take notes. **THIS IS A PRIVILEGE AND NOT A RIGHT.** Any misuse of the device, including playing games, listening to music without permission, or maintaining open Internet pages beyond those necessary for the class activity, will result in the device being confiscated for the rest of the period. At the teacher’s discretion, a walkabout may be

assigned for any offense. On the third such offense in any class, the student may lose the privilege of bringing the device to all classes.

ii. Academic Building Electronics Policy (cell phones/iPods/MP3 players)

1. Cell phones and iPods play no role in classroom learning and should not be a part of the classroom environment. As many students will still choose to carry their cell phones, iPods, and similar digital devices, the following procedures will be in effect in every classroom:
2. When students enter the classroom they will place their cell phone (turned off) in the cell phone basket found on the teacher's desk or in a nearby bookcase.
3. iPods and similar digital devices will be placed in the same basket.
4. If a student does not place his cell phone, iPod, or similar device in the basket at the beginning of class and then if for any reason that item is discovered in his possession, the item will be confiscated until after athletics and the student must receive a walkabout.

iii. Study Hall and Electronics

1. During evening study hall, students may use iPods to listen to music at a volume that is neither distracting to others nor injurious to their own hearing.
2. Cell phones are not to be used at any time during the evening study hall. The hall parent on duty may elect to collect cell phones at the beginning of the study period following the same protocols stated for cell phones in the classroom.
3. If a student has an emergency and must contact a parent during evening study hall, he should first secure the permission of a duty team member before using a phone. Parents should refrain from attempting to call or text their sons between the hours of 8:00pm and 10:00pm eastern time.

iv. Confiscation

Any student who refuses to turn over laptops or electronic devices to a faculty member is subject to an immediate work crew and/or a student/faculty disciplinary committee hearing and having the laptop or electronic device sent home for the remainder of the year.

j. Assessment

The purpose of any form of student assessment at Blue Ridge School is twofold – to improve learning and to measure learning. We view testing as part of the learning process rather than as a product of that process.

It is reasonable to expect that a student can prepare himself for two period-long assessments on a given day. If a student's schedule of assessments for a given day is such that this amount is exceeded, he may seek a postponement of one assessment through the Associate Headmaster for Academics.

The use of electronic translators on quizzes, tests and trimester exams is prohibited. Paper dictionaries will be made available to students needing them.

The following grading scale is used at Blue Ridge School:

90 - 100	A	Superior
80 - 89	B	Very good
70 - 79	C	Good
60 - 69	D	Poor but sufficient to earn credit
Below 60	F	Insufficient to earn credit

Students can be graded on their daily participation in class activities, their written work, their quizzes and tests, and other projects or activities. Individual teachers decide the particular combination of these assessments to determine trimester grades. Such weighting decisions are shown in each course syllabus.

Students must resolve incomplete grades within 5 days of the end of a marking period unless the Associate Headmaster for Academics has granted a further extension. Failure to do so will result in a failing grade for the assessment(s) missed.

k. End of Trimester Exams and Alternative Assessments

Final examinations/projects are administered at the end of each trimester in all required courses. In addition to the general purpose of assessments stated above, our end of trimester exams and projects also serve by providing a synthesizing and comprehensive learning experience for our students. Furthermore, these end of trimester “challenges” help to firm up the foundation for future study in the respective disciplines. Each trimester, four of the major subject areas will offer final exams and the other of the subject areas will offer an alternative assessment in the form of a report, laboratory experience, presentation, etc. Regardless of their form, all end of trimester challenges count for 25% of a student’s final grade for the trimester.

The 2014-2015 End of Trimester Exam Schedule:

Fall: At the end of the Fall trimester, Foreign Language classes will conclude with an alternative assessment.

English	November 18
Math	November 19
History	November 20
Science	November 21

Winter: At the end of the Winter trimester, Science classes will conclude with an alternative assessment

Foreign Language	February 24
English	February 25
Math	February 26
History	February 27

Spring: At the end of the Spring trimester, History classes will conclude with an alternative assessment

Science	May 19
Foreign Language	May 20
English	May 21
Math	May 22

A senior may be exempt from his third trimester final examination if:

- He has maintained an average of 90 or above for the entire academic year in the course, up to and including the last class day at the discretion of the teacher.
- The teacher of the course approves the exemption(s).
- The exam is in one of the following courses:

Spanish III	Honors Chemistry
Spanish IV	Environmental Science
Spanish V	English 12
French III	U.S. History
French IV	Discrete Math
Physics	Algebra II
Advanced Physics	Algebra III
Chemistry	Pre-Calculus
Astronomy	Calculus

Note: Seniors who are exempt from one or more final exams may not leave the campus. If not studying for other exams, they should make themselves available for peer tutoring and/or school service.

1. Academic Honors

For each trimester, students who exhibit outstanding academic achievement are recognized by being named to either the **Headmaster's List** or the **Dean's List**.

- To be named to the Headmaster's List, students must have no grade lower than 85% and:
 - If a freshman, a weighted average of 95%
 - If a sophomore, a weighted average of 100%
 - If a junior, a weighted average of 105%
 - If a senior, a weighted average of 110%
- To be named to the Dean's List, students must have no grade lower than 83% and:
 - If a freshman, a weighted average of 90%
 - If a sophomore, a weighted average of 95%
 - If a junior, a weighted average of 100%
 - If a senior, a weighted average of 105%

Note: The method of calculating weighted averages is available upon request from Laura King, Registrar and Financial Aid Coordinator.

- The school year concludes with our **Commencement Exercises**, at which we award seniors for outstanding scholarship. BRS also recognizes the academic achievements of its underclassmen at a year-end assembly.

iv. The St. George Chapter of the **National Honor Society** (NHS) recognizes students for scholarship, service, leadership and character. Inductions occur each fall. Selection Criteria:

1. Members of The Order of St. George are outstanding students academically; the grade point requirement for membership is 3.75 or 90%.
2. Members of The Order of St. George are outstanding citizens; disciplinary records will be reviewed as part of the nomination process.
3. Members of The Order of St. George have an established history of service and leadership by the time they are admitted to The Order.
4. In accordance with the residency requirement of the Constitution of the National Honor Society, students must have attended Blue Ridge School for one year before qualifying for nomination to membership in The Order.

m. Field Trips

Class field trips are opportunities to extend learning beyond the classroom. Many opportunities exist for such extensions in all the academic disciplines within the Albemarle or Greene County areas.

A quality field trip results in an observable learning product. This product may take many forms: individual or small group presentations, short essays or journal entries reflecting what was learned from the field trip, or visual representations (charts, diagrams, collages) to name a few. Expected learning outcomes will be decided upon and communicated to the class well before the field trip itself.

n. Policy for Transfer of Credit to Blue Ridge School

Blue Ridge School admits students during the academic year. Students come to Blue Ridge as early as one month into the school year and as late as the end of the second trimester. Our applicants arrive from all over the world with completed or partially completed courses that can be almost perfect matches, partial matches or almost no match to their Blue Ridge counterparts. Furthermore, the transcripts received are most commonly semester-based, a reality that does not fit with our trimester system. The combination of these variables makes the process of credit transfer very complex.

Once a student has been admitted to BRS, his transcript is evaluated by the Associate Headmaster for Academics. When necessary, the Associate Headmaster for Academics consults with the department chairman of the discipline in question and/or an official from the school from which the transcript originated. Students are placed in BRS courses accordingly. At the end of the school year, students are evaluated for their level of achievement in a particular course. The result of these efforts is the award of no credit, partial credit or full credit for work accomplished for the year.

o. Library

The Hatcher C. Williams Library is a 7,600-square foot facility with a collection capacity of 20,700 volumes. Available technologies for student use include nine workstations, wireless access, a Dynix automated library system and a variety of subscription databases. The current collection offers more than 10,000 volumes that include newspapers and magazines covering current events, sources and reference materials necessary to fulfill research assignments, information for personal development and growth, and recreational reading. Two conference

rooms allow for small group study. There is also access to the University of Virginia Libraries and the Jefferson-Madison Regional Library through online catalogs. The library is open throughout the day and on weekends.

Evening library procedures include the following:

- i. Students may use the library during Early Study, Study Hall and Extended Study Hall. Students using the library during Study Hall must sign out with their hall duty supervisor.
- ii. All students who use the library during evening Study Hall must sign out with their Prefect or Proctor and sign in at the pedestal when entering the library.
- iii. The Conference Rooms are reserved for group study. Students must be given explicit permission to use a Conference Room by the supervising duty team member.
- iv. Maintain proper decorum at all times.
- v. No food or drink is allowed in the library.
- vi. The Honor Code prevails. No one may take books from the library without checking them out.

p. Learning Center

The Fishburne Learning Center (FLC) staff works with faculty and students to ensure that every student is provided the appropriate level of support necessary to realize his academic potential. Common services offered include student file reviews, faculty consultations, and small group instruction in study strategies, reading comprehension, written expression, and mathematics. Students are enrolled in the FLC for an additional fee. The Associate Headmaster for Academics determines eligibility for services and can arrange for individual psycho-educational assessment through local providers. There is an additional fee charged to the parents for such an assessment.

Students may also use the FLC for informal help with a specific problem in their core courses. In addition, the Homework Assistance Program, conducted in the FLC during evening study hall, provides willing students with a focused, structured, and supportive environment to develop more effective study habits. Students wishing to participate in the Homework Assistance Program should see the Director of the Fishburne Learning Center.

q. Technology

All students must know how to utilize the computer as a learning multiplier. To that end, each student participates in at least one computer-based project per class each year. Classroom teachers work with the Director of Information Services to design projects that complement their individual content areas (see Computers and Technology: Policy and Contract, Appendix D1).

r. Evening Study Hall

The hours of evening Study Hall are among the most important in determining a student's success at BRS. The scheduling, structure and appropriate use of these hours should be taken seriously. Evening Study Hall occurs Sunday through Thursday from 8:00 pm to 10:00 pm

Evening Study Hall is required. Students must have gathered their materials prior to 8:00 pm to insure that they arrive on time at their study space. All students must be in either their rooms or an assigned venue by 8:00 pm. **Students should complete their homework to the best of their ability during this time.** If students have completed and reviewed all their homework, they must read silently.

While involvement in group projects is an important part of the BRS learning experience, the emphasis during evening study hall needs to be on disciplined individual study. Students are urged to complete group work during Early Study and Extended Study Hall. Group work that must occur during evening Study Hall cannot take place in dorm rooms. Group study is allowed only in study lounges or the library group study rooms.

In any study setting, reading for pleasure should occur only after the student's homework and study obligations have been met. The content of such reading is left to the individual duty team member's discretion.

Students may spend evening study hall in one of the following venues: In-room Study, Supervised Study Hall or Homework Assistance.

i. In-Room Study:

1. In-room study for students in good academic standing is held in the dorm under the supervision of a duty team member.
2. Students are expected to study quietly in their own rooms with the door open.
3. Students may sit in easy chairs or on their beds during study hall, but may not recline.
4. Students must respect their peers by keeping noise and other potential disturbances to an absolute minimum.
5. Computers are to be used only for homework-related tasks.
6. Cell phones are not to be used during study hall.
7. Students should take full advantage of evening Study Hall by working for the full two hours. ***Remember that homework is never really done.***
8. Students may ask any duty team member for help with an assignment.
9. Any student who violates any of the above rules will be subject to disciplinary action.

ii. Supervised Study Hall (SSH):

Supervised Study Hall is a highly structured environment designed for students who are having particular problems completing assignments. Students assigned to supervised study hall are expected to be seated at their desks with all necessary study materials, including their daily planners, when the starting bell rings at 8:00 pm. Students who are late to or unprepared for SSH will be required to remain for Extended Study Hall to make up for study time missed. Faculty assigned to SSH will help students set a schedule that will ensure completion of their work during this time. No food, music or any other distractions are permitted in SSH.

iii. Homework Assistance:

Homework Assistance is a voluntary program. Students who feel they may benefit from close supervision and support with study strategies during evening study hall can request placement into Homework Assistance. Requests must be directed to the Director of the Learning Center.

Students in Homework Assistance are expected to be at their tables in the Learning Center with all necessary study materials, including their daily planners, when the starting bell rings. Students who are late or unprepared for the Homework Assistance can be assigned to Extended Study Hall to make up for study time missed.

s. Additional Opportunities for Academic and Personal Growth

In addition to Evening Study Hall, students are provided with several other opportunities for study and self-improvement. These occur on a daily and regularly scheduled basis.

- i. Meeting Time for extra help with a subject area teacher are available by appointment after lunch on Tuesday and Friday and at set times after lunch on Mondays and Thursdays. The student may request this appointment with the teacher, or the teacher may require this appointment because a student is struggling with the material or not meeting particular course expectations. If the teacher requires a Meeting Time appointment and the student does not keep that appointment, the student will be assigned a consequence.
- ii. **Early Study Period** occurs in the library from 7:15 pm to 7:55 pm. This is an optional study period. Students whose assignments include group projects are HIGHLY encouraged to use Early Study to work together.
- iii. Students who have not completed assignments for a class may be assigned to **Extended Study Hall**. Extended Study Hall provides a student with formally scheduled extra time after evening Study Hall to catch-up on his work. Students who are having particular problems with assignments, timely completion of work, promptness to academic commitments, etc., may also be assigned to a Friday evening Study Hall.
- iv. The **Late Lights** period exists for a student who desires to study after 11:00 pm. Permission for Late Lights is given by the faculty supervisor of Extended Study Hall or the faculty member supervising the student's hall. Any student requesting Late Lights is required to remain engaged in productive study between the end of evening study hall and 11:00 pm.
- v. Opportunities for **Enriched Study**. Students who have advanced beyond the offerings of the regular curriculum may confer with the Associate Headmaster for Academics about extension courses and/or independent study in disciplines of interest.
 1. Blue Ridge School offers several dual enrollment courses in conjunction with Piedmont Virginia Community College. These college level courses enrich our students by offering them the opportunity to reach intellectually and provide them with an opportunity to earn college credits while enrolled at BRS.
 2. Blue Ridge School affords students who desire to take Advanced Placement exams the opportunity to do so. Inquiries into this possibility should be directed to the Associate Headmaster for Academics.

t. Standardized Testing

Blue Ridge School serves as a test administration site for the PSAT, SAT and ACT. The Director of College Counseling assists students with the process of registering for these tests. Copies of college admissions test scores are mailed to parents directly by the testing service. Records of all testing are maintained by BRS for each student.

Preparation for these tests is done within the structure of BRS math and English courses. Students desiring to take an SAT Prep course are directed to the Director of College Counseling.

u. Tutorial Support

Blue Ridge has a limited number of adult tutors available for students who need one-on-one support beyond scheduled learning center resources. These tutors normally work with students before evening Study Hall. This service, which is available for an additional fee, is scheduled through the Associate Headmaster for Academics.

Occasionally a student may arrange to be tutored by another student. Such arrangements must be approved by the Associate Headmaster for Academics and must not involve payment of any kind.

The Associate Headmaster for Academics will approve all tutoring between BRS students and outside tutors. Tutoring will be approved only after all other student support avenues such as the weekly progress reports, Extended Study Hall and extra teacher help sessions have been exhausted.

The parent/guardian of the student to be tutored must contact the Associate Headmaster for Academics to approve the tutoring. Once tutoring has been approved, the tutor will arrange for payment with the parent. All payments for tutoring must be made from the parent/guardian directly to the tutor. No payments will be drawn from a student's account.

10. CHARACTER EDUCATION

Blue Ridge School considers it imperative that human ideals such as integrity, moral courage, ethics and life skills are integral elements of a student's living and learning experience. Our character education program is designed to foster this integration. By promoting the tenets of good character, the program seeks to ensure that students will become responsible and positive citizens of both BRS and the global community.

The Code of Conduct serves as the framework for our character education program. The Code is central to what we do. Its elements need to be modeled by every member of our adult community and taught in every phase of school life.

The elements of the Code are introduced during student orientation and re-emphasized throughout the year in the classroom, dorm, athletic fields and social venues. The Code is reinforced through the multitude of spontaneous "teaching moments" that inevitably occur during the course of any school year.

Because our character education program is predicated upon our Code of Conduct, it is about much more than just the previously mentioned ideals. Students need to learn to manage themselves so as to develop productive habits in life. Time management, room organization, study skills, personal hygiene and compliance with fair, recognizable and documented rules are important components of self-discipline. Students need to know that looking their best is important to feeling their best. They will learn that dress and grooming are important and that their appearance makes an impression on people. The importance of a clean mind is emphasized, especially regarding Internet browsing and choosing DVDs and music that would meet the "mom" test.

It warrants special mention that the non-use of drugs, alcohol and tobacco products are fundamental to our character education program. Many of our boys live in a world where breaking the law is accepted under the guise of “having fun” or “fitting in.” We must educate them on both the “why” and the “how” of saying “no.”

BLUE RIDGE SCHOOL CODE OF CONDUCT

The Golden Rule

Treat others the way you want to be treated.

Integrity

I will be honest in all my interactions with others. I will not lie, cheat or steal, nor will I tolerate these actions by others.

Respect

I will respect myself and others. I will respect others' property and privacy. I will play by both the letter and spirit of the rules. My words and actions will show respect for those in leadership positions, as well as my peers.

Responsibility

I will take responsibility for my actions, rather than make excuses or blame others. When I fall short, I will learn from my mistakes and try again.

Moral Courage

I will stand up for my beliefs. I will do what I know to be right, regardless of the consequences or what others do or think.

Work Ethic

I know that nothing worthwhile can be achieved without sacrifice.
I will not fear failure but will embrace challenges and persevere through adversity to achieve my dreams.
I will never quit or give up.

Lifestyle

I will work to develop healthy habits of mind, body and spirit.
I will not use illegal drugs or other harmful substances.

Brother's Keeper

At Blue Ridge School and beyond, I will help others even when it requires personal sacrifice.

11. CALENDAR AND SCHEDULE

a. Yearly Calendar

The Blue Ridge School operates on a trimester calendar. Each trimester concludes with an exam period followed by an extended break.

b. The School Day

- i. A typical school day at a 24/7 boarding school like Blue Ridge follows uniquely different patterns (see Appendix E). It starts with a rising bell which occurs at 7:15 am most days. After rising, each boy is expected to shower, shave (if appropriate), dress, make his bed, clean his room and proceed to the dining hall.
- ii. Attendance is required at all classes which are held Monday through Friday on a rotating basis.
- iii. Attendance is required at a short devotional service in Gibson Memorial Chapel which is held on Tuesday and Thursday morning. On Mondays and Fridays, the first appointment of the class day is assembly. Held in Jessup Auditorium, assembly provides an opportunity for students to be recognized for achievements during the week. Assembly also provides for announcements to the School community. On Wednesday mornings, the boys are allowed to sleep in until 7:55 am.
- iv. Afternoon activities/sports are required of every boy. These activities are normally conducted 4:00-5:30 pm Monday, Wednesday, Thursday and 3:00-4:30 pm Tuesday and Friday.
- v. All boys must be in their rooms 15 minutes before lights out. Lights out is 11:00 pm during week days.

c. Saturdays/Weekends

On Saturday mornings, Blue Ridge students participate in various activities including academics, character education, fine arts and/or service learning -- all are valuable supplements to classroom instruction. These activities normally run from 10:00 am to 11:30 am. Additionally, many standardized tests (e.g., SAT, ACT) are scheduled on Saturdays.

Students are required to attend all Saturday functions and are not free to depart for leaves until the completion of the Saturday school day. All students must be signed in on Sunday evenings at 7:00 pm.

Weekends preceding trimester exams are “closed” weekends. Quiet time will be observed on dorm on Friday and Saturday nights; off-campus activities will be available after the last scheduled activity on Saturdays.

d. Fine Arts Series

A variety of fine arts performances are presented throughout the year featuring professional performers from all over the United States. The goal of this program is to introduce students to various types of music, dance and theater. Performances may range

from opera to storytelling, from classical music to rock, from ballet to folk dancing, and from full-length theatrical performances to comedy or juggling shows. These performances are normally presented on Saturday mornings. Attendance is mandatory.

e. Inclement Weather

With over 260 people residing on campus, Blue Ridge operates under virtually all weather conditions. We will feed the community and ensure that everyone is cared for in the event of loss of power. Classes will be held, if possible.

12. STUDENT HEALTH

24-Hour Emergency Phone Number: 434-985-2787

a. Illness/Medications

If a student becomes ill during the day, he must obtain permission to leave class and report to the infirmary. If a boy becomes ill during afternoon activities or at other times, the adult in charge will take appropriate action to include informing the parents. Parents will be notified of any illness requiring a doctor's visit, ER visit or overnight stay in the infirmary. If a student has a short stay in the infirmary, parents will not be notified.

As part of the enrollment procedure, parents must notify Admissions, the advisor and the infirmary of any medical circumstances or conditions which may require special medical care for their son, e.g. allergies, seizures, medicines to which he has allergic reactions. This information must be updated for returning students on their reenrollment forms. New and returning parents will need to complete a medicine dispensation form before or during registration.

b. Infirmary

- i. The purpose of the infirmary is to evaluate health concerns, to provide and assess health care, to administer medication and prescribed treatments, and to offer resources for health education. Visitors are welcome during times of illness and wellness alike.
- ii. A nurse is on duty 24 hours a day to provide health care and to assess emergencies. The nurse will schedule doctor appointments for which a transportation fee is charged. There is also a fee for supplies obtained through the infirmary. Over-the-counter medications are given at no charge.
- iii. All prescription medication ordered by a family physician through Group Rx will be mailed directly to the infirmary. All medications must be stored in the Infirmary and administered by the nurse when the students(s) are on campus. Prescription medications may be carried and administered by the coach/adult when students are away from the School on sanctioned trips. Students are permitted to keep over-the-counter medications in their rooms. Sharing or abuse of over-the-counter medications is an expellable offense. All prescription medications with the exception of acne medications, asthma inhalers, etc., must be given by the nurse. Students are not permitted to keep prescriptions for ADD medications in their rooms as these are controlled substances.

- iv. Although the infirmary staff provides ample opportunities for students to pick up their medications and encourages them to report at designated times, it is the student's responsibility to take his medication according to the prescribed schedule. Failure to take prescribed medication can result in the student being dismissed.
 - v. The Infirmary is open at scheduled times during the day. Infirmary hours are posted in the residence halls and in the academic building. An answering machine and a paging system are used to facilitate communication during times other than regular infirmary hours. If a student becomes ill or is injured when the infirmary is not open, he should report to his teacher or hall parent, who will contact the nurse. Parents may reach the infirmary directly at (434) 985-2787 or through the School switchboard at (434) 985-2811.
 - vi. Infirmary services are rendered in confidence. Both students and faculty may visit to discuss health concerns or to take advantage of the infirmary's educational resources.
 - vii. Policy on AIDS and Other Serious Infectious Illnesses (Appendix F).
 - viii. Health, Safety and Environmental Policy (Appendix G).
- c. Injury
 Any injury sustained on or contiguous to School property should be treated by the athletic trainer, if available, or by the duty nurse. In the event medical evacuation is necessary, a BRS adult will accompany the boy to the hospital (unless it is not possible). Parents and School authorities will be notified immediately by the trainer, nurse or other School adult who is aware of the injury.

13. STUDENT SUPPORT PERSONNEL

- a. The Advisor
 - i. Each student is assigned to an advisor. The advisor is charged to keep abreast of the student's progress and needs in all areas of his experience at the School. Most teaching faculty and selected staff members act as advisors.
 - ii. Advisory assignments are made for one year at a time. Both advisors and advisees revisit the relationship at the end of the year. Changes are made whenever it appears in the interest of the boy to do so.
 - iii. Each advisor has three to eight advisees. Their major roles are to serve as surrogate parent, advocate, mentor and as a stabilizing presence throughout their advisees' tenure at BRS.
 - iv. The advisor is also the parents' primary source of information concerning their son's progress at school. Whenever parents have a concern or question about their son, they should contact their son's advisor. **Advisors are required to contact each advisee's parents/guardians at least once every three weeks.** Advisors will write formal but brief evaluations of the student's progress four times per trimester. These reports will be integrated into the academic updates that are emailed home approximately every

three weeks. These reports represent a baseline for communications but should not be the only time parents and advisors communicate. We encourage both parties to contact the other via email or phone, which is most convenient, whenever necessary.

- v. Each student's advisor meets with him regularly to review his progress. If a student experiences difficulty in a particular class, he should consult his advisor to determine the best method to improve his performance. Serious issues are referred to the Assistant Head of Co-Curricular Programs, Dean of Students, Residence Life Coordinator, School Counselor and/or Chaplain, as appropriate. Additionally, every student meets with his advisor at the beginning of each trimester to establish personal goals for the term, and, at the end of each trimester, the student evaluates his progress with his advisor.
 - vi. The advisor recognizes the importance of personal growth in all areas of student life. A student should feel free to confer with his advisor on any problem that he encounters. Advisors may be able to help in a direct and active way. At the least, they serve as interested and sympathetic listeners and refer the student to other adults as needed.
 - vii. The student shares responsibility for the success of the relationship by seeking out his advisor to share his observations, questions and needs. He should always notify his advisor as soon as possible in the event of an academic, disciplinary or other issue of concern.
 - viii. Advisory periods are scheduled daily. Those periods serve several purposes. First, they allow advisors to reinforce announcements for advisees. Second, advisors can discuss timely campus issues or current events with advisees. Third, components of our Code of Conduct or character education can be addressed. Fourth, advisors can talk over issues with particular advisees who may be struggling for one reason or another.
 - ix. The advisor also plays a key role by recommending courses for each returning advisee at the end of the year.
- b. International Student Coordinator
Blue Ridge School takes pride in our diverse student body. The International Student Coordinator works to specifically support and advocate for international students within the greater school community. The coordinator also promotes awareness amongst the general student and faculty population. Contact Alanna Pardee at 434-992-0548.
 - c. Chaplain
Blue Ridge School is committed to developing the whole student — spiritually, intellectually, physically and emotionally. In keeping with that commitment, students are required to attend chapel services every Tuesday and Thursday.
 - d. School Counselor
Blue Ridge School provides full-time counseling services in both individual and group formats. He works with students on solution-focused, problem-solving techniques on a short-term basis. Referrals are made through either the infirmary or the Dean of Students.

Any student who wishes to see the counselor may set up an appointment by speaking with the nurse on duty. Contact Markley Anderson at 434-992-0506.

e. College Counselor

- i. The Director of College Counseling administers every aspect of the college search process. While the primary focus of this effort is upon the junior and senior classes, Blue Ridge School views this as an exciting four-year journey.
- ii. The Director of College Counseling works with each freshman and sophomore mainly to underline the importance of optimizing his learning performance and of participating in myriad co-curricular activities. Work with juniors is more intensive, and each student is expected to meet frequently with the Director of College Counseling to begin identifying the colleges to which he will apply during his senior year. Along with those interviews, the College Counseling Program offers a library of supportive resources: standard college guidebooks, computer search programs, individual college course catalogs, etc.
- iii. During the senior year, students primarily focus on the application process. The Director of College Counseling works with each senior as he prepares his applications and his essay; additionally, the Director of College Counseling coordinates the final mailing of all official application materials. Contact Carrie Woods at 434-985-2811, ext. 222.

14. STUDENT CONDUCT

Life at Blue Ridge is founded on honesty, mutual trust and respect for others, as outlined in our Code of Conduct. The School expects all students to support the rules and regulations that have been established to balance individual rights with community well-being.

a. General Guidelines

- i. The discipline system is dedicated to furthering the School's mission. As such, we strive to be instructive rather than punitive. We seek appropriate remedies that are fair and consistent with the infraction and the offending student's attitude and behavior in response to the infraction. Our goal is to change behavior, not reduce the population of the School.
- ii. Our staff and faculty are dedicated and caring professionals who interact with students in a positive and supportive manner. Students are expected to be respectful and cooperative toward faculty and staff members at all times, and vice versa. Students are also expected to follow faculty and staff members' instructions without exception. Students who question the ethics and/or behavior of a staff or faculty member are welcome to share their views with the Dean of Faculty — after complying with the earlier instructions.
- iii. Generally, infractions of school regulations are handled by individual faculty members. However, in the case of persistent or serious disciplinary problems, faculty members will document their observations or experiences and will submit them to the Dean of Students. The Dean of Students will respond by scheduling a meeting with the student and/or teacher; by discussing the situation with the student's advisor; by

campusing or imposing other disciplinary measures; and/or by other means suited to the individual situation. He will attempt to resolve such infractions through community service to the School and/or withdrawal of privileges. Continued violation of School rules and all cases of serious violations of School rules will lead to hearings before the Honor Council or Disciplinary Committee. Likely outcomes from such hearings are in-school or out-of-school suspension, probation and possibly expulsion.

- iv. Students who habitually fail to abide by our Code of Conduct and/or who commit major offenses will be dismissed from the School. The School reserves the right to exclude or dismiss any student whose conduct or influence affects the safety or well-being of the rest of the community.
- v. Whenever School authorities believe there is probable cause, a student and his belongings may be examined for any substances or objects which could affect his health and safety or the health, safety and social order of the School community. Any student who refuses to have his person and/or belongings examined, to include all electronic equipment, is subject to expulsion.
- vi. Offenses occurring on or off campus which will subject a student to expulsion include, but are not limited to:
 1. Honor violations: lying, cheating, stealing.
 2. Cruel, abusive or disrespectful language/behavior to another person. Emotional, verbal or physical harassment or any behavior that might resemble hazing; bullying or tormenting is expressly prohibited. This guideline applies to all interactions between students or between students and adults.
 3. Illicit substance/alcohol possession, distribution and/or use.
 4. Violent behavior, to include vandalism.
 5. Any open flame inside a BRS facility.
 6. Any use of technology that the School deems inappropriate towards another student or employee or denigrates the name of BRS.
 7. Any act which contributes to the endangerment of self or others.
 8. Failure to take medications as prescribed by a physician.
 9. Swimming in any body of water without the Dean of Students' permission.
 10. Leaving campus without proper authority or permission.
 11. Failure to report any off-campus criminal conduct that results in conviction.
- vii. If a student posts on a social media site a video that shows him in violation of a state or federal law, or admits to such violations, he is subject to the School's disciplinary procedures up to and including expulsion.
- viii. The following procedures will be used to administer the program of disciplinary responses:
 1. All major School infractions are reported to the Dean of Students.
 2. Behavioral issues regarding dorm life are documented in a nightly email report. The Residence Life Coordinator or hall parent will determine when repeated offenses will be turned into the Dean of Students.

3. Infractions consisting of morning absences, tardiness and dress code should be reported to the Dean of Students. Any student that has a consistent infraction should be turned into the Dean of Students.
 4. The Sanction Report, which lists all of the infractions turned in on that day, and the responses assigned for those infractions, is distributed to faculty members each afternoon. Advisors then discuss, with appropriate advisees, all infractions listed for them on the daily report as soon as possible.
 5. If a student contests a violation that has been noted on his record, he should get a note from the teacher who reported the infraction. If a student needs help in resolving a disciplinary matter, he should seek the assistance of his advisor or the Dean of Students.
 6. If a student has an excused absence from work crew, he will be reassigned to a later date. Unexcused absences from work crew will result in a hearing before the Disciplinary Committee.
 7. A student who is campused is not allowed to attend any events off-campus, with the exception of required athletic or academic trips. A student who is campused is not allowed to have visitors. If a student leaves campus when he is campused, he will be referred to the Disciplinary Committee.
- ix. Under certain circumstances, the School reserves the right to place a student on probation. If the conditions of the probation are broken during the probation period, the Headmaster reserves the right to expel the student without due process (SFDC meeting or Honor Council meeting).

b. Class Absences

Students are expected to attend classes and other scheduled school activities regularly and punctually. Colleges and employers carefully scrutinize attendance records in evaluating prospective students or employees.

Whenever injury or illness precludes class attendance, the appropriate teachers must be informed beforehand (whenever possible). Under normal circumstances, sick or injured students will be required to remain in the infirmary. The nurse, hall parent and advisor must be informed as soon as possible after a boy becomes ill or is injured. The duty nurse and athletic trainer are the only people on staff authorized to exempt a boy from going to class.

Students are responsible for obtaining all information and assignments when they are absent from class for any reason. They should be familiar with the competition schedule for their athletic teams in order to prepare assignments beforehand for classes which may be missed. A student having difficulty in a class will not be permitted to miss the class for an athletic event unless all of his assignments have been presented to his teacher beforehand.

Individual teachers will reinforce school policies for absence/tardiness and consequences for unexcused accumulations of either. Teachers will report all unexcused absences to the Dean of Students.

Students are permitted three days of excused absence for college visits from third trimester of junior year through the second trimester of senior year. Such visits must be

coordinated through the Residence Life Coordinator at least one week prior to the scheduled visit.

Students who miss class because of injury, illness and/or family business must confer with their teachers to make up missed work. Students are required to advise teachers before any known absences. The teacher will decide whether class work and/or assessments should be completed before or after the absence.

c. Excessive Absences from School

- i. Extending a leave for any of the following reasons is not permitted:
 1. SAT classes or other academic preparation outside the Blue Ridge School campus. Such preparation should be carefully scheduled to coincide with School leave dates. Help is available for SAT and ACT preparation on the School campus while we are in session.
 2. Physical or other examinations for national service.
 3. Visits with relatives.
 4. Leaving two or three days early or returning two or three days to save money on a flight is not permitted. It is best to book travel on the posted leave dates early in order to get the best price.
 5. For international students, expired visas can be avoided with careful planning and will not be considered a legitimate excuse for missing school days.
- ii. The School understands that both foreseeable and unforeseeable circumstances may arise that necessitate a student's absence from school beyond the published leave dates, but given the short academic year and intense nature of a boarding school curriculum, excessive absences from school are detrimental to the student and cause an undue burden on faculty. Rather than negotiate the validity of each individual circumstance, the School has adopted the policy below for any school days missed beyond those already marked in the academic calendar:
 1. For any days of school missed, students must understand that the faculty are under *no obligation whatsoever* to make an extra effort to provide the students with material in advance of the days missed or to make time beyond that provided in the daily schedule to help them catch up after the absence.
 2. Any quizzes or tests missed due to an absence will be expected to be taken the next day unless the faculty member in question determines otherwise.
 3. Once a student has missed four days of school *for any reason, whether approved by the School or not*, each and every day missed will result in one (1) point taken off the final trimester average in all courses missed that day.
 4. The School reserves the right to impose immediate academic and disciplinary penalties if in the School's judgment a student departs early or returns late from a leave for reasons that could and should have been avoided, such as those listed in section c.i. above.

- iii. In certain cases, disciplinary consequences in the form of weekend work crews may also be assigned, at the discretion of the Dean of Students and the Associate Headmaster for Academics.
- d. Visitors and Guests
- i. If a student wishes to have a guest on campus, he must receive permission from the Dean of Students at least two days in advance. Immediately upon arriving on campus, all visitors (including former students, family members, friends of current students and all others who are not members of the School community) must check-in with the Duty Team Captain. No visitors are allowed during the weekend before trimester exams.
 - ii. Occasionally, students are allowed to have overnight guests on campus, provided the following guidelines are met:
 - 1. The student must make arrangements in advance with a faculty member willing to act as host. The guest will spend the night in the faculty member's home, and the faculty host will take responsibility for supervising the guest while he or she is on campus.
 - 2. While on campus, guests are restricted to the main campus area. They may not check out to go on the mountain. Female guests, other than mothers and sisters, are restricted to the front lawn, the lobbies of Jessup Auditorium and the dining room, the Center Court snack bar and game room, and the home of the faculty host.
 - 3. It is the responsibility of the student to see that his guest abides by all Blue Ridge School rules, including tobacco rules, while on our campus.
- e. Respect for Property
- Every student is expected to treat facilities/property at Blue Ridge and wherever they visit as if it were their own. We also expect each boy to respect the personal property of others at all times. The expense of repairing or replacing any facilities or property that is damaged or destroyed through irresponsible behavior will be borne by offending students. The respect with which we treat our property and that of others is a measure of the respect we have for ourselves, for each other and for our School.
- f. Personal Property
- All personal property and personal school materials must be marked for proper identification in event of loss. A "lost and found" is maintained in the Residence Life office. Any found unclaimed personal articles should be taken to the Residence Life office. Each boy is responsible not only for his own property, but for preserving the School's Honor System and Code of Conduct regarding property that does not belong to him.
- Book bags should remain in each boy's custody at all times except when he is in the dining hall. During meals, book bags should be stowed in the cubbies located on either side of the dining hall entrance.

g. Dress Code

One of three categories of attire is appropriate for the various activities in which a student may participate while at Blue Ridge: (1) coat and tie dress, (2) acceptable dress and (3) casual dress.

i. Coat and Tie Dress:

1. Blue Ridge School maintains the boarding school tradition of coat and tie for daily wear. Coat and tie attire must be worn, beginning with breakfast through the end of classes on school days, to chapel, to all away interscholastic sporting events and on other occasions as announced.
2. Coat and tie attire means a sport coat and dress slacks (or a suit), a dress shirt, a necktie or bow tie, a belt or suspenders, dress shoes and dress socks (athletic socks, including tennis or golf anklets, are not appropriate). All clothing must be clean and free of wrinkles.
3. Shoes must be: leather, tied if they have laces, cover the entire foot, and in good condition. Appropriate shoes for coat and tie include hard-soled loafers, top-siders, dress boots and oxfords. Unacceptable shoes include athletic shoes, work boots, hiking boots, Birkenstocks, Vans and similar “dress” sneakers, soft-soled moccasins, clogs and sandals.
4. Dress slacks include slacks made from traditional fabrics, such as wool, khaki, corduroy, poplin and twill. Slacks must be hemmed or cuffed and must be short enough that they do not touch the ground. Slacks may not be tucked into socks or boots and must have traditional pockets. Slacks with outside pockets at the knees, with Velcro or elastic ankle straps, or slacks made from denim fabrics are all inappropriate for coat and tie attire. Also inappropriate are slacks made in the style of jeans, with metal rivets at the pockets and patch pockets in the back. Slacks must be worn with belts or suspenders, unless they are specifically designed without belt loops. Slacks will be worn around the waist. Belts must have buckles and must be fastened.
5. Standard dress shirts are appropriate. The following are not considered dress shirts: Flannel shirts, tie-died shirts, knit sports shirts and work shirts. Designs on t-shirts should not show through dress shirts. All buttons on the shirt must be buttoned, and the necktie must cover the top button. In cold weather, sweaters or sweater vests may be worn over dress shirts and neck ties. Sweatshirts, to include hooded sweatshirts, are inappropriate for coat and tie attire.
6. Only traditionally-styled sport coats with standard shoulder seams and cut are appropriate. Coats must be clean and free of holes and tears. Nylon windbreakers and athletic jackets may not be worn to class. Only raincoats or overcoats may be worn, as weather appropriate, over sport coats.
7. No head gear may be worn or carried with coat and tie attire.

ii. Acceptable Dress:

1. Acceptable dress is required for certain announced occasions, to include all meals, town trips and when coat and tie is not required.
2. Acceptable dress means slacks, jeans, shorts, footwear and collared shirts. Belts or suspenders must be worn with slacks that have belt loops. Shirts must be tucked in. All clothing must be clean, without tears or inappropriate writing or symbols.

3. Appropriate shirts include: Dress shirts, knit polo or rugby shirts, knit turtlenecks, collared sports shirts, flannel and chamois shirts.
- iii. Casual Dress:

During leisure time students are permitted to dress as they wish. However, t-shirts or other clothing with objectionable slogans or references may not be worn at any time. Earrings are discouraged, but allowed around the dorms after 6:30 pm. They are not allowed to be worn when a student is fulfilling a school commitment or is involved in a school-sponsored trip or dance. Earrings also may not be worn in the academic building, the athletic facilities, the dining hall or the chapel. Students may not at any time while on the Blue Ridge campus or under the jurisdiction of the School, pierce or wear jewelry on any other part of the body. Students are also strictly prohibited from giving or receiving tattoos of any kind while under the School's jurisdiction.
- iv. Dress Down Days:

All group (team, hall, class, Headmaster's List, etc.) "dress down days" will occur on Fridays, unless by exception of the Headmaster. Groups will be allowed only one dress down day per trimester. On "dress down days", students will conform to acceptable dress standards unless specifically directed otherwise by the Headmaster or Associate Headmaster.
- h. Hair Cuts and General Grooming

Students must follow these guidelines for haircuts and grooming:

 - i. Neatness is the most important element of the haircut. A student might meet other requirements, but if his hair is uncombed or messy, it is unacceptable.
 - ii. Hair may be all one length, but it must be kept out of the eyes and must be tapered so as not to extend past length where it would touch the shoulders.
 - iii. Extreme or exotic hair styles, including shaved patterns, dyes, cornrows and dreadlocks, are not acceptable.
 - iv. Students are required to be clean-shaven at all times. Sideburns that extend below the earlobe, beards, and mustaches are not acceptable.
 - v. Students will be sent back to their dorm room if necessary whenever they are improperly dressed or groomed. The Dean of Students is to be notified if students are routinely improperly dressed or groomed.
- i. Drugs and Alcohol

Blue Ridge School is dedicated to the health and well-being of every member of our community. We seek to have a wholesome, law-abiding living and learning environment. The School, therefore, expressly forbids the following:

 - i. The use, possession, sale or distribution of any controlled substance, illegal drug or substance which includes "spice" and other artificial drugs, drug paraphernalia, alcohol, and/or the misuse of over-the-counter drugs.

- ii. The misuse or abuse of any controlled substance prescribed by a physician.
- iii. The use of any mood-altering substance, liquid or inhalant.

Blue Ridge School has implemented random drug testing for students, faculty and staff. If a student fails a drug test, he will leave campus for a minimum of 48 hours to obtain a substance abuse evaluation. If we suspect that a student is involved in drugs, the student and his parent/guardian shall immediately be alerted of our concern. Any time we receive information suggesting that a student may be using or abusing any substance, we reserve the right to search him and/or his dorm room and require that he be drug tested. Furthermore, any student placed on probation for violation of this policy will be randomly drug tested for the duration of the probationary period. Blue Ridge School will support and assist any student who seeks advice, counsel and/or treatment because he thinks he may be or may become chemically dependent. The School applauds the courage and honesty of any such individual and will endeavor, within the limits of our resources, to render appropriate assistance.

j. Nicotine Use

Blue Ridge School will not condone the use of any nicotine-containing substance by its students. Such substances include but are not limited to: cigarettes, cigars, pipes, dip or chew, gum, e-cigarettes or “vapes”, and hookahs or similar nicotine delivery devices. We recognize that some students may already have developed a dependency on nicotine, so one goal of our set of consequences for nicotine use is to help such students free themselves from dependency through intervention programs that may include school staff, parents and outside providers. A student desiring assistance in quitting his nicotine use may approach the infirmary staff or the Dean of Students at any time to ask for such assistance.

The consequences for nicotine use on campus are as follows:

- i. 1st and 2nd violations: 8 hours of work crew for each violation. The student calls his parents in his advisor’s presence to inform them of the violation.
- ii. 3rd violation: 8 hours of work crew. The student will also see Mr. Brown, Mr. Anderson and the infirmary staff to create an intervention plan. The student calls his parents in his advisor’s presence to inform them of the violation.
- iii. 4th violation: 16 hours of work crew. The student must also spend the entire period from 6:30 to 7:55 in Walsh dorm lobby for the week between work crews when not on walkabout, as after supper is a prime time for nicotine use. The Dean of Students and the student’s advisor will arrange a parent conference (on campus or via Skype) to create a plan to reduce and eventually cease use of nicotine products.
- iv. 5th violation: meeting with the Headmaster and the Associate Head for Academics to discuss how to make the reduction/cessation plan more effective. The consequence will be determined after that meeting, but may range from work crew to suspension (in-school or out-of-school), depending upon review of the student’s entire disciplinary record. Re-invitation for the following year will be re-

considered unless progress toward quitting is noted by the Dean of Students and the student's advisor.

- v. 6th and subsequent violations: appearance before SFDC; the student will be subject to disciplinary action, up to and including suspension and expulsion, at the discretion of the Headmaster, taking the student's full record into account.

Any student is subject to immediate expulsion for smoking inside a campus building.

k. Bicycles

The following rules apply to the presence and use of bicycles on campus:

- i. Any campus resident is required to wear a certified bicycle helmet at all times when riding a bike. Any student observed riding a bike without a helmet will have his bike confiscated until such time as he produces a helmet. Other consequences may also be assigned.
- ii. Bicycles may only be used on school property under adult supervision. Students may not ride on any public roads without an adult. This includes Route 627, which passes in front of the School, as well as the dirt roads that go to Flat Top Mountain. Students may cross Route 627 at the entrance gates to the School in order to take their bikes to the lower fields.
- iii. A student must have permission from the owner to borrow another student's bicycle.
- iv. Soiled bikes may not be taken into any school buildings. There is a bike storage room on Lower North in the dorms.
- v. The School is not responsible for any damage to bikes that are stored in buildings or on the outside racks, or for any personal bicycles used on the campus. A student who repeatedly abuses any of the rules pertaining to bicycle use will permanently lose the privilege of riding a bicycle on campus.

l. Rollerblades and Skateboards

The following rules must be observed when using rollerblades or skateboards on campus:

- i. Helmets must be worn at all times. Other protective gear, including knee pads and elbow pads, are strongly encouraged.
- ii. Skateboards and rollerblades may not be used inside any school buildings, on the ramp or walk way at the library or on any stairs.

m. Swimming Pool

All students, staff and staff families use the swimming pool at their own risk. Blue Ridge School assumes no liability and does not provide a certified life guard for the swimming pool.

- i. STUDENTS MAY NOT ENTER THE FENCED POOL AREA UNLESS THERE IS A BLUE RIDGE STAFF MEMBER PRESENT AND ON DUTY.

- ii. Running or horseplay in the pool area is forbidden.
 - iii. Glass bottles are not allowed in the pool area.
 - iv. Diving is allowed only in the deep end of the pool.
 - v. Students must get out of the pool immediately at the first sign of an electrical storm.
 - vi. Never swim alone. Always have a buddy present.
- n. Lake
- i. SWIMMING IS NOT ALLOWED IN ANY LAKE OR POND ON CAMPUS.
 - ii. A faculty member must supervise all boating.
 - iii. Life jackets must be worn at all times while boating.
 - iv. When boating, special caution must be used to avoid running into other boats or the dock.
 - v. Playing, splashing or fighting with oars or paddles is forbidden.
 - vi. Students must get off the lake immediately at the first sign of an electrical storm.
- o. Out-of-Bounds
- For reasons of safety and personnel accountability, it is important that students observe the rules concerning campus boundaries at all times. An out-of-bounds violation can result in a hearing before the Student Faculty Discipline Committee. Appendix A illustrates out-of-bounds areas for both daylight and hours of darkness.
- During the week (excluding Saturday and Sunday) there are two out-of-bounds time frames: Daytime hours including athletics and nighttime hours which start at nighttime study hall or nightfall (whichever comes first).
- i. Daytime boundaries of the School include:
 1. All academic buildings
 2. The Hatcher Williams Library
 3. Student Health Center
 4. Resident halls (Boogher and Walsh dorms)
 5. Gibson Memorial Chapel
 6. The field house
 7. Fred Morris Drive (behind the School) from the Student Health Center to the Student Center
 8. The athletic practice and playing fields
 9. The lawn and Blue Ridge lake edge
 10. The frisbee golf course

- ii. Weekday nighttime boundaries include the daytime boundaries except (students are not to travel to these four areas after dark):
 - 1. The frisbee golf course
 - 2. Athletic practice and playing fields
 - 3. Anywhere behind the field house
 - 4. The lawn and Blue Ridge lakes
 - 5. The road that runs behind Walsh and Boogher dorms.

- iii. AFTER 6:00 PM ALL YEAR, THE MOUNTAIN IS OFF-LIMITS EXCEPT FOR ACADEMIC INSTRUCTION. The mountain off-limits area starts on the outer edge of Fred Morris Drive and anywhere on Fred Morris Drive beyond the infirmary or student center. This off-limits area includes the music barn unless accompanied by a faculty/staff member.

- iv. Students must sign-out with a faculty member in the Walsh Dorm lobby in order to go on the mountain. Students can only go on the mountain in groups of three (3) or more. Students who check out to go on the mountain must personally check with the faculty member in Walsh Dorm lobby as soon as they return.

- v. It is important to note that being on the mountain without signing-out or signing back in or being on the mountain when campused constitute out-of-bounds violations.

- vi. The following areas are out-of-bounds to students at all times:
 - 1. Maintenance buildings
 - 2. Storage rooms
 - 3. Furnace rooms
 - 4. Roofs of all buildings
 - 5. Barns (except by permission)
 - 6. Construction areas
 - 7. Dumpsters
 - 8. Attics and basements of all buildings

- vii. The following areas are out of bounds to students unless supervised by an adult:
 - 1. Log cabin
 - 2. Ropes course
 - 3. All lakes and ponds
 - 4. Swimming pool
 - 5. Weight room
 - 6. Training room
 - 7. Rehab room
 - 8. Climbing tower
 - 9. All classrooms, labs and offices
 - 10. Outdoor building (bouldering room is permitted)

- p. Dining Room Regulations
 - i. The dining hall is open for meals only during scheduled times. Students should form a single-file line at the head of the steps at the entrance to the dining hall and wait in an orderly fashion for a signal from the duty person before entering the dining room.

Seniors may form at the head of the line for weekday lunches only and will be admitted ahead of underclassmen.

- ii. Students are expected to exercise good manners and to conduct themselves appropriately in the cafeteria.
- iii. Everyone is expected to clean up after himself before leaving the cafeteria. This includes transporting all tableware, silverware and napkins to the conveyor belt and placing paper items and utensils in designated receptacles.
- iv. Students should take only as much food as they expect to eat.
- v. Students may go back for second helpings for food or drink at any time during the meal.
- vi. No food or drink of any kind are allowed in the academic or administrative buildings.
- vii. The dining hall is off-limits to students outside of meal times without special permission.
- viii. Dress for breakfast and lunch on class days is coat and tie. Dress for all evening and weekend meals, unless otherwise specified, is acceptable dress.
- ix. Occasionally athletic contests may run late, leaving team members without enough time to change into acceptable dress. Coaches must accompany team members to the cafeteria to validate that they be admitted in their sports attire. These requests will only be considered during the last 15 minutes of the meal.
- x. Students who are working in the kitchen must dress in the appropriate manner, as designated by the Food Service Manager.

q. Motor Vehicles

Students are not permitted to maintain any type of motorized vehicle on or within 50 miles of the Blue Ridge School campus. Students are not permitted to ride with drivers under 21 years of age, other than siblings, at any time. A student may drive when his parents are in the car. At no time may a student drive with another Blue Ridge student in the car even if a parent is present. Any violation of any part of this policy can subject the student to a Student/Faculty Disciplinary Committee hearing.

r. Harassment

Blue Ridge School is committed to providing a working and learning environment for all employees, vendors, alumni, volunteers, students, and guests, free from verbal or physical conduct which harasses, disrupts, or interferes with another's work performance or creates an intimidating, degrading, offensive or hostile environment.

Harassment in any form is strictly prohibited. This includes verbal or physical conduct and/or written or graphic material that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, sexuality, or that of his/her relatives, friends or associates. Prohibited harassing conduct

includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to any of the above descriptors.

s. Complaint Process

- i. It is the policy of Blue Ridge School that investigations of complaints of alleged sexual harassment will be conducted promptly and confidentially. Appropriate steps will be taken to resolve complaints without fear of reprisal against the individual bringing the complaint.
- ii. Blue Ridge School views allegation of sexual harassment with the utmost seriousness. The School expects individuals to file complaints on a good faith basis and only after careful consideration of their validity. If the School's investigation concludes that a complaint is valid, sanctions for the harasser may include a number of measures up to and including dismissal.
- iii. An individual wishing to file a complaint of sexual harassment should pursue the following steps:
 1. Discuss the matter with the School's Headmaster. If the matter is not resolved to the individual's satisfaction, the individual may submit a complaint as set forth in Step 2 of this procedure.
 2. Submit the complaint in writing to the Headmaster. A written response will normally be given to the complainant within 15 workdays.
 3. If the complaint is still not resolved, it shall be reviewed by the Chairman of the School's Board of Trustees. An appointment to discuss the complaint will be scheduled with the Chairman normally within 10 workdays of the date the Chairman receives the complaint. The Chairman will normally render a decision on the complaint within 15 workdays of the meeting. The decision by the Chairman of the School's Board of Trustees on a complaint shall constitute the final decision of the School.
 4. Complaints directed against the Headmaster may be taken directly to the Chair of the Board of Trustees. The decision of the Board Chair will constitute the final decision of the School on any complaints brought directly to the Board Chairman.

t. Sexual Harassment

- i. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct or written communication of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of the educational experience or institutional relationship; OR
 2. Submission to, or rejection of such conduct is used as the basis for academic/educational decisions, or other business or institutional relationships affecting such an individual; OR
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, participation in School-sponsored activities, or creating and intimidating, hostile or offensive learning environment.
- ii. Sexual harassment takes many forms and includes many kinds of behavior, which may be offensive to others. Such conduct includes, but is not limited to:
 - Sexual flirtation, touching, advances or propositions;

- Verbal abuse of a sexual nature;
 - Graphic or suggestive comments about an individual's attire or body;
 - Sexually degrading words to describe an individual; or
 - Displaying sexually suggestive objects or pictures.
- iii. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender, when that behavior falls within the definition outlined above. Possible examples may include, but are not limited to, the following:
- Seeking sexual favors or relationships in return for an educational opportunity;
 - Repeated insulting or demeaning statements or gestures related to gender which adversely affect a person's ability to fulfill his or her employment responsibilities or academic and extracurricular activities;
 - Or intentional and undesired physical contact.
- u. Sexual Abuse Policy
Blue Ridge School prohibits and does not tolerate sexual abuse in the workplace, or in any school-related activity. The School provides procedures for faculty, staff, volunteers, family members, board members, victims of sexual abuse or others to report sexual abuse and disciplinary penalties for those who commit such acts. No faculty or staff member, volunteer or third party, no matter his/her title or position, has the authority to commit or allow sexual abuse.

Blue Ridge School has a Zero-Tolerance Policy for any sexual abuse. Upon completion of the investigation, disciplinary action up-to and including expulsion and criminal prosecution may ensue.

Sexual abuse is inappropriate sexual contact of a criminal nature or interaction for gratification of the adult who is a caregiver and responsible for the child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation or sexual injury, but does not include sexual harassment. (See the School's statement on Harassment). Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

- i. Report Procedure: If you are aware of or suspect sexual abuse is taking place, you must immediately report it to the Headmaster. Next, if the suspected abuse is to an adult, the abuse should be reported to the Virginia Adult Protective Services Agency. If it is a child who is the suspected victim, then the suspected abuse should be reported to the Virginia Child Abuse Agency.
- ii. Whistle Blower Policy: Blue Ridge School prohibits retaliation made against any student who reports, in good faith, a complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The School prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information leading to or during an investigation. Anyone violating this policy is subject to immediate disciplinary action, up-to and including expulsion.
- iii. Investigation and Follow-Up:

1. Blue Ridge School will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. The School may, at its discretion, use an outside third party to conduct an investigation. The School will also cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.
2. Blue Ridge School, hereby, gives notice that it has the option of placing the accused on a leave of absence.
3. Blue Ridge School will make every reasonable effort to keep the matters involved in the allegation as confidential as possible, while still allowing for a prompt and thorough investigation.

15. PROCEDURES FOR LEAVING AND RETURNING CAMPUS

a. Blue Ridge School offers two different types of leave

One is our "Scheduled Vacations" consisting of six specific vacations which are processed via the custodial parent/guardian and submitted by the deadline listed, online at our website (Parents/Leaves and Vacations). Details follow in the next section.

The other is for "Other Occasions," using "Leave Cards" which your son completes, gets signed and submits by the preceding Wednesday. These leaves consist of "Open" weekends, "Standard" weekends, "Day Leaves" and "Other Absences" which are processed via your son's use of Leave Cards, in conjunction with the information you submitted in the enrollment form, "Leave & Transportation Permission Form." Details follow in section 12 b.

The information you provide, as parent/guardian, authorizes BRS to release your son as you designate and for him to travel as you have arranged, including when unaccompanied. Understand that BRS is not responsible for supervising or caring for your son following his release and/or during his travel, until his return to BRS campus.

It is imperative that all students return to campus by 7:00 pm on the last day of a vacation or any other leave. If a student is delayed en route to the school, he should call his parents so that, if necessary, alternative plans can be made. The parents should then call the School (434-953-8834) advising us of the delay and change in travel plans. The School cannot guarantee assistance in transportation needs in the event of delayed returns.

It is vital that the School be able to account for a student's whereabouts. The School takes its responsibility to ensure that students do not leave the campus without parental permission very seriously. For these reasons, leaving school without permission from the Residence Life office will result in a hearing before the Disciplinary Committee immediately upon the student's return to school.

It is the student's responsibility:

- to check the posted approval list
- to make sure that his permission is on file and
- to make sure his leave is complete and has been approved before leaving the campus.
- to confirm that he has not been assigned to Work-Crew or been campused.

- It is also the student's responsibility to "sign out" in the Walsh lobby notebook when he leaves and "in" when he returns to school.

b. Scheduled Vacations

- i. Links on the website (Parents/Leaves and Vacations) are provided to the forms which the Parent/Guardian complete and submit online by the deadline indicated. During three occasions, Thanksgiving, Christmas and Spring Break, campus is closed and all students will need to leave campus. On other vacations leave is optional, our campus will remain open, and we will assume your son will remain here unless you have submitted a leave form by the deadline.
- ii. Deadlines: Please pay particular attention to the deadlines so we can help monitor the safe departure and return of your son. Only with your timely attention can we help the boys with their travel plans and help monitor their safe return (for students traveling by plane, a purchased ticket will be required to validate travel plans). Your cooperation and support of this goal is invaluable and is most appreciated.
- iii. Early /late Consequences: Because early departures and late returns are very disruptive to our students, we ask parents' cooperation in coordinating travel arrangements that coincide with the School's schedule of holidays and leave times. Exceptions will not be made in order to accommodate travel arrangements.
- iv. School is in session until 11:00 am at the start of each vacation and until 12 noon at the End of Year Departure. Students are expected to return by 7:00 pm at the end of vacation. Check the school calendar for return days.
- v. International Travel: Due to the infrequency of international flights, students traveling internationally will be permitted to remain in the dorms until 9:00 am the morning after the scheduled leave dates of Thanksgiving, Christmas, Spring Break and Commencement. Parents and guardians of international students are asked to contact our Residence Life Coordinator, Mr. Hans Hermanson, at hhermanson@blueridgeschool.com
- vi. Consequences: In addition to the possible academic effects on grades and penalties resulting from missed study and class time, the school reserves the right to charge a \$100 teacher preparation, alternative assessment and/or proctoring fee for each class day, exam or school commitment missed or rescheduled before and after school breaks. Only on rare occasions, such as family emergencies or illnesses, are exceptions made to stated departure and arrival times, and these must be approved in advance by Dr. Kevin Miller, Associate Headmaster for Academics. Your son will also need to submit a signed yellow Special Leave Request card. **EXCEPTIONS WILL NOT BE MADE IN ORDER TO ACCOMMODATE TRAVEL ARRANGEMENTS.**
- vii. Transportation Information: When Leave Forms are submitted by the deadline, we can help coordinate transportation to and from Charlottesville airport, Washington/Dulles airport or Amtrak train station. Be sure to schedule enough time for your son to get through security and check-in, at least one hour for domestic travel and two hours for international travel. Your Airline/Amtrak can advise you.

- viii. School regulations are in effect while a student is in transit to and from the School.
- ix. BRS School bus: A Leave Report will be posted before a Scheduled Vacation. Your son needs to check his name and confirm the information. If he is listed as using a bus for departing and/or returning, it is his responsibility to board on time. Departing campus via BRS School bus:
1. To Charlottesville, VA (CHO); the bus will arrive at Charlottesville Airport by 12:30 pm. If there is sufficient demand, additional buses to CHO will leave campus at 2:00, 4:00 and 6:00 pm. Students who need transportation to the Charlottesville train or bus station after 6:00 pm can make prior arrangements with the Office of Residence Life when Leave Request Forms are submitted.
 2. To Dulles, VA (IAD); the bus will arrive at Dulles Airport by 2:00 pm and will drop-off students at Domestic Departures.
 3. The "end of year" schedule differs. For undergraduates transportation will be provided for those who sign up and buses will leave at 12:30 pm to Charlottesville (arriving at CHO by 1:30 pm) and to Dulles Airport (arriving at IAD by 3:00 p.m) and, if necessary, early the next morning.
- x. Returning to campus via BRS School bus: If your son's return is delayed or plans are changed, please contact the Office of Residence Life (434) 985-2811 x142 or (434) 953-8834, before 4:00 pm if possible.
1. From Charlottesville, VA (CHO): Buses will leave CHO at 1:00, 3:00 and 6:00 pm. Students who need transportation from the Charlottesville train or bus station after 6:00 pm can make prior arrangements with the Office of Residence Life when Leave Request Forms are submitted.
 2. From Dulles, VA (IAD): A bus will meet your son at Domestic Arrivals, outside, at the door nearest Baggage Claim #5, and will leave IAD at 4:00 pm. If your son is on the Dulles Bus Leave Report List but does not meet the bus, he may be charged. If his plans change, please call the Office of Residence Life.
- xi. Taxi cab use: If your son's departure or return does not coincide with the BRS bus schedule above and he will need a taxi, he may contact the Office of Residence Life for assistance in securing a taxi. Your son will pay the taxi fee IN ADVANCE directly to the school's Business Office prior to using the taxi for his departure and/or his return. Please be aware that any scheduling of taxis will be seen as a commitment on your son's part and he will be charged by the taxi company.
- xii. Motor Vehicles: Students are not permitted to maintain any type of motorized vehicle on or within 50 miles of the Blue Ridge School campus. Students are not permitted to ride with drivers under 21 years of age, other than siblings, at any time. A student may drive when his parents are in the car. At no time may a student drive with another Blue Ridge student in the car even if a parent is present.
- xiii. School-sponsored Events: On occasion your son might join a school group for a school-sponsored travel or athletic event during a vacation period. Please write this on the leave form and include details of any of his travel plans which may occur

before or after the school-sponsored outing, as appropriate. We will pass your information on to the teacher hosting the trip.

- xiv. **Hosting/Visiting:** The forms used by parents for Scheduled Vacations provide spaces for input of invitations and permissions. In all cases an adult host needs to extend an invitation, and a parent/guardian needs to accept. This parent/guardian acceptance authorizes BRS to release your son to your declared host. Understand that BRS is not responsible for supervising or caring for your son following that release until his return to BRS campus. Students are not allowed to take overnight leaves with anyone under 21 years of age. Parents are strongly advised to communicate to clarify adult presence, cars, boy/girl mix and substances. We rely on your timely cooperation.
 - xv. If your son's plans change, simply submit a new leave form. We will use the most recent form to gather our information. On travel days, please call the Residence Life office. After 4:30pm, call our Duty Captain directly at 434-992-0501.
 - xvi. **Your son's responsibility:** It is the student's responsibility to check the posted Leave Report approval list to make sure that his permission is on file and his leave is complete and correct and that it has been approved before leaving the campus. It is his responsibility to confirm that he has not been assigned to work crew or campused. It is also the student's responsibility to sign out when he leaves and sign in when he returns to school, either at the Walsh Lobby notebook or with the faculty on duty at the bus.
- c. Other Occasions
- i. Your son is to complete, get signatures, and submit a Leave Card by the Wednesday preceding his departure. **HE WILL NEED SIGNATURES FROM EFFECTED FACULTY MEMBERS SO HE SHOULD BE ENCOURAGED TO BEGIN THE PROCESS BY THE PRECEDING MONDAY.** By asking your son to take this responsibility, the procedure provides an opportunity for advisors, teachers and coaches to have input into your son's plans. Blue Ridge School reserves the right to deny overnight or weekend leaves if they are determined to be detrimental to either the student or the good name of the School.
 - ii. **Deadlines:** Please encourage your son to pay particular attention to the deadline of the preceding Wednesday so we can help monitor the safe departure and return of your son. His card should be completed, signed by all appropriate and submitted by Wednesday night. It will be easy enough for him if he starts on Monday. We rely on your timely cooperation which enables us to prior approve his leave.
 - iii. To be approved for these leaves, and within the guidelines you submitted via the Leave & Transportation Permission section on his Enrollment Form, your son must:
 - 1. Complete, obtain signatures and submit his Leave Card by the preceding Wednesday (a blue card when not missing a school commitment, a yellow card if missing a school commitment or a gray card when visiting a college).
 - 2. Check the posted Leave Report on the preceding Thursday to be sure he is listed correctly and respond to any comments on the report;
 - 3. Confirm that he is not on the work crew or campused list.
 - 4. Sign out in the Walsh Lobby notebook. And sign back in when he returns.

5. He can contact the Office of Residence Life if he has a question.
- iv. If he is unable to submit a card for prior approval your son must:
 1. Contact the faculty on duty who will make sure that the appropriate permissions are on file (the Leave & Transportation Permission Form you completed in the enrollment form,) and/or that the adult who has come for him is his custodial parent. The faculty on duty may ask your son to contact his custodial parent to get approval if there is a question. This faculty member will also sign the Walsh lobby notebook as giving approval.
 2. He needs to confirm that he is free of school commitments and is not campused.
 3. It is the student's responsibility to get approval from the faculty on duty and sign out in the Walsh lobby notebook and sign in upon his return, in conjunction with this faculty member.
- v. Students are expected to return to campus by 7:00 pm, Sunday. If your son is delayed en route he should call his parents so alternative plans can be made. The parents should then call the school (434-953-8834) advising us of the delay and change in plans.
- vi. We will not be offering our BRS School bus transportation for these leaves. School regulations are in effect while a student is in transit to and from the School.
- vii. Taxi cab use: When his card is submitted by the deadline and he contacts the Office of Residence Life, we can assist him with getting a taxi. Your son will pay the taxi fee IN ADVANCE directly to the school's Business Office prior to using the taxi for his departure and/or his return. Please be aware that any scheduling of taxis will be seen as a commitment on your son's part, and he will be charged by the taxi company.

16. RESIDENCE LIFE

The well-being of individual students and the quality of student life, in general, can best be assured by providing an environment of home away from home where the boys can relax and enjoy the camaraderie of communal living. We work to ensure that the boys feel safe and secure in and around their living space. Furthermore, our dorm leadership aspires to maintain a sense of organization, order and cleanliness in the respective halls.

The Residence Life Coordinator and hall parents preside over a residential community in which the students learn to live with others in a cooperative manner, develop self-discipline, respect the rights and privacy of peers and develop a sense of pride in maintaining the residence halls appropriately. Weekday and weekend duty team members also play an integral role in maintaining appropriate dorm decorum as they interact with students.

We perceive each wing in the residence halls as an extended family. Each hall parent is responsible for the atmosphere and general appearance of that hall. He also acts as a counselor to the students who live there. The Residence Life Coordinator, who also lives on dorm, coordinates and supervises the efforts of the hall parents. Contact Hans Hermanson, 434-992-0521.

a. Room Assignments/Changes

- i. Prior to leaving for summer vacation, returning students have an opportunity to request roommates and halls for the following year. Roommates and room assignments are then made by the Residence Life Coordinator. Specific requests (e.g., to room with a friend) should be made well in advance of the opening of school. The Residence Life Coordinator and the Director of Admissions coordinate to assign every new student a roommate based on information obtained from roommate questionnaires and information gathered during interviews.
- ii. At times, students have differences with their roommate. Having students work through these situations strengthens both their problem-solving skills and their social skills. One of the enduring lessons of boarding school life is that roommates should make every effort to resolve differences in a mature manner. The hall parent, the Residence Life Coordinator, advisors and counselor work together to resolve differences and create enjoyable room environments. In most cases, roommates are compatible and remain together for the entire school year. However, situations arise when students wish to change roommates. The Residence Life Coordinator is the only person who makes rooming changes, and all questions regarding these changes should be directed to him. Students who move must check out of their existing room and check in to their new room. The check in/out hall notebooks are in the residence life office for use during this transition. Any damages to the room must be paid for, keys must be exchanged, phone service switched, all belongings moved and the check in/out form completed and signed.
- iii. International Student Rooming Policies:
 - All new international students will be placed with a student who does not speak their native language except if this language is English.
 - All returning international students must room with a non-native language speaker (except if the spoken native language is English).
 - Exceptions to the second policy stated above will be considered for rising seniors in good academic and disciplinary standing with the school.

b. General Residence Hall Policies

- i. Each student is responsible for everything in his room and for everything that happens in his room.
- ii. Due to the possibility of fire, no kitchen appliances (hot plates, toasters, popcorn makers, etc.) or space heaters are allowed in dorm rooms. Microwaves are available for student use in dorm TV lounges. Coffee pots and hot pots with automatic shut off will be permitted.
- iii. No more than one easy chair is allowed per student; or one loveseat no longer than five feet in length (not a sleep sofa) for two roommates.

- iv. Small rugs are permitted, as long as the edges are bound and they do not extend under the furniture. All rugs must be swept/vacuumed weekly by the owner.
- v. Personal items and furniture must be kept in presentable fashion throughout the year. Furniture/items that exhibit excessive wear or are not presentable must be removed from the dorm room.
- vi. School furniture must remain in the room.
- vii. No pets (including fish, gerbils, birds, etc.) are permitted in the residence halls.
- viii. Blankets, or comparable materials, used to create a caving effect for individual beds creates a safety hazard and are therefore forbidden.
- ix. Food must be kept in airtight containers.
- x. The following guidelines apply regarding wall decorations:
 - 1. The only places where tacks may be used are on the cork boards provided in Walsh Dorm rooms and on the wooden wall moldings in Boogher Dorm. Only tacks should be used on those surfaces.
 - 2. Only fasteners that do not leave residue may be used to secure decorations in dorm rooms. For this reason, duct tape is prohibited.
 - 3. Items may not be attached to ceilings, doors or light units.
 - 4. An excessive number of posters or pictures constitute a fire hazard.
 - 5. Sexually suggestive materials of any sort are not permitted.
 - 6. Drug, tobacco or alcohol-related posters/advertisements are not permitted.
 - 7. Materials that might be offensive to any particular ethnic group, religion or nationality are not permitted.
 - 8. Windows may not be covered with the exception of acceptable blinds or curtains. Shock rods are required for hanging curtains. Blankets, sheets, towels and tapestries are not acceptable as window shades.
 - 9. Iridescent markers and stickers may not be used on walls or ceilings.
- xi. Stereos, DVDs and computers must be played with the volume low. If noise can be heard outside of a room, either in the hallway or outside the residence hall, it is an infringement on the rights of others. If noise is a consistent problem, devices may be confiscated.
- xii. No desktop (tower) computers or monitors are allowed in a student's room; laptops and tablets only.
- xiii. Rooms can become cluttered with belongings, preventing effective cleaning of the space. Hall parents and other faculty may ask students to send items home or place items in storage if room cleanliness is inhibited by clutter.
- xiv. Gambling in any form is forbidden in the dorms.
- xv. Possession of firearms, chemical agents, BB guns, pellet guns, knives and other weapons is forbidden. Paint ball guns may be stored in the Residence Life Office.

- xvi. Water guns may not be used inside or in the vicinity of the residence halls.
- xvii. Students are encouraged to provide a standard desk model telephone for personal use. Cell phones will be allowed; however, they cannot be used when School phones are turned off or during the academic day. Students must follow the same guidelines as with regular phones. Cell phones will be confiscated if used improperly.
- xviii. The possession or use of walkie-talkies, intercoms, police scanners, CB radios or any other electronic communication device is prohibited.
- xix. Students may not have matches or cigarette lighters on campus, nor may they burn any items, including candles and incense. Burning items of any kind inside a dorm will result in a hearing before the Disciplinary Committee.
- xx. Only Prefects may have a television in their room. Proctors and Prefects may have a microwave in their room. Only Prefects, Proctors, Honor Council and Disciplinary Committee members may have refrigerators.
- xxi. Students may not have any movies that exceed a rating of PG-13 or any video games that exceed an ESRB rating of (T) Teen.
- xxii. All students are expected to remain in their rooms after lights out. Any activity after lights out, outside of dorm rooms, can result in a hearing before the DC.
- xxiii. To properly account for all students over weekends, all students remaining on campus must check in at varying points over the weekend.

c. Room Inspection

- i. Dorm rooms should be kept orderly and clean for several reasons. Emptying trash, changing sheets and removing dirt and dust are fundamental to maintaining a healthy living environment. Students' organizational skills and individual pride will improve as they learn to properly maintain their living space. The state of a room is also a direct reflection of the occupant. The better a room looks, the better a young man will feel about himself.
- ii. Hall parents inspect all dorm rooms under their charge each Monday – Thursday and Friday (if the hall parent so chooses).
- iii. The following standards will be maintained and confirmed by daily inspection:
 - 1. Beds must be made with both a top and bottom sheet. (All bed linens must be tucked in at the bottom and on the sides. There should be no lumps. Sleeping bags may not be used in place of bed linens).
 - 2. Floors must be swept or vacuumed, as needed, including under beds and other furniture. There should be no papers or other debris on the floor.

3. All lights and electrical appliances are turned off (fans, stereos, etc.), except for the AC/heating unit.
4. Trash cans must be emptied.
5. All items on desks, dressers and other areas must be organized and orderly.
6. Clean clothing must be hung in the closet or neatly arranged in the cubicles or drawers. Dirty clothes are to be in laundry bags/containers.
7. Sheets must be changed every week on the day before laundry day.
8. Furnishings must be arranged in such a manner that entry into and exit from the room is not impeded and so that both desks can readily be seen from the door.

d. Halls

Each week, students on each hall are assigned to complete jobs in common areas. Hall parents are charged to ensure that these are acceptably completed. The following is a list of responsibilities for each hall.

- i. Hallway and TV rooms are swept and cleaned.
- ii. Bathroom is cleaned; bathroom trash is emptied. This entails sweeping and placing any clothing/shower items left in the shower area in the catch box.
- iii. Stairwells are swept or mopped as necessary.

e. Room Security

The School will do its best to ensure the security of students' belongings by providing rooms with working locks and access to secure storage for valuables in the Business Office. However, the School cannot accept responsibility for lost, misplaced, missing or stolen property. All property should be marked with the owner's name or initials. Serial numbers of expensive electronic equipment should be recorded with the Residence Life Coordinator. Each student is responsible for ensuring his room is locked at all times when he is not there, and that any items of value are stored in the Business Office safe. Replacement dorm room keys are available through the Residence Life Coordinator for a fee of \$10.00.

f. Fire Alarm

Whenever a fire alarm sounds for more than 2 minutes, every student must immediately report to the Chapel and sit in his assigned seat. No student may leave the Chapel until all are dismissed by the Residence Life Coordinator or duty captain. Students must report to the front lawn at the fence near the dock in the event the Chapel cannot be used.

g. Faculty Duty in Residence Halls

Living and working in a boarding school is more than a job; it is a way of life. In addition to their teaching and coaching responsibilities, faculty members at Blue Ridge also provide supervision in the residence halls and other areas of campus during waking hours when students are not in class or athletics. Each full-time faculty member is assigned to a weekday duty team once a week and to a weekend duty team every 4 weeks. These duty

teams supplement the work of the hall parents by covering the hours from wake up until bedtime 7 days a week.

We perceive each wing in the residence halls as an extended family. Each hall parent is responsible for the atmosphere and general appearance of that hall. He also acts as a counselor to the students who live there. The Residence Life Coordinator, who also lives on dorm, coordinates and supervises the efforts of the hall parents.

17. CO-CURRICULAR ACTIVITIES

While the academic curriculum is our reason for being, co-curricular programs also directly contribute to our ability to fulfill our mission. The co-curriculum encompasses all that we do beyond the classroom and study hall, including Character Education, Residence Life, Student Leadership, Athletics, the Outdoor Program, both Visual and Performing Arts and the Chapel Program. While boys spend an average of 4 hours and 20 minutes per weekday in class and another 2 hours per weekday in study hall, the remaining seventeen hours and forty minutes per day are also vitally important to their development. Like our academic curriculum, we strive to ensure that the co-curriculum is personalized, structured and innovative.

All of our afternoon programs meet the following criteria:

- The activity must be challenging, forcing the student out of his comfort zone so he learns and grows.
- The activity must offer opportunities for success and failure.
- It must encourage and contribute to a healthy life style.

On average, a student spends twice as much time with his coach than he spends with most of his classroom teachers. For this reason, it is essential that our coaches model and teach our Code of Conduct.

Afternoon Activities for 2014-2015

Fall	Winter	Spring
Football	Varsity Basketball	Varsity Lacrosse
Varsity Soccer	JV Basketball	JV Lacrosse
JV Soccer	Freshman Basketball	Baseball
Cross-Country	Wrestling	Track
Mixed Martial Arts	Winter Lacrosse	Golf
Outdoor Program	Indoor Soccer	Varsity Tennis
Outdoorsmen	Outdoorsmen	JV Tennis
Mountain Biking	Outdoor Program	Outdoor Program
Drama	Drama	Mountain Biking
	Art	Music
	Robotics	

Athletic participation policy

Students who wish to participate in two non-physical activities must fulfill fitness requirements during their free time during the trimester of their second non-physical afternoon activity. The following are considered non-physical: Robotics, Drama, Art, Band, Managing.

The fitness requirement will be supervised by Tim Thomas, head football coach, and will meet the following criteria:

- Students will either select a fitness plan designed by Coach Thomas or create a personal fitness plan that must be approved by Coach Thomas.
- Students will check in at the weight-room three times per week, for at least 30 minutes between the hours of 6:15-7:45pm.
- Students will maintain a record of their fitness plan which will be checked by Coach Thomas.
- Missed work-outs will result in disciplinary consequences.
- For example, if a student participates in both fall and winter drama, then he will be required to exercise for at least 30 minutes, three times per week, under the supervision of Coach Thomas during the winter trimester. During the spring trimester, he must participate in a physical event.

a. Athletics

“We must commit to doing more than just teaching the students how to play their sports, but more importantly how to play their sports the ‘correct’ way. We must teach students to demonstrate sportsmanship, commit to working together to achieve a common goal, respect their opponents and officials, and also give their best effort all the time not as a means to an end, but as an end in itself.” - Bill Ramsey, Athletic Director

The Blue Ridge School is a member of the Virginia Independent Conference and the Old Dominion Football Conference. Their standards include statements on sportsmanship, recruiting, eligibility, officials, scheduling, equipment safety measures and exceptions to National Federation Rules for all sports. It is extremely important that coaches adhere to these policies and procedures. More information is available in the Athletic Director's Office. Contact Bill Ramsey at 434-992-0535.

All interscholastic athletic contests are routinely scheduled on Tuesdays, Fridays and selected weekend days. Each spring, a letter is sent to parents asking them to be sensitive to BRS team schedules when arranging for college visits and proms. We support participation in AAU tournaments as long as they do not conflict with scheduled school athletic events for teams on which the boys are members.

One of the most important goals of the athletic program is to maintain an atmosphere of sportsmanship and proper perspective for participants and fans. We seek an atmosphere of mutual respect that is shared among the competitors, officials, and fans. We want to be known as a school that produces successful and well-coached teams, but also one where the players and fans conduct themselves properly.

Each coach is responsible for controlling the actions of his players on the field and off the field. This includes at other schools, on buses and vans, and in public areas. Our student-athletes are expected to conduct themselves as ambassadors for the school at all times.

Any Blue Ridge student-athletes/coaches who are ejected from any athletic contest for unsportsmanlike conduct will not be permitted to participate in the next scheduled contest.

Academic Eligibility Policy for Athletic Competition

The following academic eligibility policy has been established and approved for implementation as of August 2012:

Students' grades will be checked at the mid-point and end of every trimester, and GPA for core courses will be calculated. Students' eligibility to compete in interscholastic sports or go off-campus for any afternoon event will then be determined by the scale below.

- *If GPA less than 2.0* - warning that loss of eligibility to compete in games is pending.
- *If GPA less than 1.7* - removal from competitive play, with option to appeal this decision to Associate Head and Department Chairs. **Evidence of the effort (or lack thereof) that the student is putting into his studies will be the primary factor in the appeal process.**
- *If GPA less than 1.5* - mandatory removal from competitive play, no appeal allowed

Students who are deemed academically ineligible to compete (GPA less than 1.7) may not participate in or even observe any game, home or away. These students may not participate in any co-curricular event that takes place off-campus in the afternoon, such as an outdoor program canoe trip. Instead, academically ineligible students will spend this time in athletic study hall.

Students who demonstrate marked improvement or decline in their GPA at the 2-week or 6-week points in a given trimester may have their status revised if the Associate Head and Department Chairs so agree.

b. Performing Arts

To communicate to/with others through the active arts is an essential component of what it means to be fully human. Therefore, to a greater or lesser extent, every Blue Ridge boy should have some experience in things creative, whether in music, movement, words or visual images or some combination thereof. We are aiming for excellence and will be continually raising the bar on what the boys think they can and cannot do; but our emphasis remains on providing entry-level opportunities for all the boys to try their hand at some aspect of the active/performing arts.

This year we will offer the following afternoon activities:

- Fall Trimester: a play.
- Winter Trimester: a musical for up to 30 boys.
- Spring Trimester: Instrumental Ensemble (band) for up to 12 boys. We will emphasize guitar, but other instruments are welcome. This activity will include performance opportunities.

c. Outdoor Program

The Blue Ridge School Outdoor Program strives to take advantage of our unique mountain location by encouraging nontraditional activities, teamwork, personal challenges and a respect for the natural world. On-campus facilities include a climbing

tower, a zip line, high ropes and low ropes courses, myriad walking/biking trails, and kayaks and canoes as well as our beautiful lakes and forests. In addition to the regularly scheduled athletic/activities period each weekday, a variety of weekend outdoor activities are planned, including fishing, mountain climbing, backpacking, biking, whitewater rafting, caving and skiing. Students can also take outdoor elective classes as part of their daily academic schedule.

The Outdoor Program offers three distinct afternoon activities that leverage our location on the edge of the Blue Ridge Mountains as an opportunity to push students beyond their physical and psychological comfort zones. The activities the boys are exposed to can become lifelong pursuits.

- **Afternoon Outdoors:** The afternoon outdoor program provides excellent opportunities for students to learn new outdoor skills and develop an appreciation for nature and the environment. Activities each trimester include hiking, camping, rock climbing, skiing (winter trimester), mountain biking, canoeing and teambuilding activities.
- **Mountain Biking:** The afternoon mountain biking program provides an alternative competitive and physical activity for our students, taking full advantage of our trail system on campus. Students participate in local races in the fall trimester and the Virginia High School race series in the spring.
- **Outdoorsmen Program:** The purpose of the Blue Ridge School Outdoorsmen Program is to teach our students the skills necessary to ethically, safely and responsibly enjoy exploring wilderness areas, hunting and fishing. We seek to create an experiential learning environment that encourages teamwork and provides opportunities for leadership. We specifically focus on the following core components: physical fitness, land navigation with map and compass, marksmanship and safe firearms handling, and outdoor ethics. The Outdoorsmen go on several hunting trips during the course of the year.

18. STUDENT SERVICES

a. Business Office

Students who need to consult with the Business Office may do so during business hours, 8:00 am to 4:30 pm on weekdays. The office typically is not open weekends. Large amounts of money, passports, plane tickets and other personal items of significant value or importance may be stored in the Business Office safe. Students are strongly encouraged to take advantage of this no-cost service.

b. Night Security

Blue Ridge employs a night security guard who works during the hours following lights out. He operates primarily in and around the dorms to enhance the safety and security of all residents of our community. He ensures the boys are in their rooms asleep during the period following lights out. Cameras are mounted in selected locations to augment campus security.

c. Laundry

Each week, the School laundry will wash and dry one bundle of clothing for each student. Each boy should have two laundry bags, and **all clothing should be clearly marked with the name of the owner**. Ironing is not provided, but clothing is folded after drying. All clothes from each student are washed together in one coldwater wash. Students should be careful not to include clothes with colors that will run. Laundry may take up to 2 days to be returned to the student. In addition to these services, there is also a laundry room with coin-operated washers and driers available for student use. This laundry room is next to the outside entrance to Lower East Hall in Walsh Dorm.

d. Repairs

Helping to keep the buildings and grounds of the School in the best possible state is the job of each member of the community. A student should send an email to workorder@blueridgeschool.com to order dorm room repairs or contact his Hall parent. The necessary service will be provided as soon as possible. Any damage over and above normal wear and tear will be charged to the responsible student.

e. Lost and Found

Found articles should be taken to the Residence Life Secretary in Walsh Dorm. Keys that are found should be placed in the slot in the door of that office. A person looking for lost property should check with the Residence Life Coordinator or the Residence Life Secretary. **All personal property should bear the owner's name or initials**. Books and clothing should not be left in hallways or lobbies.

At registration, each student will receive a key lanyard with his name on it. We expect that any such lanyards that are misplaced will be returned, with attached keys, to the owner. A student who otherwise loses the key to his room should obtain a replacement key immediately from the Residence Life Secretary. If the key has not been found after one week then the student will be charged \$10 to have a new key cut.

f. Tuck Shop

At the Tuck Shop students may purchase limited school supplies, personal items, stamps, snacks and other necessities. A variety of items and clothing apparel bearing the Blue Ridge logo are also available. The Tuck Shop is independently operated and not owned by the School.

g. Mail Room

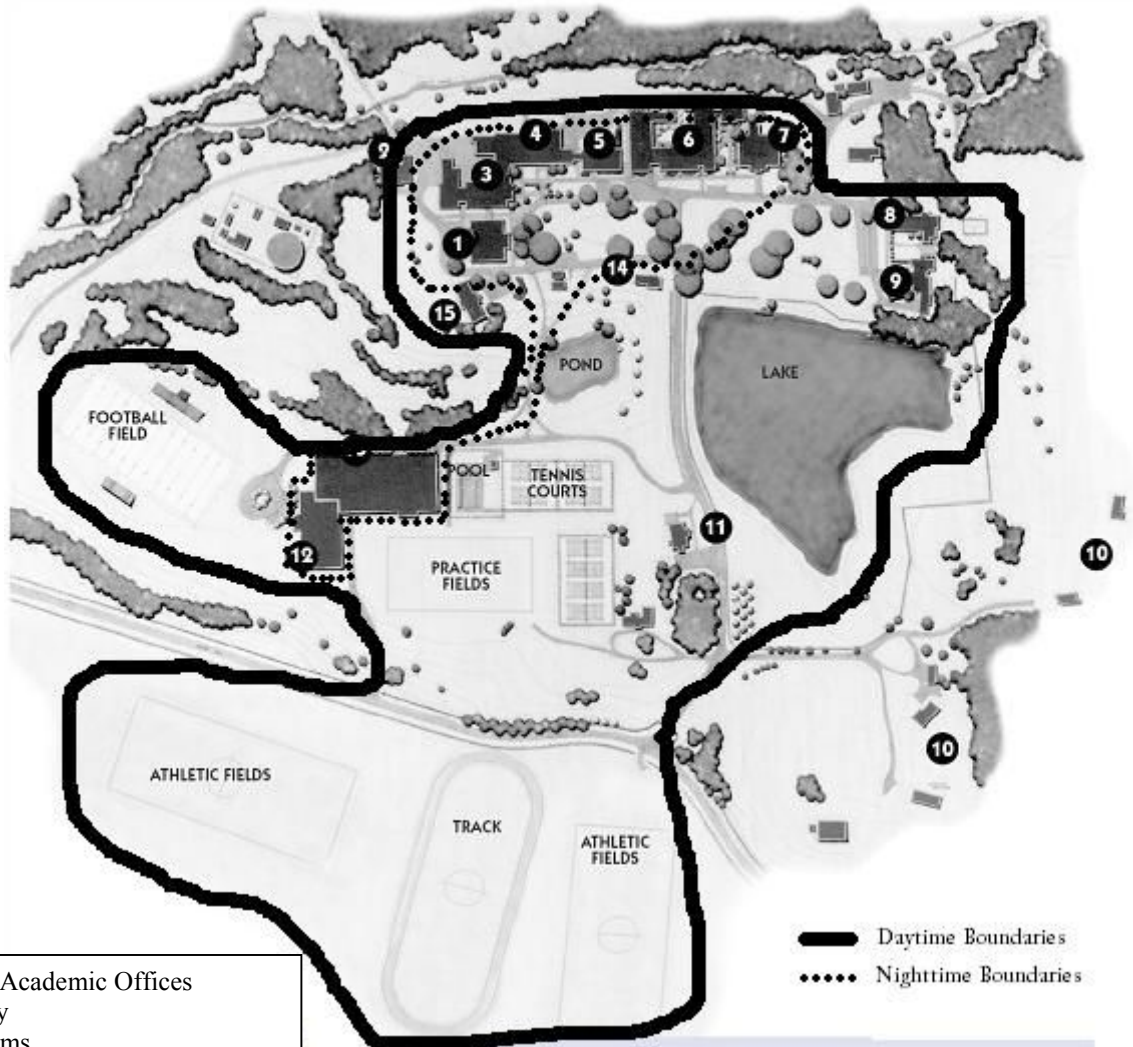
The mail room is located in Middle West room 228. Each student is assigned an individual mailbox and is responsible for the key to that mailbox. Lost keys may be replaced through the Residence Life Coordinator at a charge of \$5.00 per key.

All incoming mail is placed in student mailboxes before the end of athletics on weekdays and by lunch time on Saturdays. When a student receives a package that is too large to be placed in his post office box, he receives a package slip in his box. Operating hours are from 6:45 to 7:00 pm on weekdays and from 1:30 to 2:00 pm on Saturdays for package pickup.

Outgoing mail should be placed in the mail room mail slot prior to 10:00 am, Monday through Saturday. Tampering with US mail violates Federal law and is subject to severe consequences.

Map Campus (Daytime and Nighttime Boundaries)

BLUE RIDGE CAMPUS MAP



Daytime Boundaries
 Nighttime Boundaries

- 1=Library, Academic Offices
- 2=Infirmary
- 3=Classrooms
- 4=Auditorium/Dining Hall/
Administrative Offices
- 5=Boogher Dorm
- 6=Walsh Dorm
- 7=Student Center
- 8=Chapel
- 9=Battle House
- 10=Faculty Lake Houses
- 11=DAR Faculty Apts
- 12=Gym
- 13=Field House, Athletic Director
- 14=Faculty Housing
- 15=Boykin Faculty Apts

**Faculty and Staff
2014-2015**

Mr. Markley Anderson

Counselor

B.A., University of Southern Mississippi

M.A., William Carey College

Appt. year 2007

Mr. Peter T. Atkinson

English

M. D., Union Theological Seminary

B.A., Hampden-Sydney College

Appt. year 2009

Ms. Stacy Aylor

Accounting Manager

Associates, Piedmont Virginia Community
College

Appt. year 2001

Mr. Jon Wm. Baker

Librarian

B.A., Dickinson College

M.A., Washington College

MLIS, University of North Texas

Appt. year 2005

Mr. Matthew W. Bennett

History

B.S., M.A., The Citadel

Appt. year 2002

Mrs. Dee Berry

Nurse

R.N., St. Francis School of Nursing

Appt. year 2011

Mr. Ed Blain

Director of Facilities

B.S., University of Phoenix

Appt. year 2012

Mr. Peter A. Bonds

English/History

B.A., University of North Carolina

Appt. year 2010

Mr. Rory Bosek '04

Alumni Director

B.A. and M.B., Liberty University

Appt. year 2012

Mr. James W. Bourland

Co-Dean of Faculty

Chair of the Science Department

B.A., M.Ed., University of Virginia

Appt. year 1994

Mr. Tony L. Brown

Dean of Students

Director of Outdoor Program

B.S., Appalachian State University

M.S., George Williams College

Aurora University

Appt. year 1998

Mr. Vinton Bruton

*Assistant Headmaster for Co-Curricular
Programs*

B.A., Wake Forest University

Appt. year 2007

Mr. Patrick Curtin

English

B.A., Brown University

Appt. year 2014

Mr. D. Franklin Daniels, Jr.

*Associate Headmaster, Advancement and
Admissions*

B.A., Washington & Lee University

M.Ed., Vanderbilt University

Appt. year 2011

Mr. William A. Darrin III

Headmaster

B.A., George Washington University
MBA, Darden School of Business,
University of Virginia
Appt. year 2006

Mr. C. Brandon Deane, Jr.

Mathematics/Science

B.A., University of Virginia
M.D., Southeastern Baptist Theological
Seminary
Past service 1981-1986
Reappointed 2004

Mr. Matthew DeBarger

Mathematics

B.A., Lehigh University
Appt. year 2012

Mr. James Douglas

Mathematics

B.S., Virginia Tech
Appt. year 2012

Mr. Daniel F. Dunsmore

Fishburne Learning Center

B.S., University of Tennessee
M.A., Georgia State University
Appt. year 1998

Ms. Kristin L. Ellison

Nurse

R.N., Portsmouth General Hospital School
of Nursing
Appt. year 2010

Mr. Paul J. Fehlner

Science

B.S., University of Maryland
Appt. year 1989

Mrs. Michele Flint

Human Resources

B.A., University of Virginia
Appt. year 2000

Mr. Timothy F. Gillett

English as a Second Language

B.A., Kenyon College
M.A., Trinity College
Appt. year 2011

Mr. William Hare

Co-Director, Fishburne Learning Center

B.A., University of West Florida
M.A., Concordia University
Appt. year 2014

Mr. Hans Hermanson

Residence Life Coordinator

B.A., Davis & Elkins College
M.T., University of Edinburgh
Appt. year 2012

Mr. John Hetzel

ELL Teacher, Head Lacrosse Coach

B.A., University of Virginia
Appt. year 2011

Mr. J.C. Ignaszewski

Leadership Gift Director

B.A., San Jose State University
Appt. year 2008

Mr. A. Michael Jamrozek

Security

A.A.S., Piedmont VA Comm. College
Appt. year 2009

Mr. Jerry R. Jared

Chair of the Mathematics Department

B.S., Trevecca Nazarene College
M.A., Purdue University
Appt. year 1999

Ms. Hilde Keldermans

Communications and Marketing Director

B.A., University of Illinois
Appt. year 2012

Mr. Jerry King

Performing Arts
B.A., Kenyon College
Appt. year 2011

Ms. Marcia S. Kozloski

Chair of the Foreign Language Dept.
B.A., Universidade Sao Francisco
Appt. year 2001

Mr. Cade Lemcke

Mathematics
B.A., University of Virginia
Appt. year 2014

Ms. Jo McKeown

Fishburne Learning Center
B.A., M.Ed., University of Richmond
Past service 2005-2011
Reappointed 2012

Mr. James H. Miller III

Director of Admissions
B.A., Presbyterian College
Appt. year 2006

Dr. Kevin Miller

Associate Headmaster for Academics
B.A., Tufts University
M.Ed, University of Virginia
Ed.D, University of Virginia
Past service 1993-2004
Reappointed 2011

Mr. Matthew A. Munsey

Senior Associate Director Admissions
B.A., Hampden-Sydney College
Appt. year 2012

Mr. Don Mousted

English
B.A., Indiana School of Music
Appt. year 2014

Mr. James A. Niederberger

Dean of Faculty
Chair of the History Department
B.A., University of Virginia
Appt. year 1974

Mr. Troy Nichols

Business Officer
B.S., Pennsylvania State University
Appt. year 2013

Mr. Bill Ochs

External Database Manager
Appt. year 2013

Ms. Alanna M. Pardee

Associate Director of Admissions
International Student Coordinator
B.A., University of Toledo
M.A., University of California
Appt. year 2011

Mr. Wayne Peterson

Computer Technology
B.A., B.S., M.A., Central Washington
University
Appt. year 2014

Mr. Bryan C. Puckett

Assistant Athletic Director
Mathematics
B.A., John Carroll University
Appt. year 2011

Mr. William E. Ramsey

Athletic Director
Head Basketball Coach
B.A., Maryville College
Appt. year 1990

Mr. Joe Reilly

Science
B.S., Georgetown University
M.A., American University
Appt. year 2012

Mr. Gabe Rhea '09

Intern
B.A., Hampden-Sydney College
Appt. year 2014

Ms. Krystle Roach

Spanish, Foreign Language
B.S., B.A., James Madison University
Appt. year 2011

Mrs. Sareena Ryan
*Parent Liaison and Special Events
Coordinator*
B.A., Longwood University
Appt. year 2014

Mr. John E. Salidis
Director of Information Services
B.S., Philadelphia University
Appt. year 2003

Mr. Stephen Swanger
Spanish, Foreign Language
B.A., University of Colorado
M.A., LaSalle University
Appt. year 2014

Mr. Tim Thomas
Head Football Coach
B.S., M.S., Indiana State University
Appt. year 2014

Mr. Mike Vinson
Instrumental Music
Appt. year 2013

Mr. David R. Welty
Art
B.F.A., Savannah College of Art and
Design
Appt. year 2006

Mrs. Carrie Woods
College Counselor
B.A., Western State College of Colorado
M.Ed., North Carolina State University
Appt. year 2010

Mr. Cory M. Woods
Outdoor Program/Science
B.A., Western State College of Colorado
M.A., Southeastern Baptist Theological
Seminary
Appt. year 2009

Mr. Chazz Woodson, '01
Coordinator of Lacrosse Operations
B.A., Brown University
Appt. year 2014

Mrs. Hairuo Yi
Mandarin, Foreign Language
Appt. year 2012

Mr. John B. Young IV
*Chair of the Humanities Department
Chair of the English Department*
B.A., Hampden-Sydney College
Appt. year 1971

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Computers and Technology: Policy and Contract

Please Note: Consistent with the almost-exclusive reliance on laptops or tablets among college students in this decade, **all students should bring a laptop or tablet to campus.**

Furthermore, as of this school year NO student may bring a desktop (tower) computer OR a separate monitor of any size as both of these items have shown themselves to be more distracting than helpful when studying. The only exception to the ban on separate monitors is for senior leaders - those on the Prefect Board, Honor Council, Student-Faculty Disciplinary Council and the senior class members of the Student Council.

PURPOSE: Blue Ridge School provides access to a computer network, email and the Internet as a means of enhancing educational and personal communications. The purposes and uses of these resources are no different than any other type of resource provided by the School; therefore the School retains control over the manner in which these resources are used. The purpose of this policy is to ensure that all members of the community recognize the regulations the School imposes on the use of network hardware, software the Internet, and all other resources connected to the network. In addition, this policy requires that all members of the community agree to abide by current local, state, federal and international laws regarding these resources.

THE CONTRACT: All members of the BRS community (students, faculty, administration, staff and dependents) agree:

- **Use of School Owned Computers**

Computers located in the library, computer labs, Fishburne Learning Center and other public areas of the school must be used only for general academic purposes. Instant messaging, other forms of social interchange and playing computer games of a network nature are specifically prohibited.

- **Pornography, drug related or hate sites**

To use the resources available through the school network and the Internet to supplement curricular material or for personal pleasure, provided that the material does not: promote or show pornography, provide information regarding illegal drugs, or involve material relating to hate groups against other people based on race sex, or physical handicap.

- **Hacking**

Not to attempt to discover passwords or other measures the school uses to control access to any resource and to report discovery of such to the Director of Information Services or another faculty member immediately. **Possession and/or use of someone else's password to gain access to the networks is a dismissible offense.**

- **Changing school computer settings**

Not to change or attempt to change the configuration of **software** or **hardware** on any School-owned computer or alter software or hardware that controls access to the network or the Internet. This includes altering the address of **ANY** computer connected to the school network without the express

permission of the Director of Information Services. This also includes removal of any items attached to computing devices; i.e. mice, cords, keyboards, etc.

- **Download and installation (or deletion) of software**

Not to download programs onto School-owned computers without permission of the Director of Information Services. Under no circumstances should any program be installed or removed from a School-owned computer without permission of the Director of Information Services. Executing software from a USB “thumb drive” is not permitted.

- **Licensed software and copyrights**

Not to copy licensed software to or from school-owned equipment or otherwise violate licensing agreements in any manner, and to obey all copyright rules and agree not to copy, transfer or reprint any electronic material as part of academic work without giving proper citation and credit.

- **Illegal or commercial activity**

Not to use School-owned resources for any illegal or commercial activity. This includes but is not limited to tampering with computer hardware or software; unauthorized entry into computers; vandalism or destruction of computer files. Users agree to not participate in email bombs or bulk mailings. Users should be aware that such activity is a crime under state and federal law.

- **Aliases**

To use their real name in all activities associated with Blue Ridge School.

- **Respect others privacy**

To respect the privacy of others. Users agree to re-post personal communications only after obtaining the author's prior consent.

- **Profanity or Obscenity**

To use appropriate language in all communications. Users agree not use profanity or obscenity, and will avoid offensive or inflammatory speech, electronic or otherwise.

- **Electronic attacks on others – Facebook, Twitter, YouTube, etc.**

Users agree not to make personal attacks or slanderous references against anyone or post private information about another person. Users agree to report any personal attacks made against them by others to the Director of Information Services or Dean of Students. This includes slanderous references with regard to Blue Ridge School or any Blue Ridge School personnel, in such public forums as Facebook, Twitter, YouTube and other public Internet sites that may be available or come to be available.

- **Plagiarism**

To properly document all material taken from the Internet and realize that the Honor Code applies to electronic material.

- **Viruses, Trojan Horses and Worms**

Not to introduce or knowingly allow the introduction of any computer virus, Trojan horse, worm or any program known to be harmful into any computer connected to the network.

- **Subject to inspection**

To make available for inspection by any faculty member any email messages sent or received at this location. Emails are considered an official means of school communication and are subject to

appropriate review. The School also reserves the right to inspect any computer and the files contained therein that is connected to the network or located on School property.

• **This is a contract**

That should you fail to honor all the terms of this contract, School authorities will be informed and will act in accordance with school policy.

Student's Name

(Printed) _____

Signature _____ Date: _____

Parent /Guardian's Name

(Printed) _____

Signature _____ Date: _____

Computer and Telephone Guidelines

Please note: students should bring a tablet or laptop. No desk top computers, towers or monitors will be allowed (the one exception is that senior leaders may have a separate monitor).

All students are required to bring a laptop or table to Blue Ridge School. Regular access to a computer is a necessity for all students. **Students may bring only 1 (one) computer and 1 (one) tablet to school.**

Computing policies

To gain rights to the Blue Ridge School network, each user must read, sign and return the *Computers and Technology: Policy and Contract*. Once processed, a unique user name, password and email address are assigned to each student. Students may not be granted access until the contract is signed and filed. (The contract will be available at registration.)

All school work is completed by using a laptop, tablet or a “thin client” (diskless workstation) to access the Internet and run applications (Word, Excel, PowerPoint, etc). All Windows computers come with the remote desktop client pre-installed as part of the operating system. **Apple computers must download and install a remote desktop client** (available from Microsoft at no cost) to be able to access school terminal servers. The biggest advantage to the students is that they may access all of their information from any computer on campus, be it their own, or school owned. Also, all necessary software is available to them and is totally consistent from student to student.

Laptops (including netbooks) are acceptable as personal computers. Desktops are NOT. Network access is available in the dorms and other areas of campus via wireless access points. In order to gain access to the Internet – device MAC addresses must be registered with the IS Director and the devices must carry the student’s user name as an identifier.

Students may NOT bring their own personal Wireless Access Points or routers. This is a very serious infraction and will be cause for loss of personal computer usage. If not configured correctly, Wireless Access Points can result in widespread network outages.

Students may NOT bring their own cellular towers. These are marketed by the carriers under various names – Micro Tower, 3G MicroCell, etc.

Software requirements

Computers may have one of the following **English (American or British)** operating systems installed: Windows 7, Windows 8 or Apple OX X. It is recommended that the professional version of Windows be purchased. Blue Ridge School’s standard for office software is now Google Apps. Since we are an educational client of Google, there is no charge for this software. **Computers with any other operating system or in any language other than English will not be supported and may not be able to use BRS technology resources.**

Anti-Virus/Anti-Malware software **must** be installed and **up-to-date** on any personal computer brought to Blue Ridge. Any commercially available, or free for personal use anti-virus, is acceptable

for this purpose. An excellent, free anti-virus may be downloaded and installed on Windows computers. Microsoft Security Essentials is free for personal and educational use.

Your email address

Email addresses at Blue Ridge School are in the following format: (where possible) first initial (of first name) + lastname@blueridgeschool.com. If you use a nickname, the address will most likely be the first initial of your nickname. Your email account and network username will be provided upon registration at the beginning of the school year. **It is a violation of the Acceptable Use Policy to share your username and password with other students.**

Email and Internet access is available to all users. In addition, software applications, printers, scanners, digital cameras, digital video cameras, and other hardware devices are available for student use.

BRS maintains the right to monitor all folders and files on the server, including private folders.

Privacy is not guaranteed. Electronic files and email messages that contain inappropriate material are subject to administrative review and action. This includes postings on public forums such as **Facebook**, **MySpace** and **YouTube** and any other social network that may become in vogue.

Access times

Computer network connections and the phone systems are turned on at 6:00 am and go off just before lights out. Computer activity such as playing DVDs, music CDs, or computer games, may not be done after lights out or during class time, study hall or afternoon activity times.

Computer Maintenance

You are responsible for the upkeep of your personal computer devices. The school is not responsible for maintaining students' computers. Students are responsible for hardware repairs and for ownership of the software on their own computers. Repair services will either be undertaken by qualified school personnel at the prevailing hourly rate (currently \$75/hour) or outsourced to a local provider. When outsourced, an administrative fee of 5% will be added to the total.

Devices connected directly to the Internet bypass school protection and defense in depth for malware, viruses and network worms. This then can cause the entire community loss of access and potential loss/compromise of data. The school reserves the right to confiscate any device thus connected.

You may not access the Internet using a modem and phone line.

You may not access the Internet using a cellular "HOT spot".

In general, you may not access the Internet through ANY means except through the use of school provided Wireless Access Points, or in very few circumstances, wired connections.

Telephone guidelines

Using the telephone network

Each dorm room is equipped with two telephone jacks, providing a private number to each occupant. Each telephone number has an associated private voice mailbox. It is the responsibility of parents and students to provide a telephone. Please note that some “walk around” phones have been known to interfere with wireless network devices. Corded phones work best.

How telephone numbers are assigned

Phone numbers are assigned by dormitory and room number. You will receive an information folder at registration that contains your dormitory name, room number and telephone number. Telephone numbers stay with the room. Should you change rooms during the school year, your telephone number and its associated voice mailbox will also change.

When you may receive calls

Telephones are able to receive calls between 7:00 am and lights out. Students are not able to receive calls during study hall, which runs from 8:00 pm to 10:00 pm – Monday thru Thursday and Sunday evenings, or after lights out. Voicemail messages may be left at any time, even when the phones are not available for incoming calls.

Making a long-distance call

Long-distance calls may be made with a pre-paid phone cards, calling cards, or through an 800 number. Pre-paid phone cards may be purchased in the Blue Ridge School bookstore. You must first dial ‘8’ to get an outside line.

Voicemail

Each student has his own voice mailbox. Students record their own personal greetings and create private pass codes for their voicemail boxes. Instructions for programming voicemail are given to students during the Technology Orientation Seminar, and are available on the School Intranet.

Cell Phones

Blue Ridge School recognizes that it may be desirable for the student to have a cell phone while traveling back and forth from school. Cell phones do not receive strong signals at Blue Ridge School due to our rural location. In general cell phones may be used at any time you may use your in-dorm phone. They may not be used during the academic day in any part of the academic portion of the campus. Failure to comply will result in confiscation of the cell phone. They may not be used during any time the in-dorm phones are cut off. This means especially not during study hall or after lights out. Cell phones will be confiscated if any of the above guidelines are violated.

Texting

Texting while attending class is strictly forbidden. A student found texting for any reason while in class will have his telephone confiscated. Texting while taking an examination is an Honor Code violation and will be subject to penalties as determined by the appropriate Disciplinary Committee.

Appendix E

Blue Ridge School Daily Schedule 2014-2015

Monday and Thursday

Rising Bell				7:15	am
Breakfast	7:30	am	-	8:00	am
Faculty Pre-Meeting (Mon)	8:10	am	-	8:15	am
Assembly/Chapel	8:15	am	-	8:35	am
Advisor Check-in	8:35	am	-	8:45	am
1st Period	8:48	am	-	9:40	am
2nd Period	9:43	am	-	10:35	am
3rd Period	10:38	am	-	11:30	am
4th Period	11:33	am	-	12:25	pm
Lunch	12:25	pm	-	1:00	pm
Meeting Time	12:55	pm	-	1:45	pm
5th Period	1:48	pm	-	2:40	pm
6th Period	2:43	pm	-	3:35	pm
Athletics	4:00	pm	-	5:30	pm
Supper	6:00	pm	-	6:45	pm
Quiet Hour on Halls	7:15	pm	-	7:55	pm
Study Hall	8:00	pm	-	10:00	pm
Extended Study Hall	10:00	pm	-	10:35	pm
Students Report on Halls for Clean-Up				10:45	pm
In Rooms				10:55	pm
Lights Out				11:00	pm

Tuesday and Friday

Rising Bell				7:15	am
Breakfast	7:30	am	-	8:00	am
Faculty Pre-Meeting (Fri)	8:10	am	-	8:15	am
Chapel/Assembly	8:15	am	-	8:35	am
Advisor check-in	8:35	am	-	8:45	am
1st/4th Period	8:48	am	-	10:05	am
2nd/5th Period	10:08	am	-	11:25	am
3rd/6th Period	11:28	am	-	12:45	pm
Lunch	12:45	pm	-	1:30	pm
Meeting Time	1:30	pm	-	2:05	pm
Athletics	3:00	pm	-	4:30	pm
Supper	6:00	pm	-	6:45	pm
Quiet Hour on Halls	7:15	pm	-	7:55	pm
Watch List Study Hall (Friday)	7:30	pm	-	9:30	pm
Study Hall (Tuesday)	8:00	pm	-	10:00	pm
Extended Study Hall (Tuesday)	10:00	pm	-	10:35	pm
Students Report on Halls for Clean-Up (Tues)				10:45	pm
In Rooms (Tuesday)				10:55	pm
Lights Out (Tuesday)				11:00	pm
Students Report on Halls (Friday)				11:30	pm
Lights Out (Friday)				11:45	pm

Wednesday

Faculty Breakfast	7:30	am	-	7:50	am
Faculty Meeting	7:55	am	-	8:40	am
Rising Bell				7:55	am
Student Breakfast	8:00	am	-	8:30	am
1st Period	8:48	am	-	9:47	am
2nd Period	9:50	am	-	10:49	am
3rd Period	10:52	am	-	11:51	am
Lunch	11:52	am	-	12:29	pm
4th Period	12:32	pm	-	1:31	pm
5th Period	1:34	pm	-	2:33	pm
6th Period	2:36	pm	-	3:35	pm
Athletics	4:00	pm	-	5:30	pm
Supper	6:00	pm	-	6:45	pm
Quiet Hour on Halls	7:15	pm	-	7:55	pm
Study Hall	8:00	pm	-	10:00	pm
Extended Study Hall	10:00	pm	-	10:35	pm
Students Report on Halls for Clean-Up				10:45	pm
In Rooms				10:55	pm
Lights Out				11:00	pm

Saturday

Breakfast (optional)	9:00	am	-	9:45	am
Rising Bell				9:15	am
Morning Program	10:00	am	-	11:30	am
Lunch	12:00	pm	-	12:45	pm
Supper (check-in)	6:00	pm	-	6:45	pm
Students Report on Halls				11:30	pm
Hall Trash Removal				11:30	pm
Lights Out				11:45	pm

Sunday

Brunch (check-in)	11:30	am	-	12:30	pm
Supper	6:00	pm	-	6:45	pm
Study Hall	8:00	pm	-	10:00	pm
Room and Hall Clean Up	10:00	pm	-	10:20	pm
In Rooms				10:25	pm
Lights Out				10:30	pm

Policy on AIDS and Other Serious Infectious Illnesses

1. General Policies

- a. The School complies with all federal, state and local laws and regulations regarding AIDS*.
- b. The School makes a concerted effort to provide ongoing AIDS education to its students and employees. As part of this effort, the School makes available information regarding its AIDS policy. In addition, the School provides information about the nature of the disease and how it is (and is not) transmitted. This information places special emphasis on methods for preventing the spread of AIDS. New arrivals at the School (both students and employees) will be advised during their orientation of the School's AIDS policy and the availability of information on AIDS.
- c. At the present time, the overwhelming preponderance of available medical and scientific evidence and opinion, including statements from the United States Public Health Service, Centers for Disease Control, holds that the AIDS virus is not casually transmitted in ordinary educational, occupational or social settings or conditions. Accordingly, all members of the School community will be expected to continue to work with an employee or student with AIDS and not to harass or otherwise discriminate against such an individual. Any student or employee who does not adhere to these requirements shall be subject to disciplinary action. It is, moreover, the policy of the School that individuals with AIDS should be treated with compassion and understanding in dealing with their illness.
- d. The School holds all medical information which it receives about the medical condition of an employee or student with AIDS in confidence. This means that the School restricts access to such information to those with a legitimate need for the information. An exception to this rule will be allowed when the employee or student with AIDS authorizes wider disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the Headmaster or the School's Head Nurse will decide in each case whom to inform. Individuals who thereby gain access to this information are themselves expected to keep the information confidential in accordance with this policy and applicable law.

*(In this policy, the term "AIDS" will be used to describe both AIDS and its related conditions (both symptomatic and asymptomatic).

- e. The School may from time to time change or discontinue this policy or adopt a new policy with respect to this subject, as it determines medical opinion and other circumstances warrant.

2. Employees with AIDS

- a. The School strongly recommends that employees who suspect they might have contracted AIDS take a test for the virus. In addition, employees with AIDS shall inform the Headmaster or the Head Nurse of their illness so that the School can effectively implement the provisions of this policy. Any employee of the School who has personal knowledge that any other employee has AIDS shall report such knowledge to the Headmaster or the Head Nurse and to no other person.

The School will provide reasonable accommodation for an employee disabled by AIDS when needed to enable the employee to continue to perform the essential functions of his or her job or to otherwise benefit from the privileges of employment, so long as the accommodation does not impose an undue hardship upon the School.

An employee with AIDS will be allowed to work at the School so long as he or she is able to perform (with or without the aid of the aforementioned accommodations) the essential functions of his or her position, and he or she does not present a health or safety risk to himself/herself or other employees or students. If an employee contracts AIDS, the School may require a letter from the employee's attending physician stating that the employee is fit to continue to work in accordance with this standard. The School may also require, from time to time, further medical evidence and a medical examination, by a physician or physicians designated by the School, to ascertain the employee's fitness to work.

The School will review, on an on-going basis, the employment situation of an employee with AIDS. Whenever practicable, the School will seek the advice of the employee and his or her physician. Any employment decisions the School arrives at through its reviews will be made in accordance with the School's interpretations of its policies and the applicable laws and in light of medical and scientific opinion and advice.

In making employment decisions, the School shall consider:

- 1) The employee's present physical and mental condition.
- 2) The duties of the employee's position.
- 3) The types of interaction between the employee and students and/or other employees.
- 4) The characteristics of the disease (including means of transmission).
- 5) Whether the possibility of transmission is enhanced by the behavior of students (e.g., aggressive, violent or other "acting out" behaviors such as biting, kicking, scratching or throwing objects).
- 6) Whether a substantial risk of transmission by the employee exists.
- 7) Whether reasonable accommodations could be made which would allow the employee to continue working, but would not impose an undue hardship on the School.

This list of factors is not comprehensive, for the School may also consider other pertinent criteria in arriving at its decision.

- b. Since the School provides on-campus housing for many employees and their families, an employee shall inform the Headmaster or the Head Nurse of any resident family member with AIDS. The School will review on an ongoing basis the housing situation of any such employee in order to determine whether the housing arrangement is in the best interests of the family member and the School. Any such decisions the School arrives at through its reviews will be made in accordance with the School's interpretations of its policy and the applicable laws and in light of medical and scientific opinion and advice.

- c. The School treats AIDS in the same manner as other illnesses in terms of its employment policies and does not unlawfully discriminate against employees with AIDS with respect to their eligibility to participate in its employee benefit plans.

3. Students with AIDS

- a. Students with AIDS shall inform the Headmaster or Head Nurse of their medical condition so that the School can effectively implement the provisions of this policy. The School may then require a letter from the student's physician stating the physician's medical opinion regarding the student's illness and the propriety of the student attending the School. The School may also, from time to time, require further medical evidence and a medical examination, by a physician or physicians designated by the School, to ascertain the propriety of the student attending the School.
- b. Any student, faculty member or other employee of the School who has personal knowledge that any student has AIDS shall report such knowledge to the Headmaster or the Head Nurse and to no other person.
- c. The School will make reasonable modifications in its policies, practices and procedures in order to allow a student with AIDS to benefit from academic and other services offered by the School, so long as the modifications do not fundamentally alter the nature of service that the School provides. In addition, the School will provide whatever auxiliary aids and services may be required to allow a student to benefit from the School's services, as long as the provision of such auxiliary aids and services does not constitute an undue burden on the School or fundamentally alter the nature of the service that the School provides.
- d. A student with AIDS will be allowed to remain at the School so long as his or her medical condition allows him or her to perform (with the aid of the aforementioned modifications and/or auxiliary aids and services) up to the School's standards and does not present a health or safety risk to other students, faculty or staff. While at the School, a student with AIDS will be allowed to partake fully and equally in the educational, social and extracurricular activities offered by the School, so long as such participation does not present a health or safety risk to the student, other students, faculty or staff.
- e. The School will review, on an on-going basis, the enrollment of a student with AIDS and make decisions regarding whether and under what circumstances the student can remain at the School. The School will make these decisions in accordance with the School's interpretations of its policies and the applicable laws and in light of medical and scientific opinion and advice.

Health, Safety and Environmental Policy

The administration of Blue Ridge School recognizes an obligation to protect the human, physical and financial resources of the School. It is the policy of Blue Ridge School to conduct the education of our students safely and without creating unacceptable risks to human health, safety or the environment. Accordingly, the School will:

- Furnish workplaces and education facilities free from recognized hazards which are likely to cause death, injury or illness.
- Comply with laws regulating student, employee and visitor safety and health.
- Train employees in safety procedures and require compliance with safety regulations and procedures.
- Hold each supervisor or department head accountable for assuring that students, employees, volunteers, equipment and facilities within their area of responsibility are managed in a safe manner.
- Hold all employees responsible, within the bounds of their authority, for maintaining safe, healthful working conditions and compliance with safety regulations.
- Recognize the priority of safety and health factors where there is competition with economic factors.

Every employee and volunteer support person is expected to adhere to the spirit as well as the letter of this policy. Supervisors have a special obligation to keep informed about health, safety and environmental risks and standards and to advise the administration promptly of any situation that comes to their attention.

Room Check Out

Residence Hall's Room Check Out ROOM: _____

Hall Parent: Please check the items listed below & indicate with a where an item is all right (no charge) or show the amount to be charged (\$) under the appropriate roommates' name (a charge can be divided between roommates.)

Item	Roommate 1	Roommate 2
Electrical outlets & covers, phone & computer jack <i>Outlet cover \$3.00, Data Jack \$15.00</i>		
Light fixtures: <i>Fixture \$100.00, Cover \$50.00</i>		
Desk, dresser drawers, cubbies & closet: <i>Damage (carving etc.) \$250.00, Replacement \$1,000.00</i>		
Mirror: <i>\$35.00</i>		
Screen & Window: (Facilities has to replace all missing screens.) <i>Screen \$50.00, window \$100.00</i>		
Window blinds: <i>\$40.00</i>		
Walls: <i>Patch \$25.00, painting \$75.00 - \$150.00 Extra charge to remove tape & tape residue \$10.00 - \$50.00</i>		
Bulletin Board: <i>Repair \$40.00, replace \$80.00</i>		
Ceiling: <i>Patch \$25.00, painting \$75.00 - \$150.00 Extra charge to remove tape & tape residue \$10.00 - \$50.00</i>		
Door, towel hook or bar: <i>Door damage \$50.00, replace \$150.00, towel bar \$10.00 Extra charge to remove tape & tape residue \$10.00 - \$50.00</i>		
Smoke Detector & battery: <i>(When battery expires, turn it in for a replacement at no charge.) Detector \$20.00, Missing 9-Volt Battery \$5.00</i>		
Floors: <i>Extra cleaning \$25.00 Extra charge to remove tape & tape residue \$10.00 - \$50.00</i>		
HVAC unit: <i>Grill \$50.00, Thermostat \$50.00</i>		
Mattress & Pad (Check bottom side of mattress & under-side of bunk bed as well.) <i>Mattress \$125.00, Pad \$12.00</i>		
Trash can <i>\$5.00</i>		
Did you use a school chair? YES ___ NO ___ <i>\$25.00 to replace</i>		
Door sign: <i>\$50.00</i>		
Is room clean, free of trash and empty? (Leave school mattress pad.) <i>Clean off graffiti, etc. \$25.00</i> <i>Clear out trash \$10.00</i> <i>Additional cleaning \$25.00-50.00</i>		



WHEN YOU LEAVE **Turn your keys in to your Hall Parent or Adult on Duty.** (Replacement room key is \$10.00, mail key is \$5.00.)

Checking out: I understand that when I leave this room I am responsible for any damage and will be charged as deemed appropriate by my Hall Parent and the Facilities Department to cover the cost of necessary repairs and replacements.

Checking out: Student's signature: _____

Checking out: Student's signature: _____

Hall Parent - **Confirm & update above** info and sign at the time of final room check.

Checking out: Hall Parent's signature: _____ Date: _____

Blue Ridge School Key Events Calendar 2014-2015

August	19	ELL Camp Registration 1-3pm
	22	Football & Soccer Camp Registration 1-3pm
	31	Prefects/Proctors arrive
September	3	All students registration 11am-3pm
	4	Opening Day
	7	Convocation 10:30am
	26	Fall long weekend begins 11:00am
	29	Fall long weekend ends 7:00pm
October	11-12	Fall Parent Weekend
	17-19	Homecoming/Alumni Weekend
	23-24	Board of Trustees Meeting
November	18-21	Exams (Tues-Fri)
	21	Thanksgiving Holiday begins 11:00am
December	1	Thanksgiving Holiday ends 7:00pm
	14	Candlelight Service 5:00pm
	19	Christmas Holiday begins 11:00am
January	4	Christmas Holiday ends 7:00pm
	17-18	Open Weekend
	29	Mid-Winter Break begins 11:00am
February	1	Mid-Winter Break ends 7:00pm
	12-13	Board of Trustees Meeting
	24-27	Exams (Tues-Fri)
	27	Spring Break begins 11:00am
March	15	Spring Break ends 7:00pm
April	2	Easter Break begins 11:00am
	6	Easter Break ends 7:00pm
	25-26	Spring Parent Weekend
	30-May 1	Board of Trustees Meeting
May	9-10	Open Weekend
	17	Honors Service 10:30am
	19-22	Exams (Tues-Fri)
	22	Underclassmen depart 12:00 noon
	22	Baccalaureate 4:30pm
	22	Senior Class/Parent Event 6:00 pm
	23	Commencement 9:30am-11:00am

as of 6/3/2014

Leave Procedures Scheduled Vacations

Fall Long Weekend:

Leave request forms are due September 15.

Begins Friday, September 26 at 11:00 am (optional - School will remain open)

Ends Monday, September 29 at 7:00 pm

Thanksgiving:

Leave request forms are due November 10.

Begins Friday, November 21 at 11:00 am (School closed 11/22, 9:00 am*)

Ends Monday, December 1 at 7:00 pm

Christmas:

Leave request forms are due December 8.

Begins Friday, December 19 at 11:00 am (School closed 12/20, 9:00 am*)

Ends Sunday, January 4 at 7:00 pm

Mid-Winter Break:

Leave request forms are due January 19.

Begins Thursday, January 29 at 11:00 am (optional - School will remain open)

Ends Sunday, February 1 at 7:00 pm

Spring Break:

Leave request forms are due February 16.

Begins Friday, February 27 at 11:00 am (School closed 2/28, 9:00 am*)

Ends Sunday, March 15 at 7:00 pm

Easter:

Leave request forms are due by March 23.

Begins Thursday, April 2 at 11:00 am (optional - School will remain open)

Ends Monday, April 6 at 7:00 pm

End-of-Year Departure: No Leave Request Forms are required for end-of-year departure

May 22 - Undergraduates may depart following completion of their final exam at 12 noon.

Parents are encouraged to communicate travel plans to avoid problems, and undergraduates who are using our buses will be asked to sign-up, specifying details, by mid-May. They will not be approved for earlier leave. Transportation will be provided for those who sign up and buses will leave at 12:30 pm to Charlottesville (arriving at CHO by 1:30 pm) and to Dulles Airport (arriving at IAD by 3:00 pm, dropping off students at "Domestic Departures.")

May 23 - Campus and dorms will be closed and quiet during Commencement exercise, 9:30am - 12:00 noon. Graduating seniors are free to leave campus after commencement ceremony. No school transportation is provided. (School closed 5/24, 9:00 am*)

****International Travel:** Due to the infrequency of international flights, students traveling internationally will be permitted to remain in the dorms until 9:00 am the following morning of Thanksgiving, Christmas, Spring Break and Commencement. Parents and Guardians of International Students are asked to contact our Residence Life Coordinator, Mr. Hans Hermanson, at hhermanson@blueridgeschool.com*

Other Occasions

Open weekend dates (no Saturday morning program) are below. Upon approval of his Leave Card, he may leave after completion of any school commitment or athletics he may have (the earliest possible time would be at the end of our scheduled program at 4:30p.m, Friday) to return by Sunday, 7:00pm. No school bus transportation is provided for "open" weekends. Open weekends are:

January 17-18

May 9-10

Closed weekend dates (leaves are not granted) are:

September 6-7, September 13-14, and September 20-21

November 15-16

February 21-22

May 9-10

Standard or other weekend leaves: Upon approval of his Leave Card, he may leave after the Saturday morning program at 12:30 pm and any additional school commitment or athletics your son may have, to return Sunday before 7:00 pm. Please note that your son's Saturday morning program and other school commitments or athletics are part of his required curriculum and his responsibility.

Other absences - On rare occasions a student must (e.g., family emergencies, illness, etc.) miss a school commitment (i.e., class, Study Hall, Saturday morning program, athletic event). In this case, please email Mr. Hermanson at hhermanson@blueridgeschool.com or phone him at 434-992-0521 or, after hours, phone the Duty Captain at 434-992-0501. Your son will also be asked to complete, get signed and submit a yellow "Special Leave Request" card. A faculty member may deny a request to miss a class if a student is not in good academic standing, likewise, a coach may also deny a request to miss a practice or game. Of course, in an emergency we will do all we can to accommodate, in such case, please contact us directly.

Day Leave: Students are allowed to take day leaves with an adult on a Saturday or Sunday. Students wishing to take a day leave must make sure that the appropriate permissions are on file (the Leave & Transportation Permission Form you completed in the enrollment form,) or that his parent has contacted the Residence Life office (during office hours) or the Duty Captain / Faculty on Duty. He may leave the School after his last commitment on Saturday. He must be back at school prior to 9:00 pm on Saturday and 7:00 pm on Sunday. It is his responsibility to assure that he has no competing

school commitments. If he is missing a school commitment, please follow the same guidelines listed above under "Other Absences."



**24-Hour
Medical Emergency Phone Number
434-985-2787**

**Nights/Weekends
Walsh Lobby
434-992-0501**

**Blue Ridge School | 273 Mayo Drive | St. George, VA 22935
434-985-2811 | 434-985-7215 fax | info@blueridgeschool.com**