

**STUDENT HANDBOOK**  
2009-10



**BESANT HILL SCHOOL**  
*of* HAPPY VALLEY

*Aun Aprendo - I am still learning*

## **I. COMMUNITY LIFE**

Besant Hill School values honesty, integrity, responsibility, fairness, and respect toward all members of the community.

The School believes in living our lives based upon respect and cooperation, and expects that students will find common purpose in these values of citizenship. By practicing these values in their daily lives they will be able to live within the scope of our community expectations.

Besant Hill School students will be guided to find the necessary skills of both mind and heart that will enable them to approach life with a sense of inquiry and purpose.

### **DAILY LIFE:**

#### **Dress and Appearance**

While the school respects and appreciates individual expression through fashion and does not prescribe a uniform style of dress, students are required to select clothing for both school days and school outings that is appropriate. In addition, students will need one complete set of formal clothes for formal events such as commendation dinners and graduation, as well as appropriate attire for fitness classes (gym shorts/sweats, t-shirts, and athletic footwear).

It is obvious that the word “appropriate” can be defined and addressed in many ways. BHS does not want to have a dress code that is monitored with consequences attached for non-compliance, but the school does want our students to dress in a manner that is not distracting in a classroom environment, during our meals, or

during other school functions. Pajamas are not considered appropriate attire in any area outside of the dormitory. A faculty member reserves the right to ask any student to return to his/her room to change if the faculty member feels the dress is inappropriate or offensive.

### **EMAIL expectations @ Besant Hill School**

It is an expectation at Besant Hill School that all members of this community access their email account at BHS on a daily basis. BHS students will be assigned an email account upon registration, and it will be the first letter of their first name, followed by their last name and then @besanthill.org. For example, Mary Smith's email address would be [msmith@besanthill.org](mailto:msmith@besanthill.org).

### **Meals and Commons:**

Boarding students are required to sign in at breakfast, dinner, and weekend brunch with the AOD (**Administrator on Duty**) or faculty member on duty.

Note: Day students who are joining us for breakfast and dinner are also required to sign-in with the AOD or faculty taking attendance. Day students are welcome to stay for dinner but must notify the Dean of Students by the end of breakfast each morning.

Students are expected to display good manners in the commons at all meals and clear their dishes to the dish area. NO kitchenware should ever be taken from the Commons area.

All students will receive a cup, labeled with his or her name, for personal use at meals. Cups will be washed by BHS Food Service Staff and returned to the student's "bin" following meals.

Replacement cups will be available, at a cost of \$10 and charged to the student's Sundry Account

### **Meal Times**

#### **All academic days:**

Breakfast	7:00-7:45am
Lunch	11:45am-12:35pm
Dinner	5:30-6:15pm

#### **Weekend:**

Cereal Bar	8:00-10:30am
Brunch	10:30am-12:00pm
Dinner	5:00-6:00pm

### **Evening Boundaries**

At dusk and before sunrise, the boundaries that all students must be within are the private roadway that loops around our main campus buildings; the exception to this is the lighted are of the basketball court.

It is important that students are within the above boundaries during the required times to ensure safety and a reassurance of his/her whereabouts. Failure to comply with this will result in a Dean's Office response.

### **Common Daily Standards**

In the dorm, classroom, and community, students are expected to be punctual to all of their commitments, to be considerate at all times, to observe study hours appropriately and to follow procedures for securing off-campus, weekend, and special permissions.

The School feels strongly that often the best community education occurs between individual faculty members and students. Thus, we believe that individual faculty members should respond to inappropriate language and/or behavior in the dorms, classrooms, and the community at large. Faculty/student conversations may very well prevent a response from the Dean's Office. It is expected that students will respond to the direct interaction with faculty members in a positive and appropriate manner. Students who repeatedly fail to meet faculty expectations will be handled directly by the Dean's Office, and an individual faculty member may, at any time, regardless of the number of previous infractions, refer a student to the Dean's Office for a response. The Dean of Students will handle violations of community standards of behavior on an individual basis.

### **Computer Use at Besant Hill School**

BHS students are provided with access to our campus computing resources, and given a computer account for use in the school's computer terminals or on students' personal computers. Although you can access the Internet directly from your own Web browser on your computer, your BHS account is useful for academic work, as well as community information, because it enables printing to the school's public printers as well as file storage for papers, etc. Furthermore, no matter where you log in to your account, all your files will be there -- even off campus.

We will also give you a Besant Hill School email address (yourname@besanthill.org) that teachers, staff, and other students will use to communicate with you. ***You must check your BHS account daily.*** You have the option to forward all incoming BHS email to another email address if you wish. You will also be given

access to our online calendar system and a collaborative Web-based word processor.

Since public terminals are provided, it is not necessary to bring a personal computer from home. If you want to have computer access in your dorm room, you have two options.

1. You may lease a computer terminal from BHS. These devices are fully functional for all schoolwork you will need to do: writing papers, Internet research, email, instant messaging, etc. They cannot play games, DVDs or CDs. In addition, the technical staff will provide full repair and support service for these devices. The price is \$350. When you graduate or otherwise part ways from BHS, we will buy the terminal back for \$300, provided it has been kept in working condition.

2. You may bring a personal computer from home. ***We do not provide any technical support for any equipment you bring to school*** beyond configuring it so that you can access the Web and your BHS account. If your computer fails in any other way, you are fully responsible for getting it serviced by an outside firm. If this is your choice, be sure that your computer meets the following specifications:

**Macintosh:** You must have MacOS X version 10.1 or later, and you must bring your own ethernet (CAT-5) cable. We do not have wireless service in the dorm rooms.

**PC:** Your PC must have Windows 98 or later installed or any popular version of Linux (such as Ubuntu). You will need an Ethernet adapter, and you must bring your own Ethernet (CAT-5) cable. We do not provide wireless service in the dorm rooms.

### **Computer Rules**

1. You may not share your BHS account password with any other student.
2. You may not attempt to crack the campus network, servers, or other students' computers in any way, nor try to gain access to, or vandalize any data that is not your own.
3. You may not make illegal copies of any copyrighted software, music, videos, or any other material.
4. You must cite the source of any material derived from the Internet (or any other source) for all of your school-work.
5. You may not play computer games or videos at any time during the academic day, including study halls.
6. No computer may be used to display content that is contrary to the values of the school community. This includes material that is considered illegal, sexually explicit, graphically and/or exceptionally violent, or in any way offensive to other members of the community.
7. No student unless trained by Dir. Of Technology and then instructed by the Dean of Students, A.O.D. or other authorized staff member, may enter the server room, or in any way alter, reset or reconfigure the network server.

Failure to comply with these rules places a student at risk of losing computer access privileges and disciplinary action may be taken. These restrictions and rules are in place to strengthen your education, protect you from the abuse of others, and to protect our network from misuse, so that everyone gets equal access to our servers and to the Internet.

### **Telephones**

The School switchboard is open from 8:00 am – 4:00 pm Monday thru Friday. If you should call before or after office hours, please

follow the prompts and leave your message with the appropriate office.

From 3:00 pm to 8:00 am the following day, the Administrator on Duty (AOD) monitors the school cell phone (805) 861-8514 and returns calls in a timely manner.

### **Cell Phone Use Policy**

Students are permitted to have cell phones at Besant Hill School. The School recognizes the convenience for student, parent, and faculty to have access to one another on a daily basis. The following conditions must be honored.

1. **Cell phones may not be used during academic/fitness commitment time.**
2. All cell phones must remain OFF (not on vibrate or silence) during classes, study hours, and after 11:00pm. **THIS INCLUDES TEXT MESSAGING!**
3. Cell phones must be secured in a backpack and are not permitted in classrooms, the theatre, the Commons, or offices, unless given permission in the case of an emergency.

If a student does not comply with the Cell Phone use policy, his/her cell phone will be confiscated and may be retrieved after school in the Dean of Student's office. Repeated violations will result in loss of privilege.

All students must register their cell phone number in the Dean's Office prior to fall trips.

## **II. RESIDENTIAL LIFE**

Besant Hill School's mission is the core of our residential program. It is important to honor and cultivate values that promote respect, cooperation, integrity, compassion, self-inquiry, and responsibility, in concert with a healthy mind, body and spirit. Faculty at BHS is committed to our students' emotional and physical safety at all times.

Besant Hill's residential program is designed to foster an atmosphere that supports the academic, creative, and personal growth of each student. Whether a student is a residential or day member of the community, the common thread that all students must embrace is that of TRUST and RESPECT for one another at all times. Achieving this requires the effort and good will of all who live and work together in and around the dorm environment.

**Each of our students is challenged to experience growth during his/her time here by striving to understand and practice the following**

- To achieve a greater level of self-reliance in all realms of life.
- To develop a commitment to other individuals and the community at large in which they live.
- To become kinder and more caring in relationships and interactions with others.
- To gain an appreciation of the qualities of effective leadership.

At Besant Hill School, every dorm room is a lockable space and a roommate shares each room. All students receive a key to their room upon registering at BHS, and it is their responsibility to keep their rooms secure and carry their key with them at all times. Windows are not an acceptable means of entry or departure from any dorm room.

Day students may use the room of an identified boarding student only if the boarder and day student have sought the permission of the AOD/dorm faculty in advance. Unless the dorm faculty on duty has received direct permission, no student may be in the room of a boarder unless that student is present.

Students are encouraged to use common sense when securing their valuables, money, and prized possessions. Theft of property is a Major School Rule violation. For this reason, the school recommends that students purchase a lockable safety box.

While the school takes reasonable precautions to secure dormitories and storage areas, BHS will not be responsible for items taken from school buildings and/or dorm rooms at any time during the year, including times when school is not in session.

The dormitory faculty, working closely with the Dean of Students, is ultimately responsible for the discipline, standards and condition of his or her dormitory. Minor dorm rule violations are administered through dorm faculty for each of the dorm units.

### **School Furniture and Decorations**

Each student's room is supplied with a mattress, closet, bureau, wastebasket, desk, and desk chair. No modification can be made to the furnishings of a dorm room without the consent of the dormitory faculty and the Dean of Students.

When considering room decorations, please be aware that posters or computer screens with any alcohol, drug or sexually offensive images are considered inappropriate room decorations and are not allowed. Please do not use staples, tack, nails or other mechanical devices that penetrate the wall or wood surface. Small pushpins and double sided tape are encouraged.

### **Mail and Shipping Information**

Mail should be addressed:	UPS, FedEx, DHL, etc.:
Student Name	Student Name
P. O. Box 850	8585 Ojai/Santa Paula Rd.
Ojai, CA 93024	Ojai, CA 93023

### **Finances**

#### **Student Accounts**

Each student will have a sundry account set up in his or her name. Bills will be sent to the responsible party on a monthly basis with details on any charges to the account. Charges consist of student store purchases, transportation, cash advances, laundry money, room damage, lost book and key charges and miscellaneous student government sponsored activities. Cash advances to all students are limited to \$40.00 per week, maximum. Parents who anticipate that their students will frequently require additional funds should consider obtaining a debit or credit card in their student's name.

We encourage parents to prepay the sundry accounts. We suggest a \$400.00 deposit at the start of school for each residential student. Account balances must be paid on a monthly basis for the account to remain open and available to students.

**Banking**

We suggest parents/guardians open a joint checking account or debit account for their student in Ojai. The Bank of America, Los Padres Bank, Ojai Community Bank or Wells Fargo Bank are reputable banks and located in/near the main section of town and easy for students to access. Parents/guardians may also mail a personal check payable to Besant Hill School along with the account to which it is to be applied. Students may access funds through the Business Office for personal spending and travel money. Student funds may be accessed only during posted hours.

**Transportation to Town**

There will usually be a town shuttle on Tuesday and Thursdays from 4:30 – 6:00pm. This shuttle is not available to students who have prior commitments or are on restriction.

**Automobiles**

Boarding students in grades 9 – 11 MAY NOT keep or use a car on or off of the BHS campus. A senior boarding student in good standing may be permitted to have a car on campus, for the purpose of driving to/from school or home. Upon arrival at school, student's keys must be turned in to the AOD and held by the Dean of Students until the student's next departure from BHS. This privilege will be granted following discussion between parents, student and the Dean of Students.

**Off Campus Permission**

Permission from the Dean of Student's Office is required for any student to leave campus Monday – Thursday.

A student may be granted a weekend departure by the AOD. The AOD will follow standard Residential Life procedures in granting such privilege. Students in grades 9 –11 are expected to return by

7:00pm on Sunday evening. All students must sign in, in person, with the AOD/dorm faculty. Seniors may return as late as 10:00pm from a Weekend Departure. Seniors must also sign-in, in person, with the AOD/dorm faculty.

If a student returns early from a departure, he/she is still required to sign-in upon return, either at dinner with the AOD or in the dorm with the dorm faculty on duty.

It is the responsibility of the student to notify the AOD of an unavoidable delay in returning to campus from a Friday/Saturday night excursion, weekend departure, or vacation return.

### **Excursions/Departures**

#### **Friday/Saturday Night Excursions**

Students in good standing may take a late night on Friday or Saturday providing they fill out a request form (located in the Dean's office) and have the proper permission granted by 12:00 pm on Friday. All students are due back no later than 10:00 pm.

It is the responsibility of each student to check the approved Excursion list, which will be posted on the Dean of Students' office door, in the dorms and on email. Leaving on an excursion without approval will result in a Dean's Office infraction and may result in further restrictions and /or disciplinary action.

#### **Short/Long Weekend Departures**

Weekend departures are only available on weekends designated as Open Weekends—check the year block calendar for these dates.

Students in good standing may sign up for an overnight on Friday and/or Saturday night, or both, if they fill out a weekend request form (located in the Dean's Office) and submit it no later than

Thursday, at 8:00am. These forms must be filled out completely and accurately and include the signature of the student's advisor.

All departures require the permission of a parent/guardian, and the hosting parent/guardian. We ask that parents please contact the Dean of Students by 8:00am Thursday.

It is the responsibility of each student to check the approved Departure list. Again, departing without approval will result in a response by the Dean of Students. Students should check out/in with the AOD/dorm faculty before leaving and upon return to campus.

### **Vacations**

In addition to the summer vacation, the school has scheduled extended breaks at Thanksgiving, winter and spring. The school cannot provide living accommodations or board for students during these vacations.

Extensions of vacation time may only be granted through the Dean's Office. Any absence resulting from a student departing early or returning late from vacations (or weekends), without specific approval from the Dean of Student's Office, will be unexcused. **Final Exams will not be rescheduled for early departures.**

In order to facilitate holiday and vacation travel, we encourage parents to consult the year calendar and make necessary arrangements well in advance. Residential students are required to fill out departure forms prior to each break. Students must check in with AOD/dorm faculty no later than 6:00pm, upon return from break.

### **Airport Transportation**

**Besant Hill School will provide transportation (assuming there is sufficient need) to Los Angeles International Airport ONLY.**

On designated departure days, flights should depart after 11:00 am and on return days flights should arrive no later than 4:00 pm.

Transportation costs will be billed to the student's sundry accounts. Private transportation can be arranged with shuttle services. The most convenient service is Road Runner Shuttle (800-247-7919) <https://www.rrshuttle.com>. (Parents should make arrangements and prepay with a credit card.)

If you have any questions regarding transportation coordination, please contact the Dean of Students.

### **Screens and windows**

It is never acceptable for a student to enter or leave a room through a window. Students are responsible for keeping the screens of their dorm room windows in place. Damaged or missing screens will be replaced at a cost to the dorm room residents, and billed to their sundry account.

### **Fire regulations**

While we are well protected against fire, Besant Hill School is in a high fire danger area and because of this the following dormitory policies that have been developed by the Ventura Country Fire Department and Besant Hill School:

1. Electrical extension cords may not carry over 150 watts, and must be the UL approved heavy-duty cord. If more than one appliance is to be used on an extension cord, the

cord must be a fused multiple-plug extension cord. These cords are available in the Student Store.

2. Electrical cords must not run under rugs or doors, hang on metal objects, or be placed in locations where there is excessive water.
3. Furniture or carpets should be placed in a room so as to not interfere with the door swing. Carpets that interfere with the door must be cut to allow free swing.
4. Tapestries must be commercially fireproofed and may not be hung on ceilings or sprinkler pipes—receipt of fireproofing must be given to the Dean of Students. Many dry cleaners provide this service. No paper lampshades are allowed.
5. Students must immediately report the continuous sounding of a smoke detector to the dorm faculty, AOD or Dean of Students. Malfunctioning (beeping) smoke detectors should be reported to the dorm faculty.
6. Placing any item(s) on the top of, or hanging from, a sprinkler system is prohibited by state and local fire regulations.
7. The tampering of a fire extinguisher, fire detectors, or sprinklers is simply not permitted. A minimum fine of \$75.00 will be assessed, along with disciplinary action, each time a fire extinguisher is maliciously discharged.
8. In the event of an accidental alarm, contact AOD's cell phone (805) 861-8514.

### **Appliances**

Computers, clocks, lamps, stereos, tape recorders, electric razors, and hairdryers are allowed in dorm rooms. Students may have refrigerators no larger than 25”H x 18”D x 18”W (small dorm type) in their rooms. If the dorm faculty concludes that a refrigerator is contributing to the lack of cleanliness of the room,

the student will receive an initial warning, and a second offense will result in the loss of the refrigerator for the remainder of the year. **NO OTHER ELECTRICAL APPLIANCES ARE PERMITTED!**

Prohibited appliances include but are not limited to: heaters, hot plates, irons, rice cookers, toaster ovens, microwaves, televisions, and DVD players.

Please respect the School policy that NO cooking of any kind is allowed in a dorm room. Our dorms have common rooms that are equipped with microwaves to assist in heating food.

### **Laundry**

Coin-operated washers and dryers are available in both dorms. The laundry rooms are located on the lower levels and available for student use between the hours of 6:30 am and 10:30 pm. Quarters are available in the Business Office and will be charged to a student's sundry account. Laundry detergent and supplies must be purchased in town.

### **Dormitory Regulations**

#### **Rooms**

Students are responsible for maintaining a clean, presentable room, free from fire hazards. Rooms are checked each morning before first period classes by the AOD. Dorm faculty may require a student to clean his/her room at any time. It is considered just as important to keep the area outside of each dorm room well maintained. We encourage students to make their rooms and outside patio areas comfortable and welcoming.

**Dorm Crew Jobs**

Every student is responsible for sharing in the maintenance of the dorm and its cleanliness. These daily jobs are rotated among the residents in each dorm. The daily expectation is that the work be accomplished consistently, in a timely manner, and with a positive attitude in the spirit of helping one another and keeping our BHS “home” clean and presentable.

**Searches**

The school’s primary obligation is to ensure the health and/or safety of all students and their property. Therefore, the school reserves the right to search: rooms, cars, personal belongings or persons, if there is reason to believe that there may be illegal, prohibited, dangerous, or stolen articles. Any contraband discovered during a search will be confiscated, and the student or students found to be in possession of such contraband would be subject to disciplinary action.

**No pets of any kind may be kept at Besant Hill School****Check-in Times**

All students are to be in the dorm by 10:00 pm on school nights. In-room is 10:30 pm for all students and they are required to honor the lights out time of 11:00 pm.

On weekends, students must be in their dorm by 10:00 pm and in their own room by midnight.

**Gender Visitation**

Besant Hill School believes that students should be able to entertain a member of the opposite sex in their room, as they would have a guest over to their house. However the boundaries

for gender visitation within the school are important for all students to be aware of and follow.

Other than the times specified below, dormitory visitations by members of the opposite sex are prohibited. This policy applies to friends, alumni, and anyone who is not immediate family.

Gender visitation **may** begin after Fall Parents Day if the Dean of Students and Head of School agree that the general rules of Residential Life have been respected.

In order for the privilege of gender visitations to be an on-going, positive and healthy experience it is key that all students support and follow the rules accordingly:

<b>Monday – Thursday (or academic days)</b>	4:30 – 5:30 pm
<b>Friday</b>	7:00 – 10:00 pm
<b>Saturday</b>	12:00 pm – 5:00 & 7:00 – 10:00 pm
<b>Sunday</b>	12:00 pm – 5:00      No evening hours

- Visitors must enter through the main entrance of the dorm and sign in with the AOD or Faculty on duty.
- In Phoenix, lights must be on and all dormitory doors must remain open. In Eos, lights must be on, blinds open, and doors un-locked.
- The privacy of others in the dorm, particularly roommates, must be respected at all times.

Being in the room of a student of the opposite sex at an inappropriate time is a violation of these guidelines and will result in disciplinary action and loss of privilege.

**Dormitory Boundaries**

With the exception of those times designated as gender visitation hours, the following areas are off limits at all times for members of the opposite sex during the academic day and until the dorm faculty come on duty:

**Phoenix:** Hallways and dorm rooms

**EOS:** Dorm rooms

The roadway around the middle of campus and the loop at the school sign, are the boundaries after dusk. No student may be on the other side of the roadway after dark for any reason, without the permission of the AOD or his/her dorm faculty.

**Visitors**

All visitors must be introduced to the Dean of Students or AOD upon arrival at Besant Hill School. The Dean of Students or AOD must approve all potential overnight guests of BHS students in advance of their arrival. All visitors must have written parental permission to stay at BHS, authorizing the School to treat them medically in the event of an emergency, as well as a copy of their insurance card. If the visitor wishes to use BHS transportation or attend off-campus activities, the school will require further permissions.

**Emergency Procedures**

In the event of an earthquake or threat of fire, the following procedures will be initiated as appropriate.

**Fire:**

All fire alarms sounded on campus must be reported to the AOD, dorm faculty on duty, and/or the Dean of Students. The fire department will respond to all alarms.

**During school hours** when a fire alarm sounds, students and faculty must evacuate immediately, from their location on campus, to the Main Parking Lot below the offices. Attendance will be taken and the appropriate protocols will be put in to place.

A faculty member from each dorm will take attendance and send a student to report to the designated faculty member. Students and dorm supervisors will remain at the designated check-in locations until released. The ALL CLEAR BLAST will signal the end of fire danger, at which time the School routine resumes. *Any student responsible for false alarms will be charged for all costs resulting from the alarm, as well a Dean's Office response.*

When a fire alarm sounds **after school hours**, all students must evacuate dormitories and gather in their designated gathering areas.

**EOS:** Tennis/volleyball courts  
**Phoenix:** Paved area between Phoenix and Eos

Faculty will take attendance and all students, if deemed safe, will proceed as a group to the Main Parking Lot in front of the offices.

**Earthquake:**

**If indoors** when an earthquake occurs, students should remain indoors, get under a desk, table, or doorway, but stay clear of all windows.

**If outside**, students should run to an open area, i.e., soccer field, volleyball court, staying away from buildings, trees, and power lines. After the quake subsides, students should then report to their earthquake assembly areas (same as fire evacuation location) for

an attendance check by dorm faculty. ALL students will then walk together and meet on the soccer field.

**After hours (dark)** students and faculty are to initially report to designated areas:

EOS: To tennis/volleyball courts  
Phoenix: The highest point on the knoll between Phoenix & Commons  
Classrooms: Road to EOS to tennis court  
Commons: Outside to lawn in front of commons via road to EOS, to tennis court  
Theatre: Outside to lawn in front of commons via road to EOS, to tennis court

If the power fails during the day, normal school routine will be observed; if the power fails at night, students should return to their dormitory rooms and await further instructions from their dorm Faculty.

### **III. DAY STUDENTS**

Besant Hill School's academic, arts, athletics, and residential programs are community-wide offerings. These opportunities are enhanced by the presence of our day student population. The support and involvement of day students in these activities is expected and BHS appreciates the commitment our Day Parents make to ensure that their child is involved in our program.

Because the safety and well being of all of our students is our first priority, it is equally important that day students and their parents/guardians are aware of the guidelines and procedures that are specific to day students. Whenever day students are at Besant Hill School, they are subject to all school policies. Day students

are expected to be at BHS on time for their first commitment. Day students, including seniors, are expected to attend all daily functions through the conclusion of their last commitment

### **CAR USE POLICY**

Licensed day students may drive themselves and other day students to school. However, before this privilege is granted, the student and his/her parents must read and sign the Day Student Car Agreement (included in the Student Enrollment Forms) along with a vehicle registration form (found on the back of the Day Student Car Agreement).

The following guidelines are required in order for day students to maintain this driving privilege.

- The speed limit everywhere on BHS property is 15 mph!
- All student cars must be parked in the parking lot below the offices at all times.
- Day students may NOT leave campus during the academic day (i.e., free periods or lunch) with the exception of senior day students with permission from the Dean of Students.
- Day students may NOT under any circumstances, give a ride to boarding students, unless permission has been obtained through the Dean of Students' Office.

In order to maintain a safe and car friendly environment, we expect that all day student drivers will uphold these guidelines at all times. Failure to do so will result in the loss of driving privileges on the school property for a minimum of one week.

### **BEING ON-CAMPUS AFTER SCHOOL**

Day students who wish to stay on campus for dinner must check in with the AOD. They must be picked up by 6:30 as residential students have crew job responsibilities at that time. If a day student wishes to stay for study hall, prior arrangements must be made with the Academic Dean or AOD.

### **SPENDING THE NIGHT**

Day students are not generally permitted to spend the night on an academic night. On non-academic nights, students must fill out an Overnight Permission Form (located in the Dean of Students' office) and have it signed by the appropriate dorm supervisor. This form must be turned in to the AOD at breakfast and supported by a call from a parent/guardian to the Dean of Students or AOD before 3:00 pm. Day students may NOT stay overnight if parental permission has not been received by the AOD by 3:00 pm.

Day students are required to attend the following community functions: Opening of School meetings and evening activities, field days, opening and closing school councils, freshman ropes, project days, fall and spring concerts, drama productions, outdoor education meetings, senior retreats, special study halls, and other gatherings that are announced during the course of the year.

### **HOSTING RESIDENTIAL STUDENTS**

Our residential students appreciate and look forward to the opportunity to spend off-campus weekend time with our local families; we encourage and appreciate all that local parents do for our boarding students.

In an effort to ensure that these experiences are positive, healthy, and fun we offer the following guidelines when inviting a student to your home for an overnight visit:

- Please call the Dean of Student's Office by 3:00 pm on Thursday before the weekend visit.
- Provide the name of the student(s) you'll be hosting, the day and time of pick-up, who will be driving and the location where the student may be reached.

A weekend departure form is filled out completely and accurately by the boarding student(s) and submitted to the Dean of Students by 8:00 am on Thursday. Boarding students must also have their parent/guardian call the Dean approving the invitation and its plan by 3:00 pm on Thursday.

We encourage all parents to communicate directly with one another when their students are making plans to spend time away from school overnight. While the school will be talking with parents and securing their approval, it is important that the parents communicate with one another.

Students approved to stay at the homes of local families are expected to uphold the rules and guidelines of Besant Hill School, as outlined in this handbook.

Clearly, we acknowledge the value of these opportunities to the lives of our students. At the same time, we ask that families be cognizant that a student on an approved overnight stay becomes their legal responsibility.

## IV. COMMUNITY STANDARDS

### Major School Rules

Besant Hill School believes that in order to educate the whole person, Community standards of behavior must be respected at all times. Our mission is for a safe, compassionate response system.

Given the nature and purpose of residential life at Besant Hill School, behaviors that are unacceptable and considered to be a violation of Major School Rules include, but are not limited to:

- Harassment or Hazing
- Use, possession or distribution of any drugs
- Use, possession or distribution of alcohol
- Any use of fire without faculty supervision or permission.  
Given the susceptibility of Southern California and the Happy Valley Foundation land in particular, Besant Hill School views the use of fire as a potential risk to the lives and property of member's of the community. The use of fireworks, the burning of candles and incense, smoking, cooking in a dormitory room, etc. are all strictly prohibited. Flammable, corrosive, or explosive compounds may not be used or stored in dormitories.
- Dishonesty
- Stealing
- Cheating and Plagiarism
- The possession of weapons and/or other potentially dangerous articles.

- Sexual Harassment
- Vandalism
- Truancy or excessive absenteeism
- Sexual Intimacy
- Violations of computer policy
- Endangerment. Endangerment is defined as any action which recklessly endangers the lives and property of the members of the community, such as careless use of fire or the possession of firearms (all firearms, real or simulations, are strictly prohibited)
- Insubordination (inappropriate verbal or physical responses towards administrators, faculty, and staff)
- Physical violence
- Unexcused absence from Besant Hill School after 11:00 pm
- Gender visitations after final check at night and before 7:30 am and at any time on days when gender visitation in general is “not in session” (prior to Parents weekend in the fall or when the privilege has been suspended, etc.)
- Curfew misconduct
- Attempted or actual damage to school property including buildings, trees, equipment or materials
- Rude, profane or other inappropriate language (spoken or written)
- Smoking /Use of Tobacco

Violations will be dealt with accordingly, through the Dean of Student’s office. Disciplinary response is on an individual basis and will be determined by the Dean of Students, in consultation with the Head of School. Violation of Major School Rules may result in serious consequences, including suspension or expulsion from Besant Hill School. When appropriate, the Head of School may convene the Disciplinary Action Committee (DAC). Any secondary violation that is determined to be severe, deliberate,

repetitive or problematic may be considered a Major Rule violation and will be referred to the Dean of Students.

**The Discipline Action Committee (DAC)**

The Discipline Action Committee (DAC) is responsible for the general education of the student body about the community's standards and expectations.

The DAC may convene to consider violations of major school rules, repeated breaches of minor school rules, or any situation deemed serious enough in nature, at the discretion of the Dean of Students and the Head of School.

The Committee, chaired by the Dean of Students, is comprised of students and faculty: four students, (a sophomore, junior, and two members of Student Government) the Dean of Academics and one faculty member appointed by the Head of School. The Head of School, although not a voting member of the Committee, may often sit in on the meetings.

Before the DAC meets, the student(s) in question will meet with the Dean of Students and possibly other adults to ensure that they are given the opportunity to honestly and accurately describe the situation. The student then submits a statement describing his/her involvement in the incident. The Committee normally proceeds in the following manner:

1. With the student in question not present, the Dean of Students summarizes the facts of the incident, often using the student's written summary.

2. The student's file is reviewed, and past school behavior is assessed. A student's complete disciplinary history is considered, regardless of probationary status at the time of the incident.
3. The student then has the opportunity to respond to questions from the Committee members and to make a statement, and the student is asked to leave the room.
4. The student's advocate, named in advance by the student, then offers his/her statement to the Committee. The advocate then leaves.
5. The student's advisor, and anyone else relevant to the incident, as determined by the Dean of Students, may then be called upon to offer information to the Committee.
6. Persons present who are not formal voting members of the Discipline Committee are asked to leave prior to the Committee's deliberations.
7. The DAC will then discuss the violation and the student's involvement and make a recommendation to the Head of School.

Decisions reached by the Committee are recommendations to the Head of School, who has the ultimate responsibility to accept, modify, or reject the recommendations. The Head of School's decision is normally delivered the following day, pending appropriate communication with all parties involved.

The School reserves the right to follow an alternative disciplinary procedure. Such a decision shall be made at the discretion of the Dean of Students and/or the Head of School, based upon the judgment in a particular case that the standard disciplinary procedure is not in the best interest of the student(s) involved or the School.

### **Disciplinary Probation**

A student placed on disciplinary probation for a major rule violation will most often be separated from the School. In the event of a second major rule violation or series of other violations of equal significance to a major school rule violation, the Dean of Students and Head of School will take appropriate action. Re-enrollment contracts will be withheld for students on disciplinary probation. The decision for a student to return is pending faculty review, typically at the end of the school year.

### **Dean's Office Infractions**

The Dean of Students directly handles any failure to meet the following expectations, which are reported to the Dean and the student's advisor:

- An unexcused absence from a school commitment
- Dormitory check-in violations. The school takes seriously its responsibility to the safety and welfare of its students. Evening check-ins represent times when students are required to be in their respective dorms. As faculty members on duty are responsible for students in their dorms, it is a serious violation of trust for students to abuse check-in times. The Dean of Students' Office will handle directly students who are more than five minutes late to evening check-in or who leave the dorm after check-in.
- Unexcused late return from weekend or vacation.
- Vehicle violations
- Violation of gender visitation policy
- Computer violations

### **Alcohol and Drug Policy**

Alcohol, and other non-prescribed drugs are against the law and not permitted while resident and day students are under school care

and supervision: while on campus, or on any school-sponsored trip, including weekend activities. Students may not purchase drugs or alcohol, or return to the campus with, or under the influence of, such substances. This includes the misuse of prescription drugs. Day students who have left school for the day or the weekend are presumed to be under their parents' care, but fall under the same expectations and spirit of creating a safe school community.

The school's response to drugs and alcohol is based on our mission and founders' philosophy that all community members must feel valued and safe at all times. If a student is found using or possessing drugs, alcohol, or (related paraphernalia) the student will immediately leave the school. Parents and Guardians will then be given an opportunity to formally withdraw the student. If the Parents or Guardians prefer not to withdraw the student, then the school will dismiss the student. Any dismissal will be recorded and become a permanent part of the student's transcript.

A student who is in proximity to anyone who is using any illegal substance puts himself or herself at risk. Not only does the student come under suspicion, but also he/she may be asked to take a drug or alcohol test and may be subject to the zero tolerance policy, i.e. required testing and possible expulsion.

### **Sanctuary Program**

Besant Hill School is dedicated to providing ongoing support for students who need and want help in dealing with issues relating to drug and alcohol use and/or abuse. Besant Hill encourages students to seek help for themselves directly. Any student concerned about his or her own use of alcohol or other drugs should contact the Dean of Students or Head of School.

Furthermore, we encourage community members to take action on their concerns about others. In either circumstance such conversations are confidential, and there will be no disciplinary response directed toward either a student seeking sanctuary or a concerned member of the community.

The Sanctuary program is not designed to avoid disciplinary consequences after the fact. If the School determines that a student has used the Sanctuary Program in a manner contrary to its intent, the incident will be treated as a disciplinary matter and will result in a request to withdraw.

### **Emergency Assistance**

Under no circumstances should a student who finds his/her self in need of emergency medical assistance due to substance abuse ever hesitate to seek the School's help even when the School rules have been violated.

A student wishing to access medical assistance should do so by going directly to the Dean of Students, AOD, or dorm faculty on duty. If a student is aware that another student is in a substance abuse-related medical emergency, that student should immediately dial 911 and contact the Dean of Students, AOD, or dorm faculty on duty. Once the student's immediate medical needs have been addressed, his or her parents, the Dean of Students and Head of School will be notified.

When there is faculty concern about a student's behavior or health related to drug or alcohol use, the Student Services Committee will review and evaluate the concern to determine whether action is warranted, following protocols established by the School. If sufficient evidence of alcohol or substance abuse exists, the Student Services Committee will consult with the Headmaster to

determine the appropriateness of mandating a substance abuse evaluation, and the student and his or her parents will be notified of the concerns.

The Head of School and Dean of Students are responsible for assessing the appropriateness of conducting any drug test. A student's parents will be contacted regarding drug or alcohol concerns, and the cost of drug testing is the responsibility of the parents/guardians.

Refusal to comply with mandated evaluation or testing may be viewed as an unwillingness to follow school policy and may result in dismissal from the School.

### **Gender Visitation**

Violations of gender visitation procedures are separated into two categories based on the severity of the offense, the first of which is described in the Major School Rules section. Gender visitations during times that are not part of gender visitation (i.e., during the academic day, Sunday mornings, etc.) are Dean's Office infractions. The response is usually 8 hours of work crew, weekend restriction for 2 open weeks, and loss of gender visitation privileges for that time, and gender visitation probation for the remainder of the year. Another violation of gender visitation policy during the probationary period will most likely result in the convening of the DAC.

Repeated violation of gender visitation procedure and/or policy may result in suspension of visitation privileges for the entire school, upon recommendation of the dorm faculty.

### **Smoking/Use of Tobacco**

The use and/or possession of tobacco in any form is prohibited on the Besant Hill School Campus. Smoking or any use of tobacco

will result in notification of the student's parents by the Dean of Students. In addition, a first violation will result in assignment to dish crew and weekend restrictions on the first 2 open weekends after the violation. After a second violation, the student may be suspended and required to attend a four-hour "cessation clinic" at his/her own expense. A third violation within a calendar year will result in the most serious disciplinary consequence.

Should it be determined that a fire was started as a result of a student's use of tobacco on campus, there will be immediate and serious response by the Dean of Students and Head of School, up to and including expulsion from Besant Hill School.

## **V. ACADEMIC LIFE**

### **Academic Philosophy**

We expect students to fully engage in our academic program with the understanding that each student is to pursue his or her personal best. Intelligence is not something that one is simply born with, but is the product of sustained effort. Recognizing this, faculty encourages students to take risks, seek out new challenges, and to have multiple opportunities to refine one's work. To this end, faculty work to use both qualitative and quantitative measures in order to assess a student's effort equally with a student's mastery. As students plan their time at Besant Hill, in consultation with their parents, advisor, and Dean of Academics, they must work to design a program that fully nurtures and sustains their mind, body, and spirit. We encourage all students to pursue their passions and seek out a balance between breadth and depth in their studies in their pursuit of preparing for college and nurturing a lifelong love of learning.

## **Commitment to Learning**

It is essential that students commit to a positive spirit of engagement in their education at Besant Hill. This commitment to learning is reflected daily in preparation prior to class, attendance, participation in class activities, cooperation with peers and faculty, motivation to learn, diligence to pursue one's best, and perseverance in the face of difficulty.

Your commitment to learning is reflected in the following ways:

- ☐ Preparation: Arrive to class with assignments and reading complete, with books, notebooks and class materials.
- ☐ Attendance: Attendance in class is essential for success and students are required to attend all of their classes, as well as school assemblies, meetings and other school events. Grades may be affected by absence as participation is considered an important part of Besant Hill's program both for individual success and for the health of the community.
- ☐ Participation: Let your in-class behavior reflect an active intellectual engagement in the process of the class. See your self as not only as a learner but also as one who will help others learn. To assist in creating a strong learning environment, students are asked not to bring food into the classroom, to refrain from gum chewing, to be fully attentive and engaged in all activities.
- ☐ Cooperation: Work together with peers and teachers to promote a positive learning environment.
- ☐ Motivation: Come with a desire to learn, to fully engage, to meet new challenges, and to improve skills.
- ☐ Diligence: Demonstrate care, persistence, and effort in pursuing your best.
- ☐ Perseverance: Continue to try in the face of difficult challenges.

Students whose level of engagement does not reflect a commitment to learning may negatively affect the abilities of others to learn. Consequently, students demonstrating a sustained lack of commitment will lose their opportunity to remain at the school.

### **Attendance**

It is essential that students attend all their classes and arrive promptly. Attendance in class is essential to the learning process as absence precludes participating and engaging fully in the learning experience. In the event that a student has ten total absences in a term, the advisor, parents, Dean of Academics, and Dean of Students are all notified and the grade may be lowered according to the instructor's grading policies. Further absence may result in the student being denied credit. Individual teachers may hold more strict standards, especially in the case of Advanced Placement classes. Attendance is usually taken in the first five minutes of class and students who arrive late will be sent to the Asst. to the Deans so that she can change their attendance status from absent to tardy. Students will be assigned to detention for unexcused tardies. It is the goal of Besant Hill to promote a learning environment that is respectful to all students and faculty and to encourage student success through active and full participation.

### **Academic Integrity**

Academic honesty lies at the heart of what we value as a community. Students are on their honor to do their own academic work. Academic dishonesty, such as plagiarism and cheating, tears at the fabric of why both adults and students have chosen to become members of this community, and thus has no place here. It is essential that trust exists, lives, and is continually honored.

#### **Definition of terms:**

1. **Cheating** occurs when a student does not do his or her own

work on an academic exercise. Examples of cheating include, but are not limited to:

- ☐ Copying from another student's test.
- ☐ Allowing another student to copy from your test.
- ☐ Using outside materials on a test that are not authorized for use during the test.
- ☐ Preparing notes to take into a closed-book test such as writing on your hand or desk.
- ☐ Collaborating on a project that was intended to be the work of an individual student.
- ☐ Use of translating software, including those found on the Internet, or translations of texts studied in class without the permission of the teacher.
- ☐ Copying another student's homework.
- ☐ Allowing another student to copy from your homework.

2. **Plagiarism**, derived from the Latin verb *plagiare* meaning “to kidnap”, is offering someone else's work as your own, whether one sentence or whole paragraphs, and whether from an internet source, book, periodical, or the writing of another student. It is also dishonest to submit your own paper as original work in more than one course. Examples of plagiarism include, but are not limited to:

- ☐ Using someone's words without referencing the source or including the information in quotation marks or a block quote
  - ☐ Using someone's ideas without referencing the source.
- (See English Department's guide to Academic Integrity for further guidance)

Violation of these academic principles is considered a major infraction and will be dealt with on an academic level (losing credit) and on a disciplinary level.

### **Requirements for Graduation**

In order to graduate, Besant Hill requires the following course of study, which meets the admissions requirements for most colleges and fulfills the common entrance requirements for college freshmen as recommended by the California Education Roundtable and the California Post Secondary Education Commission:

- ☐ English 4 years
- ☐ History/Social Science 3 years –including World Cultures and US History
- ☐ Mathematics 3 years-through Algebra II (4 recommended)
- ☐ Laboratory Science 3 years-including one year of biology and 1 year of chemistry ☐ Language 2 years (3 recommended)
- ☐ Visual and Performing Arts 2 years
- ☐ Electives 3-one must be senior capstone
- ☐ Fitness Full participation while enrolled at Besant Hill School
- ☐ Community Service Ongoing Active Participation
- ☐ Experiential and Outdoor Education as determined by the Directors of Outdoor Education and Experiential Education

### **College Counseling**

This office coordinates information and workshops concerning college enrollment, SAT, ACT, and financial aid. Since all students are different in their needs and aspirations, the college-counseling program is individualized as much as possible for each student and family. The counselor is consulted about the academic progress of every student and maintains an open door policy for all so that informal discussions about colleges, majors, careers, and academic preparation can be held with families and students in any grade.

The formal college selection process begins in the sophomore year with the PSAT. Workshops on various topics such as admissions, financial aid, and standardized testing are offered at various times throughout the college selection process. The counselor guides each student in the process of applying to colleges and universities, researching financial aid, and other related matters. The counselor is in constant contact with students throughout the school year.

All BHS Students are required to establish their own individual College Board account and to register for the SAT. ([www.collegeboard.com](http://www.collegeboard.com)) Students will follow the similar process required for registration for the ACT. ([www.actstudent.org](http://www.actstudent.org))

Many college applications require disclosure of suspensions and/or dismissal from secondary school. Serious academic violations, which have resulted in suspension or dismissal, will be reported by Besant Hill School. The student is always encouraged to respond to such inquiries truthfully. If the college counselor is asked directly, she will respond truthfully. The college counselor, regardless of the time of year in which they occur, will automatically report all academic suspensions issued during a student's senior year to colleges.

### **POLICIES AND PROCEDURES FOR COLLEGE APPLICATIONS**

All students are expected to abide by college and university requirements and deadlines. However, students are also required to follow BHS application requirements and deadlines, which are established to allow adequate time for application processing.

These are as follows:

1. Students are encouraged to submit their applications online whenever possible. This is the most expedient way to submit an application. When an application is submitted online, students are encouraged to print out a copy for his/her records. If students are submitting paper applications, they need to give the completed application to the College Counselor when they are finished, so that they can be mailed with other materials. The school will mail, on the student's behalf, all recommendation letters and BHS transcripts. If a student attended another high school prior to BHS, we will request a copy of that transcript and mail it with all other materials. Along with the transcript, we will send a copy of the student's ACT and SAT scores. Because of the huge volume of mail that colleges receive, it is best for us to submit your materials in one neat package—thus decreasing the chance of anything getting lost.

\*\*Please note that one exception is the TOEFL. Most colleges require that international students have an official score report sent from ETS. The school cannot send these on a student's behalf and the student must arrange to do this through [www.ets.org](http://www.ets.org). The student will receive a paper copy of his/her TOEFL score in the mail, and it is helpful if a copy of that report is provided to the College Counselor and kept on file at BHS.

\*\*Occasionally, colleges will request official ACT or SAT score reports to be sent, rather than the scores on a student's transcript. If this is the case, it will be indicated on the college's website, or they will let the student know upon receiving his/her application.

2. All students must submit to the College Counselor a written (or typed) list of the schools that they plan to apply to, the address to

which application materials should be mailed, and the application deadline dates. This list may be modified at any time, but a copy must be kept in the student's file to make sure that materials are sent accordingly.

3. Students should submit their college list, as well as any accompanying materials that need to be mailed, at least one week in advance of the application postmark deadline.

4. Students are expected to request recommendation letters from teachers at least 3-4 weeks before the application deadline. Teachers will give these letters directly to the college counselor. Because teachers will be asked to write multiple letters of recommendation, students are advised to give teachers as much notice as possible. The end of junior year is not too early to ask for a letter, particularly if you are currently in class with the teacher you are asking.

5. All BHS students are expected to have their college applications completed and the required materials handed in to the College Counselor by December 1. This will ensure two things: 1) That all students have their applications finished prior to winter break and 2) That the office has enough time to mail materials out before break.

### **Standardized Score Reporting**

Most colleges require standardized test results as a part of their application requirements.

In applying to college, many BHS students will apply to a group of schools with a variety of testing requirements. It is the student's responsibility to send scores to schools in a fashion consistent with the student's preferences. Testing information does not appear on the BHS transcript. This is to protect our students from inappropriate disclosure of testing information. Students, through

the College Board's web site and the ACT web site have full ability to send scores on a school-by-school basis.

## **VI. ATHLETICS/FITNESS**

Athletics and fitness are part of the core curriculum at Besant Hill School and is required of all students.

Besant Hill believes in educating the mind, spirit and body. Our fitness program strives to educate students to achieve a lifelong goal of a health and fitness. We require each student to take four days of fitness activities throughout the entire school year. Classes usually meet from 3:00-4:15 pm. The students may choose from a wide variety of fitness offerings such as volleyball, basketball, cross country, surf and skate, tennis, yoga, Frisbee golf, and hiking. These offerings may change throughout the year. Students should come to school with proper attire for fitness, including a good pair of athletic shoes, tee shirts, and shorts or sweat pants. Jeans are not appropriate wear for any fitness class.

For those students who are interested in interscholastic athletics, Besant Hill is a member of the Condor League of the California Interscholastic Federation (CIF). For the 2008-2009 school year we hope to field teams in girls' volleyball (fall), cross-country (co-ed), girls' soccer (winter), boys' soccer (winter), boys' basketball (winter) and boys' baseball (spring). When a student commits to playing on a team, they commit to being at all practices (except in ill health) and all games, many of which are played on Saturdays. Students will need to have the appropriate equipment for each sport. In Besant Hill School's tradition, we emphasize teamwork,

sportsmanship, improvement, fitness and striving for one's personal best.

## **VII. Student Services**

### **STUDENT RESOURCES**

#### **Residential Representatives**

Residential Representatives are students elected by the residential community on the basis of trust, respect, personal integrity, and the desire to have a positive affect on residential life as a liaison between all students and dorm faculty. Representatives should act as an advocate for their peers to ensure that the needs of the residential students are being addressed appropriately, and in a timely and organized manner.

### **FACULTY RESOURCES**

#### **Head of School**

Although authority is delegated to members of the administration and faculty, the Head of School is ultimately responsible to students, parents, and the Board of Trustees of Besant Hill School. The Head of School's decisions in all matters of policy are final. Students are encouraged and welcome to make appointments with Head of School through his assistant.

#### **Dean of Students**

The Dean is broadly responsible for all aspects of student life at Besant Hill School. The Dean works closely with the students, faculty and Head of School to maintain the quality of community life and School standards. The Dean is specifically responsible for supervising disciplinary procedures, advisee assignments, weekday excursions, and special permissions are granted through the Dean of Students' Office. In addition, The Dean of Students directly

oversees the Besant Hill's residential program outside of the classroom. She coordinates a wide variety of programs that impact student and faculty life. .

### **Residential Faculty**

Faculty members who share duty responsibilities on a rotating basis supervise each dorm. The faculty is responsible for implementing dorm policy as set by the Dean of Students and they work with Residential Assistants and Representatives and other senior leaders to maintain dorm standards and to ensure a positive experience for all residents.

### **Advisors**

Each student has a faculty advisor who oversees his or her academic progress and social life at Besant Hill. Advisors act as an advocate and adult mentor to students and help them assimilate and take advantage of all aspects of their education at Besant Hill School. Advisors are usually the first person to contact with any questions or concerns parents may have, and it is important that students, parents, and advisors stay in regular communication. The advisor represents advisees at faculty and committee meetings and serves as a liaison between the School and parents. Advisors also write summary comments for parents and the School file describing a student's progress four times a year. Parents and students are encouraged to communicate directly with their advisor at any time.

The Dean of Students and Dean of Academics assign new students a faculty advisor. Returning students may request a new advisor for the following year through a preferential selection process in the spring. Any change of advisor is subject to review by the Dean of Students.

**The AOD**

Every weekday beginning at 4:00pm through 8:00 am the following morning and throughout the day and night on weekends, an Administrator on Duty (AOD) oversees the supervision of campus after business hours.

In the event of an emergency, the AOD should be notified immediately. The AOD may be reached on the AOD cell (805) 861-8514. In the absence of the Dean of Students or after 4:00 pm, the AOD coordinates and records all previously unscheduled student off-campus permissions.

**HEALTH**

A full-time registered nurse supervises the Health Office at Besant Hill School. The hours are Monday through Friday from 7:00 am to 3:00 pm and the office number is 805.646-4343 ext. 442.

The nurse's primary responsibility is to maintain students health within the framework of School policies and expectations. It is her professional and personal responsibility to administer the policies, procedures and clinical protocols of the health center, in order to insure optimum student attendance and the best standard of care and safety.

The nurse will provide primary health care to students by identification, management or referral of health care services. The Health office provides maintenance of a student's health by preventative medical care and promoting health care action.

Because of our semi-rural environment and travel time, the school hopes that all parents take care of routine medical appointments while your child is home, i.e., routine dental or medical care.

**Medication:**

It is imperative that the nurse be made aware of any student receiving a prescription for medication. This information will be kept confidential, except when it becomes necessary for a student to be seen by a doctor, at which time this information may also be disclosed in connection with the administrative or disciplinary needs of the School.

All *controlled* medications will be administered by the nurse and must be prescribed by a licensed practitioner. **All medication to be administered during the school day or to any residential student must be provided to the School in the original container and clearly exhibit the name of the prescribing physician, dosage instructions and number of refills.** Such medications would include, but are not necessarily limited to, stimulants, pain control medications, sleep medications, anti-depressants and tranquilizers. These medications **MAY NOT** be kept in a student's room, and any student found in possession of such medication may be considered in violation the School's Alcohol and Drug Policy. If any student is in doubt about whether a prescription drug is a controlled medication, he or she must consult with the nurse.

Over the counter medication, such as Tylenol, Advil and Sudafed are available in the nurse's office or, for a residential student, from the dorm faculty on duty, at no cost. The school believes it is in the student's best health interest NOT to have any medication in his/her room. All medications must be delivered to the nurse's station or the Dean of Students/AOD if the nurse is not on campus.

Medication is a responsibility, and it must be understood that sharing, selling, or stealing another's medication is considered a

major violation of the School's Drug and Alcohol Policy and will result in the Student's dismissal from the School.

The nurse, will administer ALL morning medications to resident students at breakfast, between 7:15 – 7:45 am. Evening medications will be prepared by the nurse and administered by the AOD.

### **Illness**

#### **Illness – Day Student**

In the event of an illness before the school day begins, day student parent or guardian must call in a student absence to the Deans' Assistant at 805-646-4343, ext. 133, by 8:00am. A student who becomes ill during the school day must report to the nurse's office. All students are responsible to communicate with teachers regarding any missed work or assignments. In the case of a long-term illness, a student and his/her parents will work closely with the student's advisor and the Deans. Day students who have missed class due to illness may not return to campus that day or evening unless first cleared by the Dean of Students. Students who miss school due to illness are not eligible to participate in athletics contests or extracurricular activities on the day/evening of their absence.

#### **Illness – Resident Student**

There are absolutely no self-prescribed, "sick days" at Besant Hill School. A student may not remain in his/her room unless the School nurse has determined that an illness requires complete bed rest or may be contagious. Whenever a student is feeling ill he/she should dress and go to the nurse immediately. If that is not possible, the student should inform an adult of his/her condition immediately, and the nurse will be contacted. In cases of minor illness, (i.e. headache, menstrual cramps, allergies) a student will

remain in the infirmary, under the care of the nurse, until it is determined that he/she is able to return to class. Students who miss school due to illness are not eligible to participate in athletics contests or extracurricular activities on the day/evening of their absence.

After hours, emergencies or sudden illnesses are to be reported immediately to the AOD and dorm faculty for referral to the nurse.

Besant Hill School's nurse and faculty believes that a student's family is an integral component in providing health care, and parents are always kept informed about a student's health. The nurse will contact the family regarding health concerns, and students are encouraged to be in communication with their families. Parents who have concerns regarding a student's health are encouraged to call the nurse, or dorm faculty, at any time.

According to California State Law, a student may receive counseling and prescriptions for birth control without parental consent. Every effort will be made, however, to encourage the students to understand the parents' concern for him or her, and support and assistance will be offered in developing the ability to discuss sensitive issues with parents.

### **Planned Absences**

If a day student should need special permission to miss any school commitment, they must follow the same policy as residential students. Before any absence can be considered excused, a parent must call the Dean of Students' Office to discuss the absence. A day student must obtain a Special Permission Form from the Dean of Students' Office. This form must be approved with signatures from appropriate teachers, the student's advisor, coach, and the Academic Dean. After all indicated signatures are obtained the

student must submit this form to the Dean of Students' Office a minimum of two days prior to the departure and have the appropriate teachers, advisor, coach, Academic Dean sign it and return it to the Dean's Office prior to the departure date.

**PLEASE NOTE:** Besant Hill School deeply values the relationship between a student's family and the School. Please know we will do our best to consider the extra time a student may need for emergencies or special family events. At the same time, we ask that parents be respectful of the school's policies and understand that if certain procedures are not followed an academic and disciplinary consequence may follow.

**Medical Leave of Absence/Withdrawal**

Besant Hill School is committed to promoting the health and wellness of all students. There are times, however, when the School recognizes its limitations in providing health care or the appropriate special-needs environment for individual students. Therefore, the Head of School reserves the right to require a medical leave for any student who is unable for health reasons to participate fully in the school program.

A medical leave of absence is recommended by the Dean of Students and members of the health care team and authorized by the Head of School for the management of medical and psychiatric disorders which prevent or limit a student's ability to meet the requirements of the School community and which cannot be adequately treated at School. Conditions in which an MLA may be warranted include, but are not limited to: pregnancy, long term medical illness, surgery, psychiatric illnesses such as eating disorders, depression, drug or alcohol treatment, etc. (see Sanctuary Program).

A MLA is not a form of discipline. There are certain serious conditions, however, in which an MLA may result in the loss of a student's place in the school.

The length of the MLA will be determined on an individual basis. Prior to a student's return to school: the Head of School, in consultation with members of the health care team and the Dean of Students, will evaluate the current status of the student's health. Communication with the medical doctors and/or other health care professionals who provide care for a student on a MLA will be imperative to this process. A written evaluation including diagnosis, prognosis, and limitations is required by the school from those doctors who have provided care. The recommendation to allow the students' return will be made by members of the health care team and the administration. The school will reserve the right to make the final decision about a student's ability to return to campus and to outline conditions for continued treatment, course requirements, and behavioral expectations.

### **Counseling**

Personal counseling and referrals are available to students both on and off campus. All students are encouraged to seek counseling services if they have personal concerns, are having difficulty in some area of their lives, or if they are worried about a friend or family member. The nurse, in consultation with the Dean of Students is always available to help make these appointments. The Dean of Students, faculty, or a parent/guardian may also refer a student for counseling.

### **Besant Hill School Counseling Guidelines:**

1. Confidentiality: Unless it involves information that relates to the endangerment of the individual, another person, or the community at large, all contact with

Counseling Staff is strictly confidential between counselor and student. Parental concern and involvement is welcome, but parents are asked to respect the confidentiality. With a student's knowledge and approval, situations involving physical well-being will be handled in conjunction with the nurse.

California law requires that we must report cases of physical or sexual abuse to Child Protective Services.

2. If a student is referred for counseling, the nature and origin of that referral will be shared with the student.
3. Students are responsible for meeting all scheduled appointments. Students should contact their Counselor directly, as well as consult with the nurse if they are unable to keep an appointment.
4. All minor students meeting with counselors must have parental permission. Payment will be arranged directly between the counselor and the student's parents.

**Besant Hill School Student Handbook Agreement Form**

Parents and Students:

Please take a moment to look over the following contract that both student and parent/guardian will sign indicating that you have read the Handbook and are willing to abide by its standards and expectations.

**BESANT HILL SCHOOL HANDBOOK 2009-10**

**Student's name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent or Guardian:** \_\_\_\_\_

I, the undersigned, have read the Besant Hill School Handbook and understand its contents. Furthermore, I understand that failure to abide by the School's rules and expectations while under Besant Hill School's jurisdiction will result in disciplinary action, which may include expulsion.

Signatures:

**Parent or Guardian:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Who should I call?**

Besant Hill School reception is open Monday – Friday from 8:00 am to 4:00 pm. If you call the School during non-business hours, please listening to the recording, which will prompt you to your party's extension.

If you have questions about any of the following, here are some key names, numbers for your reference (please note: All BHS emails accounts are the first initial and last name followed by @besanthill.org).

Absences	Nicole Nicoletti	Ext. 133
Academic Counseling	Your child's advisor or Tina Leslie	Ext. 128
Admissions	Randy Bertin	Ext. 450
Athletics/Fitness	Kevin Henschel	Ext. 344
Class schedules	Tina Leslie	Ext. 128
College counseling	Brook Masters	Ext. 121
Counseling service	Megan Walton	Ext. 122
Departures	Megan Walton	Ext. 122
Detention	Megan Walton	Ext. 122
Faculty questions	Tina Leslie	Ext. 128

Head of School	Paul Amadio	
Assts: Julie Fox, Kim Reichenbach		Ext. 112
Health	Katrine Edwards, RN	Ext. 442
Instructional Support	Kelly Henschel	Ext. 139
Main Office	Zelda Marshall	Ext. 100
Outdoor Education	Amy McCann	Ext. 110
Residential Life	Megan Walton	Ext. 122
Student Life	Megan Walton	Ext. 122
Study Hall	Tina Leslie	Ext. 121
Sustainability	Tod Cossairt	Ext. 123
Talent Show	Lee Rollag	Ext. 335
Theatre/Arts	Scott Campbell	Ext. 126
Transcripts	Terra Furguiel	Ext. 111
Tuition & Sundry	Alex Smith	Ext. 233
Weekend Activities	Megan Walton	Ext. 122
Excursions	Megan Walton	Ext. 122