

BLAIR ACADEMY STUDENT HANDBOOK



2011-2012

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A BRIEF HISTORY OF BLAIR ACADEMY

Blair Academy was founded in 1848 by three members of the Blairstown community; John Insley Blair, wealthy merchant and railroad entrepreneur; the Reverend John A. Reilly, minister of The First Presbyterian Church; and Mr. John Bunnell, a local carriage maker. It was intended as a day school offering a classical education for the benefit of the people of Blairstown and the immediate vicinity. The Old Academy, which still sits on the hill on the right after you pass through the front gates, is the original School building and continues to be used as a faculty residence. Within two years, students were attracted to Blair from beyond Blairstown because of its high academic and personal standards, and a boarding department was established in what is now Insley Hall. The School continues to admit students from throughout the United States and from many foreign countries.

John I. Blair was the School's principal benefactor for a half-century, and his gifts of land and money made the growth of the School possible. Through his generosity, for example, Locke Hall, East Hall and Insley were made possible. Mr. Blair's son, DeWitt Clinton Blair, more than duplicated his father's generosity, providing for the construction of Clinton Hall, the gymnasium, and for the general improvement and expansion of the campus. Other members of the Blair family maintained their support of the School in later years, but no longer have a connection to the School.

The original gifts of John I. Blair were made by deeds of trust which provided for the control and management of the School, and many of those deeds continue to govern the operation of the School. From its founding and through the deeds of trust, Blair has always been closely associated with the Presbyterian Church and, specifically, The Presbytery of Newton, which continues to provide some support on an annual basis. The Presbytery provides funds for scholarships and supports the Academy in a variety of other ways. Blair Academy exists today as a church-related school, a term which is intended to acknowledge the religious legacy at the same time that it disallows the kind of control to which parochial or diocesan schools are subject.

From its founding in 1848 until 1915, the School was coeducational. For reasons that remain lost in history, the Board of Trustees voted to make the School entirely male in 1915. However, in 1970, Blair again returned to educating young women.

During the first 50 years of the School's existence, there were eight Headmasters. Since 1898, three of the Headmasters have served a total of 70 years. John Sharpe, Headmaster from 1898 to 1927, was responsible for acquiring additional land for the campus and for the construction of West Hall, the old gymnasium and Sharpe House. Charles Breed guided the School from 1927 until 1946 and, in spite of the Depression and World War II, strengthened the School's reputation as one of the leading independent boarding schools in the Middle Atlantic States.

During the 22-year tenure (1954-1976) of James M. Howard, Mason and Freeman Houses were constructed; there were two major additions to the gymnasium (the basketball court in 1960 and the Wallace Pool in 1974); new faculty

homes were built; and the endowment fund of the School was strengthened. One of the most significant changes that came about under Mr. Howard's leadership was the return to coeducation in 1970.

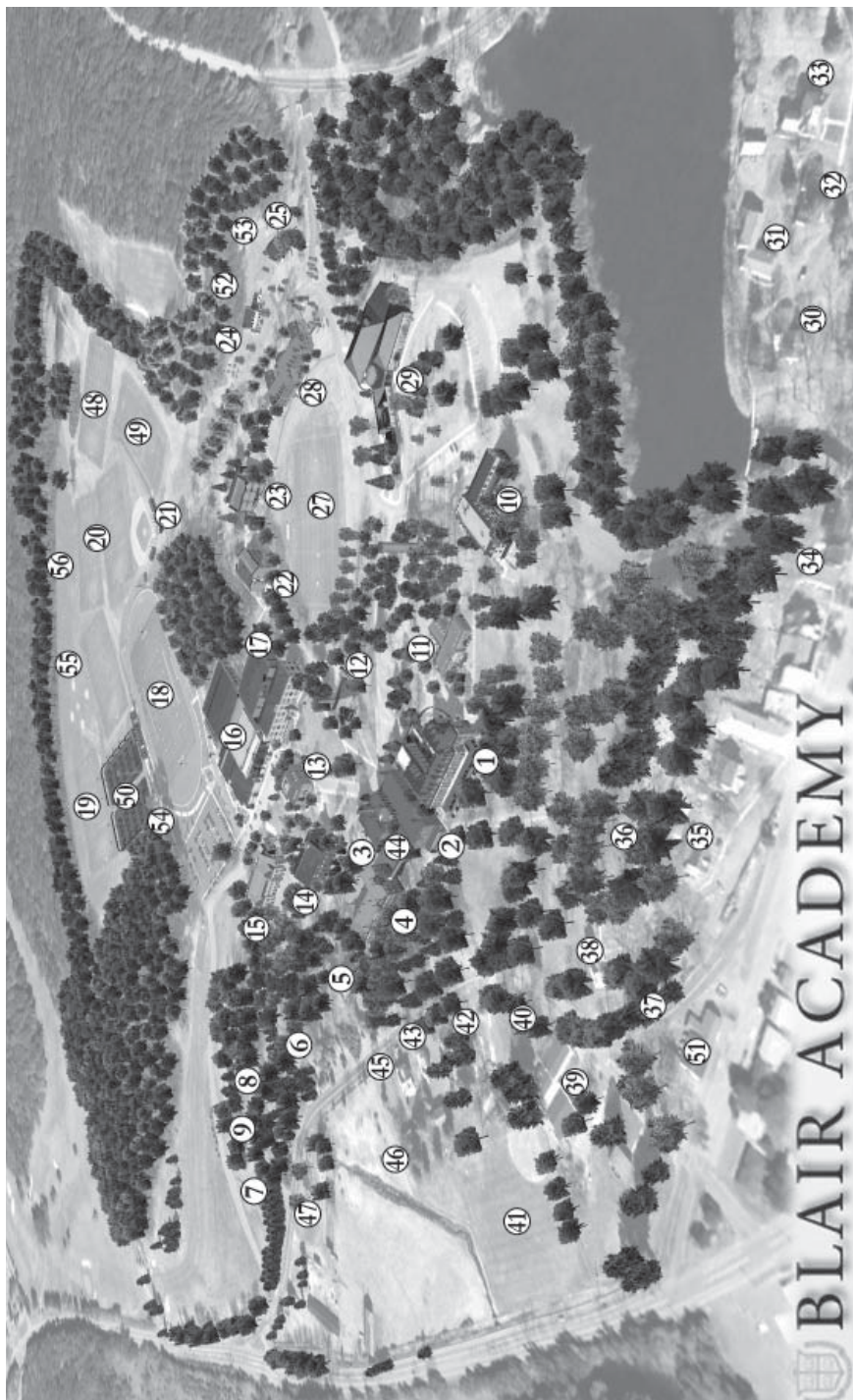
James R. Kelley, former associate and dean of freshmen at Brown University, was elected the 14th Headmaster by the Board of Trustees in 1976. Enrollment grew and the endowment increased six-fold during Mr. Kelley's 13 years as Headmaster. The physical plant grew with the addition of six new faculty residences, Marcial Field (1984), and Bogle Hall (1989) for the sciences, mathematics and computer science.

Thomas Chandler Hardwick III, Blair's 15th Headmaster, began his appointment in 1989. Mr. Hardwick came to Blair from the Taft School where he had been a member of the English department, dean of the senior class, and director of Taft's Summer School. During Mr. Hardwick's tenure, endowment has continued to increase. Work with an architectural firm in New York City resulted in the development of a master architectural plan which has been accomplished. Blair has distinguished itself with significant academic progress and competitive college admissions; moreover, new facilities have been completed, the endowment has grown, and the size of the student body has reached historical new levels almost annually.

The Tracy Athletic Center (1993), Armstrong-Hipkins Center for the Arts (1997), and Annie Hall (1999) expanded the School's facilities, and the renovation of Memorial Hall into the state-of-the-art Timken Library (1998) enhanced the academic resources. The expanded, remodeled Romano Dining Hall (2000) allows for greater comfort and flexibility in feeding the Blair community. Insley Hall was renovated and expanded in 2001, and the campus-wide project of installing dormitory sprinkler systems was completed.

Winter and spring of 2009 saw the completion our new athletic and activities space. The outdoor facilities include a new all-weather track, Hampshire Field (a lighted, artificial turf field), the Sloane Tennis Center, new playing fields, expanded parking, and a new loop road around the campus. Hardwick Hall, our interior space, features new squash courts, the field house, a new wrestling room, the remodeled performance gym, additional office/locker room/meeting space, the fitness center, as well as the renovation of the old wrestling rooms into the Blair Commons that includes the bookstore, the lounge, The Black Canteen and the college counseling suite. We all take great pride in this activity and athletic center that has quickly become the new center of campus.

In the summer of 2010, the center of campus was redone to create a pedestrian axis that runs from Meerwarth Courtyard through the Arch and westward to Hardwick Hall. Roadways were turned into walkways, and electrical wires were buried. Relandscaping and the creation of a patio in front of Blair Commons have added to the beauty and serenity of our campus.



- | | | | | | | | |
|----|--|----|---|----|---|----|---|
| 1 | Inslay Hall - Romano Dining Hall and Dormitory | 15 | Bogle Hall - Mathematics and Science Center, Cowan Auditorium, Durland Computer Laboratory | 26 | Millbrook Cottage - Faculty Residence and Dormitory | 40 | Gateway - Faculty Residence |
| 2 | Locke Hall - Headmaster, Admission and Dormitory | 16 | Hardwick Hall - Field House, Performance Gym, Squash Courts, Wrestling Room, Fitness Center, Pinkard Room, Wallace Pool, Tracy Hall, Pro Shop | 27 | Marcial Field | 41 | Kroner Field |
| 3 | Ivy Hall - Advancement Office and Dormitory | 17 | Blair Commons - Bookstore, The Black Canteen, College Counseling, Study Area & Lounge | 28 | Ann L. Siegel (Annie) Hall - Dormitory | 42 | Paul House - Faculty Residence |
| 4 | Clinton Hall - Administrative Offices and Classrooms | 18 | Hampshire Field and Blair Track | 29 | Armstrong-Hipkins Center for the Arts | 43 | Wayside Cottage - Faculty Residence |
| 5 | Sharpe House - Headmaster's Residence | 19 | Athletic Field | 30 | Marcial House - Faculty Residence | 44 | Meerwarth Courtyard |
| 6 | Asst. Headmaster's Residence - Faculty Residence | 20 | JV Field | 31 | Carriage House - Faculty Residence | 45 | Bunnell House - Faculty Residence |
| 7 | Siegel House - Faculty Residence | 21 | Wakefield Diamond Varsity Baseball Field | 32 | Hanson House - Faculty Residence | 46 | Meadowbrook Cottage - Faculty Residence |
| 8 | Steckel House - Faculty Residence | 22 | Mason Hall - Dormitory | 33 | Ringe House - Faculty Residence | 47 | Cook Farmhouse - Faculty Residence |
| 9 | Rea House - Faculty Residence | 23 | Freeman Hall - Dormitory | 34 | The Old Mill - Faculty Residence | 48 | Girls' Varsity Field |
| 10 | East and Davies Hall - Dormitory | 24 | Jenkins House - Faculty Residence | 35 | The Parsonage - Faculty Residence | 49 | Underwood Field |
| 11 | J. Brooks Hoffman '36 Health Center | 25 | Dayton House - Faculty Residence | 36 | The Old Academy Building - Faculty Residence | 50 | Tennis Courts |
| 12 | Boiler House | | | 37 | Hillside House - Faculty Residence | 51 | Maintenance Garage |
| 13 | West Hall - Dormitory | | | 38 | South Cottage - Faculty Residence and Dormitory | 52 | Howard House - Faculty Residence |
| 14 | Timken Library | | | 39 | Maintenance Shop | 53 | Gruillon House - Faculty Residence |
| | | | | | | 54 | Sloane Tennis House |
| | | | | | | 55 | JV Baseball Field |
| | | | | | | 56 | Practice Field |

GENERAL INFORMATION

ORIENTATION

The process of getting adjusted to a new environment is never an easy one for anybody. During the first several days, new students will be meeting many new people and hopefully learning enough about the routine at Blair to start classes on September 6th feeling a bit more comfortable.

“Orientation” will be an on-going process for you as a new student. You will be busy with classes, sports and activities during the first weeks of the year, and the official orientation period will last through the first weekend of school. The first two weekends of the school year are “Community Weekends.” **Boarding students may not check out for home or other off-campus weekend destinations.** The purpose of this policy is to help the community bond early in the year and for you to enjoy the variety of activities offered on weekends.

Getting involved and feeling free to ask questions whenever you are confused are keys to the most successful orientation for you as a student. **NAME TAGS** – All students and faculty are asked to wear name tags during the academic day and to meals through lunch on Thursday, September 8. People feel self-conscious about wearing name tags, but doing so for the first few days helps people to get to know one another.

GENERAL CONDUCT

Above all else, Blair Academy is a community in which 500 people live and work together toward a common goal. Accordingly, the quality of inter-personal relationships among us is the cornerstone upon which all else rests.

It is expected, therefore, that all members of the community will conduct themselves in a manner which at all times evidences respect for self and for others (students, faculty and staff).

Personal honor and integrity are the traits most important to ultimate success at Blair. At the beginning of each school year, students are asked to sign a **Community Honor Code**. On quizzes, tests, papers and exams, students are expected to sign an **Oath of Academic Integrity**. In many classes, students will be expected to sign a pledge evidencing understanding of academic honesty issues particular to that class. A school-wide commitment to leading our lives honestly is fundamental to our purpose.

Academic honor violations are heard by The Academic Honor Committee chaired by the Dean of Academics. Depending on the circumstances, a student could be placed on Academic Honor Reprimand, Warning or Probation. If placed on Academic Honor Probation, a subsequent academic honor violation during the remainder of his/her career would render the student liable for dismissal.

DISCIPLINE

All students should familiarize themselves with the discipline system outlined in the pamphlet entitled “Academic Expectations, School Expectations, School Rules and Disciplinary Procedures” which describes, among other things, our approach to disciplinary problems. This approach combines, on one hand, a set of predetermined responses to certain infractions (for we believe that there is a real value in having our students clearly understand what the response to certain infractions will be) and, on the other, a mechanism whereby a

group of students and faculty members (the Rules and Discipline Committee) recommends action to the Headmaster in the most serious cases.

Certainly in a community of our size, school rules and school discipline are not only important, but essential. In a real sense, however, they are but a means to an end – that being the matter of self-discipline, the importance of which goes far beyond the time spent at Blair. Be it a question of punctuality, honesty or decisions regarding the difficult issues of drinking, smoking, drug use, cyber world, etc., the attitudes and the self-discipline you develop here will serve you far beyond Blair.

The school rules are based on what we consider to be common sense, moral integrity and the needs of the community as a whole. They have evolved through the years and are reviewed each year by the Rules and Discipline Committee.

If it were a simple question of our telling you what to do and how to do it, there would be little need for a discipline system. The fact of the matter is that you must make your own decisions about the many difficult issues you face. The best that we can do is to provide objective information, as well as advice, to encourage open and frank discussion and to be sure that you know clearly what the ramifications of your actions will be should you choose to violate rules. Because you have chosen to join the Blair community, we expect you to understand and abide by its rules.

Disciplinary violations during a student's first two years at Blair, particularly those stemming from the adjustment to the structure and demands of boarding school life, do not need to be reported on a college application. Major rule violations (Level 1 or 2) during a student's junior or senior year need to be reported to colleges/universities to which a student is applying or has applied.

DRESS CODE

The Blair Academy Dress Code reflects the School's belief that personal appearance affects manners, morale, attitude and general conduct in any community. We expect standards of dress and appearance that are conducive to, and supportive of, successful performance and that reflect the appropriate tone for various aspects of School life. At all times, student attire should evidence self-respect and respect for the School; it should not be provocative, disruptive or detrimental to the tone of this educational community. Faculty members do not enjoy confronting students about dress, and they dislike debating the subject even more. Students are expected to understand and abide by the dress code ... and to understand that faculty members have the ultimate say about what is appropriate and what isn't.

CLASS-DAY ATTIRE is most analogous to the "business casual" style in the work world ... neat, clean and modest. Students are expected to wear class-day attire from breakfast through the end of the class day on Mondays, Tuesday, Thursdays and Fridays, and from breakfast through lunch on Wednesdays and Saturdays. Also, whenever they are representing the School in any official capacity – be it on or off-campus – students should wear class-day attire, unless formal attire has been specified. No hats, caps, head bands, bandanas, hoods, visors, etc. (during inclement winter weather, winter knit hats may be worn outside).

Boys should wear ...

- Neat and properly fitted solid color slacks (khakis, chinos or corduroys ... all with hemmed legs and belts. No oversized, baggy or low hanging pants and no denim material (pants or jackets).

- Collared shirts (tucked in if the shirt tails are of uneven length) at all times. No sweatshirts (zippered or otherwise).
- Socks and shoes in good condition (leather shoes preferred ... clean, neat athletic shoes allowed). No casual sandals ... shower/sport sandals, flip flops, etc. (casual sandals will be allowed during “shorts season”).

Girls should wear ...

- Dresses, neat and properly fitted slacks (including capri pants), or khakis ... no denim material (pants or jackets).
- Skirts of respectable, modest length ... no more than 4” above the knee. No “see-through” dresses, blouses, skirts or pants. No “sweat-skirts,” or sweat shirts. No denim skirts.
- Dress shirts or blouses that fit neatly, are appropriately buttoned, cover both shoulders and do not reveal any midriff, lower back or undergarments. No spaghetti straps, tank tops, halter tops, tube tops, etc. No low-cut blouses/ shirts. No sweatshirts. No denim jackets.
- Leather shoes or dress sandals (or clean, neat athletic shoes). No casual sandals, shower/sport sandals or flip-flops (casual sandals will be allowed during shorts season).

FORMAL ATTIRE is worn to family-style dinners, evening theatre performances (unless otherwise announced) and various other formal school functions. The formal dress standard is equivalent of what would be appropriate for church or temple ... not evening wear intended for nightclubs, proms, etc. Some formal occasions during the year will permit students to wear more traditional evening wear.

Boys should wear ...

- Pants that meet the class day requirement.
- Button down shirt and tie.
- Leather dress shoes and socks. (No athletic shoes).
- Blazer or sport coat.

Girls should wear ...

- Skirts, dresses (with shoulders covered) or dress slacks (not khakis).
- Dress shirts or blouses that fit neatly, are appropriately buttoned, cover both shoulders and do not reveal any midriff, lower back or undergarments. No spaghetti straps, tank tops, halter tops, tube tops, etc. No low-cut blouses/ shirts. No sweatshirts. No denim jackets.
- Dress shoes or dress sandals. (No athletic shoes).

CASUAL ATTIRE may be worn after the academic day and on weekends. During these times, students may dress as they choose as long as they are within the limits of good taste and decency. Evening and weekend buffet meals allow for casual attire, but clothing should be clean and unoffensive at all times. Shoes are required in the dining room at all times; no hats, caps, headbands, bandannas, etc. are to be worn in the dining room at any time.

General Guidelines...

- No extreme haircuts or unnatural hair colors.
- No visible piercings other than in ears. No tongue studs.
- For boys, hair should be neat and clean. Boys are to be clean-shaven each day... no mustaches, beards or goatees. Sideburns should not extend below the ear.
- Girls are not to wear clothing that is too tight or too revealing.
- Hats, caps, headbands, bandannas, etc., may not be worn during the academic day. (During the winter term, woolen knit hats may be worn outside for warmth.) They may not be worn at ANY TIME in the Dining Room.

Repeated infractions of the Dress Code could lead to a disciplinary response (School Rules: Level III, #10)

Dress Code Violations

Teachers have the right to refuse class entrance for inappropriately attired students and/or to reflect dress code disregard in effort marks.

STUDENT GOVERNANCE

Each class is represented by an elected **Class Council**. Class Councils meet regularly to discuss matters of interest and importance to their respective classes. Copies of minutes from these meetings are posted and sent directly to the Headmaster, Student Affairs Deans and to the Class Monitors. The **School Council** consists of the Senior Class Council and representatives from the underclass councils. It meets to consider matters of school-wide concern. Written reports from each meeting of the School Council are also sent to the Headmaster and Student Affairs Deans, who determine appropriate courses of action based on recommendations and suggestions made.

All members of the Blair community are urged to share their concerns, suggestions, etc., with the appropriate representatives to the Class and School Councils. The effectiveness of these councils depends on our expectations of them and our willingness to support them as forums for community concerns.

CLASS OF '12

Meredith Berry-Toon
Hannah DeClercq
Joe Geller
Matt Michaud
Arianna Mojdehbakhsh
Phoebe O'Rourke
Yonny Reichel
Mark Scully
Dante Valvo

CLASS OF '13

Griffin Beriont
Darrius Campbell
Council Dawson
Quinn Kennedy
Robert Kimmelman
Maddie Kling
Gun Ho Moon
Edward Tirpack
Sansriti Tripathi

CLASS OF '14

Esther Bae
Demetrius Daltirus
Paige Cordero
Will Cooley
Jas Kahlam
Annika Rollock
Abby Troy

Freshmen ... CLASS OF '15 ... will elect its Class Council in October.

Committees

The **Rules & Discipline Committee** has two important functions. Each year it reviews the school rules and makes recommendations for change. The more difficult aspect of its job is to hear cases of disciplinary infractions when expulsion from school is a possibility or when there is uncertainty about the appropriate disciplinary response. (Students may also request a meeting of the Committee if they believe that discipline meted by the Student Affairs Office warrants review.)

FACULTY

(updated list will be posted in September)

CLASS OF '12

Meredith Berry-Toon
Joe Frick
Ryan Gallagher
Femi Hamilton
Sima Mixon
Todd Preston
Willie Wilson
Nate Yang

CLASS OF '13

Emily Boak
Council Dawson
Jack Januszewski
Kyle Tierney

Each meeting of the Committee to hear a disciplinary case is attended by three faculty members and three students. The advisor of the students appearing before the Committee attends the meeting, but is not a part of the decision-making process. Students appearing before the Committee may request that a prefect also attend the meeting.

Mr. Sykes is the Chairman of the Rules and Discipline Committee and is a non-voting member except in the cases where a decision can't be reached because of a tie vote.

In the final analysis, students should understand that the R & D Committee does not make binding decisions, but rather recommendations to the Headmaster.

The **HRC (Healthy Relationships in the Community)** is designed to help foster healthy relationships in the Blair community through peer outreach and education. Members of the HRC are expected to promote healthy living and self-esteem, acceptance and tolerance of differences, responsible and appropriate use of social technology, and general community awareness. If necessary, members meet to consider specific instances of inappropriate, hurtful behavior. Ms. O'Neil is the faculty advisor.

CLASS OF '12

Winston Chang
Wallis Debourou
Stephen Harrington
Ali Johnson
Dan Kim
Lizzie Meiselman
Tamara Mizrachi
Robbie Williams

CLASS OF '13

Remi Annunziata
Morgan Klein
Anna Marks
Audrey Snyder
Alison Surdoval
Edward Tirpack
Alexis Vinson
Carolyn Wan
Jack Wedholm

When the **Academic Honor Committee** meets to hear a case, the meeting is divided into two phases: Discussion and Deliberation. The Committee is represented in each phase by three faculty members and three students. Mr. Bacon is the Chairman of the Academic Honor Committee and is a non-voting member except in cases where a decision cannot be reached because of a tie vote.

CLASS OF '12

Andrea Avila
Ace Goldstein
Taka Kuwabara
Lauren Mezzanotte
Cat Miller
Chris Sabaitis
Charlie Steere

CLASS OF '13

Jackson Davis
Torera Fagbenle
Nuoya Li
Claire Ryder
Tyler Van Vliet
Jason Zhang

During the Discussion Phase, the meeting is also attended by the student, the teacher in question, the student's monitor and the student's advisor. The purpose of this phase of the meeting is to agree upon what, in fact, happened.

The Deliberation Phase of the meeting requires that the student, teacher, monitor and advisor be available for questions, though they will not be present for this phase.

If the Committee's deliberations determine that the student has, in fact, committed a violation of academic integrity, they will determine whether the student is to be placed on Academic Honor Reprimand, Warning, Academic Honor Probation, or recommended to the Headmaster for dismissal.

ATTENDANCE SYSTEM

Attendance at all of one's obligations is a basic and essential expectation. The most successful students and citizens at Blair have few, if any, unexcused absences.

If a student knows in advance that he/she will have to miss a class for another school related obligation (e.g., an athletic trip, required field-trip, etc.), it is the student's responsibility to notify the teacher prior to the class and to inquire of the teacher regarding work expected.

In order to be excused from class for a non-school related reason (e.g. family obligation, college trip for seniors, anticipated medical appointments, etc.), a student must procure and circulate for signatures a "green sheet" (from the Student Affairs Office or the Health Center) or a "blue sheet" from the College Counseling Office. Failure to follow this procedure may have disciplinary consequences.

Reported absences shall be posted in Clinton Hall. Students are to see Mr. Mazza, Dean of Student Affairs, to make a case for having a reported absence deemed excused.

In addition to in-class penalties for unexcused class absences determined by classroom teachers, the accumulation of absences during the year shall result in the following responses:

NON-CLASS ABSENCES (e.g., Day Study Hall, School Meeting, meals) are tallied by semester. Four non-class absences in either semester shall place a student on Attendance Warning.

CLASS, CHAPEL and sports/activities ABSENCES are cumulative for the year. The accumulation of four unexcused class absences during the year shall place a student on Attendance Warning.

When placed on **Attendance Warning**, a student is assigned 6 days of breakfast sign-in and 2 hours of Sunday Work Squad. Any honor privileges are revoked for 4 weeks.

Once a student is placed on Attendance Warning, subsequent class and non-class absences are counted the same. 4 additional unexcused absences in either category would place a student on Attendance Probation (meeting with the Dean of Students, possible suspension from school, 2 weeks of breakfast sign-in, 2 Sunday Work Squads, revocation of honor privileges).

A student placed on **Attendance Probation** has reached a critical level at which the school is seriously concerned about that student's ability to live and succeed within Blair's structure and expectations. Three additional unexcused absences would make the student liable for dismissal and would call for a meeting of the Rules and Discipline Committee.

Tardiness – Given the hectic schedule we all operate by, occasional tardiness is unavoidable and understandable. For unreasonable and unexcused tardiness, a teacher may take whatever action he/she considers appropriate including reduction of grade, refusal to allow the student to enter class, etc. Ongoing tardiness patterns will be dealt with by advisors, Class Monitors and/or the Student Affairs Office.

The bottom line about unnecessary tardiness is that it is indicative of an irresponsible approach to one's obligations and that it is rude to those (teachers and students) who are interrupted by it – in short, be on time!

Sunday Work Squad for students on Attendance Warning or Attendance Probation takes place from 9:00 A.M. - 11:00 A.M. each weekend. The Sunday Work Squad list will be posted and e-mailed by 3:00 P.M. on Friday. Students assigned may not take a weekend. Because it is a punitive part of the attendance system, Sunday Work Squad is not meant to be convenient nor negotiable. Absence will not be tolerated; unexcused absence from Sunday Work Squad will likely result in Conduct Warning and doubling of the Sunday Work Squad hours assigned.

DORMITORIES

For boarders particularly, the dormitory serves as the nucleus for much of your life at Blair. It is in the dorm that you will be inclined to form some of your closest relationships with other students and with faculty.

As it serves as your temporary home and the permanent home for faculty members and their families, please respect the needs of others and take care to make it as pleasant a place as possible. You and your dorm-mates are responsible for the cleanliness and up-keep of your dorm and for being sure that it is a place where visitors (other students, parents and families, faculty members and prospective students and their parents) feel comfortable and welcome.

Inter-dorm competitions run throughout the year. The BIG (Blair Intramural Games) organization sponsors a number of contests including highest academic average, as well as inter-dorm games in basketball, volleyball, ultimate Frisbee ... and much more!

Dormitory Rules for Freshmen, Sophomores and Juniors

On school nights, freshmen, sophomores and juniors are to remain in their dormitories from 8:00 P.M. on. Permission to leave the dorm for work in the library, etc. will be granted only when a signed “pass” is presented to the dorm duty person.

Additionally, freshmen are required to sign in at breakfast. Sophomores are required to sign in at breakfast until after Thanksgiving vacation. (For sophomores who miss breakfast sign-ins during the fall, the sign-in period will be extended.)

1. Evening study hours take place every school night from 8:00 - 10:00 P.M. On all school nights, each dormitory should be quiet enough to allow students to study or to retire early if they wish to and have no study requirement.
2. Any student leaving the dormitory after 7:55 P.M. on a weeknight must sign out.
3. Students will be required to study in a mode determined by their academic standing at Blair.
4. Underclass students must be in their own rooms by 10:45 P.M. ... “Lights Out” at 11:00 P.M. (unless “late lights” permission has been granted).
5. Saturday evenings: 11:00 P.M. – Freshmen and Sophomores in dorms
 11:30 P.M. – Juniors and Seniors in dorms
 12:00 A.M. – Lights out for underclass students

Dormitory Rules for Seniors

Seniors are expected to exhibit a greater sense of self-discipline than underclass students are. At the same time a certain degree of structure has proven to be important. The rules governing the daily routine for seniors are as follows:

1. Through March, evening study hours take place every school night from 8:00 - 10:00 P.M. On all school nights, each dormitory should be quiet enough to allow students to study or to retire early if they wish to and have no study requirement. Following spring vacation, during the “Senior Transition” period, seniors will generally have no required study in the evening. Exceptions include seniors with incomplete work, seniors placed on Attendance, Conduct or Academic Honor Warning or Probation.
2. Any student leaving the dormitory after 7:55 P.M. on a weeknight must sign out and must sign in when he or she returns.
3. Students will be required to study in a mode determined by their academic standing at Blair.
4. Unless “restricted” due to dormitory infractions, seniors may be out of their dorms from 10:00 - 10:45 P.M.
5. At 11:15 P.M., seniors are to be in their own rooms. Lights out at 11:30 P.M. unless you have signed up for “late lights.”
6. On Saturdays, seniors must check in to their dormitory by 11:30 P.M.; the television may remain on all night as long as it is kept at a low noise level. No “Lights Out.”

Coed Visitation

Blair Academy recognizes the wish of boys and girls to visit in each others' rooms. Accordingly, coed visitation is allowed at certain specific times and under specific conditions. In those dorms which have a Common Room on the first floor (excluding Flight Deck, Insley and Locke), boys and girls may visit in this area from the time that the class day ends until 7:45 P.M. on weeknights.

During weekends, Common Rooms may be used for visits from after lunch until 11:00 P.M. on Saturdays and from noon until 7:45 P.M. on Sundays.

On weekends, boys and girls may request permission to visit in dorm rooms at the times indicated on the "Weekend Highlights" sheet ... usually between 8:00 and 10:00 P.M. on Saturdays and between 2:00 and 4:00 P.M. on Sundays. **Such visits always require specific permission from a faculty member on duty in the dorm.**

NOTE: Underclass students (9th & 10th graders) are not to visit in opposite gender upperclass dorms, and upperclass students (11th & 12th graders) are not to visit in opposite gender underclass dorms. This policy is meant to protect our youngest and oldest students.

1. Coed visitation can take place only at the specified times.
2. During such times, coed visitation in a student's room may take place only when a faculty member is present in the dormitory – this faculty member should be the person on duty.
3. Students (both host and guest) must check in with the duty person before entering a room and upon leaving the room.
4. No more than six people shall be allowed in a room at one time during coed visitation.
5. Doors are to be clearly and obviously open during coed visitation; during any evening visitation, a light must be on in the room.
6. Violation of these regulations will result in discipline for the offenders including loss of his/her coed visitation privileges. Continued offenses in a particular dormitory may result in loss of coed privileges for the entire dormitory.

Instructions for Housekeeping

It is important that each student understand the reason behind necessary housekeeping rules. Living in a dormitory situation calls for cooperation from everyone in an effort to maintain a pleasant, healthy and safe environment. The instructions listed below are based upon this need and upon common sense and courtesy. As responsible members of this community, students are expected to know, understand and abide by these guidelines.

1. Blankets and tapestries may be hung against walls but may not be hung from ceiling tiles or allowed to hang freely into rooms by any other means.
2. Fire and insurance regulations prohibit blocking any exit with furniture or drapes. Exits must be clear in case of fire.
3. With the exception of hair dryers and fans, no electrical appliances over 200 watts or those which generate excessive heat are allowed in student rooms. All cooking

(including hot pots), heating (including space heaters) or cooling devices (except fans) are prohibited. If there is a heat complaint, please report it to the Business Office. Each room may have one compact refrigerator (Maximum capacity 3.2 cubic ft.) A \$10 monthly usage fee shall be charged.

4. Because of the intense heat they create, halogen lights are not allowed.
5. Nothing is to be hung from, propped against, or placed above any acoustical ceiling.
6. Furniture in the rooms is meant to stay there for the use of present and future students. Please do not modify the beds in any way – remove ends, place springs or mattresses on the floor, create bunk beds, etc. Do not remove furniture from your room and place it in the hall. Please see Mr. Klaver for any special needs.
7. Pictures and room decorations should be hung in a way which does not damage the walls. Nailing, tacking, pasting or otherwise attaching pictures, banners, or room decorations to the walls or woodwork will be charged against your breakage and damage deposit account after you leave at the end of the school year.
8. Any extra suitcases, boxes or trunks should be tagged for storage. Tags should bear the student's name and room number and are available in the Bookstore. This is especially necessary for students who want to store any item over the summer. They must be stored in a special locked area in each dorm and be clearly labeled. **NOTE** – The School does not assume liability for any items left over the summer.
9. You are expected to meet the following minimum daily requirements:
 - a. Rooms are to be kept clean, neat and orderly at all times.
 - b. Beds should be made and clothes put away.
 - c. Desks should be in good order.
 - d. Rooms should be swept and trash emptied in hallway containers (including wastebasket).
 - e. Separate containers are available for recycling of aluminum cans, glass, paper, etc.
 - f. Room inspections will be made periodically and during vacations.

Students need to be aware of the fact that failure to abide by these regulations may lead to dormitory discipline as well as charges from the Business Office. Questions or concerns about any of these matters should be addressed to your Housemaster, Mr. Mazza and/or Mr. Klaver.

Room Condition

As residents, you and your roommate are responsible for the condition of your room and will be held accountable for any damage.

Furthermore, any damage to the dormitory will be charged to the entire dorm (and will, therefore, cut into the budget your dorm has been given for entertainment, etc.). **Please treat your dorm with care.** In the event that you accidentally break something or cause other damage, please report it to your Housemaster so that it can be repaired and you can be charged so that the entire dorm will not be held accountable.

Your Housemaster will post a sheet entitled “Instructions for Housekeeping.” These instructions should be adhered to at all times. Should you have any questions about them, please ask your Housemaster.

Student rooms will be checked on a regular basis for cleanliness and tidiness. Students whose rooms fail to meet the minimum requirement shall be restricted to their rooms during “free time” and may well be assigned additional dormitory clean-up tasks. Continued violation of this expectation shall result in weekend restrictions, etc ... and in extreme cases, a school disciplinary response.

Fire Safety

As a preventative and safety measure for all residents of the dormitory, the following general instructions concerning fire drill/emergency procedures have been established. Please read them carefully.

A. In the event of fire/fire alarm ...

1. Do not panic; do your best to stay calm and think clearly about your safety and that of others.
2. Do not run; walk and check out the exit for smoke.
3. Go to the nearest exit.
4. If there is smoke, get as low to the floor as possible and crawl to the nearest exit. Don't break windows...fresh air will fuel the burning
5. Do not leave doors open; close doors behind you, leave smoke behind.
6. Do not jump from windows unless absolutely necessary.
7. If possible, take shoes and warm clothing.
8. Upon evacuation of building, residents shall meet in a common assembly point (predetermined) for attendance and instruction. Faculty members in charge must quickly establish accountability for all students in their charge.
9. Always practice two (2) escape routes – stairways, fire escapes.

B. To report a fire ...

1. Students who detect a fire in a building should sound the alarm and immediately exit the building and meet at predetermined assembly point.
2. Notify the fire department immediately at 911 ... speak clearly, giving location of fire.

C. General Information and Instructions

1. Identifying signal is the continuous ringing of bell.
2. If clothing catches fire, wrap up in a blanket and/or stop, drop and roll.

Your cooperation and attention to these instructions are important and could save lives.

Remember that fire prevention is everybody's business.

WEEKEND POLICY

Blair's philosophy about weekends is based on the belief that much of the boarding school experience has to do with positive involvement in activities beyond the classroom. When here, students will find an array of organized activities – sports events, outing club trips, dances, movies, etc. – as well as time for less organized involvement such as golf, tennis, swimming and, importantly, free time. And always, there is the beauty of the natural surroundings which we hope all at Blair will learn to enjoy. The variety of things going on here during the weekend provides an excellent opportunity for students and faculty to get to know one another on a basis which transcends the weekly routine. At the same time, we know that it is nice to be able to get away from campus now and then.

Excluding the “Community (closed) Weekends,” underclass students may elect to leave campus for weekends according to the following formula:

	September-November	January-March	April-May
9th graders	4	3	3
10th graders	4	3	3
11th graders	5	4	4

Seniors may elect to leave on any weekends except for the “Community Weekends” in the first semester.

“**COMMUNITY (CLOSED) WEEKENDS**” (two in the first semester and, for underclass students, one in the second semester) are designed to re-enforce the sense of community at Blair or, in some cases, to ensure proper preparation for examinations. On these weekends, parents are welcome to visit campus (and to take their children out to eat), but are asked not to request permission for their son/daughter to leave campus otherwise. Refer to the school year calendar for the dates of this year's Community Weekends.

PROCEDURES AND PERMISSION – Any boarding student wishing to leave campus for a weekend must submit to his or her Housemaster a “Weekend Sheet” on Thursday night. On this sheet, the student is to indicate his/her specific plans for the weekend including location, transportation plans, etc. The School depends upon students to be thorough and accurate in completing this form; misrepresentation of the truth in terms of details provided will be regarded as a serious disciplinary matter. **NOTE:** Students assigned to Sunday Work Squad due to unexcused absences are not allowed to leave for the weekend.

PARENTAL PERMISSION – We believe very strongly that parents of boarding students should know and approve of their son's or daughter's weekend plans. Accordingly, we request written, e-mail or phone notification from a student's parents when he or she is leaving for the weekend; this notification should be as specific as possible in terms of destination, means of transportation, time of departure and return, etc. This permission is meant to be received by the Housemaster by Thursday night preceding the weekend. In the event that the student is going to someone else's home, permission is required not only from the student's parents, but also from the host family. **Families who live outside the continental United States must designate an authorized adult to grant such permissions.**

The School does not allow its students to rent hotel/motel rooms or spend weekends in homes not chaperoned by adults. Weekend destinations that are not specific or do not meet the School's standard of safe and appropriate will not be approved.

By submitting the appropriate form (available from your child's housemaster), parents may grant **"standing" permission to allow their child to come home** (not any other destination) without a specific note or phone call.

Departure/Return – Students in good standing with a completed "Weekend Sheet" and proper permission may leave campus after their last obligation on Saturday.

A student **must leave** for his or her weekend by 6:00 P.M. on Saturday and may not return to campus (unless special permission has been granted) before noon on Sunday. Boarding students **must return** by 7:45 P.M. on Sunday night; study hours begin at 8:00 P.M. Any exceptions to these times must be authorized by the student's Housemaster. In the event of an unavoidable delay in returning from a weekend, a student must call his or her Housemaster. Failure to do so may result in restriction of further weekend privileges.

Daytime Departures on Weekends – Students who have reason to go beyond the campus or the immediate Blairstown area on weekends but have not checked out for the weekend may do so only with the permission of the faculty member on duty in their dormitory. Except in unusual circumstances, such departures will be limited to Saturday and Sunday afternoons; students are expected back on campus in time for the evening meal. Students are not allowed to go to New York City for the day unless on a School-sponsored trip.

DAY STUDENT RULES

"Day Student Rules," in addition to "Blair Academy Expectations, Social Expectations, School Rules and Disciplinary Procedures," are intended to serve as guidelines for all of us and, for the most part, are not meant to be tight restrictions to which no exceptions can be made. We are anxious for day students to be very much a part of the Blair Community, and we encourage them to take full advantage of the program, facilities and resources.

Attendance

Classes begin each day at 8:30 A.M. Just as boarders, day students are required to be here for all of their commitments. However, if a day student does not have a required commitment on a given day until 9:00 A.M. for instance, he or she may choose not to arrive until that time. Once on campus, all underclass day students are required to remain here at least until the end of the academic day. Seniors have the privilege of signing out in the Student Affairs Office to leave campus earlier than 3:00 P.M. if they have no other appointments remaining that day; once they leave, they are not to return to campus that day. Students participating in team sports, of course, will have to remain on campus later. Generally speaking, day students are expected to leave campus by 8:00 P.M. each school night. Exceptions include required evening use of Library or specific school activities. Only day students with unlimited "Honors Nights" should be on campus for any other reasons after 8:00 P.M.

Meals (other than lunch)

Day students are welcome to eat breakfast or dinner at school (at no charge). Dinner calls for "formal" attire on some nights; students should plan accordingly.

"All School" Required Programs

There will be certain occasions during the year when day students as well as boarders will be required to remain on campus for an evening program. Convocation (9/7) and

Christmas Vespers (12/13) are two such occasions; all-school performances will constitute other occasions (and will be announced as dates become finalized).

Absence & Tardiness

The decision to attend Blair is a serious commitment to the pursuit of academic excellence by both the student and his or her parents. Accordingly, our expectation is that day students, just as boarders, will be absent from school only when it is absolutely necessary.

Our assumption is that parents share in this expectation and that we will not receive requests for students to miss school for non-essential reasons.

When a day student must be absent or is going to be late, parents (not students) are expected to call the School Office (362-6121, press "0") by 8:30 A.M. stating the reason. When a student is to be absent from school for reasons of illness for an extended period of time, parents may request that the School Office collect his or her assignments. In cases where parents fail to call the School to inform us of absences or latenesses, the student may be held accountable for work due and for appropriate disciplinary action.

Illness or Injury while at School

Medical emergencies which occur during the day require that the day student report to the Health Center. In any case where the medical staff feels that the student should be taken home, the Health Center will contact the parents and the Student Affairs Office. Other than emergencies, day students are expected to receive medical care from their family physicians.

"Signing Out" During the Day

During the day, we consider our "extended campus" to include the immediate Blairstown area (the School side of Route 94 from downtown Blairstown and west to Mohican Road); students may frequent these areas during their free time without signing out (except in cases when riding in a car is involved). For day students just as boarders, going beyond this area for any reason requires signing out in the Student Affairs Office.

Study Hours

Day students are encouraged to use their free periods during the day to study and to take advantage of all that Blair has to offer. The Library is always open, and students have places to study around campus. Depending on their academic status, students may be assigned to supervised study hall during their free periods during the fall. We encourage parents to set up a study atmosphere during the evening similar to that which we require for boarders: 8:00 - 10:00 P.M. Students will normally need this time in addition to their free periods to prepare adequately for their classes.

Day students who drive to school should be well informed of the School's rules and expectations regarding use of their vehicles as indicated on the separate sheet entitled "Day Student Driving Regulations." Failure to abide by them will result in restriction or loss of driving/parking privileges and/or a disciplinary response. Transporting a boarding student who fails to secure proper permission from a faculty member will subject the day student driver to a disciplinary response. If a day student has reason to drive off campus prior to going home for the night, he or she must sign out in the Student Affairs Office.

Sunday Work Squad (9:00 - 11:00 A.M.) is assigned if and when a student is placed on Warning or Probation, either for attendance or conduct reasons. Recognizing the inconvenience for day students and their parents, we hope that these factors will be an effective deterrent!

Day Students Involved in Evening Activities

Due to logistical problems in terms of housing and supervision, Blair's policy remains that day students are not to reside overnight in the dormitories for the sake of their parents' convenience. Exceptions can be made by the Dean of Students or a Housemaster in cases where inclement weather makes it dangerous or impossible for day students to commute.

A further exception shall occur in cases where a day student's presence on campus is required by virtue of involvement in a school activity past 10:00 P.M. on a given night or before 7:00 A.M. on a given morning.

In such cases, a day student will have the option of staying overnight on campus if space is available. Day students should see the appropriate Housemaster or Mr. Mazza to request such accommodation.

“Temporary Boarding”

When there is space readily available, the School will allow day students in good standing to board at Blair on a per diem cost basis (\$30/night). Requests to board on this basis are to be made through the Student Affairs Office. If there is room to accommodate the request, permission will be granted only after consultation with the student's advisor and the Housemaster of the dorm concerned. We hope very much that day students and their families will become involved as fully as possible in the Blair Academy community. If there is ever anything we can do to be of assistance, or should you have constructive criticisms that will help us to serve you better, we trust that you won't hesitate to contact us.

SUBSTANCE ABUSE ISSUES

Tobacco

Blair is firmly committed to the concept of a tobacco-free living environment. Students are not allowed to use or possess tobacco products while under the School's jurisdiction.

Understanding that this policy may make it difficult for those who have used tobacco before coming to Blair, we believe that it is in the best interest of all of our students. We hope that those who have used tobacco before will seize this opportunity to break away from an unhealthy practice. Students who repeatedly violate the School's tobacco rules can expect to be suspended ... and then dismissed ... from school.

Alcohol

Just as parents and schools across the country, we are concerned about the toll that drug and alcohol use takes on young people. The fact of the matter is that in any cross-section of today's adolescents, there are disturbing numbers of those whose use of chemicals is abusive, dependent or even addictive.

From a disciplinary point of view, we continue to believe essentially in the “two-chance” philosophy which allows students to make one mistake with alcohol, but then to have the opportunity to prove that they can learn from the mistake. Accordingly, any student caught using or possessing alcohol while under the School's jurisdiction will be suspended from

school and placed on Conduct Probation, and required to sign a “Non-Use” Contract. If at any time during the remainder of that student’s career at Blair, he or she is found to be involved again with alcohol (or, obviously, with drugs), the student shall become “liable for expulsion” and will, in all likelihood, be dismissed from school.

Students discovered or suspected of drinking will be taken to the Health Center where breathalyzer testing and urinalysis may be used to confirm use. Students may also be transported to the Emergency Room at Newton Memorial Hospital for additional testing and/or observation. Refusal to cooperate with school or hospital officials will be considered grounds for required withdrawal from school.

More important than the disciplinary issue is the matter of health and personal responsibility. Presuming that students at Blair choose to be here and that they are well aware of the School’s rules regarding alcohol and drugs, any decision to violate those rules indicates a potentially serious problem. At such a point, it is essential that the student, his or her parents, and the School work together to confront the situation properly. Accordingly, in addition to and apart from the disciplinary response, any student violating the School’s alcohol rules must, as a condition of continuing at Blair, agree to the following course of action:

The student shall have a series of (usually three) meetings (at the family’s expense) with a professional counselor in the field of substance use/abuse who shall be designated by Blair. At the conclusion of this series of meetings, the counselor will recommend one of three courses of action:

- 1) discontinue counseling;
- 2) continued in-school support including counseling;
- 3) referral for a chemical and physical evaluation by a professional agency. Appropriate treatment (possibly including a medical leave of absence) will be a condition of continuing at Blair.

If a student (or his/her parents) exhibit unwillingness to confront such a potential problem by refusing to cooperate with the procedure outlined above, the student will not be allowed to remain at Blair.

Drugs

Blair has zero tolerance for the use, possession, distribution (or attempted distribution) of illegal drugs (including anabolic steroids and inhalants, and misuse or distribution of prescription medication) or any paraphernalia associated with their use. Such acts will automatically render a student liable for expulsion and will almost certainly result in dismissal from school.

Students discovered or suspected of drug use will be taken to the Health Center where breathalyzer testing and urinalysis may be used to confirm use. Students may also be transported to the Emergency Room at Newton Memorial Hospital for additional testing and/or observation. Refusal to cooperate with school or hospital officials will be considered grounds for required withdrawal from school.

Moreover, the School believes that drug use even beyond the School’s jurisdiction has a deleterious effect on a student’s purposes at school. A student strongly suspected of drug use may be required to sign a “Non-Use” Contract and submit to random, unannounced urine testing as a condition of remaining at school. Positive test results would result in a required leave of absence or withdrawal for health reasons.

Furthermore, as far as drugs are concerned, students and parents need to be aware of the fact that New Jersey “DRUG-FREE SCHOOL ZONE” laws oblige Blair to inform the police of any distribution, use or possession of illegal drugs or paraphernalia.

A student who voluntarily indicates concern about his/her use of substances independent of any disciplinary investigation will be supported and encouraged. Depending on the particulars of the situation, a leave of absence and a professional assessment may be required. If such an assessment indicates that remaining at school is a reasonable and productive course to follow, the student will continue to be supported as long as he/she is not found in violation of school rules. If the assessment were to indicate the need for attention away from school, the student would be granted a medical leave of absence.

The **Blair Support Group** is comprised of a small group of faculty and a consulting psychologist and is dedicated to helping students confront issues/behavior in their lives which may be interfering with their potential for success at Blair. In cases where there is a pattern of behavior – or other signs of concern – it is the goal of the Blair Support Group to have the student see, understand and modify that behavior before it becomes a disciplinary issue.

“SAFETY FIRST” – Student-Initiated Crisis Intervention

Purpose: While the present disciplinary system in place at Blair is well-suited to its purpose and all cases of faculty-initiated discipline are expected to follow established disciplinary procedures, there are times when student-initiated intervention calls for different treatment. Specifically, if a student finds him/herself or a peer in a compromised physical or mental state induced by the use or abuse of a controlled substance, the most important step is to get medical assistance immediately. The *Safety First* program provides a way to help a student whose health and well-being is endangered so as not to let the threat of a disciplinary response stand in the way of an immediate response to dangerous health conditions.

Procedure:

- By his/her own initiative or by that of another student, a student can report or be accompanied to the Health Center following known or suspected intake of a dangerous amount of alcohol or other drug, or because of a suspected chronic substance-abuse problem. If the student has not been discovered in violation of school rules or questioned by faculty suspecting or investigating a rule violation, the matter will be handled in a non-disciplinary fashion.
- At the Health Center, the medical staff will supervise the situation and make the appropriate decision regarding necessary medical attention. If necessary, the student will be taken to the hospital for further assessment or care. Otherwise, the student will remain in the Health Center until he/she is able to go home.
- If another Blair student is needed to assist the student in jeopardy, he/she will be expected to be helpful to medical personnel in clarifying the circumstances of the situation (i.e. what was taken, how much, when). The assisting student will not be expected to reveal details about any other students involved.

- In an emergency, parents will be contacted immediately. If the medical situation does not require immediate parental notification, the student will help decide when parents should be notified within the next 24 hours. Parents will be informed about a student's behavior in all cases.
- If substances have been used, the student will be granted a medical/personal leave of absence, the purpose of which is to allow time for appropriate medical follow-up, including a professional substance assessment. The student and his/her family will be responsible for the cost of the assessment and any further drug testing.
- If the professional recommendation is to have the student return to Blair (i.e., there are not such significant problems that call for more intensive treatment), he or she would come back to Blair on a "non-use" contract, but with no disciplinary record. From that point on, were there to be evidence of a student continuing to use inappropriate/unhealthy substances, there would be serious consideration of requiring the student to withdraw for health reasons.
- Students cannot use the *Safety First* program as a method of protection in cases of behavior which endangers others in the community.

Summary: We believe that these policies represent responsible and constructive support of our students facing the issues of tobacco, drugs and alcohol and trust that parents will do all they can to join us in this important endeavor.

DINING HALL

The Romano Dining Hall is a place near and dear to all on campus ... please help us to maintain it as a pleasant place to eat and be together. Our cooperation in keeping it clean and functioning smoothly will enable the Sodexo Food Service to better meet our needs.

In recent years, the School has altered what used to be a formal and required sit-down family style for every meal to one that combines some formal meals with some less formal.

Breakfast – 7:30 - 8:45 A.M. – Monday - Saturday. Buffet style.
(Class day attire)

Lunch – 11:20 A.M. - 1:00 P.M. – Monday, Tuesday, Wednesday, Thursday & Friday.
Buffet style.
(Class day attire)

11:00 - 12:30 P.M. – Saturday. Buffet style.
(Class day attire)

Dinner – 6:15 P.M. – Three nights per week...usually Monday, Tuesday and Thursday.
Formal, sit-down meal. Required for all boarders; day students may attend.
Formal attire. Assigned seats (seating changes every three weeks or so). The only excuse for missing dinner is a dinner sign-out with a student's own parent, the parents of another Blair student or a faculty member. Permission to miss family-style dinner must be obtained from the Student Affairs Office.

6:00 - 7:00 P.M. – Wednesday and Friday. Buffet style. (Casual attire ... “neat and clean”) At no time should anyone come to these meals attired in a fashion that might be offensive to others.

5:30 - 6:30 P.M. – Saturday and Sunday. Buffet style. “Neat and clean” attire.

Sunday Brunch – 10:30 A.M. - 12:30 P.M. – Buffet style. “Neat and clean” attire.

Whatever the meal, the expectation is that students and faculty will treat the Dining Hall with care. At buffet meals, please be sure to clean your places thoroughly.

Announcements for Boarders

Much important information for which you will be held accountable comes in the form of announcements after dinner. If you are a waiter, you should plan your duty so as to allow you to be seated during announcements. If you are going to be absent from a meal, be sure to have someone report to you any relevant announcements.

Mr. Mazza is in charge of the Dining Hall. Any questions, concerns, or suggestions that you have should be directed to him.

Formal dinner is a community event and expectation. Absences detract from the sense of community and result in wasted food. Absences will be tracked and recorded by the Attendance Office. Unexcused absences will count just as any other non-class absences; accumulation of such absences will result in Attendance Warning and assignment to Sunday Work Squad. While class day attire is fine for the Dining Hall at breakfast and lunch, more formal attire is called for at dinner on Monday, Tuesday and Thursday (see Dress Code).

THE BLACK CANTEN

The Canteen serves as a casual snack bar for the community. On weekends it is occasionally used for “coffee houses,” dances and TV viewing.

The Canteen is managed by Sodexo Food Service. Faculty and students with suggestions for types of activities, menu items, etc., are urged to communicate them to Ms. Cindy Hughes. If given advance notice, special dorm parties may be scheduled.

HOURS:

Monday - Friday 7:00 A.M. - 11:30 A.M.
1:00 P.M. - 5:00 P.M.
7:00 P.M. - 10:30 P.M.

Saturday 8:00 A.M. - 11:00 A.M.
1:00 P.M. - 4:00 P.M.
7:00 P.M. - 11:30 P.M.

Sunday 1:00 P.M. - 5:00 P.M.
7:30 P.M. - 10:30 P.M.

Regulations: As in all other areas of school life, the primary rule governing the use of the Canteen is that all who use it do so in a manner which respects the needs and rights of others so that all on campus may enjoy the facility. Specific regulations include the following:

1. Canteen personnel have the responsibility and the authority to manage those who use the facility. They will refuse service to those who behave inappropriately.
2. Students and faculty are expected to clean up after themselves and to lend a hand in cleaning up after others when necessary.
3. Shoes must be worn at all times.

Students who fail to abide by these regulations will be denied the privilege of using the Canteen from three to seven days depending upon the offense.

TECHNOLOGY

Computer & Telephone Use

Blair Academy provides and maintains both a telephone and computer network for students, staff and faculty. The computer network includes Internet access, an e-mail system, a campus-wide file system, Web-based services, CD-ROM resources, network printing and a variety of software packages. Students are expected to be responsible users of these systems and to use them in an ethical and legal manner. Improper use of the School systems may result in the loss of computer privileges, a disciplinary response from the School, or legal consequences.

Improper use includes the following:

- Any deliberate physical damage to any computer, computer peripheral or telephone
- Deleting, editing or duplicating other users' files or voice messages without permission
- Recording or sending obscene, inappropriate or threatening messages via computer or telephone
- Deliberately bypassing system security programs or protocols
- Using the School systems to view, post or distribute obscene, profane or pornographic materials
- Creating or relaying chain e-mail letters. Any e-mail which asks the user to duplicate and forward the message to multiple users may be considered a chain letter, regardless of the content
- Duplicating or distributing software or copyrighted material
- Accessing or sharing other user accounts or passwords. Users are expected to use only their own accounts at all times
- Making Blair systems available to people outside of the Blair community
- Using Blair systems for personal profit or political lobbying

- Installing software or performing similar activities which may lead to a breach in computer security or possible computer virus infection
- Excessive waste of printer resources

Students are each assigned individual computer accounts, which allow access to the computer network, e-mail, Internet and web privileges. Each student is responsible for his or her own computer account and should not share his or her account with others under any circumstances.

Student computer accounts are disabled from 11:00 P.M. - 5:00 P.M. and at the discretion of the School. Modem use is not supported by the School.

Though most students opt to use their own cell phones, boarding students may opt to have a school telephone account. Each boarding student who does so is assigned a unique extension and a seven-digit PIN, which is required for outgoing, long distance calls. Parents are automatically billed for phone charges. Student phone billing is managed off campus by STC, a customer service company. Boarding students are billed a base telephone fee of \$5 per month. Accounts have a default limit of \$125, which is billed monthly. Parents may contact STC to raise or lower this limit. Phone PINs are automatically and immediately disabled if a student goes over the preset limit.

Student extensions may be reached from off campus by dialing the school number (908) 362-6121 and entering the extension. Student phones are disabled during study hours (8:00 -10:00 P.M.) Sunday through Friday and from 11:00 P.M. - 5:00 A.M. every night. Students are not allowed to call out during these times. Parents may leave voice messages during these times but will not be able to access the dorm rooms.

The School reserves the right to assign, manage, access and withhold user accounts and data at its discretion. The School is not responsible for any damage which may occur to privately owned equipment used in conjunction with school systems or serviced by Blair personnel. The School assumes no responsibility for information or materials found on the Internet.

STUDENT ACCOUNTS

An ATM Machine is available in Hardwick Hall. This machine is owned and operated by First Hope Bank. It will accept ATM cards from any bank. However, there will be a \$2.50 fee for transactions made with cards from banks other than First Hope Bank. The ATM machine will be available from 7:00 A.M. to 9:00 P.M., seven days a week.

At Registration, each student will be issued a photo ID/Debit Card that will cover most areas of incidental and personal spending as well as the required book and athletic equipment purchases. If desired, parents may allow their son or daughter to receive a cash allowance using their debit card. Additional information will be forwarded under separate cover. The ID/Debit Card also allows students dorm access through electronically controlled doors.

Charges Against Student Accounts

Listed below are charges that may be incurred by your child during the school year for breakage and damage, key replacement, etc.:

\$ 35.00	Lock change
\$ 50.00	Lock repair
\$ 15.00	Key replacement
\$ 15.00	Debit /ID Card replacement
\$ 60.00	Broken bed frame
\$ 15.00	Keys not returned
\$ 100.00	Refill fire extinguisher or repair related safety equipment
T&M	Time, materials for damage to walls/doors of dormitory room
\$ 100.00	Self-luminous EXIT signs
T&M	Time, materials for damage to window glass
\$ 50.00	Screens
\$ 40.00	Mini-blind replacement

All other breakage and damage will be billed at the cost of replacement.

RELIGION

Blair has a long history of association with the Presbyterian Church and believes in the daily application of the Judeo-Christian traditions of living in a community and caring for others. Our weekly mid-week Chapel features faculty and student speakers who draw the community's attention to a variety of moral, ethical and spiritual issues. Attendance is required for all students and faculty.

Sunday evening Vespers is required for all boarding students several times each semester (many choose to attend more often, and day students are encouraged to attend as well). This half-hour gathering in our Chapel provides a reflective spiritual time and features student musicians, artists, readers and dancers.

Christian Fellowship and the Jewish Union provide opportunities for students to explore and celebrate their respective faiths.

A variety of religion, psychology and philosophy courses are offered as well, including Hebrew Bible, New Testament, Ethical Philosophy, World Religions and more. Every Blair student must complete at least one semester course in this department before graduating.

Individual students interested in attending services at local churches or synagogues should speak to the School Chaplain, Reverend Crowner, who will arrange transportation.

MISCELLANEOUS

Weekend Crew (and hourly sign-in on Saturday and Sunday afternoon) is assigned to students placed on Conduct Warning or Conduct Probation. Students help to clean up after meals, etc., as a partial means of repaying the community for actions that have detracted from it.

Sunday Work Squad meets on Sundays from 9:00 - 11:00 A.M. for any students who have been placed on Attendance Warning or Attendance Probation (and for day students placed on Conduct Warning or Conduct Probation). Students assigned to Sunday Work Squad may not leave campus for the weekend.

The Bookstore, located in Blair Commons, is the distribution center for student mail, incoming and outgoing packages and also sells books, school supplies, apparel and gifts. The Bookstore is managed by Mrs. Mauriello.

BOOKSTORE HOURS (closed for one hour at lunch on weekdays)

**Monday, Tuesday,
Thursday & Friday** 8:30 A.M. – 4:00 P.M.
Wednesday 8:30 A.M. – 2:30 P.M.
Saturday 10:00 A.M. – 2:00 P.M.

School Meeting is normally held twice a week ... on Monday and Friday mornings. Because there is always much to be announced, it is important that you be on time. Announcements vary from those regarding upcoming events to those in which a faculty member or student makes a special plug for an upcoming event. On occasion, the Headmaster may choose to address the entire community.

Depending on the nature of the topic or announcements, the prevailing mood at School Meeting can vary from light and joyous to serious. Whatever the occasion, the faculty member or student speaking is attempting to communicate something important – accordingly, it is important that you respect that effort and give your full attention to the speakers. Please do not read, sleep or chatter during School Meeting or any other such gathering.

Litter/Trash... We have a beautiful campus – one that each of us should enjoy and be proud of. Please keep it free of litter and trash – use the wastebaskets and trash containers and remind others to do the same. Thanks to the efforts of the Recycling Club and “Earth-Shine,” Blair now recycles the vast majority of its paper, cans and glass. If you are not already environmentally conscious and responsible, help us to help you get that way!

E-mail... The School depends on electronic communication. Students and faculty are expected to check their e-mail on a daily basis. Be sure to delete messages/empty your account regularly; otherwise, you will miss important messages.

Mailboxes... All students are expected to check their mailboxes daily. Much school communication travels through the mailbox system; any student who doesn’t check his or her mailbox may well miss important information.

Messages for students will either be placed in mailboxes or delivered via e-mail or voicemail. Please check your accounts regularly.

Portable music... Ipods, etc., lend themselves too conveniently to the “tune it in ... tune everything else out” syndrome. For this reason, students are asked not to use or wear them around campus during the academic day.

Cell phones may be used only in dormitories or their immediate vicinity (day student areas for day students) and never during study hours or after lights-out. Cell phones used inappropriately will be confiscated.

Laser pointers are not allowed on campus.

The **“Today” Board** in Clinton Hall is an accurate source of up-to-date information needed on a daily basis ... please check it regularly.

Public Display of Affection... Commonly referred to as “PDA,” this topic is discussed and debated every year. The fact of the matter is that in a boarding school, “privacy” is not a luxury afforded most of us; most of what we do – what we say, how we act, etc. – affects

others in one way or another. Acknowledging the lack of privacy, we urge discretion on everybody's part at all times – use good judgment and be sensitive enough to consider how your actions make others feel. Please read the paragraph on “Inter-Personal Relationships” in the Rules and Expectations Pamphlet.

Seasonal Particulars

Fall and Spring

When the urge to “soak up the rays” strikes you, please limit your sunbathing to less central areas such as behind dormitories, etc. Please don't use the front hill, the Health Center/East Hall lawn, or the lawn in front of the Commons.

When attending athletic events, etc., during the Fall and Spring, shirts are required. Also, shirts are required on the tennis courts, golf course and squash courts.

Please resist the temptation to broadcast your personal music preference from your windows across the campus – we don't all share the same tastes. Music played in your room should remain in your room.

Students using scooters, long-boards, etc., to get around campus need to take care in remembering that campus roadways are dangerous. While those of us on campus tend to think of them as our personal walkways, drivers from off-campus don't regard them that way. Also, you are reminded that nationwide, the number of head injuries has increased dramatically given the scooter/skateboarding craze. Helmets and other protective gear are recommended. No riding after dark, please.

Winter

Snowballs are not allowed in or near campus buildings or near vehicles. No snowballs in the central areas of campus (Meerwarth Courtyard, the Commons lawn, in front of Health Center). No snowballs to be thrown at anyone on walkways or roads.

Tubing, sledding, etc., on the golf course can be great fun, but can also be dangerous. Always be sure that trees are well barricaded and that no route crosses a road. Tubing, sledding, etc., down the INSLEY HILL is not allowed – too dangerous.

Visitors

Visitors are welcome guests at Blair at times that do not interfere with prior daily tasks and responsibilities of the students. The most convenient times for such visits are Saturday and Sunday afternoons. Permission to have guests to attend classes, etc., must be granted by the Student Affairs Office.

In all cases, guests should be introduced to a student's Housemaster or the faculty member on duty in the dormitory. Guests, of course, are to be entertained in the appropriate places and at the appropriate times and are expected to abide by all school rules and expectations; the host is responsible for the guest at all times on campus. Coed visitation rules apply to visitors of the opposite sex just as they do to Blair students.

Meals for Guests: Please sign a “Guest Charge Slip” at buffet meals (available at the buffet line). At family-style meals, inform the Headwaiter that you have a guest so that you can be charged accordingly.

Visitors other than relatives may not transport a student off campus without specific permission from the Housemaster or faculty member on duty (and in accordance with the specific “riding permission” granted by parents).

Visitors are expected to leave campus by 8:00 P.M. on weekdays and by 11:00 P.M. on Saturdays. Boarding students may not have overnight guests unless they are relatives. For other guests, you may make arrangements for them to stay at a faculty home.

Student Travel

At times of major vacations or long weekends, the School will arrange for charter bus service to and from Port Authority in New York City and to major airports if there is sufficient interest. (Newark Airport is the nearest and most convenient airport.) Students may sign up for this service in the Student Affairs Office. For other times, the Student Affairs Office will assist students in making arrangements for professional shuttle service to and from airports.

There is no regularly scheduled bus service out of Blairstown. Students may sign-up in the Student Affairs Office for transportation to and from Panther Valley which is the nearest location (20 minutes from school) for bus service to and from New York City.

Riding Permission... Please remember that whether you are a day student or a boarder, you may not ride in a car driven by another student while under the School’s jurisdiction unless you check out in person with a faculty member (and unless your parents have signed a release form). If you have doubts about whether or not your parents have signed a form, please check in the Student Affairs Office.

PERSONAL RESOURCES

Advisor – During the first term, students select a personal advisor, a faculty member who is the student’s resource for social, personal or academic concerns. This is the person to whom a student would usually turn first for any advice regarding courses, teachers or schedules.

Class Monitors – As noted earlier, the class monitors work to facilitate communication among faculty, students, parents and advisors. They have oversight for the social and academic well-being of their respective classes and, in addition, have direct responsibility for such everyday matters as course changes and the arrangement of parent-student-faculty meetings. The class monitor is the advisor’s and student’s link to the Registrar.

The Dean of Academics – Mr. Bacon is responsible for coordinating all aspects of the academic program, including the development of curriculum, oversight of academic counseling and scheduling of new students.

Dean of College Counseling – Mr. Stival is responsible for coordinating all aspects of the College Counseling program.

Personal Counseling – The School Counselor, Ms. Zimmerman, will see a student on a confidential basis at the request of the student or of faculty working with the student, including his/her advisor, monitor, Housemaster, the Student Affairs Office or the Health Center. The School Counselor or the Health Center will refer students to professional therapists upon a student’s or parent’s request or when the School deems it appropriate; for such professional therapy, parental consent is required. Confidentiality in a counseling or health relationship will be honored except when the health or safety of any member of the community might be jeopardized.

Chaplain – Ms. Crowner is available to all students for pastoral or personal counseling.

Dean of School Life – Mr. Mazza oversees the attendance system and general matters having to do with school life.

Dean of Lower School – Ms. Matzkin oversees the daily life of Blair's 9th and 10th graders.

Dean of Upper School – Mr. Curran oversees the daily life of Blair's 11th and 12th graders.

THE ACADEMIC PROGRAM

DIPLOMA REQUIREMENTS

Diploma requirements are governed by college entrance requirements, and they ensure that all students graduate with a traditional exposure to a wide variety of disciplines including the arts and physical education. Beyond fundamental and advanced reading, writing and mathematical skills, Blair seeks to provide a base from which students can make sound judgments about their future direction. Specific requirements are explained in full in the annual edition of the Blair Academy online course catalog.

ASSIGNMENTS

During a standard six-day week, courses will meet three times at 55 minutes and one time at 50 minutes per class. Teachers anticipate that their students will allow approximately 45-50 minutes (more for A.P. courses) in preparation for each class. The amount accomplished during that time should be greater for older students. The scope of assignments will necessarily vary, especially for advanced placement courses, but the guidelines are presented so that students carrying normal class programs will not be overburdened by any individual course.

You may sometimes find it difficult to budget time effectively, especially in a more college-like schedule where classes do not meet each day. This is especially true in the fall term as students new to the School attempt to adjust to a variety of changes. If this happens, don't panic! See your advisor, Housemaster, favorite teacher or class monitor for help in developing a study schedule that will allow you to spend an appropriate amount of time on each subject. Don't forget to use "free" time during the class day. Virtually all students have a free period available. And don't forget: Timken Library is a wonderful place to study. Any student at Blair who is doing acceptable work will tell you that you must study and prepare during the class day in addition to using the two-hour evening study time. If you are unable to complete assignments for one of your classes, see your teacher for specific suggestions as to how to better prepare for that class. Quite often other students can be of tremendous help. It is most important that you ask for help if you find yourself falling behind. Your teachers expect that this may happen and will not be surprised by your asking for some help.

STUDY PERIODS

We encourage students to become academically and socially mature and, therefore, not require others to structure their lives and priorities for them. With this in mind, the responsibility for study time is determined by the student's demonstrated ability to handle academic responsibility. Monitored day study halls are available through Thanksgiving and are required

of most new students for the first six weeks of school. Evening study options are determined by a student's Housemaster, monitor and the student's performance.

Remember: Students cannot expect to do well at Blair if they attempt to confine their study to the fixed hours of evening study hall. Careful use of other time during the week (from 7:00 - 8:00 P.M., or "free" periods during the class day, for example) or on weekends, will be necessary to anticipate and complete longer assignments. During the academic day, dormitories are expected to be quiet enough to allow students to study in their rooms.

On school nights, 8:00 - 10:00 P.M. is considered sacred study time. Unless exempted on the basis of honor privileges, all students are expected to be studying. Permission to go to the Library must be based on a specific need; students need to present a note from a teacher to the dorm duty person at the start of evening study hall. Depending on need, some students (as determined by their Housemaster and their class monitor) will be assigned to a supervised evening study which takes place in the Dining Room.

Room Study

Daytime – All students not assigned to supervised study hall are free to determine where, when and how they will utilize their free periods during the day.

Evening – Unless exempted for honor status, all students will have room study.

Unlimited status is determined three times each year: the end of the first semester, the second mids and the end of the second semester.

EVALUATION OF STUDENT WORK

Each teacher has considerable flexibility in determining the basis for evaluating students' work. It is important for you to make sure that you clearly understand the expectations of each of your teachers.

As a general guideline, your teachers are expected to return tests and papers within five days of the time you submitted them, and quizzes should be returned within two days. It is very important that you review your tests or papers to make sure that you know how to improve your work in the future. It is an excellent idea to get into the habit of reviewing all of your work with your teachers. Don't just look at the grade and put the test or paper aside. The purpose of evaluation is to convey information that will help you to learn more effectively. Reading your teachers' comments and reviewing areas with which you had difficulty are essential to the learning process.

Multiple Full – Period Tests on one day

To avoid an overload situation for students, faculty know that students may not be expected to take more than two full period tests on any day! If you find that more than two tests have been scheduled, you should see your class monitor who will negotiate a solution. Do not put this off!

Grading System

Grades are recorded at the semesters and the mid-terms.

- 6.0 An assignment receiving this grade is truly exceptional: A student receiving this grade for a marking period or term would clearly be among only the

very top students a teacher had taught in his or her career. Less than two percent of marking period grades are 6.0's.

- 5.0/5.5 These are superior grades: A's.
- 4.0/4.5 This is a good-to-very good range of grade: B's.
- 3.0/3.5 This range represents adequate work: C's. However, it is important to realize that having an overall GPA below 3.5 may represent the difference between staying at the School and being in jeopardy of being asked to leave.
- 2.0/2.5 While the School will offer credit for these grades (D's), achievement at this level is low enough to indicate strongly that a student should not be in the class or, in a broader sense, return to the School.
- 1.0 This grade shows a failure to demonstrate an understanding of the course at the passing level. No credit is given.
- 0.0 This grade is reserved for work never submitted.

6.0	truly exceptional	2.0/2.5	passing
5.0/5.5	excellent	1.0	failure
4.0/4.5	good to very good	0.0	work not submitted
3.0/3.5	satisfactory		

Effort marks accompany the number grade on report cards. Their effect on assignments to study hall and honor nights and other appropriate areas is profound, as a review of the criteria for Unlimited and Honor Night status reveal.

The teacher is responsible at the beginning of the year for telling students exactly what effort marks will be based upon.

Effort marks are recorded as follows:

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Teachers write comments for all students at the end of each semester, as well as the second mids in March. Overview comments are provided for all new students by their monitors at the first mids (October).

Comments convey to students, parents, class monitors and advisors the level of achievement during the previous marking period. These comments can be especially helpful, and you should read them carefully and discuss them with your teachers. In many cases, these comments are a much clearer reflection of how well you are doing than the number grade.

If you need help...

Seeking help from teachers and other students throughout the day and evening is a way of life at Blair. There are some formal times and places for students to seek out assistance, and

these are shown on the daily schedule; however, most help comes during informal and less structured times and is the result of a community feeling that highly values people working together for a common goal. If ready availability of faculty for extra help is new to your experience, try it; you will find that this openness is what makes things work well at Blair.

Some opportunities for help are:

1. **“Free Period”** – There are periods when you will not have a class and will be free to work one-on-one or in small groups with a teacher. The best use of these periods for extra help depends upon your making arrangements ahead of time to meet with a teacher. Even a half-period of extra help can often make a significant difference in your success on a test or paper. Successful students will make use of their free periods.
2. **Peer Tutoring** – Student volunteers work with students who need help with their work. Arrangements for individual peer tutoring may be made through your classroom teacher. You may ask for help or offer it by e-mailing peertutoring@blair.edu.
3. **Advisor** – Each student chooses an advisor whose responsibility it is to help his/her advisees with any aspects of their academic programs. For example, students should seek out their advisor (or their class monitor)
 - when they need help devising a daily schedule;
 - when they need suggestions for developing effective study habits;
 - to discuss all schedule changes;
 - to discuss signing up for courses for the following year;
 - to resolve test or examination conflicts;
 - to review all supervised study hall assignments.
4. **Class Monitor** – Each class is assigned class monitors who have oversight of the entire grade. They work to facilitate communication between faculty, students, parents and advisors. The twelfth grade and post-graduate monitors work closely with the college office to provide extra support. While you work most closely with your teachers and advisor, you should feel free to see your class monitor when you wish. Monitors are responsible for implementing course changes and facilitating communication among parents, student, teachers and advisors; the advisor is the personal resource who can help students to gain the most from their studies at Blair.

MISSING ACADEMIC OBLIGATIONS

Excused Absences – It is most important to understand that when a student is excused from a class because of a school trip, athletic conflict, illness, etc., the student is responsible for informing all of his or her teachers and making up the work that is missed and for being prepared for the next class.

When a student knows in advance that he will miss a class (or he knows on Saturday he will leave early for a football game, for example), it is the student’s responsibility to make arrangements for making up the work missed and to get assignments for the next class.

Parents of day students must inform the School’s switchboard each day of a student’s absence. Students should get assignments from classmates or request that the School Office collect them (in cases of extended absence).

Unexcused Absences – A complete discussion of the various procedures and disciplinary responses to the missing of academic appointments is included in the section which discusses discipline. For the purpose of this section, it simply needs to be made clear that all absences from a class or conference appointment will be responded to by the faculty.

Lateness to Academic Obligations – We expect students to arrive on time for classes and other obligations. Late arrivals disrupt the flow of a class—or any event—and students must be responsible in getting to class on time. Thus, faculty’s response to lateness can be as significant as the response to absence, for if neglected, tardiness can develop into a serious problem for a student and a class. At the same time, tardiness is seldom as much of a black-and-white issue as an absence. Accordingly, the response to a student who is late to a commitment depends upon the situation. In the busy schedule students and faculty alike live, there may be times when a student is legitimately late.

That said, it is unreasonable that a student regularly report to class several minutes late, and there is no excuse for being late to the first class of the day.

PROCEDURES REGARDING CHEATING

Matters of academic integrity are handled by the Academic Honor Committee, a group of faculty and students. Faculty will strive to act in a uniform manner in dealing with all forms of academic dishonesty.

Some students are confused about what constitutes cheating and to avoid this confusion, some common problems are explained below.

1. Some students may unconsciously assign values to forms of cheating. For example, some reason that cheating on a quiz or copying homework is not as blameworthy as cheating on a test. Some feel that copying homework is simply a part of everyday life. *Please know that the School does not draw such distinctions when dealing with cheating cases.*
2. Be aware that out-of-class assignments on which students are instructed that they may not receive help from others are quite different from ordinary homework assignments. Special care must be taken when completing such assignments to be sure that you clearly understand your teacher’s expectations. A student who does not follow such instructions will be held accountable for cheating.
3. Plagiarism is one of the most serious offenses committed in an academic institution. A writer who plagiarizes is one who steals the words or ideas of another and presents them as his own. According to Webster’s Dictionary, one who plagiarizes commits “literary theft.” In short, one is trying to profit dishonestly at the expense of others. Plagiarism is such a serious matter that Blair cannot and will not excuse it. Therefore, students must understand what plagiarism is and how to avoid it. Whenever in doubt, consult a teacher.
 - 1) Most often plagiarism is committed when one copies the words of another without using quotation marks and without providing an appropriate citation.
 - 2) Plagiarism is committed when one takes the thoughts, ideas, or opinions of another without giving credit to the author by way of a citation.
 - 3) Plagiarism is committed when one intentionally summarizes or paraphrases another person’s written work and does not make a proper reference.

In school, students plagiarize for many reasons. Perhaps they don't know what plagiarism is. A paper is due and it must be written quickly, so a student copies someone else's work in hopes of getting a high grade with a minimum amount of effort or avoiding the penalty for lateness. A student believes the source he is using expresses an idea so well that he copies or paraphrases the source and calls it his own. A student is lazy and does not work from notes. A student does not understand the topic; thus he depends on the writing of one who does understand the topic and tries to pass those words off as his own. The reasons are as different as the people who plagiarize.

In all cases, plagiarism is avoided by using appropriate citation. Citation is the mechanism by which a writer expresses his indebtedness to others, whether it is footnote, inter-linear references or note. Quotations, ideas, opinions and the phrasing of others have been borrowed; common honesty demands a receipt. Porter Perrin's *The Writer's Guide* sums it up: it is "common courtesy and honesty to give credit where credit is due."¹

Of course, faculty spend much time, each year, working to educate students about the use of research materials. You must pay close attention to these matters and ask questions whenever you are unclear about them or do not feel entirely comfortable with the way your work is going. You may be assured that when you are assigned a research paper that your teacher will be giving you a process to follow and will be reiterating information regarding plagiarism. Ultimately, though, the responsibility is yours, and you will be held accountable for any form of academic dishonesty. Please know that teachers will regularly and randomly submit numbers of papers to an Internet scanning service (turnitin.com) to be sure that students are citing appropriately.

A teacher who suspects a student of cheating will discuss the matter with the student promptly and privately. If, as a result of such discussion, the teacher is satisfied beyond reasonable doubt that there has been the intent to cheat and/or cheating, the teacher will inform the Department Chairman, who will inform the Dean of Academics; the Dean will investigate the matter and when necessary convene a meeting of the Academic Honor Committee. If dishonesty is established beyond reasonable doubt, the Dean and the committee will counsel the student and inform him or her of the penalties. The response will be enacted by the committee in accordance with the School's stated code.

In a case where cheating is strongly suspected but cannot be proven and is not admitted to, the class monitor will contact the student's parents to let them know of the situation and concern.

ARTS FACILITIES

Blair offers many different ways for students to be involved in both performing and fine arts.

- We have two theatres and numerous opportunities for students to be involved in drama productions in fall, winter and spring. The cast and crew meet during the afternoon sports/activities period and involvement in drama is equivalent to a sports credit.
- All Instrumental Ensembles meet during the academic day and receive academic credit.

¹ Porter G. Perrin, *The Writer's Guide*, 4th edition, revised by Karl W. Dykenma and Wilma R. Ebbitt (Chicago, Scott Foresman & Co., 1965) p. 438 as quoted in Charles Cooper and Edmund J. Robins, *The Term Paper: A Manual and Model*, 4th edition (Stanford University Press, 1967) p. 27.

- The Academy Singers meet during a period of the academic day for academic credit.
- Depending on interest levels in any given year, there are various other musical groups (e.g. Acapella, Doo Wop, Bonsai Blues) that form and include student and faculty performers.
- Video production classes meet each semester for academic credit and, during two seasons, video is also offered as an afternoon activity.
- The fine arts offerings include drawing, painting, architecture, ceramics, photography, all of which meet during the academic day.

TIMKEN LIBRARY

Timken Library functions as the heart of the School and the center of learning. We provide a vibrant atmosphere to attract both students and teachers. Our Library Media Specialist and staff are eager to work with classes or individuals. There are two classrooms in the Library, one of which is fitted with multimedia equipment and projector for class instruction. Classes regularly visit the library to work on academic and artistic projects. Timken Library maintains one of the finest academic collections in the area with books and electronic resources to encourage a wide variety of reading interests and support curriculum research needs. Timken Library currently has over 22,000 volumes in our collection and we are members of a library consortium for inter-library loans of material we do not own. We also provide access to an extensive collection of online research databases including ABC-CLIO School Social Studies, science databases, Facts On File, Gale Literature Resource Center and ProQuest Platinum which provide extensive coverage of online journals and periodicals. Computers are available throughout the Library for searching Athena (our online catalog), using the databases, or accessing the campus-wide network and Internet. Quiet work stations are also provided for wireless laptop connection and there is a wireless laptop lab for class use in research.

Much as The Black Canteen is the place to be for social gatherings, the Library is the place to be for study and research. The lower floor is designed for instruction, reference and circulation. The upper floors provide a quiet atmosphere for reading and study. Group study rooms may be reserved for collaborative study. Circulating materials remain the responsibility of the student until returned in good condition. It is expected that students will be respectful of the needs and rights of others as they make use of this beautiful facility and its many resources.

Personnel

Librarian: Ann Williams

Library Staff: Olga Brazaitis, Holly Newcomb, Kate Skeffington

Volunteers, faculty and students also assist with the Library's operations.

HOURS: Monday - Friday 7:30 A.M. - 5:00 P.M.
7:00 P.M. - 10:00 P.M.

Saturday 8:00 A.M. - 12:00 P.M.

Sunday 2:00 P.M. - 5:00 P.M.
7:00 P.M. - 10:00 P.M.

HEALTH SERVICES

J. BROOKS HOFFMAN HEALTH CENTER

908-362-6121 Ext. 5625

FAX: 908-362-7885

The Brooks Hoffman Health Center provides health care for the Blair community. The health center is staffed 24 hours a day for the academic school year. A full staff of registered nurses and licensed practical nurses provide care for illnesses and accidents under the direction of the school physician. Local hospitals in the Newton and Stroudsburg area provide specialized care when needed. The nursing staff provides emergency and ongoing care, health education and counseling on a variety of health topics such as nutrition/diet, stress management, sexuality and substance use.

HEALTH CENTER HOURS, SEVEN DAYS A WEEK

Open clinic hours from 7:30 A.M. to 8:30 P.M. (The Health Center may be closed for 1/2 hour at lunch and dinner except for emergencies.)

“On Call” hours from 8:30 P.M. - 7:30 A.M.

A nurse is available on call for EMERGENCIES after 8:30 P.M. Anyone in need of emergency care for accidents, sudden illnesses, or counseling should have the dorm faculty person on duty call the Health Center for further direction.

PERSONNEL

Director of Health Services: J. Diane Sauvé R.N., B.S., N.C.S.N.

Nursing Staff:	Jolan Conan, R.N., M.S.N.	Toni Mazzariello, R.N.
	Diana DePuy, L.P.N.	Caroline McConnell, R.N.
	MariEllen Defort, R.N., B.S.N.	Deborah McConachy, R.N.
	Marie Farmer, R.N., B.S.N.	Carol McGowan, R.N.
	Eileen Hayes, R.N.	Marianne Scrivanni, R.N.
	Will Lobb, R.N., B.S., M. Ed	Alex Vash, R.N., B.S.N., M.P.H

School Physician: Eugene Cullen M.D.

Dr. Eugene Cullen provides medical coverage for the Health Center. He is available by appointment and in emergencies through the Health Center. Students who need to see the doctor should make appointments through the nursing staff and are expected to report at the designated time.

If a student is unable to keep an appointment, the student is expected to inform the nurse of cancellation. No shows will be submitted to the Student Affairs Office.

ILLNESS OR INJURY WHILE AT SCHOOL

Day students are expected to receive medical care from their family physicians. If a day student becomes ill while at school, they must report to the Health Center. If, after an assessment, the R.N. determines that the student needs to go home, the Health Center will contact the parents. Students are not to make these arrangements before coming to the Health Center for an evaluation. In the case of a medical emergency which occurs during the day,

the Health Center will provide and arrange for immediate care. Parents and the Student Affairs Office will be notified.

If a day student has to leave campus for a medical appointment, they must sign out from the Health Center and bring information from the doctor to the Health Center upon their return. Please schedule these appointments at times that do not interfere with the class day if at all possible.

Hospital & Specialists

It is expected that students will schedule routine appointments over vacations with their family health care providers. In the event of an emergency, the Health Center will make arrangements for trips to the hospital and will assist boarding students in making appointments with local specialists (orthodontists, dentists, ophthalmologist, etc.) We have numerous physicians in the area to whom we refer patients. Students will be charged for transportation to and from such appointments. Insurance matters are the responsibility of the parents.

Permission to miss commitments (classes, athletics, etc.) for medical reasons may be granted only by the nurses, school physician or family physician.

Athletic excuses may only be obtained from the Health Center prior to 8:00 A.M. or after the academic day. Students with notes from their family physicians must submit these to the Health Center. A student who has been excused from athletics is required to report to the coach and attend practice at the coach's discretion but may not participate. Students excused for illness will remain in the Health Center for the time of the commitment.

Any student, day or boarding, leaving campus for medical reasons (either illness or a doctor's appointment) must check out from the Health Center. In turn, students returning to campus after an illness or doctor's appointment are to check in at the Health Center before returning to their dorms or to classes. All doctors' instructions are to be in writing for the use of the Health Center.

ADDITIONAL PROCEDURES AND GUIDELINES

ALL MEDICATIONS are to be registered at the Health Center. Medication orders are submitted and filled through the Health Center. No medication of any sort other than vitamins may be kept in student rooms without permission of the Health Center. The Health Center will make every reasonable effort to ensure that students take prescribed medications according to the doctor's orders. However, if a student proves to be unwilling or unable to meet the School's and/or doctor's expectations in this regard, the School cannot be responsible for the student's well-being and reserves the right to require the student to withdraw from school for medical reasons. While the nurses will endeavor to assist parents, refills for prescriptions ordered by a student's PCP or specialist at home are the responsibility of the parents.

Health Care Services: Students are encouraged to report symptoms of illness and all injuries and are expected to do so (except in cases of emergency) at times that do not interfere with their commitments to Blair. We also encourage students to seek preventative health care information from the Health Center.

“Temporary” Admission: Students are expected to meet their commitments unless seriously ill or in serious discomfort. Accordingly, any student who is admitted to the Health Center and stays through noon, is required to remain in the Health Center until 5:00 P.M.

Overnight Admission: Occasionally a student's illness or injury may require him/her to be admitted overnight at the Health Center. There is no fee for this service unless it is for

elective surgery. If surgery is elective, extra nursing hours required are the responsibility of the parents. Please schedule elective surgeries during school breaks or over the summer. In cases where a Blair student is in the Health Center for more than 48 hours, or in cases of shorter duration of stay in which our medical staff feels it is important, the following steps are to be taken:

- a. The student's parents will be contacted by phone or by e-mail from the Blair medical staff/student with an explanation of the situation.
- b. In cases where our medical staff recommends that a student consult with his or her own doctor or with a specialist, parents/guardians will be contacted for permission for a referral. In cases of emergency, the format outlined on the treatment form will be followed.

Visitation: To provide rest for those ill and to protect the community, visitation during the day will be at the nurses' discretion. All visitors are to report to the nurse for permission for visitation. No visitors are permitted during doctor hours.

No Shows for off-campus Doctor's appointments will result in paying for one hour of the driver's time.

Appointments for counseling, gynecological services or to meet with a nutritionist may be made at the Health Center. Contact Mrs. Sauvé for further information.

Sports related issues and injuries may be handled by the **Athletic Trainer**, (Ext. 5652) under the direction of our orthopedic consultant. All injuries and accidents will be reported to the Health Center in order that insurance claims may be filed.

Failure to abide by the policies and guidelines of the Health Center will be reported to the student's advisor and to the Assistant Headmaster for Student Affairs.

The Blair nurses are always concerned about the health and well-being of our students. Please know you are always welcome to contact us with any concerns.

ATHLETICS DEPARTMENT

PERSONNEL

- **James Stone**, *Director of Athletics*, is in charge of the entire program of interscholastic athletics, intramural sports, activities and related athletic programs. He supervises the general use of all athletic facilities. Additionally, he is the head coach of football and baseball.
- **Avery Pierce**, *Assistant Athletic Director*, assists the Director of Athletics with all duties.
- **Brad Strauss**, *Head Trainer*, oversees the training room. He supervises all activity in the training room, works with student trainers and assists all coaches in regard to athletic injury and rehabilitation.
- **Dr. Gerard Giuricich**, *Equipment Manager*, is in charge of the distribution of all athletic equipment and the gym store operation.
- **Tammy Findlay**, *Assistant to the Director of Athletics*, is in charge of athletic attendance, rosters, officials and assists with other Athletic Department duties.

- **A.J. Kizekai**, *Strength & Conditioning Coach*, oversees Hardwick Hall Fitness Center.

ATHLETIC POLICY/REQUIREMENTS

Blair Academy firmly believes that athletics are an integral part of a student's education and that regular physical activity is essential to healthy development. Accordingly, every student at Blair is required to be physically active – either on a team sport or in a physical activity – during all three terms of the year. Three units of Athletic Credit per year is a graduation requirement.

Interscholastic (Team) Sports

Freshmen, Sophomores and Juniors are required to participate in team sports (or the equivalents of drama or outdoor skills) for a minimum of two seasons per year. They may opt for a “physical activity” rather than a team sport. Freshmen must play a team sport (or its equivalent) during the Fall. New sophomores and juniors are strongly encouraged to play a team sport (or its equivalent) during the Fall.

Seniors have no Interscholastic (Team) Sport requirement, but are strongly encouraged to participate. For many, this will be the last opportunity to enjoy and benefit from the team experience.

As an alternative to the Interscholastic (Team) Sport requirement, a student may receive credit for participation in DRAMA or in OUTDOOR SKILLS. An underclass student going this route must fulfill his/her other term requirement with involvement in a team sport.

MANAGERS are selected by coaches and receive one credit for their work. No more than one credit per year may be fulfilled by managing; an underclass student's second credit has to be fulfilled by participation in an Interscholastic (Team) Sport. Freshmen are not eligible for managers positions.

Physical Activities

Any student who opts not to participate in Interscholastic (Team) Sports (or Drama) in any given season must select an on campus physical activity. These activities meet four times, at a minimum of four hours per week.

Athletic Absences

Participation in the sport/physical activities program is an integral part of the Blair experience. Absences are to the detriment of the individual and the team or group. Absences will be reported and tracked by the Attendance Office.

Written Health Center or Training Room excuses from practice must be presented to the coach at the time of practice. Students who are absent from classes for reasons of health may not participate in practice or an athletic contest on that day.

Requests for permission to miss athletics for academic reasons may be granted by the coach of an interscholastic team. While it is the fact that a student's academic work is the top priority at Blair, so, too, is it the expectation that students organize and budget their time according to the overall expectations. Poor planning and/or wasting time will not be regarded by coaches as a legitimate basis for a request to miss a day of practice.

If injured and not confined to his/her dorm room by the Health Center, a student must attend practice but may not participate. In extreme cases (for instance, when a student has been absent from school for an extended period of time), class monitors may remove a

student from sports for a period of time until that student has had sufficient time to catch up on academic work.

“Letters”/Credit

Students on the varsity level of Interscholastic (Team) Sports will receive an award (letter) for meeting the particular criteria of that sport and coach. The varsity letter will not be based on perfect attendance – that is an expectation of all team members. An example of varsity letter criteria is being a regular participant in at least 75% of the team’s games. Individual coaches will determine their own criteria that fit the spirit of this standard.

Others may receive “credit” for having attended practices and for having participated in that interscholastic activity. In both cases, students will have met their interscholastic requirement. Any student who quits or is removed from a team will not receive credit for that Interscholastic Sport. He/she must join another sport or activity immediately. Students who have not attended practices regularly or who have not participated actively in the program may be denied credit for that activity.

Changing/Dropping Sports

Any student who wishes to change or drop sports in any term must complete a “Change of Activity” form found in the AD Office to be signed by coaches and approved by the AD Office. Coaches who approve such changes will inform the Athletic Office in writing. In turn, it is the student’s responsibility to inform the **Athletic Office within 24 hours** of the new Interscholastic (Team) Sport or Physical Activity which he/she has joined. Failure to do so will result in unexcused absences. There is a two-week period from the beginning of the season in which a student may switch sports or activities.

Clearly, it is important that teams get established early in a season. For this reason, students **may not change sports after the second week of the season.**

ATHLETIC FACILITIES AND GUIDELINES

The *Golf Course* is an excellent test of golf. It has nine holes and is open for play for all of our students. Please remember, however, that residents of Blairstown are members of the course and will be playing on it during the fall and spring terms. Some general rules to follow when playing on the golf course:

- Each player must have his/her own bag, wear presentable clothes on the golf course (collared shirts are required) and at all times follow all rules and etiquette of golf. If you have any questions about the use of the golf course, please see Mr. Stone or one of the golf team coaches.

Tennis Courts – As is the case with the golf course, the tennis courts are primarily for the use of the School but are also used by fee-paying members of the Golf/Tennis Club. Proper attire is required at all times ... tennis shoes and shirts always. Please do not use the courts for any other purposes (skateboarding, biking, etc.). Be conscious of your language and of not distracting players on adjacent courts.

Hardwick Hall – Our new Athletics and Activities Center includes a varsity competition basketball court, two multi purpose courts (tennis, volleyball basketball), a new wrestling room, state of the art fitness center, boys’ and girls’ locker rooms, training room, new squash courts and the Athletic Offices.

The **Physical Fitness Room** is located on the second floor of the new Athletic Center. It is a state-of-the-art weight room/fitness center. At certain times it will be reserved for groups and teams; at other times the room will be open for general use. A complete statement about procedures to follow while using the room is posted in the weight room; *please adhere to these expectations and keep this room clean so all can take advantage of this fine facility.*

Playing Fields – Thanks to the care of the Grounds Crew, Blair has some of the best playing fields in the state, including the new state-of-the-art turf field that will be enjoyed by many teams. Please help us to care for the fields by staying off them when they are wet or thawing.

The Gym Store (open Mon.-Fri. 2:00 - 4:00 P.M.) is located on the bottom floor of the Activity Center in the Equipment Manager's Room. Students may purchase team apparel and equipment in the store. Every student has a charge account in the store, and no cash is used in transactions. All students may opt to have issued to them a mesh laundry bag and a lock. The lock is purchased by the student, but the laundry bag stays with the locker and is not owned by the student. Students are reminded that only athletic laundry is to be done in the gym. Locks are issued through the Gym Store. Reynold's Team Sales (sporting goods dealer) visits campus four to six times a year to be available for athletic equipment purchasing.

The Wallace Pool is occasionally open during the weekends for recreational swimming in addition to use by the swimming team. Please remember and observe the following rules when using the pool:

- a. There must be a faculty member in the pool area and a certified lifeguard.
- b. Please wear proper bathing attire, and always shower before entering the pool. No street shoes on the deck. No food or drink on the deck of the pool.
- c. Be careful and courteous.
- d. Never enter the pool area unless you have permission.

Tracy Athletic Hall includes the golf shop and seven state-of-the-art international squash courts. These courts are for squash only. Players must always wear protective eyewear and athletic shoes with non-marking soles.

Training Rules

Beyond the matter of school rules, abstinence from the use of tobacco or any chemical substances is essential to one's health and physical development. From the time of the first team meeting to the conclusion of the season, any indication that an athlete has used tobacco, alcohol or illegal drugs (including anabolic steroids), whether or not that use has occurred at or away from school, will subject the athlete to discipline from the coach including the possibility of dismissal from the team.

We hope that the information contained in this section on athletics will help you to enjoy participating in the athletic program and to utilize the facilities at Blair Academy. Blair traditionally has had a strong and respected program in interscholastic athletics. We always strive to maintain this fine tradition by turning out good competitive teams. However, it is most important to all of us in the athletic program that you, the students, enjoy and have fun participating and that you reap the many rewards that playing competitive sports offers. Have a good year at Blair and much success!

BLAIR ACADEMY SCHOOL CALENDAR 2011–2012

FALL SEMESTER

Friday, August 26	Registration for “Pre-Season” Football players (those who have been invited to return early by Coach Stone): 1:00 – 2:00 P.M.
Tuesday, August 30	Registration for Prefects: 1:00 – 2:00 P.M.
Wednesday, August 31	Registration for “Pre-Season” Soccer, Field Hockey, Cross Country and Girls Tennis (those invited by coaches): 8:30 – 11:30 A.M.
Friday, September 2	Registration for International Students: 8:30 – 11:00 A.M. Registration for Day Students: 1:00 – 3:00 P.M.
Monday, September 5	Registration for All Remaining Students: 8:30 A.M. – NOON
Tuesday, September 6	First Semester begins.
Wednesday, September 7	CONVOCATION: 5:15 P.M. (required for all students)
September 10 & 11	Community Weekend
September 17 & 18	Community Weekend
Friday, October 14	First Semester mid-term. Grades reported to parents after processing.
October 21 & 22	PARENTS’ WEEKEND
Monday, October 24	No classes. Varsity athletes due back for afternoon practices. Boarding students return by 7:00 P.M.
Saturday, November 12	“PEDDIE DAY” at Peddie; weekend departures begin after the conclusion of athletic contests.
Saturday, November 19	Classes end by noon; Thanksgiving Vacation begins, dormitories close.*
Monday, November 28	Boarding students return by 7:00 P.M.*
Tuesday, November 29	Classes resume.
Tuesday, December 13	CHRISTMAS VESPERS (required for all students)
Wednesday, December 14	Classes end by noon; First Semester ends. Christmas Vacation begins, dormitories close.* Grades reported to parents after processing.

WINTER/SPRING SEMESTER

Tuesday, January 3	Boarding students return by 7:00 P.M.*
Wednesday, January 4	Second Semester begins.
Thursday, February 2	Winter Long Weekend begins at Noon, dormitories close.*
Tuesday, February 7	Boarding students return by 7:00 P.M.*
Wednesday, February 8	Classes resume.
Saturday, March 3	Mid-semester exams begin.
Tuesday, March 6	Exams end. Spring vacation begins, dormitories close.* Grades reported to parents after processing.
Monday, March 26	Boarding students return by 7:00 P.M.*
Tuesday, March 27	Classes resume.
Monday, April 23	No classes. Varsity athletes due back for afternoon practices. Boarding students return by 7:00 P.M.
Monday, May 21	Senior Prize Assembly (Departmental Prizes)
Tuesday, May 22	Junior/Senior Prom
Wednesday, May 23	Packing Day for seniors; Class of 2012 Senior Assembly; BACCALAUREATE
Thursday, May 24	GRADUATION
May 26 & 27	Community Weekend for underclass students
Sunday, May 27	Underclass Exams begin in afternoon.
Monday, May 28	Underclass Prize Assembly
Wednesday, May 30	Underclass exams end , students may depart for summer vacation. Grades reported to parents after processing.
Thursday, May 31	Dormitories close for the summer.
June 8 & 9	ALUMNI WEEKEND

COMMUNITY WEEKENDS are designed to establish the sense of community at Blair that is central to the School's mission (or to build in structure for exam preparation). Various activities are planned for students' enjoyment. Parents may visit campus on those weekends but are asked not to take their sons/daughters off campus.

***A NOTE REGARDING TRAVEL PLANS:** On the dates indicated, the School will arrange for charter bus or van transportation to/from New York City (Port Authority) and to/from airports. **Whenever possible, use Newark Airport** as it is much more convenient than the other New York area airports. Students flying out of Newark Airport should schedule departures for 3:00 P.M. or later. For any who must fly out of LaGuardia or JFK Airport, departures should be scheduled for 4:00 P.M. or later. Students leaving or returning on days other than designated travel days may have to arrange for private transportation.