



# Busche Academy

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## Dear Students and Families,

On behalf of the faculty and staff of Busche Academy (BA), welcome to the 2024–2025 academic year! The official first day of school will be **Tuesday, September 3, 2024**. Boarding students will move onto campus before then, on the date designated by your specific program.

### Dorm Move-In Procedures:

Families will complete and sign a dorm check-in form upon move-in to confirm the condition of their student's room and furnishings, and to receive student room keys. Roommate arrangements are determined by the student's program director or head coach, if participating in athletics. Students should not, under any circumstances, change rooms or move school furniture out of the rooms, without approval from a dorm parent. Any restoration costs associated with damage to the room or its furnishings, during student occupancy, will be billed accordingly to those responsible.

For any questions or concerns about your student's dormitory experience, please email the Director of Operations, Mr. Darron Jones, at [djones@buscheacademy.org](mailto:djones@buscheacademy.org). He can also be reached via text or WhatsApp at the phone number +1-413-433-3310.

### Dorm Furnishings and Packing List:

BA dorm rooms have basic furnishings including a twin-sized bed frame, a firm college-style nylon mattress, a writing desk and chair, a dresser for clothing storage and window blinds.

Below is a list of items we recommend students prepare and bring with them for move-in day:

- **Bedding:** 2 sets of twin-size bedding (e.g., fitted sheet, flat sheet and pillowcases), pillow(s), mattress topper if you prefer a softer bed, blankets and winter comforter.

- **Toiletries:** Towels and washcloths, shower shoes/sandals, personal toiletries (e.g., toothbrush, toothpaste, razor, shaving cream, shampoo/conditioner, soap/body wash), and a portable shower caddy to carry personal toiletries to and from the student's dorm room and the dorm's communal bathrooms.
- **Winter Clothing:** In addition to ordinary clothing used for attending classes or participating in sports, we recommend students prepare clothing for the cold winter season. This includes having a winter jacket, winter gloves and hat, scarf, waterproof boots for snow and rain, umbrella,
- **Personal Storage:** Since most dorm rooms do not have closets, we recommend students bring additional storage options, if needed, such as plastic storage bins that can be stored under their beds (the bed frames are height-adjustable) and portable clothing racks and clothes hangers.
- **Laundry:** Laundry bag or basket, laundry detergent or detergent pods, stain remover.
- **Medical/Health Items:** Over-the-counter medication for pain, fever, cold, allergy relief such as Advil, Tylenol, DayQuil/NyQuil. Travel first aid kit and/or band-aids. Families must inform the School of any prescription medicine their student has on campus.
- **Optional items that many students like to have:**
  - Food Items:
    - Snacks (with sealable containers to store leftovers)
    - Bottled or canned drinks such as water, juice, and sports drinks
    - Reusable utensils, cup, bowl, plate, water bottle
    - Dish soap and sponges
  - Extension cords, must have surge protection
  - Self-adhesive strips or hooks to hang decorations, posters or clothes without damaging walls or paint
  - Non-toxic cleaning supplies such as disinfecting wipes/sprays, cleaning rags
  - Small broom/dustpan or wet mop such as Swiffer Sweeper or handheld vacuum
  - Small trash bin and trash bags, plug-in or spray air freshener
  - Box fan for hot-weather months (only needed in September and May)
- **Items That Are NOT Permitted (which may lead to disciplinary action)**
  - Air conditioners, space heaters, electric blankets
  - Candles, incense, lighters, matches, explosives/fireworks/weapons, darts
  - Cooking in general is not allowed in the student dormitory due to fire safety concerns. With the exception of small microwaves and mini fridges the following items are prohibited:
    - electric/gas stoves, toasters/toaster ovens, hot plates, burners, crock pots, rice cookers, fryers and grills of any kind, and any other appliance or instrument with an open flame, exposed heating element or hot surface

## Student Dormitory Policies

Students will be expected to abide by the following rules and regulations at all times while living in the School dormitory.

- **Building Locks:** Students must always enter and exit the dormitory building using the main entrance. All other exterior doors are emergency exit only and an alarm will sound when opened. The main entrance is unlocked between 6:00 AM and 9:00 PM.
- **Room Locks:** Students should always carry their room key while outside of their room and should lock their door if all roommates are away. Students are responsible for their own personal belongings and should not share their keys with other students. There is a fee of \$50 USD for the replacement of lost room keys.
- **Curfew & Quiet Hours:** Students will follow the below curfew times unless they have approval from a dorm parent to be outside after curfew. Students will maintain a noise-free environment between the start of Quiet Hours and the Wake Up Call.

<b>Dorm Curfew Times</b>	Inside the Dorm Building	Inside your Dorm Room	Lights Out and Quiet Hours	Wake Up Call for Breakfast
Sunday to Thursday Night	By 9:00 PM	By 9:30 PM	By 10:00 PM	7:00 AM
Friday and Saturday Night	By 9:00 PM	By 10:00 PM	By 11:00 PM	10:00 AM

- **Room Checks:** Dorm parents will routinely inspect all student dorm rooms for cleanliness and condition at a regularly set time (such as every Monday evening). Students will be made aware of dorm parent expectations for room cleanliness.
- **Curfew Checks:** After curfew starts, dorm parents will walk the halls and knock on doors to verify that all students are present. Students returning late must notify a dorm parent as soon as possible of their expected return time and send a follow-up notice after really arriving at the dorm so that a dorm parent can open the building entrance door.
- **Leaving Campus:** Students planning to leave campus for non-school outings or activities must fill out an off-campus request form and hand it to a dorm parent before leaving campus. Students planning to be off-campus for the night, such as to sleep over at a friend's or family's home, must also fill out an off-campus request form. Students who leave campus or miss curfew checks without first notifying a dorm parent will be subject to possible suspension or dismissal from the dormitory.

- **Visitors:** Outside visitors are not allowed to enter the student dormitory building without approval from a dorm parent. Outside visitors are never allowed to stay in the dormitory overnight or after curfew hours begin.
- **Personal Vehicles:** Students who need to keep their personal vehicle on campus must submit a vehicle registration form to Mr. Jones, and turn-in their keys to him after parking their vehicle by the outdoor basketball courts. Students need written approval from a parent indicating when and how they may use their personal vehicle. Students are not allowed to transport other students in their vehicle without written approval from the other student's parents.
- **Food Delivery:** All food deliveries (e.g. UberEats and DoorDash) must be received outside of the dormitory main entrance. Delivery drivers can not enter the building.
- **Laundry Room:** Laundry machines (washers and dryers) are provided in each dormitory by a local equipment company that owns and maintains these machines for our use. All users are expected to be considerate when doing laundry. This includes cleaning up any spills, removing lint from the dryers before and after use, leaving the washer doors open after use, and collecting laundry promptly after a wash/dry cycle is complete.
- **Windows:** Tampering with windows or window screens, and entering or exiting the building or dorm room through a window is prohibited and will result in a \$100 USD fine in addition to the cost of restoring the window or screen.
- **Wifi Router:** Each dorm room has its own plug-in wifi router that supports the overall dorm wifi network. The fine for removing or tampering with these devices is \$100 USD in addition to the cost of restoring the equipment.
- **Cameras:** There are surveillance cameras in and around the dormitory to monitor and record activity in the hallways and by each building entrance/exit door. The cameras are there for your safety and should never be touched. The fine for damaging or tampering with these devices is \$100 USD in addition to the cost of restoring the equipment.
- **Life Safety Equipment:** Each dorm room is equipped with smoke and carbon monoxide detectors and fire sprinkler heads. Misuse or tampering of any fire and life safety equipment throughout the dorm, including detectors, fire extinguishers, fire alarm pull stations, emergency exit signs and lighting, fire sprinkler pipes and heads will be fined \$250 USD in addition to the cost of restoring the equipment and may result in student suspension or dismissal from the dormitory. Never hang anything on a fire sprinkler pipe or head, or kick or throw anything indoors which could set off a sprinkler head.
- **Zero-Tolerance Smoking, Alcohol and Drug Policy:** Smoking or vaping of any kind is prohibited in all areas of the campus. All tobacco products, including chewing tobacco, are also prohibited. Possession or the use of illegal or mood-altering drugs, or

possession or use of drug apparatus, or the possession or consumption of alcoholic beverages is prohibited. New Hampshire laws prohibit the purchase, possession, receipt, or use of illegal drugs, and both the smoking and drinking age in New Hampshire is 21. Students who break these rules are in violation of state laws as well as school policy and may result in student suspension or dismissal from the dormitory even on the 1st offense. The fine for violating this policy will be \$250 USD.

- **Other Zero-Tolerance Policies:** All reports of discrimination (including racial, gender, sexuality or religious discrimination), bullying, harassment, hazing, stealing, or fighting will be investigated to the fullest potential. Incidents of disrespect towards faculty and staff, other students or visitors will also be investigated. Students found responsible for any of these actions or behaviors may be suspended or dismissed from the dormitory.

## **Dining Service - Policies and Hours of Operation**

Students have access daily to freshly-prepared meals in the school's dining room. The Kitchen would like us to share the following points and expectations with all students/families:

**Menu:** The Director will regularly share the school's dinner menu options in advance via email to all families. Most breakfast options are available daily, with additional surprises for weekend brunch service. Weekday lunch options vary depending on the student's program as different locations may be served at different times. Doors close 15 minutes after the meal session ends.

### **Monday to Friday Operating Hours**

Breakfast: 7:00 AM - 8:00 AM

Lunch: 11:15 AM - 12:00 PM on-campus, time varies at off-campus facilities

Dinner: 5:00 PM - 6:30 PM

### **Saturday and Sunday Operating Hours**

Brunch: 10:00 AM - 12:00 PM

Dinner: 5:00 PM - 6:30 PM

**Contact:** For any questions, concerns, or recommendations about the dining experience, please email the Kitchen Director, Mr. Ralph Notenboom, at [chef@buscheacademy.org](mailto:chef@buscheacademy.org). Families should also inform the director of any student food allergies.

**Respectful behavior:** Students are expected to treat fellow diners, dining staff, and the dining area with respect and courtesy. A low-volume environment is expected to not disturb diners.

**Cleanliness:** Students are expected to clean up after themselves by returning used plates, bowls, cups and utensils to their respective collection areas and to also fold their chairs after use. Outside food and beverages are not allowed in the dining area. Per the Board of Health, students should not use their personal cups or bottles to fill up at the juice or vitamin water station. There is an approved water fountain and bottle-filling station in the common hallway.