

2016-17

McClure Hall Handbook



STRIVE FOR

Forest Lake Academy

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Dorm Handbook

WELCOME to McClure Hall! We hope that your stay here at the dorm will be an experience that will touch your heart and that you will have fun but learn and grow and continue to Strive for Greatness in all that you do.

McClure Hall registration packet and other forms

Before you receive your assigned room, you must fill out the forms in the McClure Hall Registration Packet along with several other forms. The registration packet consists of **DORM CONTRACT, CAMPUS LEAVE PERMISSION SLIP, CONTACT INFORMATION, KITCHENETTE AGREEMENT, DORM HANDBOOK AGREEMENT, AND PERMISSION FORMS FOR ACTIVITIES**. When all forms have been filled out, a room assignment will be issued. Returning students must also fill out these forms to re-register.

Check-In/Check-Out Procedures

School Registrations/Financial Clearance

- Before checking into the dorms, residents must have been accepted as students at Forest Lake Academy, have completed a Financial Contract with the Business office, and paid the \$100 Dorm Deposit at the Business office (present a copy of the receipt to the deans)
- Complete and sign all forms in the Dorm Contract Packet (Dorm Contract & Campus Leave Permission Slip)
- Verify and correct the information on the print outs (Contact Information and Medical Information) and list the best parent/guardian contact phone number and email address at the top of the form
- Receive a Dorm Room Agreement from the deans' offices or the front desks. Fill out the form completely before moving in
- Turn in completed forms to the deans' offices or the front desks before moving in

Note: Failure to list any damages before moving in may result in a charge when moving out.

Keys

Keys will be issued with the check-in form. Residents will receive only one key to rooms. Residents are responsible for their keys. Doors automatically lock when closed. There is a non-refundable \$20 replacement charge for each lost key, even if missing keys are found.

Residents are not allowed to "fix" their doors to stay unlocked and will be fined \$20 if they do so. Repeat occurrences of lock "fixing" will result in additional fines and disciplinary action against the offenders.

Residents should close the doors completely every time they leave dorm rooms. Forest Lake Academy will not be responsible for missing articles and valuables. Possession of unauthorized keys will result in immediate suspension and may result in expulsion.

Check-Out Procedure

This procedure is to be followed when moving out or changing rooms:

- Pick up the check-out form from the deans
- Thoroughly clean the room
- Have the deans or RAs on duty check the rooms and sign off the forms
- Return or exchange room keys

Note: Failure to follow the check-out procedure will result in forfeiture of the \$100.00 room deposit. Any damages noted will be charged to residents' accounts.

The Dorm and Its Facilities

The Dorm is considered the residents' home while at Forest Lake Academy. As in most homes, living together requires that residents treat each other with respect and thoughtfulness and that they take care of their home.

Dorm Rooms and Furnishing Them

Rooms and Furniture

Each dorm room is about 10 x 12 feet and contains one set of bunk beds, two single mattresses, two wardrobe/closets, two dressers, two desks, two chairs, and window blinds. All furniture is inventoried and assigned by room. All furniture is to remain in the assigned room.

Air Conditioners

Each suite of rooms (two adjacent rooms) is equipped with one air conditioner unit. The controls are not to be adjusted or tampered with in any way. If the unit needs adjustment or there is a problem with the unit inform the hall RA or the deans on duty.

Items to Bring

- Alarm Clock
- Appropriate decorations, posters, etc.
- Bedding for twin-size bed – (an extra set of sheets is helpful)
- Bible
- Desk Lamp
- Flashlight
- Iron/Ironing Board
- Laundry Basket
- Laundry Detergent
- Poster Putty
- Surge Protectors – NOT extension cords
- Shower Shoes
- Toiletries
- Towels/Washcloths
- Wastebasket
- Optional Items:
 - Area Rugs (floors are tile)
 - Computer
 - Dorm sized fan and refrigerator
 - Extra Chair
 - Full-length mirror
 - Portable music device with headphones

Items to Leave at Home (Such as, but not limited to)

- Dartboards
- Flammable items: candles, fireworks, flammable liquids, incense, lighters, matches
- TV/VCR, Personal DVD players, large stereo systems
- Jewelry: Jewelry is not to be worn anywhere on campus—including the dorm, at any school sponsored activities, or on any school sponsored trips
- Inappropriate items for a Christian home and school:
 - Decorations/Posters – at the dean's discretion.
 - DVD movies rated above PG
 - Gang-related attire – Bandanas, hats, shirts, shoes, etc.
 - Magazines and other literature that promote lifestyles contrary to teachings of the Bible
 - Music with Parental Advisory Lyrics – including music that has been "sanitized"
 - Inappropriate, violent software and computer games
 - Skateboards
 - Open Filament Items of any kind: (hot plates, coffee pots, toasters/toaster ovens) – see pages 22-23
 - Air soft Guns, Paintball guns/balls/equipment
 - Pets

- Extension cords
- Weapons of any kind – See Forest Lake Academy Handbook
- MICROWAVES NOT ALLOWED!

Note: Having any of these or other inappropriate items will result in the item(s) being confiscated. Fines may be assessed. **Any item that is confiscated will be tagged and given to the Parent/Legal Guardian to be permanently removed from the campus.**

Insurance for Personal Belongings

Forest Lake Academy is not responsible for any damaged, lost or stolen items from dorm rooms, other dorm areas, the FLA Campus, or while on any school trip. Residents' personal belongings (computers, clothing, cell phones, etc.) are not covered by school insurance. If residents wish for their personal belongings to be covered by insurance in case of theft or damage, they need to secure this insurance. This insurance is often available as a rider to the home-owners or renter insurance carried on the residents' homes. **Personal belongings are not covered by Forest Lake Academy's insurance and no policy is available through the school.**

Roommates

A resident rents only half the room, the other half is rented by a roommate. Residents need to work in cooperation as they share the space.

- Underclassmen
 - All underclassmen will have a roommate.
 - If a freshman or sophomore does not have a roommate in mind when checking into the dorm, one will be assigned to them.
- Upperclassmen
 - If there are available rooms, juniors and seniors may choose to pay an extra fee to room alone.
- International Students
 - All international students will have a roommate regardless of their classification.

The deans reserve the right to make final room/roommate assignments and to move a resident into any other residents' room at any time.

Guests

At various times during the school year, FLA hosts events or groups that need housing in the dorm (i.e. View FLA, guest choirs, etc.). Residents who volunteer to be hosts will be rewarded. In the event that no resident volunteers to host a guest, the dean reserves the right to assign dorm residents some of these guests to host in their dorm room.

Room Changes

After the first two weeks of school, a request for a room change may be made. All room changes must have the approval of the Head Dean. Before a request is granted, residents and roommates must meet with the dean. When a room change is approved, the Check-In/Check-Out procedure should be followed.

Room Check – Cleanliness

Rooms are expected to be clean and will be checked regularly. Upon check, rooms are given a grade (A, B, C, etc.) based on a rubric provided by the dean on the day the resident moves in. Room Check grades can affect residents' dorm privileges. Residents must pass with at least a "B." If a resident receives a room check grade below a "B," then he is warned to have their room cleaned by a certain time determined by the dean. Failure to have room cleaned by the appointed time will result in being room bound until the room is cleaned and community service.

Facilities

In addition to the rooms that residents will live in, each dorm has common areas. These areas are the lobbies, kitchenettes, exercise/game rooms, and bathrooms, and laundry rooms. Following is a description of these areas and the expectations surrounding them.

Lobby Area

The lobby contains the reception desk area, TV area, and a computer area.

Reception Desk

The reception desk area is primarily for the desk worker on duty. Residents may use it during study hall, but are not allowed to leave their personal belongings there.

TV

The TV area is for dorm residents, their family members, and approved guests to enjoy. TV programming is determined by the dean. Special programs/events may be shown at different times with the dean's approval. Items left in the lobby (such as backpacks, clothes, books, etc.) may be confiscated. Residents may have to pay a fine to get them back.

Telephone

There are no pay phones available in the dorm. The telephone is located on front desk, but can only make outgoing calls to campus extensions. However, the phone can receive calls from outside lines. Please limit incoming calls to five minutes.

Kitchenette

The dorm has a kitchenette located on the first floor. This area may be used by dorm residents to prepare or heat food. Residents are to clean up any mess they make by washing the dishes, putting them away in their proper place, and cleaning the counters. Failure to keep the kitchen clean may result in the kitchen being closed.

Weight Room

The weight room is located on the first floor, and contains weight training equipment. The dean will go over the particulars of what is available and the guidelines for its use. Skipping school or work to use the weight room is not an option. **YOU MUST NOTIFY A DEAN BEFORE WORKING OUT IN WEIGHT ROOM!**

Bathrooms

There are several bathrooms throughout the dorm. Residents are to clean up after themselves. This would include:

- Being sure trash gets into the trash containers
- Taking clothes and towels back to their rooms
- Making sure toilets are flushed

Note: Failure to maintain the bathroom and shower areas may result in scheduled restroom and shower times as well as required dorm participation with cleanup.

Trash

Trash from rooms must be deposited *only* in the dumpster assigned to dorms. Please do not empty room trash into the trash cans in the halls, laundry room, lobby, weight room, or bathrooms.

Cleaning Supplies

Cleaning supplies are located in custodial closets on each floor. Please use these supplies responsibly, for rooms, dorm chores, or community service.

Laundry Rooms

Each dorm has a laundry room equipped with coin operated washers and dryers. The cost is \$1.00 (4 quarters) per load in both the washer and the dryer. In general, the laundry rooms are open from 6:30 am until curfew.

Note: in an effort to honor God on the Sabbath, the laundry room will close on Fridays 30 minutes before sunset and will reopen after sunset on Sabbath. **Do not leave laundry unattended.** The school is not responsible for missing clothes. Mark all clothing so that it can be identified if found. If a machine is not working properly see the dean. Items left in the laundry will be collected on Friday afternoon, stored for one week, and then, if not claimed, will be donated to the Forest Lake Church Thrift Store.

Life in the Dorm

Time Management

Being a resident of the dorm involves successfully learning to manage a busy schedule that includes:

- A healthy spiritual walk with Jesus
- Going to class
- Doing homework
- Cleaning dorm room
- Doing laundry
- Maintaining positive friendships

Though it is not always an easy balance to maintain, it can be done. Successful time management will give residents a great deal of freedom in how you relate to this schedule.

Typical Daily Schedule (Monday - Friday)

A typical day will have the following schedule:

- 7:00 am - Breakfast begins in the cafe
- 7:30 am - Morning worship* (Monday - Friday)
- 9:00 am - 1:00 pm - Dorm is closed
- 4:00 pm – 5:15 pm - Rec. time
- 5:30 pm – 6:15 pm - Supper
- 6:00 pm - 7:00 pm – Strict Study Hall (Monday - Thursday)**
- 9:00 pm - Evening Worship (Monday - Thursday)

*Residents are required to attend all 4 worships (Monday, Wednesday, Thursday and Friday). Tuesday morning reserved for personal reflection and worship.

** On Thursday, McClure Hall will have joint worship with the girls dorm residents at 9:00 pm following study hall.

Typical Weekend Schedule

The following schedule only reflects a typical weekend. All weekend services and programs are required for dorm residents who have not checked out for the weekend. Other church arrangements may be made with the approval of the dean on duty.

- 7:30 pm - 9:00 pm Friday night Vespers/Afterglow
- Sabbath School/Church
- Sabbath Afternoon Activity
- Sabbath Evening Sundown Worship
- Saturday Night Activity
- 10:30 am - Sunday Brunch
- Sunday Town Trip (Wal-Mart or Mall)
- 7:30 pm - Study Hall

Dorm Clubs

The Young Men's dorm club is the McClure Hall Spartans. We have a senator who will call meetings and bring concerns to the deans but all residents of McClure Hall have input as we plan special events throughout the school year.

Free Time

There is usually some free time each day. During that time:

- The weight room, pool table and occasionally the Wii will be available
- Residents may visit with friends throughout the residence hall
- Residents may work on your laundry or clean your room
- Residents may work on homework and special projects

Classes/Work

It is expected residents will meet *all* class and work appointments each day. Residents cannot do their best in school if they are not in class. Families are depending on residents to work to help pay for school. Failure to meet these appointments will have consequences.

Meals

Eating regular and healthy meals is important to be able to function well. It is not a good idea to miss meals on a regular basis.

Worship

Worship is an important part of the total program at Forest Lake Academy. Please remember that God is present in worship. Reverence and respect are always appropriate. Disruptive behavior, i.e. excessive talking, sleeping, going in and out, talking or texting on your cell phone, etc., is never acceptable. Attendance is required at all worship services and record is taken.

The purpose of worship is to encourage each person to develop a personal relationship with Jesus and to order his/her life on the principles that Jesus has given in His Word. Following is a listing of many worship opportunities available throughout the week.

Residence Hall Worship

These are held Sunday through Friday evening, with the exception of Tuesday evening as well as on Sabbath. Most of the time, worship will be held in the dorm lobbies.

Joint Worship

On Thursday evening there will be a joint worship in the Dorm Chapel. This will begin at 7:30 pm and will generally be finished by 8:00 pm.

Weekend Services

For dorm residents who have remained on campus for the weekend, there are several worship opportunities coordinated between the dorms and the Campus Ministries team.

Friday Evening Vespers

Friday evening vespers will happen every Friday evening that school is in session. Attendance at vespers is required for all dorm residents who remain checked into the dorm for the weekend.

Sabbath School and Church

Dorm residents will participate in these Sabbath morning worship experiences each Sabbath that school is in session. Attendance is required for all dorm residents who remain checked into the dorm for the weekend. All dorm residents if attending FLC will sit on lower level and not in balcony.

Sabbath Afternoon Activities

Each Sabbath afternoon there will be some activities available. These activities will often times be optional and other times be required for all residents.

Other Sabbath Activities

Dorm residents will have the opportunity to plan and participate in other worship activities. These may include nature walks, sundown worship, etc. and may either be required or optional depending on the circumstances.

Dress Code

Appropriate attire is expected for the different weekend programs. See dorm dress code section for more details. The dean on duty always has the final say as to the appropriateness of attire and may ask a resident to change.

Study Hall

Study hall is a vital part of your success in the dorm. All residents are required to be in study hall Sunday through Thursday evenings. This time is usually divided into two parts:

Strict Study Hall

Strict Study Hall occurs during the first 4 1/2 weeks of school (until first midterm). During this time residents must be working quietly in the designated study area. Residents will have up to two restroom breaks during strict study hall time with the RA's or Deans' permission. Cell phones must be checked in with the Dean on Duty and will be returned at the end of Strict Study Hall time. Parents needing to contact residents during this time may call the main lobby desk and leave a message or call the deans' cell phones. Failure to turn cell phones in, being dishonest about having a cell phone, or using someone else's cell phone will result in residents' cell phones being confiscated for a week. Repeat offenses may result in losing cell phone privileges on campus.

Relaxed Study Hall

Relaxed Study Hall is made available during the second 4 1/2 weeks of school after the first midterm grades come out. It will be available to residents who have earned the privilege. To earn the privilege they must not be listed on the D, F, & I list. During this time, residents may choose to study in their rooms, or use the weight room if they have finished their homework. Residents are to use this time to study if they have work that needs to be done. Residents may lose the privilege of Relaxed Study Hall if at any time:

- Grades fall below a C
- Actions during this time make it hard for others to study

Academic Helpers/Tutors

Residents who demonstrate a high level of scholastic success may be invited to provide help sessions/tutoring for fellow residents who are struggling. Residents are encouraged to help their peers succeed.

D, F, & I Study Hall Guidelines

Residents with D's, F's, or Incompletes in any subject must participate in a mandatory, strict study hall. Residents will be notified by the dean of their placement on this list and will remain in the mandatory study hall until their grades improve. D, F, & I Study Hall will follow the schedule below

- 6:00 pm - 7:00 pm - Supervised study hall
- 7:30 pm - 8:30 pm - Supervised study hall

In the event of an emergency, residents may receive calls from their parents at the desk phone or on the dean's cell phone during strict study hall.

Unexcused absence from study hall will result in community service.

Dorm Checks/Entering and Exiting the Dorm

The dorms are open from 7:00 am - 9:00 am and 1:00 pm - 9:00 pm on week days. During these times, a desk worker or dean will be in the office for information. Residents are **not** to leave the dorm in the morning before 7:00 am unless they have to work.

All residents must be in the dorm for every check including worship, night checks, and any other time the deans on duty have specified for residents to be in the dorm.

If a resident is checked out for the day, they must return to the dorm no later than the posted curfew time for that day. All residents returning from a Day Leave must check in with the dean on duty before going to their room, regardless of the time they return to the dorm.

Weekday Night Check

Weekday night checks take place Sunday through Thursday evenings. They begin at study hall/worship time and continue throughout the evening until curfew time, when residents are required to be settled in their own rooms. It is the residents' responsibility to be where they are supposed to be for each check time. After the curfew time check, residents may not be out of their rooms without the permission of the RA or dean on duty.

Weekend Night Checks

The dorm night checks on the weekends will usually take place 30 minutes following the conclusion of Vespers (Friday Night) or the Saturday night activity. Once residents are checked in, they may not leave the dorm without the deans' permission.

Lobby Doors

Once the lobby doors are locked for the evening they are to be opened only by a dean or a dorm worker. **All** entering must check in with the dean on duty.

Dorm Services

Change

Change can be obtained from the deans on duty. **No advances will be given.**

Mail

Outgoing mail should be delivered to the Business office by 11:00 am. Incoming mail is picked up from the Business office after it is sorted (usually early afternoon). It is placed on the front desk.

Sick List

If residents become ill on a regular school day, they should:

- Get up
- Shower and dress as normal for the morning
- Come to the lobby for morning worship (7:30 am), and notify the deans

Residents will be sent to visit the nurse or she will come to the dorm if necessary. In extreme cases when residents are so unwell that they are unable to walk to the lobby, they must notify the deans. The deans will contact the nurse to make arrangements for a house call or to transport the residents to emergency care as needed.

Note: Residents who do not follow either of these steps will **not** be excused by either the deans or the nurse. The attendance office will not accept excuses from parents when they have not been present to evaluate the condition of their students.

The nurse or the deans will make the determination of whether or not residents are to be placed on sick list and make arrangements for a doctor's appointment. When/if the residents are placed on sick list the nurse, deans, cafeteria, and attendance officer will receive an email.

Residents who are on sick list will be confined either to their rooms or the recovery room until 7:30 p.m. of the day they are placed on sick list, or will remain confined to the designated space if the nurse/deans deem(s) it necessary. If residents are considered to be ill enough to require monitoring, they will either be sent home or placed in a medical facility for the duration of their illness. **(See contagious illness below)**

When residents who have been on sick list are well enough to return to normal activity, an email will be sent to the above mentioned people.

As we know in a dorm setting we are going to have sick young men! That said, we will take care of you young man but the following policy is for the well-being of the other young men in McClure Hall. Please note that this goes in effect in cases of a confirmed illness deemed contagious.

In the case of a confirmed diagnosis of FLU or illness deemed contagious

- If a student is diagnosed with the flu and any illness that is deemed contagious they will be sent home and not be allowed to return to school until their symptoms are free for 24 hours. (Usually but not always, a course of seven days.)
- If they are a **dorm** student then their parents will be notified to pick their child up within 24 hours of the onset of symptoms and will not be allowed to return to the dorm until they are symptom free for 24 hours.
- The infected dorm student is immediately quarantined. He/she will be put into the 'recovery room' for care and observation until arrangements are made to be sent home.
- If circumstances do not allow the '**sick**' **dorm** student to go home the following protocol will take place
 - Quarantined, and cared for by the head dean and the school nurse.
 - **Masks** will be provided for both the care giver and the sick student.
 - The student will be taken to the clinic for medical diagnosis.
 - The Dean will make a schedule to accommodate any prescribed medications, meal delivery, shower use and cleaning.
 - Cleaning and disinfecting of linens, clothes, surface areas will be arranged **with the Housekeeping department and the dorm custodians.**

Follow Prevention guidelines:

- Continually use hand sanitizer, and promote hand washing in your classroom.
- Avoid touching your eyes, nose, and mouth.
- Get plenty of regular rest
- Stay well hydrated
- Take advantage of fresh air and good ventilation
- Keep a good distance from students during interaction, especially if student has a cough or runny nose.
- Boost your immune system with healthy eating habits and supplementing with daily vitamins, extra vitamin c, super foods, and limiting your intake of high sugar foods.

Campus Leaves

Weekend Leaves

Residents may request a Weekend Leave to go home or to a friend's house on any weekend. In order to grant a request, residents must meet the following stipulations:

- Residents must fill out the appropriate *Leave Request Form*
- Residents should turn in requests to the deans' offices by Wednesday night of the leave weekend
- Residents **may not leave** until the dean has signed the Leave Request Form
- Deans must receive permission from both the resident's parents/guardians and the host parents/guardians before being checked out
- Room must have passed cleanliness check

The correctly completed Campus Leave Permission List serves as a permanent note from the residents' parents/guardians and will save further phone calls for permission.

Drivers and Cars

Residents with vehicles may drive their cars home for the weekend. However, residents may not drive their cars to friends' houses for the weekend. Residents with vehicles may transport other residents to their own home for the weekend. Permission from all parents is needed on file before residents are allowed to leave.

Residents may request to go home or to friends' houses with a driver other than parents/guardians. However, **drivers must be at least 21 years old**. Permission from the residents' parents/guardians and the host parents/guardians is needed on file before the residents are allowed to leave. This permanent note will save further phone calls for permission.

Residents beginning their weekend leave Sabbath morning must have left the dorms by 9:00 am or they will be expected to participate in the morning worship services wherever the remainder of the residents are attending.

Weekend leaves begin after the last class or work assignment has been completed on Fridays. Requests to leave early must be signed by the work supervisors. Weekend leaves end no later than **Sunday at 7:15 pm**.

If residents return to the dorm or to campus for any reason other than religious or school programming without making prior arrangements with the dean, the leave is ended. They must go through the check-out process all over again.

Home Leaves

The dorms will be closed during all scheduled home leaves. Home leave arrangements should be completed by Sunday prior to the start of the leave. All weekend leave requirements apply to the home leaves. Since home leaves begin on different days and at different times, please consult the Home Leave Schedule to make travel plans.

The dorms close two hours following the end of the last class on the day's home leaves begin. Forest Lake Academy provides limited transportation to the airport, bus terminal, and the Amtrak Terminal in Winter Park. Other transportation may be available; please check with the deans. Residents who need transportation other than on a regularly scheduled run, may be assessed a transportation fee.

The dorms open at 5:00 pm on the day prior to classes starting again (most often on Sunday). All dorm students should be back in the dorm by 10:00 pm that evening unless advanced arrangements have been made.

Day Leaves

Residents may check out from the dorm with the parent of an FLA student, relative, or a faculty/staff member, with permission from both the deans on duty and parents/guardians. The following requirements must be met:

- Residents must have approval from the deans prior to leaving campus
- Adults and residents must sign the appropriate forms at the front desk
- Residents must return to the dorm by curfew

Sunday – Thursday Curfew

- 9:00 pm

Friday Night Curfew

- 7:15 pm

Saturday Night Curfew

- 10:30 pm

Note: Any exceptions must be arranged in advance with the deans.

The residents are not allowed to miss school, work appointments, worship, or strict study hall unless special arrangements have been made in advance. The deans reserve the right to make the final decision in the event parents/guardians cannot be contacted. Residents taking a day leave on Sabbath must have left the dorm by 9:00 am or they will be expected to participate in the morning worship services wherever the residents are attending.

Arrangements for Day Leaves should be made at least 8 hours before resident's plans to check out. Exceptions will be considered on a limited basis.

Wal-Mart/Mall Trips

On most Sundays there will be a trip to either Wal-Mart or to the mall. A schedule will be posted. Dorm residents may go if they are not scheduled to work, or have Community Service hours to complete.

Residents late to a pick-up time may forfeit the privilege of participating in future trips. If residents are involved in a criminal activity during a town trip, i.e. shoplifting, drug activity, etc., law enforcement will be contacted and residents will be left in their custody until the parents/guardians are available to make arrangements for their release

False Leave Information

Residents who provide false leave information and/or lie about who they are being checked out with or where they are going are subject to discipline that could include being campus and/or dorm bound, suspended, or expelled from school.

Dorm Media Policy

Christian standards should be used in the selection of media brought to Forest Lake Academy. Philippians 4:8-9 expresses it this way: "Brothers and sisters, think about the things that are good and worthy of praise. Think about the things that are true and honorable and right and pure and beautiful and respected."

Media that promotes any of the following is not acceptable: anti-Christian philosophy, anti-government philosophy, depression, immorality, inappropriate language, pornography, Satanism, suicide, or violence.

The deans reserve the right to inspect rooms unannounced and confiscate any such media. Residents who are confused about appropriate media, should ask the deans before bringing it to campus.

Computers

Research and word processing are the primary purposes for computer use. Internet and email access is acceptable via the school-provided network lines and within the framework of the FLA Network/Internet Access Contract. Those that show addictive behavior risk loss of computer privileges. This behavior would be indicated by poor grades, attendance problems, etc.

Video Games

Gaming systems are prohibited.

Movies

Any movies rated G through PG-13 must be approved by the dean. No movies rated R or above are allowed in any form. Inappropriate movies will be confiscated or deleted.

Music

Music that is rated "Parental Advisory" will be confiscated. During the Sabbath hours only Christian music is considered appropriate.

Writable/Rewritable Media

Mislabeled and/or unlabeled media with inappropriate material copied on them **will be confiscated. The possessors as well as owners will be fined.**

Media Usage Schedule

In order to better facilitate time management, freshmen and sophomores will follow a media usage schedule as it relates to cell phones and computers (and any other electronic device or item that hinders proper time management). These items will be checked in nightly, Sunday - Thursday, and checked out every morning. iPads will be permitted overnight to be used as alarm clocks. However, this privilege will be lost if it is shown to have a negative impact on the resident's ability to wake up and get to class on time.

The schedule is as follows:

- Media Check-In
 - Study Hall (7:30pm - 8:30pm)
 - Curfew (10:30pm)
- Media Check-Out
 - Morning Worship (7:30am) M, W-F

Any Junior or Senior unable to manage their time and media will be restricted to the media usage schedule. Re-evaluation of this policy will be considered second semester for those students who have shown responsibility through positive grades, behavior, time management.

MEDIA/PHONE/DEVICE USAGE POLICY

- 1st Offense of media/phone usage on inappropriate/pornography websites—
 - **Loss of device for 2 weeks**
- 2nd Offense of media/phone usage on inappropriate/pornography websites—
 - **Loss of device for 4 weeks**
- 3rd Offense of media/phone usage on inappropriate/pornography websites—
 - **Loss of device if phone**
 - **Loss of device for all times other than school if school sponsored device**
 - **Possible suspension or expulsion**

Media Policy Violations on games/movies

- 1st Offense:
 - **\$25 Fine for all participants**
 - **Loss of any playing equipment for rest of school year for all participants**
 - **Games, CDs, movies, or programs confiscated and/or deleted**
- 2nd Offense:
 - **\$50 Fine and consequences of first offense**
- 3rd Offense:
 - **\$75 Fine and consequences of second offense**
 - **Will be treated as an act of insubordination and be referred to ADCO!**

Parents/guardians will need to make arrangements at the end of 1st or 2nd semester for the pick-up of confiscated items.

Note: The school accepts no responsibility for residents' personal items at any time.

Hacking

Any attempt to gain information, gain access to, or disrupt any computer other than residents' own is considered hacking and will result in immediate loss of computer privileges. Penalties are severe. Please refer to the Forest Lake Academy Network/Internet Access Contract.

Community Service Hours/Fines

Residents accumulating one or more hours of Community Service activities in a week must meet with the deans/RAs for their allotted time on Sunday. Residents who have Community Service Hours will forfeit the Sunday town trip if the required hours are not completed before the town trip leaves. For residents who receive hours in consecutive weeks, further consequences will be enforced (i.e. no town trip, no Saturday night trip, behavioral write-ups, meet with ADCO, etc.).

A list will be posted on Wednesday afternoons. If residents are planning to leave for the upcoming weekend and their name is posted, the time must be completed before they leave or they will forfeit the privilege of being checked out for the weekend.

Reason	Community Service Hours
Absent to any program	2 Hours minimum/Must sit with a dean
Behavioral Write-up	1 Hour minimum
D on room check	1 Hour
F on room check	2 Hours
Locked Door Fee (after Curfew)	1 Hour
Late to any program/curfew	1 Hour minimum/Must sit with dean

Creative Discipline

The deans reserve the right to implement alternate methods of discipline when participation in community service is not effective.

Behavioral Write-Ups

Unfortunately, on occasion residents may display behavior that is obstinate, disrespectful, argumentative, or otherwise negative toward their peers or the deans. For each instance, residents will be written up on a Behavioral Incident Form and parents guardians will be notified as soon possible.

Fines

Having any of the items in the Items to leave at Home section (page 6) will result in the item being confiscated. Any confiscated items will be tagged and given to Parents/Guardians. Some of these items carry a cash fine. If fines are applicable, they must be paid before the item is returned. Residents have until the end of the semester to pay their fine. Items not redeemed by the end of the semester will

become the property of the dorm. Fines must be paid before exam permits will be issued. Continued abuse in this area may result in serious discipline.

The following items involve cash fines:

ITEM	FINE
Lost key replacement	\$25.00
Fireworks	\$50.00
Incense/Candles/Matches/Lighters	\$50.00
Misuse of fire safety equipment – Plus all fines incurred by the school.	\$100.00
Vandalism of any kind – Plus the cost of the repair.	\$50.00
Weapons ¹	\$50.00

¹See the Forest Lake Academy Student Handbook.

General Dorm Policies

Appliances

Refrigerators (dorm sized) is the only appliance allowed in dorm rooms. Please do not bring coffee pots, toasters/toaster ovens, or other open filament items, as these are fire hazards. Residents need to monitor food cooking in the microwave. If residents set off the fire alarm more than once the appliance will be taken away temporarily.

Cell Phone

Cell phones are not allowed to be used on campus during the school day (except in the cell zone) and in any worship services. Dorm residents are allowed to use them in the dormitory at any time prior to study hall. Cell phones will be turned off and checked with the RA during strict study halls, dorm worships, Sabbath Services and any other time the deans might deem it necessary. For inappropriate cell phone usage policy check Media/Phone/Device Policy on page 13.

Community Students

Community students must have deans' permission to visit the dorms. Once permission is given, community students will be required to sign in and abide by all dorm rules.

Computers/Laptops/Tablets

Computers and laptops are allowed in dorm rooms. However, residents that receive low grades and choose to play games on their device during study hall will lose their computer privileges. The CPU, laptop, or tablet will be confiscated. Devices used to show inappropriate movies or pornography will be confiscated. The deans will determine the length of time it is held.

Curfew Times

Listed below are the curfew times. Any exceptions must be approved by the deans in advance.

Week Day

- To be in the dorm following recreation time: 7:00pm
- Bedtime/Lights Out: 10:30 pm

Continued next page→

Weekend

- Saturday Night: to be in the dorm following the Saturday night activity
- Sunday Night: 9:00 pm
- Bedtime/Lights Out: 12:00 am

Discipline Issues

In accordance with Forest Lake Academy policy, the following will not be tolerated. Residents involve will be subject to suspension and/or possible expulsion:

- Fighting
- Hazing
- Horse-Play
- Illegal Substance Use
- Insubordination
- Vandalism

Note: See Forest Lake Academy Handbook for definitions and consequences.

Dress Code

Appropriate attire is expected at all times. Please refer to the school handbook regarding school-wide dress code policy. This handbook will specifically cover weekend worship service attire.

Friday Night Vespers

- Long pants (Dennis khaki's, dress slacks, cargos, jeans(NO HOLES))
- Shirt (polo or collared)
- Shoes (no sandals or slides)

Sabbath Morning Worship Services

- Dress pants
- Dress shirt or polo
- Dress Shoes (no athletic shoes, slides, or sandals)
- Hair must be groomed

A more relaxed dress code will be in place at other times during the weekend. There may be some specific meetings and/or events that require a different dress code. Exceptions will be posted and announced.

Jewelry

Jewelry is not to be worn on the campus of Forest Lake Academy or on any school sponsored trips (including town trips); this includes the dorms. Residents wearing jewelry will be asked to remove it. The jewelry will be collected and given to the residents' parents/guardians at their next visit.

Dorm Staff

Dorm staff are employed by the deans to ensure order and safety. Staff apply rules developed by the deans in conjunction with school leadership. Residents who have concerns with the rules should see the deans for explanation.

Dorm-Room Decoration

It is required that all dorm décor be within the guidelines of Christian appearance. The resident will be asked to remove any posters or other paraphernalia deemed inappropriate (rock/rap posters, poster involving promotion of alcohol/drugs, risqué or suggestive pictures, etc.). If the items are not immediately removed, they will be confiscated and given to the residents' parents/guardians on their next visit. Poster putty is strongly recommended to hang decorations. Do not use tape. Residents will pay for damage caused by hanging décor with tape.

Extension Cords and Other Safety Regulations

Failure to adhere to the following regulations will result in having extension cord(s)/equipment confiscated:

- Multi-port or additional outlet devices are not allowed unless an automatic or manual reset device is provided
- Should a multiple port device be used, no other extension cords are allowed (devices must be plugged in directly)
- The only type of cord allowed is a power strip with a rating of 20 amps that is U.L. approved
- Extension cords may not be daisy chained together to make a longer cord
- The use of multi-port outlet or additional outlet devices added to a power strip may not be used because of overload protection
- Christmas tree lights or tube lights are not allowed in residents rooms
- Open-coil or open-wire appliances such as toasters, toaster ovens, and open-type grills are not allowed
- Candles or tea lights, and any other types of open flame using liquid fuels are not allowed
- Tampering with ceiling smoke detectors is prohibited; connecting any electrical device to the smoke detector is a violation of state law
- Irons should not be plugged in or left on when residents are not in the rooms
- Plug-in room fresheners are not allowed except where placed by the dean
- No microwaves are allowed in any resident's room.

Fire Alarms and Drills

The dorms are required to conduct fire/safety drills. These include fire drills, lock-downs, and a number of weather-related drills. When the drills occur, all residents must follow the published procedure and check in with their RA at their designated area.

Fire Safety Equipment

Residents must not tamper with fire safety equipment. This includes fire extinguishers, smoke detectors, fire alarms, and fire exit doors. Any misuse of these safety items will result in a fine and possible action from law enforcement.

Fire Suppression Sprinkler System

Sprinkler heads have been installed in each room of the dorm. **Residents are not to touch them at any time, for any reason or hang anything from them.**

Food Orders

Food orders will be delivered to the front desk **only**. All orders must be approved by the dean prior to ordering. The privilege may be revoked by the deans at any time if abused..

Illegal Exiting and Entering

Residents out of the dorms without permission after the dorms have been locked for the evening will be subject to discipline which may include suspension and/or withdrawal from school. Residents found in locked areas they are unauthorized to enter will be subject to the same discipline.

Pest Control

Spraying is done on a regular basis. Please do not bring your own Raid or other bug killing agents, as these will counteract what is being done. To minimize pests in dorm rooms, please keep any food in sealed containers.

Pets

Residents are not allowed to have pets in the dorms.

Overnight Visitors

Visitors are allowed to stay overnight only on special weekends (Parent Weekend, Alumni Weekend, Senior Presentation, and Graduation) or by special arrangements with the deans. Any visitors wishing to stay must receive permission at least one week in advance. The deans reserve the right to deny without cause the request regardless of parents/guardians permission or approval. A fee will be charged.

Right of Entry

Deans have the right to search residents' rooms (without resident present) upon reasonable suspicion of the presence of illegal, illegally obtained, or other prohibited items. [Florida State Statute 232.26 (1) (b)].

Social Policy

Socializing should be done:

- On front campus
- In front of the dorms
- In dorm lobbies at the deans' discretion

Residents found in the following areas with members of the opposite sex will automatically be put on social:

- The chapel breezeway
- The south side of the dormitory
- The dormitory parking lot
- Any unsupervised area

Additional discipline may be applied depending on the conduct/activities residents are engaged in. Physical displays of affection must be limited to hand holding. Any other displays of affection may lead to being placed on social.

Stereo Systems

All stereo equipment must be used at a reasonable volume. At no time should music be heard outside of the dorm room. This includes iPod's, cell phones, and computers. Remember, resident is not the only person in the dorm, and should respect his neighbors. Failure to uphold this policy may result in items being confiscated and sent home with parents/guardians.

Check-In/Check-Out Procedures

Check-Out Procedure

This procedure is to be followed when moving out or changing rooms.

- Pick up the check-out form from the deans
- Thoroughly clean the room.
- Have a dean or RA on Duty check the rooms and sign off the forms.
- Return or exchange room keys.

Note: Failure to follow the check-out procedure will result in forfeiture of the \$100.00 deposit. Any damages noted will be charged to residents' accounts.

*****ATTENTION: At any point if the deans feel there needs to be changes made or policy changed and adapted to issues at hand, it is at the discretion of the deans that those changes can be made to this document.*****