



Dorm Resident Handbook

Updated: 8/2018

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At the discretion of the deans, changes may be made to the Dorm Handbook and other dorm policies and procedures. These changes will be in accordance to the needs of the Residence Life program. You will be notified of any such changes. In addition, all other Forest Lake Academy policies and procedures will be upheld.

Welcome

Welcome to life at Forest Lake Academy. We are so glad that you will be living here this year. Transitioning to a new environment might require adjustments. This handbook is to assist in making those adjustments so that your transition to dorm life is successful.

FLA Guiding Principles

Mission Statement:

The Mission of Forest Lake Academy is to **show** students Christ, **nurture** their love for Him and others, **teach** them to think critically, and **empower** them as scholars to live the gospel.

Vision:

Forest Lake Academy is an educational institution that uses innovative and engaging academic practices that are founded on Biblical principles to prepare residents every day to pioneer the work of taking the gospel to the global community.

Core Values:

Biblical Truth

Integrity

Service

Creativity

Mutual Respect

Personal Responsibility

Critical Thinking

Institutional Goals:

Goal One: Spirituality

To facilitate meaningful and personal spiritual growth in our residents through our classroom experience, school culture, programming, and relationships.

Goal Two: Positive Environment

To maintain a physical plant and social culture that is attractive and positive, and that promotes the development of each of our core values.

Goal Three: Academic Quality

To provide the very best possible rigor in a comprehensive academic program that is respectful of and attentive to the unique learning needs of each of our residents.

Goal Four: Community

To demonstrate true collegiality, mutual respect and Christian love for all members of our school family and the larger community within which we operate.

Goal Five: Financial Stewardship To operate the school in a financially-sound manner that is cognizant of the limited resources of parents and the conference, and provides for the programs of the school in the most efficient manner possible.

Residence Life Staff

Memorial Hall- 407-772-3755

Dean of Young Women..... Rochelle Daughma
Office: 407-772-3756
daughmar@forestlake.org

Assistant Dean of Young Women Aile Yero
Office: 407-772-3738
yeroa@forestlake.org

Dean on Duty Phone Line407-733-2609

McClure Hall- 407-772-3762

Dean of Young Men Kevin Abrahamson
Office: 407-772-3756
abrahamsonk@forestlake.org

Assistant Dean of Young Men Hans Martin Jr.
Office: 407-772-3738
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Residence Rooms

Move-In Day

Before you move into the dorms, you must have been accepted as a student at Forest Lake Academy. You also need to be financially and medically cleared before you can begin the check-in process. Before you are assigned a room, you must fill out the forms in the Registration Packet along with several other forms. When all forms have been filled out, a room assignment will be issued.

Check-In Procedure

When you are assigned a room or move into a new room you must get a Check-in/Check-out form and keys from the dean's office. Completely fill out the form with a Dean or Resident Assistant (RA) before moving in. Failure to list damages before moving in may result in charges when moving out. Please turn in Check-in form to the office before moving into your assigned room.

Check-out Procedure

When you are moving out or to a new room there are a few steps to ensure an easy check-out: clean your room, return your room to its original state, and then contact a dean or resident assistant to inspect your room for cleanliness or damages. Any damages will be taken from your \$100 dorm room deposit. Damages include, but are not limited to: graffiti, stains, holes in the walls, holes in the furniture, tape including its residue that cannot be removed. If the price to repair the damages exceed the deposit you will be charged the difference. Turn in your room key and any other keys that you were assigned. Sign Check-out form and any other forms that requires your signature.

Keys

A key to your room and mailbox is issued to you when you receive your Check-in/Check-out Form. Your keys are your responsibility. There is a non-refundable \$25 replacement charge for regular keys and the cost to rekey the entire dorm for the RA keys. Doors automatically lock. Residents are **not** allowed to "fix" their doors to stay unlocked and will be fined if they do so. Repeat occurrences will result in additional fines and disciplinary action against the offenders. If locked out of your room, you will need to get in contact with your roommate. If that is not a possibility you will need to find the dean on duty who will unlock the door for you and assess the "Locked Door Fee".

We are not responsible for missing or lost keys. Keys left in locks will be confiscated and a fine will be assessed. Forest Lake Academy is not responsible for missing articles and valuables.

POSSESSION OF UNAUTHORIZED KEYS WILL RESULT IN IMMEDIATE SUSPENSION OR DISMISSAL.

YOU MUST KEEP YOUR KEYS ON YOU AT ALL TIMES. Please do not leave keys in your dorm room as it poses a safety and security issue for both you and your roommate. Our campus often conducts lock down drills and if keys are left in the dormitory rooms, this defeats the purpose of keeping our entire building secure. After an initial warning, the resident will be assessed. Repeated offenses will also result in a behavioral write up.

Rooms

Dorm rooms are about 10x12 feet and consist of two twin beds, two closets, two dressers, two desks and two chairs. Each room has a window, in which the blinds are furnished. All furniture is to remain in the room. A resident rents only half of the room; therefore residents are expected to keep their belongings on one side.

Roommates

Every incoming freshman, sophomore and international resident will be assigned a roommate. A resident rents half a dorm room which includes: one bed, desk, closet, dresser, desk and chair. The only exception may be if we have an uneven number of residents. After the freshmen and sophomores have been assigned roommates the upperclassmen will be assigned roommates based on seniority. Juniors have the privilege of having their own rooms for an extra fee as long as space allows. Seniors, as a senior privilege, are able to room by themselves. The deans reserve the right to make all final rooming assignments and make changes to assignments at any time.

Room Changes

Any room change will not be considered until two weeks of the new semester have passed. After the two weeks, a room change may be requested. Before a request is granted, the dean must meet with you and your roommate. If you are a **freshmen** or a **sophomore** you will not be given your own room and should keep this in mind before requesting a room change. Room changes occur by approval of a dean.

Personal Belongings

Forest Lake Academy is not responsible for any damaged, lost or stolen items from dorm rooms, FLA campus or while on any school trip. A Resident's personal belongings include but are not limited to laptops, phones, radios, and personal media devices. Personal belongings are not covered by Forest Lake Academy's insurance and no renter's insurance policy is available through the school. If residents wish for their personal belongings to be covered by renter's insurance in case of theft or damage, they need to secure this insurance. This insurance is often available as a rider to the homeowner's or renter's insurance of the resident's parent's home.

What To Pack

Things You Should Bring

Bedding

- Bedding for twin-sized bed
(an extra set is helpful)
- Mattress Cover
- Pillow

Clothing

- Belts
- Casual clothes
- Dress clothes*
- Jacket and sweater
- Rainwear
- School uniform
(an extra set is strongly recommended)
- Shoes and boots
- Sleepwear
- Socks
- Undergarments
- Work clothes

Personal Items

- Bible
- Alarm Clock
- Desk lamp
- Flashlight

- Headphones
- Iron and ironing board
- Laundry Basket and Detergent
- Posters and poster putty
- Shower Caddy
- Shower Shoes
- Surge Protectors (NOT extension cords)
- Toiletries
- Towels and washcloths
- Wastebasket

*Dress clothes should include Sabbath attire
(dress slacks, dress shoes, dress shirt)

OPTIONAL ITEMS

- Laptop
- Mini Refrigerator (up to 4.5 cubic feet)
- iPod or other portable music device
- Fan
- Area Rugs (floors are tile)
- Full-length mirror
- Curtains & curtain rod

Things You Should Leave at Home

- Firearms/ Weapons of any Type
- Water Pistols
- Inappropriate Posters
- Jewelry
- Pets
- Wireless Routers
- Desktop Computers
- Dart Board
- Video Projectors
- Fire Hazard Items
- Lava (Halogen) Lamps
- All Candle Warmers
- Electric Kettles
- Television

Fine List

Having any of the items on the “Things You Should Leave at Home” section will result in the item being confiscated. Any item that is confiscated will be tagged and given to the Parent/Legal Guardian at pickup of the next Home Leave. 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. At the end of the semester, the item becomes property of the residence hall. Also, final exams may be withheld until the fine has been paid. If a resident continues to abuse this policy it may result in school discipline.

The following items involve cash fines:

<u>ITEM</u>	<u>FINE</u>
Locked Door Fee	\$1
Lost Key Replacement	\$25
Incense/Candles/Matches/Lighters**	\$50
Parental-Advisory Music/Lyrics	\$15
DVD Movies*	\$10
Television/Monitor/VCR	\$25
Media Policy Violation (2nd Violation)	\$25
Media Policy Violation (3rd Violation)	\$50
Fireworks	\$50
Weapons	\$50
Misuse of Fire Safety Equipment**	\$100 Minimum
Vandalism	\$50 + Repair Costs

*\$20.00 per movie above designated PG-13 rating from each individual in the room and temporary loss of computer. Movies above PG rating must first be approved by the dean.

**These are Fines levied by FLA. The Fire Marshall has the option to level additional fees.

Facilities

Bathrooms

Each floor has communal bathrooms. All residents are responsible for cleaning up after themselves in the bathrooms. Please refrain from leaving your personal belongings in the bathrooms. Failure to do so will result in a behavioral write up for the resident.

Gymnasium

The gym is located on the opposite side of campus, just across from the cafeteria. It is equipped with two regulation size basketball courts. Both courts can be turned over to volleyball courts.

Janitor Closets

Cleaning supplies are located in the janitor closets located on 2nd and 3rd floor. Please contact the dean on duty or RA to get access to cleaning supplies when needed. No caustic materials may be kept in the dorm rooms. Please turn in all bleach to the dean on duty. Please inform the dean on duty when cleaning supplies and materials are needed.

Kitchen

The kitchen is located on the first floor. It is equipped with a refrigerator, stove, microwave, and cleaning supplies. If you use the kitchen, do not leave food that is cooking unattended. Please make sure to clean up after you use the kitchen. Failure to do so may result in a locked kitchen. If storing food in the refrigerator, please label the item(s) with your name and the date. The refrigerator gets cleaned out every two weeks.

Laundry Rooms

A laundry room is located on 2nd and 3rd floors. Each laundry room is equipped with at least two washers and dryers. Do not leave clothes unattended. Forest Lake Academy is not responsible for missing clothes. Please clean out dryer vents after use to prevent possible fires. Please report any problems with a machine not working to the dean on duty immediately.

The laundry rooms are open Sunday through Thursday until 10pm. On Friday the laundry rooms are open until 30 minutes before sundown. The laundry room remains closed for Sabbath and reopens 30 minutes after sundown on Saturday.

Lobby Area

Memorial Hall

In Memorial Hall the lobby is divided into two distinct areas: the upper and lower lobbies. The upper lobby contains the reception desk and a formal sitting area. **The reception area is for the desk worker on duty only.** The formal sitting area is for Memorial Hall residents and their family members or approved guests to enjoy. The lower lobby contains the television. Special programs and events may be held at different times with dean's approval. Boys are **NOT** allowed in the dorm without dean approval. Any items left in the lobby such as backpacks, clothes, and books may be confiscated and a fine may be assessed.

McClure Hall

In McClure Hall the lobby is where everything happens. The lobby contains the reception desk and our “family room.” **The reception area is for the Resident Assistant on duty only.** Our “family room” is where everything from worship to movie/game night happens. There is also a billiards table in the lobby. Residents are not allowed to sit or have food on the billiards table. Girls are **NOT** allowed in McClure Hall without dean approval. Any items left in the lobby such as backpacks, clothes and books may be confiscated and a fine may be assessed.

Lobby Computer/Printer

The lobby computer and printer are available for use 7am to 10pm. The lobby computer is not to replace the use of the resident’s school issued ipad.

Mail

Outgoing mail should be taken to the Business Office. Postage will be charged to the resident’s account. Incoming mail is picked up from the Business Office after 1:00 pm. Once the mail arrives in the dorm, it is placed in the dean’s office and distributed by the Desk Worker.

Residents’ mail should be addressed to either:

McClure Hall:

Name of Resident
Forest Lake Academy, Young Men's Dormitory
500 Education Loop Apopka, Florida 32703

Memorial Hall:

Name of Resident
Forest Lake Academy, Young Women's Dormitory
500 Education Loop Apopka, Florida 32703

Media Center

The Media Center is regularly open from 7:30 am to 3:40 pm Monday through Thursday, and from 7:30 am – 2:30 pm on Friday. The Media Center is a place designed for study, not for loud socializing and playing. Items may be checked out according to the current policy. Also available for residents to use are computers with Internet access as well as access to Microsoft Office and Adobe Master Collection software. Residents are encouraged to do research, work on homework, or read when they are in the Media Center. The tutoring area is designed for residents to receive academic assistance by Media Center personnel or to take make-up exams. Residents should be considerate of others when utilizing this area; there is to be no conversation or noisy distraction in the tutoring area.

Outside Courts

A full-length basketball court, sand volleyball court, track, and swimming pool are located at the north end of campus. These courts are equipped with lights. There is an additional basketball hoop located behind the Schmidt for residents to use. The outside courts are opened during lunch time and at recreation time when supervision is present. Skipping work or class to play in these areas is not an option. Residents must receive permission from the dean on duty to utilize the outside courts for lunch and scheduled recreation time.

Pest Control

Spraying for pest control is done on a monthly basis. Please do not bring your own Raid or other bug killing agents, as these will counteract the monthly spraying. Please keep food in sealed containers and refrigerated.

Swimming Pool

There is a full-sized outdoor swimming pool located next to the gymnasium.

Telephones

The phone at the reception desk receives calls from outside lines. This is an additional line for parents to contact residents in the residence hall. Please share these numbers with family members:

Memorial Hall

Lobby: 407-772-3755
Head Dean: 407-772-3756, direct line
Asst. Dean: 407-772-3738, direct line
Dean on Duty: 407-733-2609

McClure Hall

Lobby: 407-772-3762
Head Dean: 407-772-3763, direct line
Asst. Dean: 407-772-3761, direct line

Trash

There are no trash receptacles in the halls. Residents must deposit **ALL** trash from rooms in the dumpster across from their respective dorm. Trash should not be put in the bathrooms, laundry rooms or kitchen. Food needs to be discarded everyday.

Workout Room

The workout room is on the first floor and contains exercise equipment. If a resident wants to use the TV to work out and would like to check out a workout video to exercise, arrangements must be made with the dean on duty. Some workout equipment is available (bands, mat, & weights).

Resident Appointments

Being a resident at Forest Lake Academy involves successfully learning to manage a busy schedule. A great deal of responsibility is required in every area while living in the dormitory, including managing time for homework, friendships, and your spiritual walk with God. This is not always an easy balance to achieve, but it can be done. Below is a typical weekly schedule for a Forest Lake Academy resident.

Monday-Thursday School Schedule

6:00 am	Wake Up
7:00 am	Breakfast
7:30 am	Worship
7:50-12:05 pm	Morning Classes
12:10-1:10 pm	Lunch
1:15-3:45 pm	Afternoon Classes
4:00-5:15 pm	Recreation (Optional on Tuesday & Thursday)
5:15-6:15 pm	Dinner
6:00-7:00 pm	D/F/I Study Hall (Restricted Study Hall)
7:30 pm	Worship
8:00-9:00 pm	Required Study Hall
10:15 pm	Final Check (Residents should be in their rooms)
10:30 pm	Lights Out

Friday School Schedule

6:00 am	Wake Up
7:00 am	Breakfast
7:30 am	Worship
7:50-11:25 pm	Morning Classes
11:30-12:20 pm	Chapel
12:25-1:15 pm	Lunch
1:15-2:45 pm	Afternoon Classes
5:15-6:15 pm	Dinner
6:15 pm	Sabbath Prep
7:30 pm	Vespers
9:00 pm	AfterGlow

Dorm Tardy Policy

Punctuality is an important part of adult life. The dorms are taking steps to help teach our residents to be on time for their appointments. In order to do so, we have enacted the following policy. Residents who are more than 5 minutes late to any dorm appointment will receive one point towards earning community service. When three points have been earned by a resident they will then have to complete one hour of community service and/or loss of phone privileges at the dean's discretion. This could also prevent privileges such as the town trip if there are outstanding hours.

What qualifies as a dorm resident appointment?

- Dorm Worship
- Vespers/ Church
- Saturday night activities
- Curfew
- Chores
- Room check

Worship

The Bible makes it clear that spiritual growth is dependent on both personal and corporate worship. Worship is an important part of the residence hall program and attendance is required. The purpose for our dorm worship program is to encourage residents on their spiritual journey, to remind residents of a daily need for God, and to grow together as a Christian family. It is expected that residents maintain a respectful and reverent manner through the entire worship. Phones are not permitted at any worship.

Dorm Worship

We have morning worship at 7:30 am and an evening worship at 7:30 pm. These worships are typically held in the lobby of the dorm.

Joint Worship

There is Joint worship at 7:30 pm on Thursdays in the Dorm Chapel. This is a co-ed worship where dress code is enforced.

Vespers

This worship program is on Friday evenings at 7:30 pm. This program is planned and coordinated by our Campus Ministries Team.

Study Hall

All residents have a mandatory study hall from 8:00-9:00 pm. This is not a time to socialize, do laundry or be out of one's room. Any resident who does not comply with study hall expectations will receive disciplinary action. Prior to Study Hall is the residents' personal time from 4:00-7:20 pm. Personal time means each resident will decide for themselves what the priorities of the evening should be. If studying is important, then the resident must put that at the top of their list.

6:15 pm	D/F/I Study Hall
7:30 pm	Worship Begins
8:00 pm	Study Hall Begins

D/F/I List

Grades are checked daily. At the beginning of every week, those residents who have a **D**, **F**, or **Incomplete** in any subject must participate in a mandatory, structured study hall. This D/F/I list is provided to the Resident Assistants to enforce. Restricted Study Hall begins at 6:15 pm and goes until 7:15 pm where each resident must remain in their own room or go to the designated D/F/I room.

Residents **must** turn their phones into the the dean on duty during this study time. Each cell phone will be returned to the resident the next morning. If a resident fails to turn in their phone, is dishonest about having a phone, or is caught using another resident's phone, the residents' phone will be confiscated for one week. If a resident has more than one offense the phone will be confiscated for a longer period of time. Residents may only make calls to their parents at the lobby phone during this time.

Residents on the D/F/I list are not allowed to have visitors in their rooms. This is to ensure that the residents on the D/F/I list have limited distractions and are able to complete their assignments successfully.

You may be taken off of Restricted Study Hall once you bring your grade to a C or above with a signed note from your teacher. If you are on the D/F/I list for citizenship you must have two weeks with **NO** write-ups to be removed from the D/F/I list.

Entering and Exiting the Dorm

Memorial Hall and McClure Hall are closed from 9:00 am - 1:00 pm on weekdays. There will always be a dean available during this time.

All residents must be in the dorm for every visible check including, worship, night checks, and any other time that the dean on duty has specified for residents to be in the dorm. Residents are **NOT** to leave the dorm in the morning before 7:00 am and after 7:00 pm without permission from the dean on duty. The only exceptions will be those who work at the cafeteria or the laundry. These workers must fill out a form that is to be signed by the resident's work supervisor to verify the times and days that they are scheduled to work. Any resident that is found outside before 7:00 am or after 7:00 pm will be subject to disciplinary action per dean's discretion. (Exit/Enter through front/back entrances)

Night Check

Weekly Night Check: begins at 10:30 pm Sunday through Thursday. Every resident in the dorm must be checked in by a resident assistant. It is the residents' responsibility to be in their own room for check.

Friday Night Check: There is only one resident assistant on duty for the weekend. Night Check will be 30 minutes after the Friday Vespers has ended.

Saturday Night Check: Night check will be at 10:30 pm or after we have returned from the Saturday night activity. The lobby doors will be locked as check is being taken. If a resident is checked out for the day, the resident must return to the residence hall no later than the curfew time listed below and check in with the dean. In addition, all residents are expected to be in their rooms at their curfew. Failure to meet your curfew will result in consequences specified by the deans.

Saturday Night Curfew Times

12:00 - Seniors

11:00 - Juniors

10:30 - Sophomores and Freshman

Any exceptions must be arranged in advance with the deans. **Residents who are returning must check in with the dean on duty before going to their room, regardless of what time they return to the residence hall.**

Lights Out

Resident Assistants take check at 10:30 pm. After curfew, all dorm residents must stay in their own rooms for the rest of the evening. We know and understand that many residents need more time to study. You are welcome to have a desk lamp or other lighting, but you must turn off overhead lights. If you are found with a desk lamp or other source of light on and you're not engaged in studying the light will be confiscated and lights out enforced. **The lobby alarm will be armed so leaving your room to go to the lobby or kitchen will not be possible or the alarm will be set off.**

Room Check - Cleanliness

Rooms are expected to be clean and will be checked several times every week. Room Check grades affect room choices for the next school year and overall privileges (including senior skips and weekend trips). Furthermore, residents who receive a D or an F on Room Check could also be room bound until the room is cleaned.

Cleanliness Policy

- 1st Failing Room Score
 - Cleaning Assignment
 - Loss of phone privileges for 24 hours

- 2nd Failing Room Score
 - Cleaning Assignment
 - Loss of phone privileges for 48 hours
 - No Town Trips. No Leaving for activities or practices. 1 hour community service

- 3rd Failing Room Score
 - Cleaning Assignment
 - Loss of phone privileges for 72 hours
 - All Privileges Revoked. No checking out and 2 Hours community service.

In all situations that result in a room score below a D the resident must have their room clean before **9:00 pm** that evening or further consequences will be taken in addition to above consequences. Failure to comply with room cleanliness policy will be construed as insubordination and dealt with accordingly.

Weekend Activities

A weekly newsletter – “The Weekender” – contains the weekend schedule and important announcements. This will be posted in the lobby and on the halls. Residents are required to be back in the dorm by curfew on Friday evenings. All weekend services and programs are required for residents who have not checked out for the weekend. Other church arrangements may be made with approval of the dean on duty.

Residence Hall Leaves

Day Leave Policy*

A day leave is a trip off campus with a parent of a school resident, an adult relative, faculty member, or a friend. In order to grant a request, the resident and parent/legal guardian must sign the Campus Leave Permission Slip in the Dorm Registration Packet and return it to the dean on duty. Adults who sign out residents are expected to act as chaperones. It is expected that the adult who signs your child out of the dorm will be the one signing them back into the dorm.

Failure to follow Day Leave Policies can result in loss of privileges, being campus bound, and/or suspension:

1. The resident must have approval from the dean prior to leaving campus.
2. After receiving approval, the resident must sign-out and sign-in at the front desk.
3. The resident must return to campus by curfew as arranged with the dean.
4. The resident is not allowed to miss school, work appointments, worship, or strict study hall, unless you are a **senior**, who is not on D/F/I.
5. The dean reserves the right to make the final decision in the event a parent cannot be contacted.
6. If a resident is to be checked out Sabbath morning they must leave the dorm before 9:00 am or they will **NOT** be permitted to leave until after Sabbath School. If leaving after Sabbath School the resident must be signed out by 11:00 am or they will **NOT** be allowed to leave until after returning to campus. Arrangements should be made with the dean on duty no later than Wednesday.

Weekend Leave Policy*

Residents may request a Weekend Leave to go home or to a friend's house on weekends. In order to grant a request, the resident and her parent/guardian must sign the Campus Leave Permission Slip in the Dorm Registration Packet. It is expected that the adult who signs your child out of the dorm will be the one signing them back into the dorm. ***Failure to follow Weekend Leave Policies may result in loss of privileges, campus bound, and/or suspension:***

1. Residents must fill out a LEAVE REQUEST FORM. Requests should be turned in to the dean's office by **Wednesday night of the leave weekend**.
2. Supplying known false information on your leave slip could result in loss of privilege, campus bound, and/or suspension.
3. Residents may not leave until the dean has signed the Leave Request Form. In order for this to occur, permission is needed from the dorm resident's parent/guardian and an invitation is needed from the host parent/guardian.
4. The Campus Leave Permission List will serve as a permanent note from the resident's parent/guardian and will save further phone calls for permission.
5. Drivers and Cars:
 - A resident with a vehicle may drive home for the weekend.
 - A resident may request to go home or to a friend's house with a driver other than parents/guardians. However, **the driver must be at least 21-years old**.
 - Permission from the resident's parent/guardian and the host parent/guardian is needed on file before the resident is allowed to leave. This permanent note will save further phone calls for permission.
6. Weekend leaves begin after the last class or work assignment has been met on Fridays, which also includes room check. In order to leave early a resident must receive written permission on the appropriate form.
7. Weekend leaves end on Sundays at 7:30 pm. An exception to the policy is if the resident is returning to campus from a religious and/ or school event. Weekend leaves also end when the resident returns to the dorm at any time during the weekend. Therefore, if the resident comes back into the dorm for any reason she must go through the checkout process all over again.
8. For both Weekend and Home Leaves residents **MUST** return from home by no later than their curfew and no earlier than 7:00 a.m. If a parent believes the resident will arrive after their curfew then parents must contact the dean and make arrangements. Please keep this in mind when making travel plans.
9. For residents that are checked out with individuals other than their parents, they must return at the times previously stated in the Weekend/Home Leave policies.

Home Leave Policy*

Residents are required to leave the residence hall during regularly scheduled Home Leaves. All requirements for Weekend Leaves apply to the Home Leave Policy.

1. Home leaves begin on different days and at different times. Make sure to check your Home Leave Schedule and plan in advance. Requests to leave early or return late must be submitted to the Dean Team by Tuesday Morning.
2. Transportation requests must be turned in no later than the **Two Weeks Prior To Home Leave**. Please schedule flight, train, or bus itinerary to depart and arrive between the hours of 7:00 am and 9:00 pm on the day that home leave begins and between 4:00 pm and 8:00 pm when home leave ends. Any departure time outside the normal home leave schedule will include a transportation fee.

The dorm closes for home leave 2 hours after the last class on leave day and will not reopen from these breaks until Sunday at 5:00 pm unless prior arrangements have been made by the dean on duty. All residents should return to the dormitory between 5:00 pm and 8:00 pm unless otherwise approved.

***Permission from parents for ALL types of leaves must be received by no later than 24 hours before the resident plans to get checked out. If not the resident won't be given permission to leave.**

Providing false information on leaves will result in disciplinary action which could include suspension.

Discipline

Behavioral Write-Ups

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

Creative Discipline

The deans reserve the right to use other means of discipline in addition to behavioral write ups. Creative discipline is provides a learning opportunity for residents who might not find community service or traditional discipline to be effective. This could include residents’ losing privileges, being campus bound, or loss of phone.

Social Restriction Policy

Any resident found in the following areas with members of the opposite sex will automatically be put on Social Restriction: the chapel breezeway, behind the chapel, the outdoor stairwells and, any unsupervised areas on campus.

No residents are to be with members of the opposite sex in the dormitory parking lot. All socializing should be done in open designated areas on campus with supervision. Physical displays of affection must be limited to hand holding. Any other types of affection shown may lead to being placed on Social Restriction for a week or more.

Health Services

School Nurse

The nurse will be available to you at 8:00 am on Mon-Fri. You are expected to seek assistance from the nurse in the morning. If you do not feel well enough to leave the dorm, the dean will call the nurse to make a dorm visit. The resident must get up and prepare for the day as normal and report to the dean. If the dean feels that a visit from the nurse is in order the resident will be instructed to return to their room to wait for the nurse. They will then be placed on Sick List if the nurse deems it necessary. If you do not feel well, you are not to go to work or school without clearance from the nurse.

Sick List

- You must remain in your dorm until removed from the sick list.
- You will have your food sent over from the cafeteria and are not allowed to be outside of your room except to the bathroom.
- If you need assistance from the dean follow the dean's guidelines for reaching them via Dean on Duty cell phone.
- When the resident is removed from sick list, or wishes to be removed from the sick list, the resident must be checked by the nurse or dean to determine that the symptoms have improved. The dean will make the determination in consultation with the nurse in some instances.
- If a resident's illness is severe, you may need to be sent home to recuperate under the care of your family.
- If you miss work because of illness, you must notify your employer prior to the time expected to be to work.

Medication

Residents must give **ALL** medications, both prescription and 'over the counter' medication to the dean. This includes vitamins. All prescribed medication must be in the original container. Prescribed medications and 'over the counter' medicines for dormitory residents are kept in a locked cabinet in the dean's office. Each resident is issued a medication box that is labeled with their name, allergies and routine medication. Residents will need to get their medications from the dean on duty. The dean will arrange a time in the morning and evening for you to get your morning and evening medication. The only medications that are allowed in a resident's dorm room, backpack and locker; are those that may be necessary for the resident to self-administer in an emergency: Inhalers, epipens, eye drops, and diabetic supplies. The only non-emergency medications are face and skin creams. Because of the dangers associated with unwise use of both prescribed and over-the-counter medications, residents who choose to disregard this will be evaluated by Administration. **AGAIN: NO medication is to be kept in your dorm rooms.**

Doctor Visits

Please note that all routine medical appointments, that is, appointments not caused by an accident, or illness at school, should be made to coincide with regularly scheduled home leaves. If medical appointments are deemed necessary by the school nurse, or requested by the parent arrangements will be made. The resident's insurance must be available and active. Parents must make prior arrangements to pay the copay for the clinic visit at the time of service.

Doctor visit:

- The resident's parents will be contacted, the symptoms discussed and agreement with the parent.
- The parents will make arrangements to pay for the visit. With most insurances a copay is given at the time of the visit (cash or credit card).
- Health care, transportation, & pharmacy costs are the responsibility of the parents.
- The appointment or walk-in visit will be arranged with the clinic and the dean or nurse. We use: Hunt Club Medical, Centra Care and CareSpot for our clinic visits.
- After the clinic visit, the resident is responsible to bring a copy of any prescriptions, care instructions and bill to the nurse. A copy will be sent to the parent upon request.
- Prescriptions are usually filled at; Walgreens and Publix, however, we will pick up prescriptions at locations where your insurance is taken.
- The dean on duty or the nurse will drop off and pick up the necessary prescriptions in a timely manner.
- The prescription will be placed in the resident's medication box to be given at the designated times.

Contagious Illnesses

If a resident is diagnosed with the flu or any illness that is deemed contagious they will be immediately quarantined. The resident will be put into the 'recovery room' for care and observation until arrangements are made to be sent home. 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. (Usually but not always, a course of seven days.) If circumstances do not allow the 'sick' dorm resident 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 caregiver and the sick resident.
- The resident 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, and surface areas will be arranged with the Housekeeping department and the dorm custodians.

Policies and Procedures

Appliances

Refrigerators are the only appliances 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.

Bulletin Boards

All posted materials must be approved by a dean. Bulletin boards on the halls are strictly for RA use only.

Computers

Computers are allowed in dorm rooms. However, residents that post poor school grades and choose to play games on their computer during study hall may temporarily lose their computer privileges. Also, any computer used to show PG-13/R rated DVD movies or pornography will be confiscated. The resident will suffer temporary loss of computer. The dean will determine the time of loss.

Cell Phones

Study Hall

Cell phones must also be checked in with the dean prior to worship Sunday- Thursday at 7:20 pm and can be check out at 9:05pm.

Vespers

Cell phones must be check-in with the dean prior to Vespers on Friday at 7:20pm and can be checked out once the Vespers program has ended.

Church

Residents have been using their phones to access the internet, text, and receive calls during Sabbath School and church. As a result all residents' cell phones must be turned in to the dean's office Sabbath morning before Sabbath School. They will be kept in the office and locked up until after church. In the event of an emergency, parents should call the dean on duty line to reach a dorm resident. When we are off campus, cell phones are locked in a fire chest and left on the bus until we load back onto the bus.

Cleaning Responsibilities

As a resident of the dorm it is important that you maintain a clean and healthy living environment. As addressed previously there are expectations on how one's room will be kept. In addition to maintaining the cleanliness of one's personal space, residents will work together to maintain a clean and healthy community environment. At least once a week there will be assigned cleaning responsibilities to assist in this goal. This builds community and benefits all who reside in the residence hall.

Banquet Attire

On certain occasions, Forest Lake Academy residents have the opportunity to wear more formal attire. Although formal wear is appropriate, church attire is also appropriate and residents should not feel pressured to buy expensive formal wear. Whether formal wear or church wear, all clothing should be modest and follow these guidelines.

Ladies attire:

- May be strapless
- Should cover the back from the waist up to the shoulder blades
- Should not have cutouts or sheer panels
- Should not reveal cleavage
- Should have hems that are no more than 3½", from the top of the kneecap

All dresses must be approved by the Girls' Dean.

Gentlemen attire:

- Dress pants
- Dress shirt
- Dress shoes

Dress Code

Appropriate attire is expected for different programs on campus. The following are guidelines for appropriate dress:

- covered shoulders (church services, special assemblies)
- uncovered shoulders-tank tops with 1½" thick straps (working out, lounging around the dorm, offsite social events, theme park, mall trips, banquet, etc.)
- no cleavage
- undergarments not showing (uncovered or through clothing)
- jeans are appropriate at all times except during church services
- leggings and athletic pants are not appropriate attire
- skirts can **be no more than four inches** from the knee/bend of knee (ID card length)
- shorts can **be no more than six inches** from the knee/bend of knee
- shirts covering midriff

The following is a list of programs and corresponding attire:

Vespers – Casual Sabbath attire

Sabbath School/Church – Sabbath attire

Sabbath attire includes appropriate dresses, skirts, dress slacks, and blouses. Items that are NOT appropriate are spaghetti strapped shirts/dresses (please wear a covering), low cut blouses, or tight shirts, shorts, sleep attire and NO flip flops of any kind. Inappropriate skirts include mini-skirts or skirts with provocative slits. Tight or very form-fitting dress pants are not appropriate. A female resident's hemline should be no more than four inches above the knee. The dean will require a resident to change if attire is deemed inappropriate.

Dorm Decorations

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 from dorm room. If the items are not immediately removed, they will be confiscated and given to the residents' parents on their next visit. Examples of inappropriate items are but not limited to: rock/rap posters, posters involving promotion of alcohol/drugs, risqué or suggestive pictures, etc. **Do not use tape to hang decorations.** Residents will pay for damage caused by hanging décor with tape. Poster putty is strongly recommended.

Dean on Duty

There is a dean on duty 24 hours a day. The dean may not be in their office, but will be on campus. If you need to speak with a dean, please call the Dean on Duty phone for your respective dorm.

Dorm Clubs

All residents of Memorial Hall are members of the Girl's Club. The residents of Memorial Hall vote for officers each year. The Girls' Club plans activities specifically for the Memorial Hall residents. Girls' Club officers should meet on a weekly basis.

Fighting

In accordance with school policy, fighting will not be tolerated. Those involved in this behavior will be subject to suspension or face possible dismissal (See FLA School Bulletin).

Food Orders

Off campus food orders must be first cleared through the dean. Orders must be delivered by **7:00 pm** or per dean's discretion. Any food ordered outside of this time frame or during Sabbath hours will be confiscated and ordering privileges will be revoked.

Hacking

Any attempt to gain information, gain access to, or disrupt any mobile device other than the device assigned to the resident, 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.

Hazing

In accordance with the school policy, hazing will not be tolerated. Those involved with this behavior will be subject to suspension and/or possible withdrawal.

Illegal Entering/Exit

Anyone out of the residence hall without permission after the dorm has been locked for the evening will be subject to discipline. Residents involved may be subject to suspension and/or withdrawal from school.

Illegal Substances

In accordance with school policy, illegal substances will not be tolerated. Residents involved in this behavior will be subject to suspension or possible withdrawal (See FLA Bulletin).

Insubordination

Not following through on a request made by the dean may be considered insubordination. This can result in an in-house discipline, school suspension, or possible withdrawal.

Jewelry

Forest Lake Academy values and promotes modesty, both in behavior and in dress. This applies to jewelry and personal adornment. Jewelry is not to be worn on the campus of Forest Lake Academy, and in keeping with consistency, it should not be worn in the dorm. If a dean sees a resident wearing jewelry, the resident will be asked to remove it. Afterwards, the jewelry will be collected and given to the residents' parents at their next visit to the dorm. Please refer to the Forest Lake Academy Handbook jewelry policy for a detailed list.

Media

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 academy reserves the right for a dean and school administrator to search your room upon reasonable suspicion of illegal items. Residents who are confused about appropriate media, should ask the deans before bringing it on campus.

Media Policy

- **1st Offense** of media/phone usage
 - Loss of device for 2 weeks

- **2nd Offense** of media/phone usage
 - Loss of device for 4 weeks
 - \$25 Fine

- **3rd Offense** of media/phone usage
 - Loss of device for 4 weeks
 - \$50 Fine
 - Will have a scheduled meeting with Administration

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 (any other electronic device or item that hinders proper time management). These items will be checked-in nightly to the dean, Sunday - Thursday, and checked out every morning after worship. 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.

Media Usage Schedule

Media Check-In: 7:25 pm *before evening worship*

Media Check-Out: 9:05 pm *after study hall*

Media Check-In: 10:00 pm *before lights out*

Media Check-Out: 7:15 am *before morning worship*

Any Junior or Senior unable to manage their time will be subject to the media usage schedule. Reevaluation of this policy will be considered second semester for those residents who have shown responsibility through improved grades, behavior, and time management.

Music

Music labeled “**Parental Advisory Lyrics**” or music heard with inappropriate lyrics will be confiscated and a fine will be assessed. The music will be given to the residents’ parents on their next visit.

Newsletters

There will be published announcements, reminders and policy changes in our monthly newsletter. The information in the newsletters are just as important as the information in the FLA Dorm Handbook.

Overnight Visitors

Visitors are only allowed to stay overnight in the dorm on special weekends (i.e. Parent Weekend, Alumni Weekend, Senior Presentation, Graduation) and with prior notice. Any visitors wishing to stay must receive administrative permission at least one week in advance and may also be charged a fee for the stay.

Residence Hall Staff

The Office Assistant, Desk Workers and Resident Assistants are on duty to insure order and safety. All of these employees work for the deans. These resident workers are enforcing the rules and protocols as explained to them by the deans. Please see the dean if you have a concern or question with a rule or protocol.

Right of Entry

The academy reserves the right for a dean and school administrator to search your room upon reasonable suspicion of illegal items. There are regular room checks that may include checking every part of the room such as: closets, drawers, and luggage.

Stereo Systems

All stereo equipment is to be used with headphones. This includes computers, laptops, iPods, DVD players, and phones that play music. However, during Sabbath hours residents will be allowed to play Christian music without the use of headphones as long as the volume is at a reasonable level according to the dean. This privilege can be taken away if using the speakers becomes problematic or if we find that residents are playing inappropriate music. Failure to uphold this policy will result in the item being confiscated and either sent home with the resident's parent or may be held until the end of the year.

Please note that ANY equipment that is used to play loud or inappropriate music may be confiscated so please make wise choices.

Town Trips

Walmart and Target trips are planned for residents on the weekends. All residents who are not signed out are required to be in attendance. Residents who have outstanding community service hours or repeated failing room cleanliness scores may forfeit one or more trips. If you are late you will forfeit future trips for as long as deemed necessary by the dean.

Transportation

Transportation requests must be turned in no later than two weeks prior to home leave. Please schedule flight, train, or bus itinerary to depart and arrive between the hours of **7:00 am and 9:00 pm** on the day that home leave begins and between **4:00 pm and 8:00 pm** when home leave ends. Any departure time outside the normal home leave schedule will include a transportation fee.

Tutoring

Tutoring services are available for residents needing assistance with their academic program. Peer tutoring is arranged by the School Counselor in conjunction with the teacher. Teachers are also available to assist in their content areas. Residents interested in tutoring should speak with the teacher. If further assistance is needed the resident should speak with the dean and they will reach out to the School Counselor and make arrangements.

Pets

Pets are not allowed in the residence hall building.

Vandalism

In accordance with school policy, vandalism will not be tolerated. Those involved in this behavior will be subject to a fine, suspension and/or possible withdrawal.

Visitation Hours

Each dorm has their set lobby visitation regulations for the opposite sex. Violators will be subject to discipline. Visitors must remain in the lobby. Any resident, male or female, in violation of this policy may be placed on Social, suspension and/or possible withdrawal.

Emergency Safety Procedures

Campus-Wide Safety Protocols & Drills

Forest Lake Academy has inclement weather and other safety protocols that students will learn and practice. In case of severe weather, Forest Lake Academy families are requested to listen to local radio and television stations for announcements relative to school closings. Forest Lake Academy will follow the closing decisions of the Seminole County School District.

Fire Alarms & Drills

Occasionally, the residence hall will have fire drills. When the fire alarm sounds, all residents must leave the dorm and check in with their Dean or Resident Assistant at an appointed area.

Fire Doors

Doors automatically lock when closed. Residents are not allowed to “fix” their doors to stay unlocked. Residents with “fixed” door will be fined. If the offense is repeated, residents will have to pay additional fines and face disciplinary action.

Fire Exits

Fire exits are only to be used during alarms or other emergencies.

Fire Safety

Residents should not tamper with fire safety equipment. Fire safety equipment includes: fire extinguishers, sprinklers, smoke detectors, fire alarms, and fire exit doors. Any misuse of these safety items will result in a fine and possible action from legal authorities.

Extension Cords

Multiport or additional outlet devices are not allowed unless an automatic or manual reset device is provided. Should a multiport device be used, no other extension cords are allowed (devices must be plugged in directly). The only approved extension cord to be used is a power strip with a rating of 20 amps that is U.L. approved. All extension cords must have a manual or automatic resetting circuit breaker. Extension cords may not be daisy chained (one plugged into another to make a longer cord). The use of multiport outlet or additional outlet devices added to a power strip may not be used because of any overload protection.

Other Safety Regulations

- Christmas tree lights are not allowed in resident rooms.
- Open coil or open wire appliances such as toasters, toaster oven, open type grills are not allowed.
- Tampering with ceiling smoke detectors is prohibited; connecting any electrical device to the smoke detector is a violation of state law.
- Electrical irons or curling irons/flat irons should not be plugged in or left on when no one is in the room.
- Plug-in room fresheners are not allowed.