

Memorial Hall Handbook



Forest Lake Academy

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MEMORIAL HALL STAFF

Calina Lang	Head Dean of Girls
Michelle Valentin	Assistant Dean of Girls Girls Club Coordinator
Meg Claveria	Resident Assistant
Bailey DuBose	Resident Assistant
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India Washington	Resident Assistant
RA's in Rotation	Office Worker
Briana Brooks	Desk Receptionist, Madelyn Trumbull
Housekeepers	Daniella Gonzalez, Corbana Hodges, Fairley Salonga, Madelyn Trumbull

CONTACTING THE DEANS

DEAN'S OFFICE: (407) 862-8411, Ext. 756
(407) 772-3756, direct line

DEAN'S CELL: (386) 315-0525

EMAIL: langc@forestlake.org

ASST. DEAN'S OFFICE: (407) 862-8411, Ext. 738
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CHECKING-IN TO MEMORIAL HALL

RESIDENCE HALL REGISTRATION PACKET AND OTHER FORMS

Before you receive your assigned room, you must fill out the forms in the Memorial 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 FORM

Upon arriving to move into Memorial Hall, it is important to follow the check-in procedure:

1. Pick up a Check-in/Check-out Form and your room key from the dean's office.
2. Completely fill out the form with a Dean/Resident Assistant before moving in. Failure to list damages before moving in may result in charges when moving out.
3. Turn in the completed form to the dean before moving in.

KEYS

A key to your room is issued to you when you receive your Check-in/Check-out Form. Your key is your responsibility. There is a non-refundable \$20 replacement charge for regular keys and the cost to rekey the entire dorm for the RA keys. Doors automatically lock. If locked out of your room, you will be at the mercy of the Dean on Duty or an RA. We are not responsible for missing or lost keys. Keys left in locks will be confiscated and a fine will be assessed. The school is not responsible for missing articles and valuables. If you have a habit of losing your key you will be charged. **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 locks as it poses a safety and security issue for both you and your roommate. Our campus often conduct lock down drills and with keys left in the dormitory rooms, this defeats the purpose of keeping our entire building secure. After an initial warning, the resident will be assessed a fee in order to have their keys returned to them. Repeated offenses will also result in a behavioral and demerits.

ROOMS

Dorm rooms consist of a bunk bed, two closets, two dressers, and two student desks with chairs. Each room has a window, in which the blinds are furnished. All decorations are subject to approval by the dean. In decorating, keep in mind that FLA is a Christian school. **EXTRA FURNITURE MUST BE PUT IN STORAGE.** A resident rents only half of the room. At any time the other half can be filled.

ROOMMATES

If a **freshmen** or **sophomore** does not have a roommate in mind when checking into the dorm one will be assigned to them. Every resident that is an under classmen, or a member of our international student program **WILL** be assigned a roommate. The only exception may be if we

have an uneven number. Upper classmen have the privilege of having their own rooms for an extra fee as long as space allows. After the freshmen and sophomores have been assigned roommates the upper classmen will be assigned roommates based on seniority. The deans reserve the right to have a resident move into any resident's room at any time.

ROOM CHANGES

Any room change will not be considered until two weeks 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 the Head Dean.**

CHECK-OUT FORM

When leaving/changing rooms, it is important to follow the check-out procedure:

1. Any damages will be taken from your \$100 dorm room deposit. If damages exceed this amount, you will be charged the price to repair the damages.
2. Pick up Check-in/Check-out Form from the dean. Have the dean check the room and sign your form
3. Thoroughly clean your room.
4. Return or exchange your room key with the dean.
5. Failure to follow the checkout procedure will result in charges to your school bill
6. Please return the room to its original state.

THE LIST OF “ITEMS TO BRING”

ITEMS TO BRING

Bible
Bedding – Twin size
Headphones
Iron/Ironing Board
Wastebasket
Alarm Clock
Laundry Basket
Laundry Detergent
Towels/Washcloths
Toiletries
Poster Putty
Desk Lamp
Surge Protectors – NOT extension cords
Flashlight

OPTIONAL ITEMS

Computer
Mini Refrigerator
iPod
Extra Chair
Fan
Shower Caddy

ITEMS NOT TO BRING

Weapons/Firearms/Knives
Fireworks
Pets
TV/VCR
DVD Movies rated above PG
Incense/Candles/Matches/Lighters
Extension Cords
Inappropriate Posters
Role-Playing Games
Paint-Ball Guns/Balls
Skateboards
Parental-Advisory Music/Lyrics
Toaster/Toaster Ovens
Jewelry
Microwave

FINES FOR INAPPROPRIATE ILLEGAL MATERIALS

HAVING ANY OF THE ITEMS IN THE "ITEMS NOT TO BRING" SECTION WILL RESULT IN THE ITEM BEING CONFISCATED. Any item that is confiscated will be tagged and given to the Parent/Legal Guardian. 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/First Offense
Lost Key Replacement	\$25 (unless it's an RA key)
Incense/Candles/Matches/Lighters**	\$50
Parental-Advisory Music/Lyrics	\$15
DVD Movies*	\$10
Television/Monitor/VCR	\$25
Fireworks	\$50
Weapons	\$50
Misuse of Fire Safety Equipment**	\$50 Minimum
Vandalism	\$50 + Repair Costs

*\$20.00 per movie above designated PG rating from each individual in the room and possible temporary loss of computer.

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

FACILITIES

GYMNASIUM

The gym is located on the opposite side of campus, just across from the cafeteria. It is equipped with 2 regulation size basketball courts. Both courts can be turned over to volleyball courts.

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. The outside courts are opened during lunch time and at recreation time when Supervision is present. However, skipping work or class to play is not an option.

KITCHENETTE

The kitchenette is located on the north side of the lobby. It is equipped with a refrigerator, stove, several microwaves, and cleaning supplies. If you use the kitchenette, please make sure to clean up after finishing. Failure to do so may result in a locked kitchen.

LAUNDRY ROOMS

The laundry rooms are located on 2nd and 3rd floor. Washers cost \$.50 and dryers cost \$.50. Please report any problems with a machine not working to the dean on duty immediately. **DO NOT LEAVE YOUR LAUNDRY UNATTENDED.** The school is not responsible for missing clothes. Please clean out dryer vents after use to prevent possible fires.

The laundry rooms are open Sunday through Thursday and Friday until 30 minutes before sundown. The laundry room remains closed for Sabbath, but will reopen 30 minutes after sundown on Saturday. Sunday through Thursday the laundry doors will be locked at 9:00 pm.

LOBBY AREA

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/events may be shown at different times with dean's approval. Boys are **NOT** allowed in the dorm without dean approval. **There is NO food allowed in the lobby.** Any items left in the lobby such as, backpacks, clothes, and books, may be confiscated and a fine may be assessed to have the items returned.

MAIL

Outgoing mail should be taken to the Business Office. Fees 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. Please have mail sent to: Name of Resident, **Forest Lake Academy, Girls' Dormitory, 500 Education Loop Apopka, Florida 32703**

PEST CONTROL

Spraying 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.

TELEPHONES

The phone at the reception desk receives calls from outside lines. This is an additional line for parents to contact you or the residence hall. This phone makes calls to other campus extensions only. Please share this number only with your family:

- (407) 862-8411, Ext. 756 (FLA) (Head Dean)
- (407) 772-3756, direct line (Head Dean)
- (407) 772-3738, direct line (Asst. Dean)

BATHROOMS

All residents are responsible for cleaning up after themselves in the restroom. Please refrain from leaving your personal belongings in the bathrooms. Failure to do so will result in behavior demerits for the resident.

CLEANING SUPPLIES

Cleaning supplies may be available upon request. Please contact your RA to check out cleaning supplies when needed. No caustic materials may be kept in the dorm rooms. Please turn in all bleach to the RA on duty. Please inform your Dean on duty kitchen cleaning supplies and materials needed.

TRASH

There will be no trash cans in the halls. Residents must deposit **ALL** trash from rooms in the dumpster across from the dorm. Not in the **bathrooms**, **laundry** rooms or kitchen. Food need to be discarded every day.

FOOD ORDERS

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

WORKOUT ROOM

The workout room is on first floor and contains usable 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). Sign up for Sunday AM work-outs.

RESIDENCE HALL APPOINTMENTS

Being a resident in Memorial Hall 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 your dorm room, homework, friendships, and a spiritual walk. This is not always an easy balance to achieve, but it can be done. Below is a typical weekly schedule in Memorial Hall after school and other appointments have been met.

7:00-8:15 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
4:30- 5:15 pm	Recreation (Tuesday, Thursday, Sunday, TBA)
5:00-6:30 pm	Supper
5:30-7:00p	Recreation
7:00 pm	First Check
7:30-8:30 pm	Required Study Hall
8:30 pm	Worship
9:00-9:30 pm	Personal Time
10:30 pm	2nd Night Check /<u>LIGHTS OUT</u>

- **FRIDAY DIFFERENT SCHEDULE**

Dorm Tardy Policy

Punctuality is an important part of adult life. Memorial Hall is taking steps to help teach our young ladies to be on time for their appointments. In order to do so, we have enacted the following policy.

Young Ladies who are more than 5 minute late to any dorm appointment will receive one point towards earning community service. When three points have been earned by a student they will then have to complete 1 hour of community service and/or loss of phone privileges at the dean's discretion. This could also prevent privileges such as the Mall/Wal-Mart trip if there are outstanding hours.

What qualifies as a dorm appointment?

- Dorm Worships
- Vespers/ Church
- Saturday night activities (**Missed and you get 1 point**)
- Curfew- All
- Chores
- Room check

WORSHIP

We have morning worship at 7:30 am and an evening worship at 8:30 pm (9:00 pm Joint Worship on Thursdays in the Dorm Chapel). Worship is an important part of the residence hall program and attendance is expected. 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. Maintain your respectful manner through the entire worship. Phones are not permitted at any worship.

STUDY HALL

All Memorial Hall Residents have a mandatory study hall from 7:30-8:30 pm. Before this time and after worship is the residents' personal time from 4:00-7:30 pm and 9:00-9:30 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 her list.

DFI List

Grades are checked daily. At the beginning of every week, a DFI list is provided to the RAs to enforce. **Remember the DFI list also includes Citizenship grades.** Restricted Study Hall begins at 6:30 pm and goes until 7:30 pm where each resident must remain in her own room or go the DFI room on each floor.

Residents **must** hand in their cell phone to the RA on each floor 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 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 receive calls from their parents at the desk phone during this time.

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 DFI list for citizenship you must have two weeks with **NO** write-ups to be removed from the DFI list.

ENTERING AND EXITING THE DORM

Memorial Hall is closed from 9:00 am - 1:00 pm on week days. There will be a desk worker, office manager, or dean in the office for information during these times. All residents must be in the dorm for every 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 & 7:00 pm. The only exceptions will be those who work at the cafeteria or the laundry and those workers must fill out a form that is to be signed by the work supervisor to verify the time of day that they are scheduled. Any resident that is found out before 7:00am 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 7:00 pm and is taken again 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. **Once you have been checked in, residents may not leave the residence hall without the dean's permission.** 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.

Friday Night Check: There is only one Resident Assistant on duty for the weekend. Night Check will be 15 min after the Friday Vespers has ended.

Saturday Night Check: Night check will be at 10:30pm and/or after the Saturday night activity has returned. The lobby doors will be locked as check is being taken. If a resident is checked out for the day, he must return to the residence hall no later than his curfew time listed.

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

Lobby Doors: Those who are watching the Saturday night movie or are in the lobby can open the doors to let students return but **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.**

ROOM LIGHTS OUT

Residents Assistants take 2nd check at 10:30. After designed curfew, all dorm students 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 time 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 Monday, Wednesday, and Friday. Room Check Grades affect room choices for the next school year, and overall privileges (including senior skips and weekend trips). Furthermore, students who receive a D or an F on Room Check could also be room bound until the room is cleaned.

Cleanliness Policy-

1 st Failing Room Score-	Oral Warning
2 nd Failing Room Score-	Walmart/Mall Trip Revoked. No Leaving for activities or practices
3 rd Failing Room Score -	All Privileges Revoked, No checking out/1 Hour community service

In all situations that result in a room score below a D the resident must have their room clean before **7:00 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 SCHEDULE & 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 the set curfew on Friday afternoons/evenings. All weekend services and programs are required for residence hall students who have not checked out for the weekend. Other church arrangements may be made with approval of the dean on duty (see section on Residence Leaves).

Memorial Hall Girls Club

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

Medication

Dormitory students 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 student is issued a medication box that is labeled with their name, allergies and routine medication. Students 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 student's dorm room, backpack and locker; are those that may be necessary for the student to self-administer in an emergency: Inhalers, epi-pens, 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 preparations, students who choose to disregard this will be evaluated by Administration. **AGAIN: NO medication is to be kept in your dorm rooms.**

Health Services

The nurse will be available to you at 8:00 am on Mon - Fri. If you do not feel well enough to leave the dorm, the dean will call the nurse to make a dorm visit. This visit is not for a cold, tired, not-enough rest and late to class episode.

You are expected to seek assistance from the nurse in the morning. 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. If you choose not to notify the nurse or dean in the morning, your classes and work will not be excused.

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, tell your RA, and he/she will get the dean, or follow the dean's guidelines for reaching them via cell phone.
- When the student is removed from sick list, or wishes to be removed from the sick list, the student 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 student'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.

Doctor's visit:

- The student's parents will be contacted, the symptoms discussed and agreement with the parent.
- The parents will make arrangements to pay for the visit. Usually a credit card over the phone, given at the time of the visit is acceptable.
- 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, and Centra Care for our clinic visits.
- After the clinic visit, the student 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 students medication box to be given at the designated times.

Dental, 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 and a fee will be charged for transportation to medical appointments. The student must be prepared to pay for the clinic visit at the time of service.

RESIDENCE HALL LEAVES

DAY LEAVE POLICY

A day leave is a trip off campus with a parent of a school student, 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 Memorial Hall Registration Packet and return it to the dean on duty by Thursday evening. Adults who sign out residents are expected to act as chaperones. *Failure to follow Day Leave Policies can result in loss of privileges, 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 her 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 DFI, taking a skip night.
5. The dean reserves the right to make the final decision in the event a parent cannot be contacted.
6. If a resident needs to leave on a Sabbath morning they must leave the dorm before or by 9:45am (9:00 am if an off campus church activity is scheduled) or they will **NOT** be permitted to leave until after Sabbath School. If leaving after Sabbath School the resident must leave by 11:00 am or they will **NOT** be allowed to leave until after church.

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 ONE WEEK PRIOR TO HOME LEAVE. Please schedule your daughter's flight, train, or bus itinerary to depart and arrive between the hours of 7:00 am and 9:00 pm on the days that Home Leave both begins and

ends. Any departure time outside the normal home leave schedule will include a transportation fee.

3. ***The dorm closes for home leave at 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 students 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 student won't be given permission to leave.**

WAL-MART & MALL TRIPS

Wal-Mart and Mall trips are planned for residence hall students on Sundays. All residents may go if they are not scheduled to work. Residents who have outstanding free labor (see Citizenship Grade) or repeated failing room cleanliness scores may forfeit one or both of these trips. If you are late you will forfeit future trips for as long as deemed necessary.

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 Memorial Hall Registration Packet. ***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 Tuesday night of the leave weekend***. Supplying known false information on your leave slip could result in loss of privilege, campus bound, and/or suspension.
2. 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. 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.
3. Drivers and Cars:
 - A resident with a vehicle may drive her car 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 student'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.
4. 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, from the attendance office, work supervisor, and the dean.
5. Weekend leaves end on SUNDAYS AT 9:00 PM (UNLESS STUDENT IS ON DFI LIST). With the exception of returning to campus for religious and school programs, 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 check out process all over again. Residents are asked to plan in advance.
6. For both Weekend and Home Leaves residents **MUST** return from **home** by no later than midnight and no earlier than 7:00 a.m. If a resident arrives after midnight parents must make other lodging arrangements for the night. Please keep this in mind when making travel plans.
 7. 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.

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

DISCIPLINE

CREATIVE DISCIPLINE

The deans reserve the right to use other means of discipline in order to provide a learning opportunity for students who might not find free labor to be effective. This would include students' phones being checked in to the dean for the day, overnight or for 24 hours.

BEHAVIORAL WRITE-UPS

Unfortunately, on occasion, a resident may display behavior that is obstinate, disrespectful, argumentative, or otherwise negative toward her peers or the deans. For each instance, the student will be written up on a "Behavioral Incident Form" and the parent will be notified as soon as possible. There will also be a point system.

OTHER POLICIES

APPLIANCES

Refrigerators and microwaves 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.

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.

DRESS CODE

Appropriate attire is expected for different programs on campus. On campus here are some guidelines for appropriate dress:

- covered shoulders (church services, special assemblies)
- uncovered shoulders-tank tops (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
- skirts at least 4" from the knee/bend of knee (ID card length)
- shorts mid-thigh
- 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. The dean will require a resident to change her attire if it 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 her 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 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 cause by hanging décor with tape. Poster putty is strongly recommended.

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).

FIRE ALARMS & DRILLS

Occasionally, the residence hall will have a fire drill. When this happens, all residents must leave the dorm and check in with their Resident Assistant at an appointed area.

FIRE SAFETY

Fire safety equipment should not be tampered with. Fire safety equipment 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 legal authorities.

EXTENSION CORD AND OTHER SAFETY REGULATIONS

The following regulations are from Javier Rivas, director of Maintenance, and should be followed. Failure to follow will result in having your extension cord 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 approved extension cord to be used is a power strip and must be approved type 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 multi port outlet or additional outlet devices added to a power strip may not be used because of any overload protection.
- Christmas tree lights are not allowed in student rooms.
- Open coil or open wire appliances such as toasters, toaster oven, open type grills are not allowed.
- Candles or tea lights, any open type of flame using liquid fuels are not allowed in student rooms.
- 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.

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.

JEWELRY

Jewelry is not to be worn on the campus of Forest Lake Academy, and in keeping with consistency, it should not be worn in Memorial Hall. 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.

MUSIC

Music labeled "PARENTAL ADVISORY LYRICS" or music heard with these lyrics will be confiscated and a cash fine will be applied. The CD/tape will be given to the residents' parents on their next visit.

CELL PHONES

Residents have been using their phones to access the internet, text, and receive calls during Sabbath School and church. As a result the all students' 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's cell

phone at (386) 315-0525 to reach a dorm resident. When we are off campus, cell phones are left in a locked fire chest and left on the bus until we load back onto the bus.

ILLEGAL EXIT/ENTERING

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).

RESIDENCE HALL STAFF

All Desk Monitors and Resident Assistants are on duty to insure order and safety. All of these employees work for the deans. They are enforcing rules developed by the deans. Please see the dean if you have a problem with a rule.

SOCIAL POLICY

Any residents found in the following areas with members of the opposite sex will automatically be put on social; the chapel breezeway, behind the chapel, and the outdoor stairwells. No residents are to be with members of the opposite sex in the dormitory parking lot. All socializing should be done on front campus. Physical displays of affection must be limited to hand holding. Any other types of affection shown may lead to being placed on social for a week or more.

STEREO SYSTEMS

All stereo equipment is to be used with headphone. This includes computers, laptops, I Pod's, 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 following:

- The item is confiscated and held until given to the dean on Sunday.

- If problems continue the item is confiscated and either sent home with your parents 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.

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 and to suspension and/or possible withdrawal.

INSUBORDINATION

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

VISITATION HOURS

Each dean (boys and girls) may set his or her own lobby visitation regulations for the opposite sex. Violators will be subject to discipline. Visitors must remain in the lobby. Male visitors are not allowed in **ANY** part of Memorial Hall. Any resident, male or female, in violation of this policy may be asked to withdraw from school.

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.

RIGHT OF ENTRY

The deans have the right to search your room upon reasonable suspicion of illegal items. Regular room checks may also include checking every part of the room, luggage and drawers.

Dorm Students: Medical Procedure

Nurse Visits:

- If you are feeling sick: You must let the dean know. She will call me and arrange a visit to either see you in your room or come to the nurse's office from 8:00am- 8:30 for evaluation.
- If you get hurt or sick after lunch, you need to notify your dean and they will then work with me to evaluate you for the proper care.
- If you are on the sick list, you must stay confined in your room and the bathroom on your floor. **DO NOT** go to anyone else's room.
- A sick tray will be delivered to your room.
- Once put on the "Sick List", you will remain isolated in your room until the following morning.
- **IT IS YOUR RESPONSIBILITY** to communicate to your teachers for missing assignments.

Doctor's Visits:

- If you need to see the doctor for your own personal needs, you must arrange to do so when you are home on home leave weekends. If you want to go to the doctor while here at school then you must get permission from a parent, and make necessary arrangements with the dean. A minimal travel charge may be required. Your own insurance will be responsible for this visit. You will need to be prepared to pay a co-pay.
- If you get sick and the nurse determines you need to see a doctor, then the dean or the nurse will make arrangements to transport you. **Your own insurance will also be responsible for this visit.**

- If you are injured or get hurt. The nurse or dean will transport you to the clinic. An incident report will be filed and the school insurance will be responsible for the medical cost.

Dental Visits:

- All visits to the dentist must be arranged with the dean or nurse. A transportation fee may be applied for non-emergency visits.

Medications:

- ALL medications must be on file with the nurse.
- Medication of any form is not allowed to be kept in the dorm rooms.
- Any exceptions MUST be prearranged with the dean and the nurse has a record on file.
- Pills of any kind and medications are kept in a locked box in the recovery room of the dorms.
- Prescription drugs must be in the original bottle with name, doctor's name, dosage and time of dose clearly labeled on the container. This will be placed in a plastic zip lock bag with your name for easy recognition.
- The deans are responsible for dispensing your daily medications to you at a prearranged time.

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.

Memorial Hall Handbook Agreement

I _____ have read and understand the rules of the dorm set by the Deans. I understand all of the consequences for my actions if I should choose not to follow the rules.

Please print full name:

Resident Signature:

Resident Parent/Guardian

Date: _____