

ST.CROIX LUTHERAN
HIGH SCHOOL
and
MIDDLE SCHOOL



***STUDENT RESIDENCE
HANDBOOK***

2011-2012



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WELCOME!

Welcome to St. Croix Lutheran Middle School and High School! We are glad that you are here and we look forward to the contribution you will make to our student body.

It is our prayer that our Student Residence will become your “home away from home.” We expect that you will have many fond memories of your life in the dormitory. You will form friendships within your dorm family that can last a lifetime. You are a part of a unique community within the St. Croix dormitories—a community that spans a variety of experiences and cultures.

We have confidence that all of you will lead a life that reflects your love of God; that His example will guide you in your conduct while here and in the respect that you will show to others. The policies and guidelines of this handbook are in place to support your growth as a child of God.

Just as different families have different guidelines for family members to follow, so too, this “home away from home” has rules that may be different than those from your home. Any time there is a group of people living together as a family, certain guidelines become necessary. While we all strive to live our lives as Christians, from time to time our sinful natures show themselves. It is for this reason these guidelines are explained in this “Student Residence Handbook.” Please read them carefully and become acquainted with them. If any of them are unclear to you or need further explanation, please ask the Director of Student Residences or a Dormitory Supervisor. *You will be tested, via online quizzes, on portions of this handbook as a requirement for residence in the dorm.*

Again, we welcome you to our school and pray that you will have a productive and blessed school year.

- 8:00 – 2:55 School Day (Students are not allowed to go back to the dormitory during the school day).
- 3:00 – 3:15 Snack time in the Dorm Kitchen
- 3:00-3:30 Supervisor Office Hours and Mail Call (Dorm I Girls' Lounge)
 - Pers must be requested at this time
 - All non-dorm residents that are visiting in the dorm must sign in with a supervisor if they are in the dorms after 3:30.
 -
- 2:55 – 5:00 Time for study / Co-curricular activities / Free Time
- 5:00 – 6:15 Dinner
- 7:00 – 7:15 Check In Time (unless using a per)
- 7:15 – 8:30 Study Hall / Quiet Time for ALL residents
- 7:00 – 10:30 Students in the dormitory unless on a per / Time for study / Free time
- 10:30 Curfew (in respective dorms)
- 11:00 Bedtime



WEEKNIGHT ACTIVITIES

- Mondays Dorm Duties to be completed by 10:00pm
- Tuesdays Target Trips – 8:30pm – 9:30pm: Students must sign up in advance for this trip. Students must get a “Target Ticket” in advance from the dorm supervisors
- Wednesdays: Dorm Meetings – 8:30pm
Church Services (during Advent and Lent)
Weekend Plans for ALL STUDENTS must be recorded by 11:00 pm
Go to: <http://www.mysclhs.org>
- Thursdays: Dorm Duties to be completed by 10:00pm
- Tuesdays, Thursdays: YMCA trips 3:30-5:15 and Saturdays at posted times beginning the first week of November and ending the last week of March.

ALCOHOL / TOBACCO / DRUGS POLICY

The dormitory policy regarding the possession or consumption of alcohol / tobacco / drugs on school property reflects that of the St. Croix Student/Parent Handbook and the state of Minnesota, with the exception that the consequences are more severe. Living in the dormitory is a privilege, not a right. Consumption or possession of alcohol / tobacco / drugs by the student on school property will result in punishment and is grounds for immediate dismissal from boarding in the student residence and forfeiture of all dorm payments and deposits. Periodic room searches and drug dog searches will be conducted to maintain an alcohol, tobacco, and drug free dormitory. All property (including vehicles) on St. Croix Lutheran High School property is subject to these searches.

CARS

To have a motorized vehicle on campus, a dormitory student must have permission from his/her parents and the director of the dormitory. A registration form for the car must be on file with both the school office AND with the director of the dormitory. Cars not registered or parked in an incorrect spot are subject to towing.

Cars must be kept in the assigned parking spaces in the front of school and keys must be in the possession of the dorm supervisors. Students are not allowed to keep extra copies of car keys. Students returning from a weekend off campus should turn their keys into the dorm office during the dorm office hours on Monday (3:00-3:30). Students using their cars during the school week must return their keys to the on duty supervisor by curfew that day.

Students must obtain permission from a dormitory supervisor to use their cars. In addition, they must have permission to transport others in their cars or to ride in other students' cars in accordance with the parents' wishes as indicated on the Parental Permission Form for Transportation. A parent must indicate permission at the time of registration to allow passengers in their student's car or for their child to ride in another student's car.

Failure to follow the above guidelines will result in loss of driving privileges and other consequences.

COMPUTERS

St. Croix Lutheran High School provides high speed-fiber optic wireless throughout the dormitory residence. This access is available for 7:00-8:00 am and 3:00-11:00 pm on school days and 7:00-12:00 pm on weekends. Students are allowed to use their computers for personal use in the Recreation Room but not the Study Room. A limited number of desktop computers (in Dorm I Lounge and Dorm II Study Room) are available for those students

without their own personal computers. Students are allowed to have personal computers and printers in their rooms, however, students must follow the general guidelines or COMPUTERS WILL BE CONFISCATED by supervisors.

GENERAL COMPUTER GUIDELINES:

- If a student is being restricted to their dorm room for discipline purposes computer use will be restricted
- Students are not allowed to use the internet for surfing web-sites, or playing games or programs that have been deemed inappropriate by supervisors
- Students are not allowed to use the internet for surfing web-sites, social networking, or playing games in the dorm study room or during study hall.
- A student's computer use can not interfere with a student's academic / social progress
- Computers must be shut off after curfew.

Computers must be shut down at 11:00 pm on school nights and by 12:00 am of weekends. After this time computers must be on the student's desk or dresser and not on or near their beds.

Printers are available in each dorm office and students must bring a flash drive containing the files for printing to the on-duty dorm supervisor. Print outs that are not related to school work will be charge a per sheet fee.

CURFEW / BEDTIME

Sunday –Thursday Nights

Curfew	Bedtime
10:30pm**	11:00pm

Friday and Saturday Nights

Curfew	Bedtime
All Students 11:00pm**	12:00am

Students who break curfew and/or bedtimes will be disciplined. Students not using a "per" or checked out of the dorm directly by a family member or guardian on Monday – Thursday nights will

be expected to be on campus from 7:00pm through bedtime.

**Doors for the dormitory are locked at 10:30 pm Sunday through Thursday, and at 11:00pm Friday and Saturday.

DORM DUTIES

As a part of the dormitory family, students will have cleaning duties on a rotating schedule as determined by the dormitory supervisors. Schedules and descriptions of the duties will be posted throughout the dorms including each supervisor's apartment and in front of the dorm office. Each student will be expected to complete these duties faithfully on Monday and Thursday nights BY 10:00 PM. Upon completion, students are to CHECK OFF their work with a supervisor. Failure to perform duties adequately and check them off with a supervisor will result in consequences determined by the supervisors.

DORM MEETINGS

Meetings as an entire dorm family and within the smaller dorm families are necessary to hold on a regular basis. Dorm meetings consist of a brief devotion, informing the students of any necessary news items or reminders, and any other relevant announcements or business. Meetings will be held on Wednesday nights at 8:30pm. Full dorm meetings will be held in the auditorium and family meetings will be held at the location selected by the family dorm supervisor. ATTENDANCE BY ALL IS REQUIRED. Tardiness or failure to attend will result in consequences. We kindly request parents and relatives to schedule visits around this time. Students taking pers must be back on campus to attend dorm meetings.

DORM MEETINGS CALENDAR

Monday and Tuesday:

August 29 and 30-Handbook Orientation

Required handbook quizzes will be open after these dates.

Students must take quizzes until they pass them.

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Wednesdays:

September 7, September 21, October 5, October 19,
November 2, November 16, December 7, January 4,
January 18, February 1, February 15, March 7, April 4,
April 18, May 9, May 23

Thursdays:

December 15-Dorm Cleaning "Lock-Down"-Storage
Open from 8:30-9:30
March 15- Dorm Cleaning "Lock-Down"-Storage Open
from 8:30-9:30



DISCIPLINE

In general discipline matters, the dormitory supervisors and the Director of Student Residences will be in charge of working with the student(s) and the parents if necessary.

In matters of a more serious nature the Dean of Students and Principal may be included. Flagrant violations of any rules or repeated infractions or confrontations with the supervisors are grounds for immediate dismissal.

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SCLHS DEMERIT AND PER SYSTEM

DEMERITS:

- ✓ Demerits are given in the amounts listed below. This is a general guideline to be used by the dorm staff and may be adjusted as the staff and director feel is required
 - Procedural: 5
 - Behavioral: 10
- ✓ Other disciplinary action may accompany or replace demerits based on the infraction.
- ✓ Demerits are reset to 0 at the end of each semester
- ✓ Parents and students are able to view the total number of demerits accrued through the school's online progress report system. Demerits may be viewed as part of the SCLHS PASS System progress grade reports. Check under the GUIDANCE tab on the weekly progress reports to check these totals.

PERS:

"Pers" represent free nights. If you use a "per", you have "per" mission to leave campus. You must take a per whenever you leave campus NO MATTER who you are with (e.g. dorm supervisors or teachers). "Pers" will be used on Mondays – Thursdays, from 7:00pm - curfew. "Pers" will reset at the end of every grading period. There will be no carrying over or borrowing of "pers".

Here are the set number of "pers" for each class for every six weeks grading period:

Freshmen – 4	Juniors - 6
Sophomores – 5	Seniors - 7

- ✓ You must ask a supervisor during office hours (3:00-3:30) to use a per.
- ✓ On Monday – Thursday nights, you must physically CHECK IN from 7:00pm-7:15pm. Supervisors or RA's will complete check-ins by visiting each dorm room. It is YOUR responsibility to be in your dorm room at that time and get checked off; we will not hunt you down. If you are missing

for the 7:00pm dorm check and have not asked to use a per, two pers will be taken away (one for being gone, one for not getting permission).

- ✓ On Monday – Thursday nights, during dorm study time (7:00-8:30) you must use a per to watch TV.
- ✓ If you are not on a per, you must be on campus (Dorm I, Dorm II, tennis courts, track, athletic fields, parking lot between dorms, or school – NOT Thompson Park).
- ✓ Pers will not be needed to attend a HOME event (game, play, concert, etc.) except for students in mandatory study hall. However, the student must still check in at 7:00pm. Pers will be needed for AWAY events.

Supervisors reserve the right to discipline as deemed necessary, which may mean altering the above guidelines to fit the needs of the dorm and the well-being of the students.

Demerit Possible Consequences

30 Demerits:

- Director of Dormitories, International Advisor, Principal and Dean of Students are notified.
- No Target Trips for 1 week
- 1-48 minute detention
- 1-Thursday morning Dorm Detention with a \$10.00 fee

60 Demerits:

- Director of Dormitories, International Advisor, Principal and Dean of Students are notified. *Students at this level are in jeopardy of being removed from the dormitory*
- No Target Trips for 2 weeks
- 2-48 minute detention
- 2-Thursday morning Dorm Detention with a \$10.00 fee

90 Demerits:

- Director of Dormitories, International Advisor, Principal and Dean of Students are notified. *Students at this level will*

not be allowed to continue living in the dorm

- Roomed from 7:00-8:30 for 8 school nights
- 3-48 minute detention
- 3-Thursday morning Dorm Detention with a \$10.00 fee

DORM ENGLISH

In order to promote an environment in which students can grow and flourish in their ability to speak English, students living in the St. Croix Lutheran Middle and High School Dormitories will receive a Dorm English Grade every marking period. The grade will be determined by the dormitory supervisors using these guidelines:

Dorm English Grade Guidelines

Grade	Indicates
A	The student strives to speak English in both required and non-required dormitory common areas. Student is involved in several extra-curricular school activities and attends the majority of dormitory sponsored activities. Student actively seeks and strives to maintain friendships beyond his/her own cultural group.
B	Student strives to speak English in required areas of the dormitory and will occasionally speak English in non-required areas. Student is involved in at least one extra-curricular school activity and regularly attends dormitory sponsored activities. Student generally makes an effort to create friendships beyond his/her own cultural group.
C	Student needs occasional reminders to speak English in required dormitory areas. Student occasionally attends dormitory sponsored

activities. Student has some meaningful interactions with students outside of his/her own cultural group.

- D Student needs reminders to speak English in required dormitory areas. Student does not make an effort to involve himself/herself in school and dormitory activities. Student limits his/her friendships to his/her own cultural group.
- F Students requires frequent reminders to speak English in the required dormitory areas. Student tends to stay in his/her room and/or limits his/her activities to personal interests that require little or no engagement in speaking English. Student does not make an effort to make friends outside of his/her cultural group and WORKS AGAINST cross-cultural interactions.

Students consistently having a C or lower in Dorm English may be removed from the dormitory environment.

DRESS CODE

While the dormitory is a “home away from home,” it is also part of the school. Considering such, dormitory students will be expected to follow general school guidelines when it comes to dress. “Christian students realize that their bodies are the temples of God’s Holy Spirit and as such strive to keep themselves neat, clean, well-groomed, and modestly dressed. The complete school dress code appears in the SCLHS Student/Parent Handbook.

Some key points of which to be aware include:

- Shirts must be worn at all times
- No alcohol/tobacco/drug or suggestive logos on clothing
- No immodest clothing (no low shirts or short shorts or skirts for girls). Wearing tights or leggings under short shorts or skirts is a violation of the dress code
- No bare feet in public, common areas (recreation room,

study room, dorm kitchen areas, laundry rooms, etc.)

- No visible underwear (this applies to males and females)

Students that are found in violation of the school dress code during the school day will be sent back to the dormitory to change into appropriate attire. The student will receive an unexcused absence for this time and will receive a detention for the dress code violation. Unexcused absences receive additional school discipline.

KEYS

Each student will be issued a key for his/her room and a fob to get into the hallways and the main dorm entrances. Students are expected to keep their key and fob with them at all times. There will be monetary charges for opening doors of locked-out students. Lost keys should be reported immediately to a dormitory supervisor and will be replaced for a \$20.00 fee and lost



fobs will be replaced for a \$40.00 fee. A fine and/or discipline will be assessed to students that prop open doors, open main doors for other students after curfew times, or use another student's fob or key for dormitory access. Students will be charged \$1.00 each time a supervisor has to unlock a door for them.

KITCHEN USE

There are kitchens provided for students in both dorms. STUDENTS WHO USE IT ARE RESPONSIBLE FOR KEEPING IT CLEAN or IT WILL BE SHUT DOWN. All cooking utensils and appliances are to be kept in this kitchen, not in personal rooms.

A refrigerator and microwave are provided for all residence students in both dorms. A microwave is available in the Dorm I laundry area. All items stored in the refrigerator must be in plastic containers and clearly marked with the student's name or will be thrown away. Students are expected to clean the microwaves after each use to prevent build up of messes.

LINEN AND LAUNDRY SERVICE

International students will receive, as a part of residence fees, a bed linen service. This service provides a complete set of linens, along with a pillow, mattress pad, and comforter. All American students will receive a complete set of linens. Every two weeks students will be required to exchange their dirty linens for a clean set. At 11 pm bedchecks, supervisors will check to ensure that the clean linens have been correctly placed on the student's bed. Students not exchanging linens or having a properly made bed will be subject to dorm discipline. Non-international students wishing to make use of the linen service may do so for an additional fee. Contact the Director of Student Residences to sign-up for this service.

MEALS

Meals are served in the dormitory cafeteria located in Dorm I. All food (including snacks) must be eaten in the cafeteria.

- Nothing may be taken out of the cafeteria
- NO non-dorm students may be in the dorm cafeteria-even just to visit. Space in the cafeteria is limited and is available only for students that live in the dorm
- Students must clean up all trays and tables before leaving the cafeteria. Students are expected to respectfully follow

the direction of the cafeteria staff regarding cafeteria policies

- Students should only take what they can eat and be careful not to waste food. Discipline may be given to students that violate this guideline. Practicing good stewardship in respect to cafeteria food will help to lower food costs and allow cafeteria staff to provide a greater variety of food choices
- If a student will miss a meal due to a co-curricular activity that is a game or a scheduled late practice (Scheduled late practices apply ONLY to basketball players) students must sign up on the clip board in the cafeteria so that a box lunch may be prepared for them. Coaches will make sure that practices end at a time that allows the dorm student to get to the cafeteria for dinner. The kitchen staff should not be expected to reserve a meal for students that do not get to the cafeteria during the posted meal times. The cafeteria staff will determine whether to prepare a box lunch or reserve a hot meal for the student.
- An understanding that American dorm students normally do not eat in the cafeteria on weekends is reflected in the dormitory fee structure.

MEAL SCHEDULE

Weekdays:

Breakfast 7:00am – 7:55am

Snacks 3:00pm – 3:15pm

Dinner 5:00pm – 6:15pm

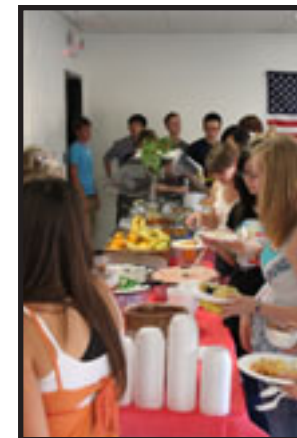
Weekends and Holidays:

Brunch 11:00am – 12:30pm

Dinner 5:00pm – 5:45pm

PERSONAL PROPERTY

It is our prayer and hope that all students will treat each other's personal property with Christian love and respect. However, students should take basic steps to protect their personal property. Doors and windows should be locked whenever a student is not in his/her room. Do not loan your keys to any other student. Large amounts of cash and very valuable items or important documents should not be kept in rooms but given to a dormitory supervisor in a labeled envelope to keep in the residence safe.



PHONE NUMBERS

Payphone in Girls' Dorm:
(651) 455-9810

Payphone in Boys' Dorm:
(651) 455-9018

For more phone numbers, including individual supervisors' apartments, refer to the "Contact Information Sheet" received at registration.

Out of consideration for all dormitory residents, we would ask that no phone calls to dorm residents be made after 11:00 pm on school nights and 12:00 pm on weekends.

All long distance calls on pay phones should be made on a calling card or collect. Pay phone calls should be kept short. There will be no access to the dormitory office phones except in emergency situations. Dormitory supervisors have the right to terminate any phone calls. Students are not to be talking on cell phones in dormitory hallways after curfew.

Students are asked to provide current cell phone contact numbers (if available) to the dormitory staff.

PROPERTY DAMAGE

Any damage done to school property should be reported immediately to a dormitory supervisor for safety and repair purposes. Students are responsible to pay for any damages or extra cleaning costs to school property. No school records will be mailed until all fees have been paid. If a student is in need of maintenance assistance—for example a repair for a loose towel bar or a replacement light bulb, they can request assistance through the maintenance request form found on: <http://www.mysclhs.org>.

The Head of Maintenance or Director of Student Residences reserves the right to refuse a request or to charge a student for repairs that are not caused by general use.

PUBLIC DISPLAY OF AFFECTION

“Christian standards of living call for appropriate displays of affection, for example, holding hands...Anything beyond this is inappropriate in a Christian school setting and may lead to concerns about offensive conduct” (St. Croix Student/Parent Handbook, p. 13). Therefore, in the dormitory, the only public display of affection that will be tolerated is holding hands.

ROOMMATES

Students will be assigned one or more roommates. Students are asked to treat their roommates and their roommates’ property with Christian love and respect. Changes to the room assignments and roommate assignments made by the Director of Student Residences will be rare and only will occur if all of the following steps have been followed:

1. If roommate difficulties arise, students should first try to work them out by talking directly with the roommate. “If your brother sins against you, go and show him his fault, just between the two of you” (Matthew 18:15).
2. If this does not work, students are asked to bring the

issues to a residence assistant or a dormitory supervisor. Dormitory supervisors will work with the roommates to resolve problems ONLY AFTER the roommates have tried working out the problem(s) together.

3. No roommate changes will be allowed during the first grading period (6 weeks).
4. If after the first 6 weeks a student wishes to change rooms or roommates, he/she may make a request for a roommate change to the Director of Student Residences.
5. The dormitory supervisors must approve the request before the change can be made and can document that steps 1 and 2 have been followed.
6. Approved changes will be allowed from the end of the first six weeks until the end of first semester. After first semester, room/roommate changes will not be allowed unless special circumstances, as determined by the dormitory staff, require them.
7. Any first year international student or any international student in an ESL English level course will not be allowed to dorm with a student that speaks the same native language. Room and room mate assignments are made at the beginning of the school year and are not subject to room/roommate requests.



ROOMS

Rooms are furnished by St. Croix. As the rooms are rather small in space, students should not bring large furniture items from home. Students are encouraged to use good Christian judgment and stewardship in decorating their rooms. Posters/pictures deemed inappropriate or offensive will be removed by supervisors.

To ensure that ALL roommates have equitable storage, closet, and dresser space, and equal opportunity to have the lower bunk, beds and general roomspace will be assigned by the dorm staff. Roommates should switch lower and upper bunks at semester time.

Students may only use *STICKY TAC* to mount pictures and posters. No tape, stick pins, sticky hooks, foamback hooks, etc. may be used on the walls or doors. Nothing may be affixed to the ceiling, heating vents, or sprinkler heads in any fashion. To do so may result in dorm discipline and/or a fine.

Stereos, radios, small refrigerators (square-sized), television sets (21 inch), desktop computers, and printers should be the only electrical appliances in the rooms. All electrical appliances should be plugged in to a power strip with a surge protector. Due to concerns about electrical overloads, there should be **NO MORE** than **TWO** of any combination of small refrigerators or television sets in any dorm room. Since rooms and hallways are not soundproof, students are to be considerate and keep volume levels low and in accordance with bedtimes. Supervisors have the final say in determining appropriate noise levels. No "Mature" rated video games or R-rated and above movies will be allowed in the residence. Rooms exceeding the larger appliance restriction (no more than two of any combination of refrigerators/tvs) or not using power strips with surge protectors are subject to dorm discipline.



Cooking appliances (hot pots, rice cookers, etc.) and utensils are **NOT ALLOWED** in dormitory rooms at any time. They should be stored and used only in the Dorm II kitchen area. As the following are all fire hazards, students may not have or use candles in their rooms, lighters and matches are not permitted and will be confiscated, and space heaters are not allowed.

Students are allowed to have food in their rooms as long as it is stored in a refrigerator or the plastic food bins provided by the school. Students should be careful not to leave food out and to clean up any spills immediately so as not to invite mice into their rooms. Any food left out of the food bins will be removed by the supervisors.

Subwoofers are not allowed in the dorms. During the hours of 7pm to 8:00 am music **MUST** be listened to only through headphones. During the hours of 3:00 pm-7:00 pm music may be played in rooms but should not be able to be heard in the adjoining rooms or hallways. Students violating this policy will have their stereo and speaker system confiscated or sent home.

No beds are allowed to be bunked in front of the windows and mini-blinds. A \$50.00 fee will be assessed for the removal of any screens from the windows. Full replacement value of mini-blinds will be assessed for damaged blinds.

Rooms are to be neat and clean prior to leaving for the school day. They will be checked frequently and failure to meet the supervisors' standards will result in discipline. Dorm rooms are SCLHS property. Supervisors reserve the right to search rooms at anytime and confiscate any items not in accordance with all of the above guidelines. If rooms are found to be excessively dirty (requiring extra cleaning) the dormitory/maintenance staff may assess each roommate an additional room cleaning fee.

At the end of the school year each student must be checked out by a supervisor and final inspections will be conducted by the Director of Student Residences and Head of Maintenance to determine any damage fees. Rooms must be left exactly the way they were at the beginning of the year. Rooms should be clean, empty of all personal items, and all school-owned furniture should be in place (bunk beds stacked, etc.). Room keys and fobs should be turned in. Failure to comply with check out procedures will result in fines.

Rooms will be checked for damages to furniture, walls, blinds, windows, etc. Any damages to the rooms or furniture will be subject to charge. The form: ROOM CONDITION SHEET will

be filled out and signed by the supervisors and students at the beginning of the year to document the condition of the rooms and furniture. It is the responsibility of the student to make sure the room condition sheet is filled out accurately at the beginning of the year.

SICKNESS

Sickness will be determined by the supervisors, not the students. A student who is too sick to attend school must get permission in person from 7:30-7:45 am from a dormitory supervisor to stay in the residence. Failure to talk directly with a supervisor will result in unexcused absences from school and other consequences. Sending roommates/notes or leaving notes for supervisors is not acceptable. Students CAN NOT excuse themselves from class through front office staff or the International Advisor. **ONLY DORMITORY SUPERVISORS CAN EXCUSE A STUDENT FROM CLASS IN RESPECT TO ILLNESS.**

Any student sick enough to miss classes will remain in his/her room until the following day. Participation in co-curricular activities (including practices or observation) is not permitted on days when a student misses any classes for illness. This does not include doctors' appointments or school-related absences. If a residence student becomes ill during the course of the school day, he/she should go to the front school office. The office will then contact the dormitory supervisor who will either excuse or not excuse the student from school. The office secretary and International Advisor can not grant permission to a dorm student to be excused from school.

Requests by students to see a doctor or dentist must go through a dormitory supervisor (if a regional student) or the International Advisor (if an international student). If a student needs a doctor's medical attention, the student or a supervisor will notify parents. Residence students should have their own supply of over-the-counter medicines such as non-aspirin, ibuprofen, cough medicine, decongestants, stomach aids, etc. When dormitory supervisors need to provide over the counter medications, students will need to reimburse the supervisors for any expense.

If needed, supervisors will administer prescription medication to students with written permission from the physician.

SIGN OUT

Any time a student leaves campus, he/she must sign out. If a student is using a requested "per" they still MUST SIGN OUT and give their specific destination once they leave the dorms. They must also SIGN BACK IN as soon as they return to the dorms. Sign out sheets are posted next to the supervisors' apartment doors. For the students' protection, supervisors need to know where students are when they are not in the dorms, therefore, failure to sign out and in or giving incorrect information are issues taken very seriously and discipline will result if necessary.

STORAGE

LIMITED storage space is available for student use. Priority is given to international students and out-of-state students. Because of fire codes in West St. Paul, items may not be kept in the hallways.

- Students will be allowed 4 items to be placed into storage for the summer. You are allowed a combination of either tubs or unboxed items such as a tv (no larger than 21 inches), mini-frig, musical instrument, golf clubs or suitcases in this count.
- Tubs can not exceed at total space of 65 gallons when combined. Any storage container over the size of 30 gallons does NOT fit well on our shelves, so students should look for a combination of containers smaller than 30 gallons.
- The items must be clearly labeled with the full name of a current student. Anything not labeled will be subject to discard during the summer months.
- No additional items will be accepted beyond those four items. If any "extras" (not checked in items) are found when we go through dorm space at the end of the year, each extra item will be fined \$20.00, if we can identify its

owner or it will be subject to discard if we can not identify the owner.

- Graduating seniors are allowed to store in our storage shed, but must remove all items from storage by the last Friday of September school or it will be discarded.
- Students that are not registered to attend SCLHS next year can NOT store their items in our storage shed.
- SCLHS staff and faculty will NOT ship items. Please make arrangements for shipment with other students.

Storage will be open at the following dates and times this school year:

- August 26: 8 pm to 9 pm
- August 27: 8 pm to 9 pm
- August 28: 12 pm to 1 pm
- August 31: 8:30 pm to 9:30 pm-ALL suitcases and storage bins must be put back into storage by this time
- December 15: 8:30 pm to 9:30 pm
- March 15: 8:30 pm to 9:30 pm
- May 23: 8:30 pm to 9:30 pm
- May 19: 8:30 pm to 9:30 pm
- May 30: 8:30 pm to 9:30 pm
- June 1: 1 pm to 2 pm and 9 pm to 10 pm
- June 2: 12 pm to 2 pm
- June 3: 1 pm to 2 pm and 7 pm to 8 pm

STUDY HALL

There will be a scheduled supervised study time/quiet time Monday through Thursday each week from 7:00pm – 8:30pm for the ENTIRE dormitory. **ALL STUDENTS WILL BE EXPECTED TO STUDY OR ENGAGE IN ACTIVITIES CONDUSIVE TO A STUDY ENVIRONMENT DURING THIS TIME. ALL RECREATIONAL ACITIVITIES, INCLUDING TV VIEWING ARE OFF LIMITS DURING QUIET STUDY TIME. STUDENTS WISHING TO WATCH TV DURING THIS TIME ARE REQUIRED TO TAKE A PER (VOLUME OF TV IS AT THE DISCRETION OF THE SUPERVISORS). ALL STUDENTS ARE EXPECTED TO PHYSICALLY BE IN THEIR ROOMS FROM**

7:00PM WITH THE DOOR PROPPED OPEN UNTIL THE END OF STUDY TIME AT 8:30 PM.

Certain students will be REQUIRED to stay in their room during this quiet study time:

- Freshmen and new students to SCLHS – at least the first 6 weeks of school
- Any students with D+'s or lower on their progress reports – every 6 weeks
- Any student whose parents request attendance – any time during the year



Participation IN (not observance of) SCLHS co-curricular events is the ONLY valid reason for missing study time, if you are REQUIRED to be studying during this time. Students who are going to miss study hall for these events are responsible for informing supervisors AHEAD OF TIME.

RULES FOR STUDY TIME

1. Study time is for studying. Students REQUIRED to be studying are expected to be actively working quietly the entire time. Sleeping will not be tolerated.
2. Computers (including laptops) may only be used for academic purposes during study time for those REQUIRED to study. If a student is doing non-academic activity on their computers during this time the computer will be confiscated for at least 24 hours.
3. Students needing to work in the Dorm II study room for group work must have permission from the dorm supervisors AHEAD of TIME. Dorm supervisors have the right to request email permission from the instructor assigning the group work.

4. Students must ask for permission from the on-duty RA to converse with other students for homework help.
5. ANY cell phone use is not allowed for student in REQUIRED study time. Students not in required study time are to have their phones on vibrate and are to only take and return text messages during this time. Students violating these guidelines will have their cell phones confiscated until 7:30 am.

As study time is crucial to academic success, parents are encouraged to schedule visits and phone calls to comply with study hall times.

RECREATION ROOM

The Recreation Room is located in Dorm II and a TV Lounge is located in Dorm I. The hours are as follows:

Monday – Thursday:	3:00pm – 10:30pm
Friday:	3:00pm – 11:30pm
Saturday:	Closes at 11:30 pm
Sunday:	Closes at 10:30pm

This room and its contents are property of St. Croix Lutheran High School and should be treated with respect and consideration. If anything is broken, report it immediately to a dormitory supervisor. TV and movie ratings are to be age-appropriate for all viewers or viewing privileges will be revoked and/or movies confiscated. Become acquainted with the rules sheet in the room. Supervisors reserve the right to close the room if rules are not followed and the schedule and location are subject to change.

VISITORS AND GUESTS

DAYTIME VISITORS

Any visitors (any student who does not live in the dormitory) must be signed in and out by a dormitory student. Guests coming into the dorm during after 3:30 must be signed in by a sponsoring dormitory student in the dorm office from 3:00-3:30 or directly with the on-duty supervisor. The sign in sheet must be filled out completely and include the name of the sponsoring student, date, and time. A dormitory student may have ONLY ONE VISITOR AT A TIME. All visitors must be out of the dormitory by 7:00pm on school nights and by 11:00pm on weekends. No visitors are allowed in the dormitory cafeteria. NO VISITORS ARE PERMITTED IN THE DORMITORY BEFORE SCHOOL. Dormitory students should inform their visitors of residence rules. Visitors are to conduct themselves as guests in the residence and are expected to follow all residence rules. Visitors must accompany their host at all times.



OVERNIGHT GUESTS

Dormitory students may occasionally wish to host an overnight guest. Such visits are allowed only on WEEKENDS and must be arranged through a dormitory supervisor by filling out an "Overnight Guest Form" AT LEAST TWO DAYS PRIOR TO THE VISIT. Guests are expected to follow all residence rules and to be with their hosts during the entirety of their stay. The cost of an

overnight stay is \$10.00 per night plus any meal costs (\$3.00 for brunch, \$4.00 for dinner). Payment must accompany the request sheet BEFORE the visitor arrives.

SCLHS STUDENTS ARE NOT ELIGIBLE TO BE OVERNIGHT GUESTS! Do NOT ask for exceptions based on weekend dances, activities, or extracurriculars.

WEEKENDS / WEEKEND PLANS

In order to foster and promote family relationships, students are encouraged to return home on weekends. Because some of the students live in other states or countries, going home on weekends is not possible. Invitations to have these students experience home life by spending a weekend with a host family are always welcome.

The following procedures for the weekends must be observed:

1. Weekend time is considered free time for the student but he/she must still sign out and in if leaving the dorms. All students are required to be in their dorms by 11:00pm on Friday and Saturday nights. All visitors must be gone by 11:00pm. Bedtime for weekend nights is midnight.
2. Every student, whether leaving campus or not for the weekend, must post their plan on <http://www.mysclhs.org> BY WEDNESDAY at 11:00 PM. Parents will view the weekend plans of their student via the email sent from this posting and notify the supervisors with any concerns. If a student wishes to stay at the house of a friend for the weekend, permission must be obtained in writing or by phone from the dorm student's parents as well as the host parent. No blanket permissions from host parents will be accepted. No residence student is to stay overnight at the un-chaperoned home of a student.

3. When leaving campus, the student must sign out. When returning to campus, the student must sign back in.
4. Students will be expected to be off campus the entire time for which they have signed out. Students returning Sunday evening must be in their dorm by their curfew time. If a student plans to return Monday morning, he/she must indicate that on the weekend plans posting.
5. If a situation arises in which the student will not be able to return by the indicated time on the posted weekend plans it is the responsibility of the student and the parent(s) TO CALL

CHRISTIAN WORSHIP

Since SCLHS was founded to promote Christian education and lives of Christian service, it is expected that dormitory students who have a background of church membership and attendance or who have been baptized will reflect their love for the Lord by attending church regularly. In doing so they will model Christianity and assist in witnessing to our residence members from abroad. Transportation will be provided by the supervisors to one of the churches near St. Croix:

✠ Bloomington 952/888-2475 9350 Portland Ave. S. Minneapolis, MN 55420 8:00 and 10:30am	✠ Mt. Olive 651/645-2575 1460 Almond Ave. St. Paul, MN 55108 9:00am
✠ Christ 651/777-5771 2475 17 th Ave. E. N. St. Paul, MN 55109 8:00 and 10:30am	✠ Salem 651/458-9861 7825 Bailey Road Woodbury, MN 55129 8:00 and 10:30am
✠ Divinity 651/776-1786 1655 E. Cottage Ave. St. Paul, MN 55106 8:00 and 10:30am	✠ St. Andrew 651/459-2569 1000 Portland Ave. St. Paul Park, MN 55071 8:00 and 10:30am

✠ Crown of Life
651/451-3832
115 Crusader Ave.
West St. Paul, MN 55118
8:00 and 10:30am

✠ St. John
651/771-6406
765 Margaret St.
St. Paul, MN 55106
9:30am

✠ Grace
651/451-1035
149 8th Ave. S.
South St. Paul, MN 55075
8:00 and 10:30am

✠ Shepherd of the Hills
651/451-9225
7070 Bovey Ave.
Inver Grove Hgts, MN 55076
9:00am

Remove this sheet from the "Student Residence Handbook," sign and return prior to dormitory check-in at the beginning of the school year.

DORMITORY CONTRACT

STUDENT

I, (please print name) _____, have reviewed the *Student Residence Handbook* and agree to abide by the policies it contains. I subject myself to the direction and discipline of the dormitory staff.

Signature

Date: _____

PARENTS

I have reviewed the *Student Residence Handbook* and agree to my child being governed by the policies it contains. I agree that my child will be subject to the direction and discipline of the dormitory staff.

SIGNATURE OF PARENT(S) OF DORMITORY RESIDENT:

Date: _____

Students will be required to take and pass several online quizzes regarding this handbook following the handbook orientation meetins the first week of school. These quizzes are designed to reinforce the major policies of the dorm and ensure that students understand the policies and rules of the St. Croix Lutheran High School and Middle School Dormitory.