

DORM LIFE GUIDELINES

2008/2009

Welcome to Western Mennonite School resident life!

The students who live on campus will experience a nurturing, caring community that is Christ-centered. Leadership will organize all dorm life activities for a growing and cooperative community. Students will experience a fun, loving time of fellowship in a safe environment and will enjoy a diverse community experience.

Community and Respect

Living in the dorm means living as a part of a community. To maintain a positive community environment, we understand the importance of having respect for others, for property, and for the guidelines and rules that have been established. Living in the dorm is a privilege and a time of growth. Knowing that structure and boundaries are essential for group living and learning responsibility, dorm residents will abide by the expectations. Your positive attitude toward these expectations will help to make community living a better experience.

Language

English is the common language that is to be spoken at all times unless in your room. This applies when students with different native languages are in that room.

Dorm Rooms

Students will share a room with 1-4 roommates depending on the room. Students in the same room should be aware of light, noise, and study habits of those around them. Roommates will be assigned by the dorm staff.

Roommate Changes

When a student is concerned about his or her relationship with a roommate, he or she should take the following steps before any changes will be made:

1. The student can and should raise the concern with a Dorm Leader or Director so that the school and dorm understand there is a concern.
2. The student and his/her roommate should meet separately with the Dorm Director to explain their individual perspectives on the situation.
3. Once the Director feels that he has a sense of what the concern is, the roommates should meet either separately or together at least two more times to problem solve before the dorm will consider making a roommate change. These meetings should occur weekly for a couple of weeks.
4. Any consideration of a roommate change will happen after these meetings have occurred and with the consultation of the Dean of Student Life. The Dorm Director and Dean of Student Life will decide if the change is necessary.

Day Students and Visitors

Day students remaining on campus after school hours are to abide by dorm rules and follow any request made by faculty or staff. Failure to do so may result in loss of the privilege to remain on campus after the school day and/or consequences appropriate for the misbehavior. All day students are

to leave campus by 8:00 p.m. or, if there is an on campus evening event, 30 minutes after the event ends.

Dorm Visitation Boundaries

Boys and girls are allowed to visit in the boy's student lounge, located in the boy's dorm. Students should not loiter (hang around) at the dorm windows of other dorm students. If he/she needs to communicate to another student, he/she may talk in person, over the phone, or through email at the appropriate time. Students are not allowed in the dorm of the opposite gender. Any violation of this guideline will result in a consequence provided by the administration.

Overnight Guests

Staying overnight in the dorm is not encouraged, but will be allowed as the Dorm Director decides. Permission must be granted from dorm staff, and payment of \$15/night must be made prior to staying, or it will be charged to your account. There are no I.O.U's. Students must abide by all dorm expectations, and dorm staff reserves the right to deny a student or visitor's request for any reason. Any non-student visitor who wishes to stay overnight must be cleared through administration and must have a legitimate reason (e.g. prospective student, international visitor).

Activities and Privileges

M *Community Assistant (CA)*: A chance for a student to gain leadership experience within the dorm, CA's, chosen by dorm staff the previous year, will be the leaders among their peers and friends, take an active role in shaping the dorm, and assist dorm leaders in activities. CA's are representatives of the student body in the dorm and are often asked for their opinions and views. Responsibilities include but are not limited to:

- Leading a small group of students in the dorm
- Delegating and monitoring evening chores, keeping the dorm clean
- Planning and leading activities for their group throughout the year, building community
- Planning and leading dorm fellowship, with the help of dorm leaders as requested

c *Dorm Fellowship*: A time set aside for the dorm community to bond, dorm fellowship will/can consist of fellowship, games, fun, sharing, Bible reading and/or prayer. Youth Pastors, friends, alumni and special guests may occasionally be invited to share and bring words of encouragement. CA's, with the help of Dorm Leaders, will facilitate this weekly gathering, typically held on Monday evenings.

c *Gym Night*: Once a week students have the option, with permission and supervision, to remain in the gym after study hall until 10:15 p.m.

c *Study Hall Pass*: To reward good grades, a study hall pass allows a student to skip study hall. As dorm staff receives grade reports, students on high honor role and honor role will be given them.

c *Off Campus*: Permission for short trips to Salem will be granted on an individual basis. Any planned activities into town will be approved at the Dorm Staff's discretion (with consideration given to school work, room cleanliness, campus jobs, etc.) Students are expected to be back by 8:00 p.m for study hall unless permission is given ahead of time

Note: So dorm staff can find/reach you, any time a student leaves the "all-call range" (when he/she cannot hear the intercom, which includes the gym) he/she must sign out.

- *If within all-call range*, the student needs to write where they are on his/her marker board just outside of his/her room.

- *If outside of all-call range (on or off campus), the student needs to write where he/she is on their marker board just outside of his/her room and sign out.*

Any time a student leaves campus, dorm staff must give permission. Failure to sign out will result in loss of off campus privileges as determined by the dorm staff.

- c *Dorm Parties:* Dorm staff will plan and lead dorm parties throughout the year for all dorm students.
- c *CA Groups:* CA groups are established to encourage community among all dorm students. Activities will be planned by CA leaders and will occur on a regular basis. Participation is mandatory.

Dorm Policies

School Day Dorm Closure:

The dorm will be closed during school hours, including the lunch hour.

Dorm Technology Use Policy:

Same as Technology Use Policy, see page 19 in Parent/Student Handbook

TV:

No individual TV's are allowed in the dorm. Students may view the school's TV with permission from dorm staff and in accordance with school policy, but cannot be viewed during the school day.

Computers:

Computers are a privilege. Anyone taking advantage of this privilege will have their computer taken away. Dorm staff reserves the right to limit computer usage time.

Video and Computer Games:

When bringing games into the dorm, please hold to the following guidelines:

- c Games should be in line with the covenant of discipleship
- c Dorm staff reserves the right to not allow any games
- c Video/computer games may not be played during study hall
- c M and A rated games are prohibited. T rated games are permitted at the discretion of dorm staff

Movies, Videos, and DVD's:

Any videotape or DVD with a rating of "PG" or "G" will be allowed to be viewed at any time. Any rating other than "G" or "PG" requires specific approval of the Dorm Director in consultation with the Principal.

Music:

Music is an important and influential part of our lives. At Western, we encourage students to thoroughly examine listening habits and choose music consistent with Christian values and the mission of the school. Therefore, music listened to at Western is monitored. Dorm staff reserves the right to check student's music at any time during the year. If music is brought that does not fit within the guidelines of the school, students will be asked to take it home and/or it will be confiscated. This also applies to any music brought on campus by day students. There may be periodic, random checks throughout the school year.

The following will be used as guidelines for music:

- c All music must be in line with the covenant of discipleship statement that is signed by each student
- c The music should promote a positive attitude
- c No sexually explicit lyrics or CD jackets are allowed. This includes lyrics that are degrading or sexist
- c No lyrics that express violence or abuse
- c The Dorm Director, in consultation with administration, will determine final decisions on matters of disagreement

Note: Dorm staff reserve the right to search the dorm room of any student suspected of possessing inappropriate materials at any time.

Room Décor:

Students must consider the values upheld by the school as well as respect for their roommate when selecting decorations. All decorations should be positive and uplifting in nature. Decorations may not reflect or project violence, sexually explicit or degrading material, or advertise tobacco or alcohol products. Materials used to display decorations must be approved by dorm staff prior to use.

Illness:

Students who wake up feeling ill must report directly to the dorm staff on duty before 8:15 a.m. to be excused from any classes. To be excused, a note must be obtained from the dorm staff to notify the office of the excused absence. Please be aware that missing classes will affect participation in extra curricular activities. Excuses for illnesses will only be given in the morning or if a student is very ill during the day.

Campus privileges will also be affected as follows:

- Missing 1 class/chapel – student may not leave campus after school
- Missing 3 or more classes/chapel – student cannot leave the dorm except for dinner

Dress Code:

Students must follow the after school dress code stated in the student handbook. This includes during the weekend.

Social Standards:

Students are expected to follow the social standards that are stated the student handbook.

Dorm Discipline

The goal for using a discipline system within the dorm is so that students learn and utilize best behavior, respect, and maturity. Dorm staff has created a positive discipline system, trusting and giving students privileges until the student proves that he/she needs more structure and boundaries. In the event that consequences are needed, dorm staff will decide the best way to help the student learn best behavior, respect, and maturity. The following are consistent policies for common offenses:

Tardies: If a student is tardy to first period, they will be given a curfew time so they won't be tired the next day, hopefully solving the issue.

Computers: If a student is caught on websites not allowed in the dorm (i.e. pornographic sites, offensive, or sites deemed inappropriate), the student will not be allowed to have his/her computer in their room. If the problem continues to occur his/her computer will be taken away for one week.

If there is a second offense, his/her computer will be taken away for 6 weeks. If a third offense occurs, his/her computer will be taken away for the rest of the school year.

Missing Homework Assignments: If dorm staff is informed about a student's missing assignment(s), that student is required to stay in the dorm after school until he/she finishes the work. If the student has not finished it by the time study hall starts, he/she is required to be in the Academic Center for study hall the entire time. If the work is still not completed by the next day, the Dorm Director will be notified and further action will be taken by administration.

Transportation Policy

Any student(s) wanting a ride into town (other than on trips regularly provided by the dorm program) will need to pay a fee to cover mileage costs. Transportation to the following areas will be charged as follows: West Salem and Downtown Salem - \$10, and Lancaster - \$15. Dorm staff reserves the right to adjust fees and/or decline student requests to go to town.

Dorm Suspensions

The Dorm Director reserves the right to suspend a student (in consultation with the Assistant Principal) at any time when necessary. Any student who has an attitude inconsistent with community living may be asked to leave the dorm.

Residential Probation

Due to campus safety and security concerns, sneaking out after hours is viewed as a serious violation of trust and code for community living. All occurrences will be reviewed by dorm staff and administration and appropriate consequences will be given, which may include dorm suspension and possible expulsion for repeated violations. During a dorm suspension the student is not allowed in the dorm for any reason. During the last 4 weeks of the academic school year, parents will be called immediately and the student will not return to the dorm for the remainder of the school year.

Academic Probation

Because grades are a priority, the following is in effect for students who receive two or more "D's", one "F" or an incomplete on a report card:

- c Will have an extra study time of 45 minutes, usually served from 7:00 p.m. to 7:45 p.m.
- c Must be in the library during evening study hall
- c No gym night
- c Limited off campus privileges
- c Any other restrictions deemed necessary by the Dorm Director in order to encourage success

A student will be on academic probation for a minimum of three weeks and/or until the incomplete is completed. If their grades do not improve by the next report card or progress report, further steps will be taken, which may include discussions with the Assistant Principal, Guidance Counselor, and parents to determine what steps should be taken in order to improve performance.

Study Hall

Monday through Thursday all dorm students are required to attend study hall in one of two places: a dorm room or the Academic Center. The only exception is that CA's can be anywhere on campus, but must stay where they are for the duration of study hall. Once the student has chosen a place to study, he/she must stay there for the duration of study hall.

Dorm: If the student has chosen to stay in the dorm, he/she needs to study, use ear phones if listening to music, and be quiet allowing roommates, dormmates, as well as him/herself to study. Lounge use is not allowed unless given permission by dorm staff.

Academic Center: If the student has chosen to stay in the library, he/she needs to study quietly, not disturbing other students from studying. He/she cannot use a computer to access internet sites not required for homework (i.e. facebook, playing games, etc) unless given permission from dorm staff. If computer usage is being abused, dorm staff has the right to close the program down, log the student out, turn off their computer, and even send the student back to the dorm for further consequences. Academic Center policies instituted for school use apply at all times for dorm students. No food or drink is allowed in the library except for bottled, clear water.

Dorm Facilities

Room:

Room furniture consists of single extra-long beds, wardrobes/dressers, closets, mirrors, desk and bookcases. Lounge furniture may not be moved into individual rooms unless given permission by dorm staff.

Students are responsible to report and repair any damage whether intentional or accidental. The damage will be assessed by individual cost. If the damage is not repairable then the full cost of the replacement is charged to the student. Damage should be paid for immediately. Deliberate damage will be reported for administrative action.

Nails are not permitted in the walls. Sticky tack, tape, and/or push pins can be used for hanging wall decorations.

Students are not permitted to have pets in their rooms.

Damage Fees:

Dorm furniture is provided to each student, and each individual is expected to treat it responsibly and with care. Furniture will be checked at the beginning and end of the year by the dorm leaders to ensure that it is being taken care of. Students whose furniture is damaged during the year will pay a damage fee. *Each window is equipped with a screen – the student will incur a \$75.00 fee if the screen is removed/damaged in any way. If a window is broken, the student responsible will be charged \$140. If there is a hole put in the wall, the student will be charged a minimum of \$50.*

Flammable Items:

Due to fire hazard, students are not allowed to have lighters or matches. Fire law prohibits lighted candles in the room, and also tampering with smoke detectors. Any student found with matches or lighters in their possession or in their rooms will receive a dorm suspension. Further violations of this policy will be referred for administrative action.

Any students who wish to have a candle in their room for decoration can only do so if the wick is unused and has never been burned.

Laundry:

Students are expected to do laundry on weekends. Dorm staff will determine exceptions and use. Those involved in sports will be permitted to wash jerseys in a combined load as dorm staff permits. Irons and ironing boards are available. Please do not move them to your room.

Bathrooms:

Students are responsible for bathroom and dorm cleaning. A schedule will be posted each week. Notify dorm leaders when there are problems with plumbing or need re-stocking.

Student Lounge:

The co-ed lounge is in the center of the boys' dorm. Male and female groups may use this lounge until 9:30 p.m. For privacy reasons, doors should be kept closed between the lounge and boys' dorm. If used inappropriately or left dirty and messy, dorm staff reserves the right to not allow students to use the lounge.

Storage Rooms:

There are storage rooms available where students may store luggage, empty boxes, or other articles not regularly used. Be sure to label each item with your name and date so that it is not thrown out. International students may keep things in the storage rooms over the summer. Any items left after graduation will be donated to Goodwill.

Telephone:

Phones for student use are located throughout campus and in the dorm. They may be used for both incoming and outgoing calls. Students may purchase a calling card in the main office or call collect when making long distance calls. Students should be courteous to others needing phone use. Students are to be off the phone by 10:30 p.m unless given permission by dorm staff.

Weekly Overnight Schedule

Weekday students are permitted to return to the dorm on the morning of the first day of the school week. If a student wishes to return the night before, he/she must call ahead of time and gain permission from the Dorm Director. Everyone except students in the Weekend Program are expected to be out of the dorm and off campus by 6:00 p.m. on the last day of the school week or, if there is an on-campus event, 30 minutes after the event ends. Students not participating in the Weekday Program should not expect to stay in the dorms on the weekends for any reason; this includes school-sponsored activities. If they desire to do so they must gain permission from the Dorm Director the first day of the school week, and permission may not be granted depending on the weekend schedule.

Weekend Dorm Guidelines/Policies

The following information is intended to supplement WMS dorm guidelines already in place for the weekday program. Unless specified otherwise in this document, all weekday policies and guidelines are expected to be followed on weekends.

Supervision/Security – Because Western Mennonite School values a community atmosphere and seeks to provide a safe environment, it operates a “closed campus,” where students must obtain permission to leave campus and visitors must register with the Weekend Dorm Staff.

WMS assures parents and students of the following:

- c At least two weekend manager will be on duty at all times, one in each dorm
- c Facilities will be locked at curfew time

Evening Curfew - The following curfews will be observed:

- c Friday/Saturday- Campus and Dorm Curfew 11:00 pm (12:00 am quiet and in a room)

- c Sunday- Campus and Dorm Curfew 9:30 pm (10:30 quiet and in your room)

Off Campus Permission

- c Students may not leave campus without permission for any reason
- c Before permission will be granted, you must check in with weekend dorm staff and have the following information for them: where you will be, who you will be with, a number you can be reached at, what you are doing, and when you will be back.

Visitors – Visitors are welcome, but will need to observe the following:

- c Call before arrival for permission when possible
- c Must check-in with the weekend manager upon arrival
- c Must observe all guidelines/expectations for WMS students
- c Expected to leave by 11:00 p.m. on Friday/Saturday and 9:30 p.m. on Sunday
- c Non-weekenders should not expect to stay in dorm on weekends for any reason.

Disciplinary Action – Disciplinary actions will remain the same as the weekdays.

Hospitality Homes – Hospitality Homes are families that are associated with the school who desire to host students in the dorm program. This is an opportunity for students to experience a family atmosphere while living in the dorm. Seven weekends will be chosen each year for Hospitality Homes. Students are expected to treat the families with the utmost respect. Students will be expected to stay with their hospitality family during all hospitality home weekends. Families are encouraged to invite students out for special meals and/or activities and visit students on campus and attend school functions, such as sporting events, concerts, and drama productions.

Vacation – The dorms will be closed during the following holidays, and parents are responsible to make arrangements:

- c Thanksgiving Break – Students will stay in Hospitality Homes (see above)
- c Christmas Break (December 21-January 7)

Airport transportation will be provided on Friday, December 21 and on Sunday, January 6. The dorm will open at noon. Please arrange to fly back in the afternoon or evening of January 6.

Permission must be granted by the Principal and Dorm Director to fly on any dates other than those listed. Transportation costs will apply (\$75 per trip) or the student may find their own ride.

- c Spring Break (March 21-31) – Students may stay with relatives, friends, or travel home. Airport transportation will be provided on Thursday, March 20 and on Sunday, March 30. The dorm opens at noon. Please arrange to fly back in the afternoon or evening of March 30.

Permission must be granted by the Principal and Dorm Director to fly on any dates other than those listed. Transportation costs will apply (\$75 per trip) or the student may find their own ride.

Laundry Facilities – Machines will be provided in separate facilities for girls and boys.

- c Each student provides their own laundry soap and dryer sheets
- c Each student is responsible to sign up for a time to do laundry each weekend. Laundry facilities close at 10:30 p.m. on Sunday night.
- c During Hospitality Home weekends students will be permitted to wash their clothes preceding and following each weekend if they cannot do so at their Hospitality Home.

Weekend Schedule

Various activities will be scheduled on weekends throughout the year. Church attendance is optional.

All students, including 7-day boarding students, must respect the privacy of the Dorm Directors and the Weekday Dorm Leaders. Weekend students needing assistance should contact the weekend leaders on duty. **Only contact the weekday leaders or Dorm Directors in case of an emergency.** Non-weekend students should not expect to return to campus for access or assistance on weekends unless permission has been given by the Dorm Director.

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