

Dear Parent(s),

Congratulations on your child's journey of education in the United States. We realize that making the choice to study so far away from home can be a big undertaking, and that an important factor of this experience is the assurance of a comfortable setting during the hours when your child's school is not in session. That's why we at Totino-Grace have created our Residence Hall model to ensure that your child is supported with access to a homelike environment that is warm, safe, and allows him or her to make the most of this important period in his or her life.

Adapting to a vastly different culture, for most, is not an easy task. We are committed to ensuring that your child has the tools to conquer the challenges he or she will most likely face while studying and living abroad. When difficulties do arise, we will be here to listen and provide support towards your child's growth, as well as to do our best to address your child's concerns.

The enclosed information details our commitment to you, and also outlines your responsibilities as a parent and those of your child. For your convenience, we have provided some additional information to help answer questions you may have. We thank you in advance for your cooperation in reviewing our policies and procedures with your child, which are designed to ensure that our communications and services will result in the safest and most beneficial experience for this phase of your child's growth.

Life in the United States will be a unique experience. Some aspects of your child's life in the U.S. will seem familiar to him or her. Other aspects will be new and strange. Our ongoing goal is to help your child feel at home.

Warm Regards,

ELIZABETH MUELLER

Residence Center Director
Elizabeth Mueller



Totino-Grace High School

Residential Services

Residence Center Handbook 2021-2022

Revision Date: 6/2/2021

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Overview & Purpose of this Handbook

This Totino–Grace Residence Center Handbook is issued by Totino–Grace High School, and outlines the rules and regulations that students are expected to abide by while living in a community atmosphere. These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make informed choices while living in the School Residence Center and are intended to maximize everyone’s academic and social experience.

All students at the School Residence Center will be held to the expectations and policies outlined in this Residence Hall Handbook. It is expected that all parents and students read this handbook thoroughly and refer to it as a source of guidance and information. Students and parents are expected to have knowledge of the handbook’s content.

Standards of Conduct – Trust, Honor & Respect

Residential students are expected to treat other members of the community with respect and courtesy. The following standards of conduct are examples and general expectations for all community members:

1. Honesty in academic endeavors and in all aspects of residential life.
2. Commitment to a safe, clean, congenial, and productive learning and living environment.
3. Respect for the feelings, beliefs, time, efforts, and physical well-being of others, and for their capacity for growth.
4. Respect for the property and materials of the entire School, Residence Center,, and its facilities.
5. Respect for the rules and regulations of the School and the laws of the state of Minnesota where the Residence Center is located, and of the United States.

In addition, joining this community of scholars dedicated to personal and academic excellence obligates each member to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discourse
- Responsible decision making

If residential students witness violations of the standards of conduct or general policies of the program by any member of the School and Residence Hall community, please call 763-350-5554 or Email: elizabeth.mueller@totinograce.org.

General Policies of the Program

Compliance with Designated Authority

All students are expected to comply with all requests and directives made by Residence Center staff members who are appropriately exercising their responsibilities. This includes, but is not limited to, School Administration, Residence Center staff, School contractors and facilities staff.

English Language

Students are strongly encouraged to speak English in all common areas of the Residence Center. Students are required to speak only English during the dinner meal time in order to build the community of the Residence Center. The more students practice their English, the greater their retention and the higher their scores on ESL, TOEFL, SAT, ACT, and other academic exams related to their success during and after high school.

Privacy & Dignity

While living in the Residence Center environment it is important to maintain respect for the personal privacy and dignity of students and Residence Center staff. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students will be respected by all members of the community. Unwarranted intrusions on a student or staff member’s right to such privacy will be considered a violation of the disciplinary code. **Residence Center staff reserve the right to search the rooms**

and/or belongings of students suspected to be in violation of dorm policy at their discretion and without prior notice. Entry may also be made without prior notice, during normal hours, for the purpose of conducting non-emergency inspections and repairs.

Room Use & Occupancy

Each student will be provided with a bed, mattress, chest of drawers, wardrobe or closet, desk and desk chair. For some units, closet space may be located outside of the student's bedroom. Students must provide their own bed linens. Students are responsible for keeping their rooms neat, organized & clean. Students are able to purchase their own additional or replacement furniture if approved by Residence Center staff. ***Consideration for roommates and respect for property and personal space is expected.*** Renovations of any kind are not permitted in students' residential spaces. Students are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges, and grounds surrounding the School Residence Center.

Damage Assessment

The Residence Director will record room conditions before the student arrives and will have the student sign off on the room condition report. Their signature is their acknowledgement and agreement of the condition of the room. At the end of the school year, this joint procedure will be repeated; the room key is returned, and notations are made of any damages caused by the student that may result in charges.

Students are responsible for any damage done to personal and School/Residence Center property. No student may paint, put nails or screws in, make holes in, or otherwise alter or damage the room or any other part of the residence facility. Students are approved to use sticker type hangers, wall putty, or other approved flat temporary adhesives that can easily be removed from any wall or surface in the room. Occupants of a room will be charged for the cost of repairing or replacing damaged or missing property. Damages which cannot be attributed to specific individuals will be charged to all room occupants and share in the fines associated. The School Administration reserves the right to determine the cost to repair or replace any damaged property and to terminate the Residence Hall/Dormitory License of any student(s) associated with excessive residence center damage.

Care of Premises

Each student shall be responsible for keeping their room, including all the furnishings and equipment, clean and safe, and for maintaining the cleanliness and order of public areas and lavatories. Students are prohibited from placing any garbage or trash or other receptacles, vehicles, bicycles, or other articles in the halls or other common areas or passageways of the residence facility. At this time storage space for surplus or seasonally used personal property is provided as space is available and approved by Residence Center staff. Items may not be stored in common lounges, custodial closets, passageways, or on the roofs or grounds of the residence halls. At this time storage is provided during break periods and/or between the spring and summer semesters as space is available and approved by the Residence Center staff.

Students may not remove windows or screens or throw objects from windows, fire escapes, doors, or other exterior parts of the residence facility. Residents may post or hang signs, posters, banners, and the like on the walls of, or in or about, the residence facility only as approved by the Residence Center staff and/or School Administration Facilities Management.

School Vacation Periods

The Residence Center and dining facilities will be closed for winter and summer break. **Please refer to the Residence Center Important Dates Document to find the specific days and times that the Residence Center will be closed.** Students are responsible for their own accommodations during these times. Parents will be required to complete, sign, and approve the Travel Permission Slip form, in no less than three weeks from their departure prior to winter and summer break. Please note that any student with an I-20 needs to get it signed by the PDSO before departing the United States.

Meals

Students will be provided with 2 meals each day by the Residence Center Chef or Residence Center staff. Continental breakfast foods will be made available to students to prepare for themselves in the mornings. A

homemade prepared dinner or approved restaurant dinner will be provided 7 days a week. In lieu of breakfast on Saturday and Sunday, a more substantial “Brunch” will be available for students prepared by the Residence Center Chef or Residence Center Staff. Lunch options are available for students at their own cost at the School Cafeteria Monday–Friday when school is in session and includes a variety of fresh fruits, vegetables, and various cold and hot entrees for purchase. Students may bring their own prepared lunches as well at their own cost. Various snacks will be available for students before and after school and also available on the weekends. Students have been provided with their own kitchen that includes a common shared fridge, freezer, basic cookware, a microwave, and an induction plate to prepare their own food at their own cost and at their own leisure. Students are expected to clean up all dishes, utensils, and food items after themselves. If students fail to do so, they may lose the privilege to access and use the student kitchen.

Open Door Policy

Bedroom doors must remain physically open at all times while any individual who does not live in the bedroom is present. Guests or residents of the opposite sex are not permitted in student rooms and/or hallways without Residence Hall staff permission unless they are the student’s family members who must sign-in and Residence Hall staff notified prior to their visit. Violation of this policy will result in disciplinary action as approved by the Residence Director.

Guests

All guests must sign-in and out. **NO EXCEPTIONS** for any reason! Guest policies will be determined by the Residence Hall staff on a case by case basis. Visits must be approved by Residence Hall staff prior to guests arriving at the Residence Hall. Students are expected to comply with the expressed desire of all School Administration and School Facilities Management and Residence Hall staff members regarding the guest policy. Overnight guests are not allowed unless approved by the Residence Director. Students are held responsible for the conduct of their guests and are responsible for informing them about Residence Hall Handbook policies and procedures (rules).

Room Keys

All students will have a Residence Hall School-issued key to their room. This key must be returned at the end of each school year. Because of security concerns, any time a key is lost the student must immediately notify the Residence Hall staff. *(There is a key replacement fee of \$25.00 assessed to any student who loses their key and is not recovered within 24hrs of being reported. Any lock that is disabled as a result of a student tampering with which results in the lock mechanisms being re-keyed shall result in replacement fee of \$50.00 in addition to the key replacement of \$25.00 for a total of \$75.00).* Residents are prohibited from removing, changing, installing, or replacing any locks in a residence accommodation or facility. It is prohibited to duplicate keys to any Residence Hall/School facility. If a student is found to have attempted to duplicate a key for any reason, discipline at a minimum will be suspension from the Residence Hall for no less than a week/7days and up to immediate expulsion from the Residence Hall and termination of the Residential/Dormitory License as approved by the School Administration and Residence Director.

Curfew

All students are expected to abide by the curfew policy established by Residence Hall staff. Students must return to the Residence Hall by 10:30 p.m. Sunday–Thursday and 11:00 p.m. on weekends, unless granted an exception by Residence Hall staff. Failure to abide by the curfew may result in disciplinary action by the Residence Hall staff. Common consequences may include loss of Residence Hall privileges, early curfews, additional chores, suspension of or mandatory monitored use of personal technology, or Dorming (grounding). Continuous violation of the Curfew policy may result in suspension or expulsion from the program as approved by the School Administration and Residence Director.

Lights Out and Study Hall

The rigorous academic program will require study after school based on a student’s individual needs and time management skill set. For this reason, “lights out” is at 10:30 pm Sunday–Thursday and 11:00 pm Friday and Saturday. During lights out students will be required to be in their rooms. A staff member will complete room checks at lights out to ensure that all students are in their rooms and preparing to sleep. These hours may vary with the needs of the community and around exam periods. All students are required to show courtesy to their

roommates and to the community. Students are strongly encouraged to take a break after school, have a snack, and then prior to engaging in any leisure activities finish their homework/studies. All students in the Residence Center will have a mandatory study hall time from 8:00 – 9:30 pm Sunday – Thursday. At this time students will turn in all personal cellular devices to Residence Center staff to ensure study hall is a distraction free environment. If students have finished all of their homework (and have verified this with a staff member), they may be exempt from study hall. Exemptions from study hall are to be determined by Residence Center staff members only. More time may be required based on a student's academic performance and needs.

Gaming

Gaming is a popular activity amongst students. While we recognize this activity as a leisure activity students enjoy, the Residence Hall staff will be strictly monitoring the usage and time spent gaming. Squad Gaming and Game systems used in groups of 2 people or more are only approved for use in the Residence Recreation Hall only. Individual CPU and/or laptop and gaming system use may be used in a student's room on an individual basis but will also be strictly monitored by Residence Hall staff.

Exceptions

Residence Hall staff may grant exceptions to students around curfew, quiet hours, or other rules on a case-by-case basis. Students requesting an exception to stay up late to finish an assignment or to communicate with family may be asked to move to a common area.

Room Changes

Every effort is made to house students in compatible situations conducive to academic and personal growth and success. Room changes are rare, and may be made only under the direction of Residence Hall staff and approved strictly by the Residence Director.

Cell Phones; Residence Hall Staff Notification

Students will have the opportunity to purchase a local cell phone. The student must possess a cell phone capable of making and receiving calls within the United States in order to communicate with and notify Residence Hall staff of the student's whereabouts when off campus at all times, except to attend school. The student is required to keep the cell phone charged and to carry the phone with him or her at all times outside of the Residence Hall. Failure to notify Residence Hall staff prior to leaving the Residence Hall property (except to attend school) may result in disciplinary action up to and including revocation of the Residence Hall/Dormitory License without refund of any kind.

Internet Use

Students will have access to free internet access that is Firewall protected. Attempts to access any sort of lewd or pornographic material online or otherwise is strictly prohibited and will mean immediate discipline including but not limited to confiscation of and/or severely restricted access to and use of personal IT/Smart devices of any kind. It is recommended that students purchase prepaid international calling cards or use Skype for calling family and friends back home.

Storage & Security of Personal Items

All students are issued keys to their rooms and are advised to take precaution in securing items of value in their rooms and on their persons. Students are advised to store valuable items securely, and staff will store items for students upon request in a locked safe. The School and Residence Hall staff accepts no responsibility, nor will they provide compensation for lost, stolen or damaged items.

Lending & Borrowing

Living in a community environment requires students to make informed decisions about when to lend or borrow personal items. The School and Residence Hall staff are not responsible to manage the lending or borrowing of personal items between students. Therefore, students who lend or borrow items do so at their own risk. The School and Residence Hall staff accept no responsibility, nor will they provide compensation for lost, stolen, or damaged items.

Transportation & Travel

Transportation to and from extracurricular activities will be designed to best accommodate the schedules of all students in the residential program. Travel to and from the residential facilities with anyone other than the designated residential transportation is subject to approval by the Residential Hall staff. Rides will be provided to and from public transportation based on student needs and must be approved by Residence Hall staff. All students under the age of 17 must travel in groups of 2 at a minimum 3 preferred, unless they have written permission from a parent or guardian and have been approved by Residence Hall staff. Students are allowed to travel outside of areas designated by the Residence Hall staff and School Administration only if they first inform the Residence Hall staff of the expected trip AND have prior permission. Permission can be granted only by Residence Hall staff and School Administration. Permission forms must be signed by the student's natural parents and returned to the Residence Director three weeks prior to the travel date.

Extracurricular Activities

Participation in extracurricular activities is an important part of the Totino–Grace High School experience. Totino–Grace offers a wide array of extracurricular activities such as sports, clubs, theater productions, service opportunities and more for students to participate in. The Residence Center believes that participation in extracurricular activities is an important part of development and helps students feel connected in the larger school community. **It is required that all new students pick at least one fall sport or activity to participate in.** It is strongly recommended that students continue to participate in at least one extracurricular activity in the winter and spring season. The general expectation is that resident center students are active participants in the school and wider community.

Transportation to Extracurricular Activities

The Residence Center will not provide transportation to extracurricular activities or sport practices, unless an exception is made by the Residence Center Director. Transportation is provided to most Totino–Grace sponsored activities and athletics by the school, but if transportation is not provided by the school, the parent and/or student is responsible for providing transportation to and from that activity. Transportation is not provided to non–TG extracurricular activities.

Costs and Expenses

The student is responsible for paying and agrees to pay for all personal expenses, including, but not limited to (a) non–residential meals, such as meals the student chooses to eat at restaurants in place of the meals provided by Residence Hall Chef and Residence Hall staff; (b) textbooks, uniforms, and other educational expenses, and optional supplies such as computers; (c) incidental personal expenses such as **snacks**, grooming supplies, cell phones, and extra money for activities not included in the School's tuition or fees.

Swimming Policy

Students may only swim at locations with a certified lifeguard on premises. Students found in violation of this policy will be subject to disciplinary action. Students must also notify Residence Hall staff when and where they are going swimming and is subject to approval by the Residence Hall staff.

Student Notification of Whereabouts

Students are required to notify Residence Hall staff of their whereabouts at all times. Changes in or additions to plans require notification and approval from Residence Hall staff. Students are required to be available by cell phone at all times. If a student's cell phone is out of battery, lost, or damaged, students should borrow another cell phone or use a landline to notify Residence Hall staff. Failure to comply will result in disciplinary action.

No Pets

No animal, fish, bird, reptile or fowl may be kept in the Residence Hall unless otherwise approved by the School Administration and Residence Director.

Prohibited Items

The following items are prohibited: water beds, lofted beds (other than standard bed risers), refrigerators, microwave ovens greater than 1,000 watts, television/radio antennae placed outside the room/exterior of the building or adjacent grounds, firearms, switchblades, pepper spray/mace, knives (except over the counter

silverware with blades not exceeding 4 inches in length and designed and used for eating and food preparation purposes), or other weapons of any nature or description as outlined and recommended by Minnesota local and Federal Laws (e.g., fireworks, explosives, bows, arrows, slingshots, air-guns, martial arts devices etc. (exceptions for use in sport or approved club), hazardous chemicals, gasoline, candles (with or without a wick), incense,), air conditioners, dart boards, sunlamps, and weight lifting equipment. The School and Residence Hall reserves the right to determine that an item not mentioned above is prohibited, and remove or confiscate any and all prohibited items. The School and Residence Hall staff claim no responsibility for confiscated items. Approved appliances must be UL approved. Only power strips equipped with circuit breakers, surge suppression, and a construction grade cord with a grounded third prong may be used in a resident's room.

Alcohol & Other Drug Policies

The School and Residence Hall staff will address any behavior relating to drugs and alcohol as outlined below:

- *Possession of alcohol or illegal drugs:* Students who are found to possess, use, distribute, or transport alcohol or illicit drugs will be subject to suspension or expulsion from the program. The School and Residence Hall staff reserve the right to consider the presence of smoke or odors as a violation of this policy.
- *Being under the influence of alcohol or other drugs:* Students who are found to be under the influence of alcohol or illicit drugs will be subject to disciplinary action up to and including suspension or expulsion from the program.
- *Prescription Drugs:* Each student shall be responsible for informing the Residence Center Director of any prescription medication that needs to be taken throughout the school year. The student is responsible for turning in all prescription medication to the Residence Center Director upon arrival. All student medication is kept locked and is administered by the Residence Center staff as needed. Students who are found to be sharing, selling, or trading prescription medications, or abusing or misusing their own prescription medications, will be subject to sanctions ranging from disciplinary probation to suspension or expulsion from the program.
- *Drug Paraphernalia:* Drug paraphernalia, regardless of intended use, is not allowed.
- *Alcohol Containers:* Empty alcohol bottles, cans, bottle tops, and other containers are not allowed, even for decorative purposes.

Students found to be in violation of these policies will be subject to sanctions up to expulsion from the program.

Tobacco Products

It is illegal for persons under the age of 18 to possess any tobacco product. Students, regardless of age, will not be permitted to use tobacco products for the duration of the program. Use or possession of any tobacco product will be subject to sanctions up to expulsion from the program.

Automobiles

At this time students residing in the Residence Hall are not permitted to drive cars, even if you are able to do so at home. You will travel with your Residence Hall staff to local events, shopping, and other venues to meet most of your needs. Occasionally you may travel with other students who have cars with advance permission from the Residence Director. Drivers Education at the student's own cost may be available for students who qualify and are approved by the School Administration, Director of Residence, along with signed and written permission from their legal guardian/parent(s). Proof of car insurance also may be required and is at the student's/legal guardian/parent(s) own cost.

Sports

Playing sports in the Residence Hall is prohibited. This includes, but is not limited to, wrestling, basketball, baseball, soccer, football, hockey, golf, lacrosse, Frisbee, skating, running, rollerblading or catch. All athletic activities are to be confined to areas that are designated for that purpose outside of the Residence Hall.

Medical/Residence Hall Sick Policy & Emergency Situations

Residence Hall staff will go over with students the Medical/Residence Hall Sick Policy and mandated student reporting guidelines therein and also verify their Medical and Emergency Contact Information (ECI) within the

first week. Students will provide cell phone numbers where they can be reached at all times. In addition, each student should have an Emergency Contact Information (ECI) card on file. Residence Hall staff will complete this ECI card together with students, in addition to reviewing the procedures of what to do in emergency situations.

Fire Safety

Compliance with fire regulations is a necessity. Smoke and heat detectors are only a part of fire safety. While dormitories are as fireproof as it is possible to make them, each room may contain combustible personal items, which make the following rules necessary:

1. Electrical appliances including, but not limited to: halogen lamps, hot plates, toasters, immersion coils, "George Foreman" type grills, toaster ovens, electric blankets, space heaters, sun lamps, and power tools are not permitted.
2. Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are not permitted.
3. Firearms, fireworks, explosives, volatile liquids, and fuel are not permitted.
4. Posters, pictures, and other combustible wall decorations which are not placed flat against the wall or block or hinder entryways are not permitted.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other combustible material that might ignite.
6. Wooden constructions (lofts, overstuffed chairs, etc.) must be approved by the Residence Director.
7. Room contents must not obstruct doors, passageways, or corridors. Tapestries may not be hung from the ceiling or across closet openings.
8. Fire alarms, extinguishers, exit signs, and sprinklers are critical for safety and must not be tampered with. Students who tamper with fire safety equipment will be subject to: fines and disciplinary action up to and including suspension or expulsion from the program, fines from the Fire Department, and may be subject to criminal charges.
9. Extension cords under carpets or that devices that multiply the number of electrical appliances used in one outlet are prohibited with the exception of power surge protectors which must be approved by the Residence Director.

Fire Safety and Sprinkler System

All persons are expected to observe fire safety policies and procedures. If a fire alarm sounds, ALL occupants must exit the facility at the nearest emergency exit. The Residence Hall has been installed with external piping and sprinkler heads to ensure fire safety. This piping is not able to sustain any additional weight or tampering. Students are not to touch the sprinkler system, including pipes or any other components, and may not tamper with or hang/affix items to any component of the sprinkler system. Tampering with or applying weight by any means to the sprinkler system will be considered a major offense and may result in disciplinary action. In some cases, tampering or applying weight to the system may cause the sprinkler to release water. Any damage resulting from failure to comply with this policy will be the financial responsibility of the person responsible.

Security System

The Residence Hall has been installed with security alarms, and cameras located in common areas and on the exterior of the building to ensure the safety of residents. Students are not to touch or tamper with security devices. Tampering with any component of the security system will result in disciplinary action. Any damage resulting from violation of this policy will be the financial responsibility of the person responsible.

Harassment Policy

The School and Residence Hall staff are committed to maintaining an environment where students are not subjected to bigotry and discrimination on the basis of sex, sexual orientation, race, ethnicity, national origin, religion, disability, age, or other characteristics as protected by applicable law. Such harassment is against program policy and may be illegal under state and federal laws and regulations.

Harassment is defined as verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a student's sex, sexual orientation, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances. Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their sex, sexual orientation, race, ethnicity, religion, physical ability or age. Retaliation against a student for filing a complaint in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy.

The School and Residence Hall staff recognize that the protection of free and open speech and the open exchange of ideas are important to any academic community. This recognition is therefore an important element in the "reasonable person" standard used in judging whether harassment has occurred. This policy is meant neither to prescribe nor to inhibit discussion, in or out of the program or classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. The School and Residence Hall Staff also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another's speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the noted procedure(s) when appropriate.

This policy is intended to protect all students and applies to students, managers and staff. Any person who feels that they have been harassed or retaliated against as defined in this policy may file a formal grievance with the dorm management.

If residential students witness abuse, neglect, harassment, bullying, or otherwise inappropriate behavior by any member of the School and Residence Hall community, including staff, management, and students, please call 763-350-5554 or send an email to: elizabeth.mueller@totinograce.org

Grievance Process

Any student who feels aggrieved, or wronged, by the action of another student or employee at the School and/or Residence Hall should report their concerns to the Residence Director immediately, who will work within the parameters of the administrative and/or legal process to resolve the grievance.

Disciplinary Process

It is expected that all members of our community will conduct themselves responsibly in accordance with the policies and regulations outlined in this Residence Hall Handbook. Through the disciplinary process, the School and Residence Director will address actions that are inconsistent with the ideals of this community, or are detrimental to the best interests of the program.

The School and Residence Director reserve the right to impose disciplinary sanctions, up to and including expulsion from the program, for violations of this agreement or for the commission of illegal acts (regardless of where they take place) or for any action it deems to be detrimental to the student's performance, or which would be harmful to the welfare of the School/Residence Hall and its community members, or which would disrupt the academic process. Common consequences include loss of stages or privileges, mandatory monitored use or temporary confiscation of personal technology, additional chore assignments, grounding, early bedtimes, or expulsion from the program.

The School and Residence Director reserve the right to address all matters through its disciplinary processes, without regard to whether the conduct at issue may also be the subject of criminal charges. The determination of the appropriate discipline, including expulsion from the program will be at the discretion of the School, or their designees such as the Residence Director, as appropriate. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

The School may immediately suspend or expel a student from the program who poses a continuing danger to self, persons or property, or who poses an ongoing threat of disruption to the program.

The School Administration has the ultimate decision-making authority in all matters relating to carrying out program policies, including matters relating to discipline and expulsion from the residential program.

Check Out

The license that permits a student's occupancy in the Residence Hall/Dormitory expires on the check-out date determined by the Residence Center Director. For seniors, the license may expire after graduation. Students must officially check out by personally signing out with a residential supervisor. Students are responsible for removing all personal possessions when they vacate their rooms. Any possessions left in the Residence Hall after the expiration or involuntary termination of the Residence Hall/Dormitory License will be considered abandoned, and will be discarded by the School.

Liability

The School and Residence Hall staff accepts no liability for:

1. Damage or injury to persons or property or loss of property of student unless the same is caused by the gross negligence or willful misconduct of the School and Residence Hall Staff.
2. The loss, damage, or destruction to all personal belongings in the custody of, belonging to, or stored by the student, regardless of cause. This includes losses that occur in the student's room, storage room, and public area, in other areas of the Residence Hall or campus. The School and Residence Hall staff strongly recommends that students secure insurance for personal property with a private insurance company. The School does not insure the student's private property.

Additional Remedies

In addition to all other rights and remedies contained in this agreement or applicable law, the School may withhold official transcripts, degrees, and diplomas from the student until financial obligations of the licensee or guarantor under this agreement have been settled. It has been and remains the policy of the School that no student will receive a diploma, degree, or any other official recognition of work completed until all amounts due for occupancy of School Residence Hall facilities have been paid in full.

Addendums & Changes between Publications

The Residence Hall Handbook is published annually. However, a boarding program, like any community, is a dynamic environment. The rules, regulations, and codes of conduct are subject to change based on the needs and culture of the School. ***The School Administration and Residence Hall staff reserves the right to add, modify or amend any part of this handbook between publication dates.*** The School and Residence Hall staff will inform students and staff through various means when any changes to this handbook are made. These changes will supersede any previously published policies on the same topic.

[Residence Handbook Acknowledgement of Receipt page follows.]