

Student Residence Handbook



Educating the total student
- spiritually, intellectually, and physically -
in a caring, Christian family community.

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Welcome!

Welcome to the multicultural dorm program of St. Croix Lutheran Academy (SCLA). We are glad that you are here, and we look forward to the contribution you will make to our student body.

It is my prayer that our dorm will become your “home away from home.” I expect that you will have many fond memories of your life here.

You will form friendships within your dorm family that can last a lifetime. You are a part of a unique community within the SCLA student residence program— a community that integrates a variety of experiences and cultures.



I have confidence that you will lead a life that reflects your love of God, and that His example will guide you in your conduct while here and in the respect that you 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 that family members obey, so this “home away from home” has rules that may be different from those of 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 dorm handbook. Please read them carefully and become acquainted with them. Please ask a student residence supervisor or me for clarification if any of them are unclear to you or you need further explanation.

Again, welcome! I pray that you will have a productive and blessed school year. It is my goal and mission that even though we come from many backgrounds, we learn that our differences make us strong as a caring, Christian family community.

Grey Davis
Director of Student Residences

Weekday Schedule

Students living in the dorm will follow a daily schedule that provides time for spiritual, physical, and mental growth. It will be as follows:

7:00 a.m. Outside doors open

6:55-7:00 a.m. Device check: Grades 6-9 pick up their devices from the on-duty supervisor

7:00-7:15 a.m. Sick call: Sick students must report to the conference room between 7:00-7:15 a.m. to be evaluated. *Students not reporting at this time will need to go to school to see the nurse.*

7:00-7:40 a.m. Breakfast

7:45 a.m. All students are outside the dorm. Doors lock. *Students will walk around to the main school door if they arrive past 7:47 a.m.*

7:55 a.m.-3:10 p.m. School day: Students are not allowed to return to the dorm during the school day unless they are in the presence of a staff member.

3:10-3:30 p.m. Snack time in the dormitory kitchen. Mail.

3:10-5:00 p.m. Study time/co-curricular activities/free time

All non-dorm students that are visiting the dorm must sign in with a supervisor to be in the dorm after 3:30 p.m. All students going off campus must sign out.

5:00-6:15 p.m. Dinner

6:30 p.m. Check-in time (unless using a per)

6:30-8:00 p.m. Dorm duties/study hall/quiet time for ALL

6:30-10:30 p.m. Students on campus unless using a per

9:30-9:35 p.m. Device check: Grades 6-9 turn their devices in to the on-duty supervisor.

10:00 p.m. Quiet time. Bedtime for grades 6-9 students

10:30 p.m. Curfew (in respective houses)

11:00 p.m. Bedtime for grades 10-12 students. *A student may be allowed to study past bedtime using an academic per if approved by a supervisor.*

Weeknight Activities

Monday	6:30 p.m. 6:45 p.m. 6:45-8:00 p.m. <i>See Schedule</i>	Linen Exchange Dorm duties to be completed Study hall in the dining hall Dorm meetings
Tuesday	3:30-5:00 p.m. 6:45 p.m. 6:45-8:00 p.m.	Fitness Shuttle (Nov-Mar) Dorm duties to be completed Study hall in the dining hall
Wednesday	4:00-5:00 p.m. 6:45 p.m. 6:45-8:00 p.m. 6:45 p.m. 8:00-9:00 p.m.	Rule review in the dining hall Dorm duties to be completed Study hall in the dining hall Church services (during Advent and Lent) Weekend plans due for ALL RESIDENTS Target (sign up on your Google sheet)
Thursday	3:30-5:00 p.m. 6:45 p.m. 6:45-8:00 p.m.	Fitness Shuttle (Nov-Mar) Dorm duties to be completed Study hall in the dining hall
Friday	12:00 p.m.	Weekend plan due to dormitory director.
Saturday		Scheduled dorm activities
Sunday		Scheduled dorm activities

Meals

The dormitory dining hall provides all meals except school-day lunches which are held in the SCLA cafeteria. All dorm food must be eaten in the dining hall, except for posted exceptions and special circumstances. Food is not permitted to leave the dining hall unless handheld or approved by the supervisor.

The dorm dining hall is for dormitory residents only. No other SCLA students may be in the dorm dining hall during meals. Dormitory students are the only students who are allowed to eat in the dining hall unless special permission is granted by the dormitory director.

Dorm service ware (plates, cups, silverware, bowls, etc.) may not be removed from the dorm dining hall. Students found to have service ware in their personal rooms will be charged full replacement price.

WEEKDAY SCHEDULE

Breakfast	7:00-7:40 a.m.*
Snacks	3:10-3:30 p.m.
Dinner	5:00-6:15 p.m.

*In the event that school is delayed or cancelled, breakfast will be served from 9:00-10:00a.m.

WEEKEND AND HOLIDAY SCHEDULE

Brunch	10:30 a.m.-12:00 p.m.
Dinner	5:00 p.m.-5:45 p.m.

MISSED MEALS

Students who miss a scheduled mealtime due to an authorized school activity or illness may request a replacement meal (boxed lunch) using the online form on the Google drive. Coaches have been instructed to release athletes from practice to meet scheduled meal times. The only known exception is the late practice schedule for basketball.

Signing In/Out

Any time a student returns to or leaves campus, he/she must sign in or out. Failure to sign in or out and/or giving incorrect information are issues taken very seriously, and disciplinary actions may result if necessary.

If a student is using a requested per, he/she still must sign out and give their specific destination before leaving the dorm.

- Students must sign out when leaving for a weekend or break.
- Students must sign back in as soon as they return to the dorm.

Evening Check-In

On Monday through Thursday nights, students must check in using the dorm iPad by 6:30 p.m. Supervisors or RAs will complete check-ins by visiting each dorm room. Doors should be propped for ease of access.

It is the student's responsibility to be in his/her dorm room at that time and get checked off; supervisors will not hunt for students. If a student is missing for the 6:30 p.m. check-in and has not asked to use a per, he/she will receive points and/or other discipline.

Students who have dorm duties should either be doing the duties or in their room for 6:30 p.m. checks. Study hall/quiet study time begins at check-in time.

Leaving Campus PER

Students are given permission to leave campus by using a “per.” Pers must be used whenever a student leaves campus, unless they are accompanied by a parent or guardian. Dorm supervisors must grant permission before a per is used. Students are not typically allowed to sleep overnight outside of the dorm on a school weeknight, but special exceptions might be granted in advance with collaboration of the parents and dormitory director. Parents must contact the dormitory director at least 24 hours in advance to make arrangements for school-week absences from the dorm.

GUIDELINES

- A per may be used Monday–Thursday from 6:30 p.m. to 10:30 p.m.
- A per will be used to go to Target on Wednesday, as it is an off-campus event after 6:30 p.m.
- A per is not needed to attend a SCLA home event (game, play, concert) except for students in mandatory study hall. Pers will be needed for away events except for post-season play-offs/tournaments.
- Pers will reset at the end of every grading period. There will be no carrying over or borrowing of pers.
- Students start each nine-week term with a set number of pers according to their grade level. Students who receive zero points in each nine-week term will receive two additional pers.

Grade	Pers
6–8	6
9	8
10	9
11	10
12	12

If the student is out of pers, the pers will be removed from the next term. Students may work with the dormitory director through dorm chores to earn pers back if they are in the negative.

Weekend Plans

In order for student residence staff to properly plan for and supervise the students under their care, every student must submit weekend plans, regardless of destination.

To deepen family relationships, students are encouraged to return home on weekends. Because some students live in other states or countries, this is not possible; these students are encouraged to accept invitations to share family home life with other SCLA families.

- Students must enter their weekend plans on the dorm Google drive by 6:45 p.m. on Wednesday.

Parents/guardians will receive an e-mail copy of the plan their child has entered. If the plan appears correct, no further action is needed. If the plan appears incorrect, parents must notify the dormitory director.

- Blanket permission cannot be granted for weekend or off-campus activities that involve travel to non-parental/guardian locations.
- A student may not stay overnight at the home of a fellow student without a chaperone. Student residence staff will contact host families or chaperones of off-campus activities as deemed appropriate. To receive approval, contact information must be provided in the weekend plans or at the request of the supervisor.
- If the return time indicated on the weekend plan changes, parents must contact the on-duty supervisor.
- Weekend approval must be emailed to the dormitory director by Friday, 12:00 p.m. if a student is staying at a non-family-member's house.
- Students are responsible for obtaining approval from the adult at the house they are staying at and emailing it to the dormitory director by 12:00 p.m. on Friday. If the email is not received then the student must stay in the dormitory overnight for the weekend.

WEEKEND CHECK-IN

When students leave for the weekend they must sign out, and when they return they must sign back in. Students who are delaying their return to the next morning must indicate their intention to do so on the weekend plans.

Philosophy & Procedure

These rules have been developed to make the school and boarding community a place where residents can live happily, safely, and productively. The rules of behavior at SCLA are generally more stringent than those of society or at home because of the challenges of supervising a multi-age and multi-cultural group. Students should arrive prepared to abide by all expectations and rules.

Any behavior which may be deemed detrimental to the St. Croix Lutheran Academy community or any member of that community (self or others) is subject to disciplinary action by the dorm supervisors, dorm director, dean of students, or principal. The action taken will necessarily reflect the seriousness of the violation. Underlying all school rules is the requirement that all students will be present and on time for all classes and other school obligations.

The rules of the boarding program have been established to:

- Ensure the safety and provide for the health of students
- Preserve harmony so that energy can be directed toward studies, co-curricular activities, and the development of friendships
- Provide quiet times so students can study and relax
- Maintain an attractive, clean, and comfortable environment
- Dedicate all attitudes and behaviors to reflect Christian values
- Provide a real-world living experience to all students

It is important to remember that these rules are made for teenagers living in a group situation. Dorm supervisors strive to maintain a balance between flexibility and consistency in enforcing rules. Although consistency is desirable, it may not always be the principle governing matters of discipline. Discipline will be handled clearly and justly. In addition to consequences, the disciplinary process provides education, support, and counseling for the student.

EXPECTATIONS FOR ALL SCLA STUDENTS

1. Understanding and showing love through respect to all of God's people who live on campus.
 - Respecting the rights of others. Physical or verbal assault of another person, including acts or threats of violence, bullying, or hazing is prohibited. Any type of harassment, including sexual harassment, is prohibited.
 - Respecting safety and health. Unacceptable behavior includes (but is not limited to) tampering with alarms or safety equipment, smoking/vaping in a building (no smoking/vaping devices of any kind), or using incense, candles, fire, or other incendiary items in the SCLA dorms and buildings. The use or possession of weapons, firearms, or military protective equipment is strictly prohibited.
 - Maintaining a high level of integrity. Lying, deception, and hiding information can create an atmosphere of distrust, as well as constitute student misconduct. Even when a student has broken a rule, the dorm supervisors have much more respect for a student who is truthful.
 - Respecting the common language policy. SCLA encourages English language learning and cross-cultural communications. The dormitory and surrounding campus is an English-speaking only zone. Additionally, students may not play music in another language in the dormitory unless it is played quietly and in an approved area. Non-English may be spoken in the dining hall and house from 9:00 p.m.-7:00 a.m. Non-English may be spoken inside a dorm room at all times if the roommate does not mind.
 - Abiding by the SCLA Acceptable Use Policy. Misuse of computers, websites, voicemail, email, or other electronic or internet-based platforms which impact the welfare of another individual or the reputation of the school will not be tolerated.
 - Respecting the motor vehicle policy. Resident students are permitted to drive their vehicles with the permission of their parents and after passing an approved driver-training program. Students who have vehicles on campus must turn in their keys every night to the on-duty supervisor by 10:00 p.m. Students should not keep

extra copies of keys. Resident students must report who is riding with them in their cars before leaving campus. Students must receive parental permission before riding in another resident's vehicle.

2. Obeying all federal, state or local laws or Minnesota State High School League laws.
 - Abstaining from the use of tobacco on or off campus while enrolled at SCLA, regardless of age (federal and state law).
 - Abstaining from the use of alcohol and drugs. Possession, use, distribution or display of alcohol, beverages containing alcohol (or the containers), nicotine, drug paraphernalia, marijuana, and/or other illicit or dangerous drugs of any kind on or off campus is prohibited. Misuse of any prescription or over-the-counter medication is also prohibited. SCLA may conduct room, car, locker, and storage area searches at any time.
 - Refraining from sexually intimate behavior on campus. The staff recognizes that students need opportunities for socializing and privacy. All members of the SCLA community are expected to act respectfully, responsibly, and safely. The public and private actions of a romantic couple must remain appropriate. Hand-holding or a quick kiss are examples of appropriate public displays of affection. Prolonged touching, kissing, or the removal of clothing is not appropriate. Lying down together on the lounge couches or being under the covers together is also not appropriate.
 - Following the sexual harassment policy at all times. SnapChat or any other video or picture sharing apps may not be used to expose individuals on the SCLA campus.
3. All medications for dormitory students must be administered by SCLA dormitory staff. Students should not bring medication to keep in their dormitory rooms.
 - Keep your over-the-counter (OTC) medications (cold medicine and ibuprofen) at home. Dorm staff provide all necessary OTC medication for students, and parents will receive email notifications when medications are administered.
 - Prescribed medications should be communicated on your medical forms. Any prescribed medications should have a doctor's

signature. Dorm staff will communicate with parents when prescribed medications are offered on campus by a doctor, and SCLA staff will administer all prescribed medications

Students are encouraged and expected to voice concerns about the program, rules, or other issues to the Director of Student Residence.

Dress Code

While the dormitory is a “home away from home,” it is also part of the school and a higher level of modesty is expected from students. Students found in violation of the school dress code during the school day will be required to change into appropriate attire. *The complete school dress code appears in the SCLA student/parent handbook.* Key points to be aware of include:

- Shirts must be worn at all times.
- When going from a room to the bathroom in the dorm, a bathrobe or regular clothes must be worn. Wearing a towel in the hallways is unacceptable.
- No alcohol/tobacco/drug or suggestive logos are allowed on clothing.
- No immodest clothing (low-cut shirts or shorter than finger-tip length skirts for girls) may be worn.
- Short shorts must be visible under shirts/sweatshirts outside of the dorm wings.
- Skin tight clothing should not be worn outside the wing unless to/from athletic practices.
- No bare feet are allowed in public areas (recreation room, study room, dormitory kitchen areas, laundry rooms, etc.)
- Underwear must be covered (this applies to both genders).
- Students must wear a coat when the weather is below 32 degrees. Students should wear layers when the weather is cold.

Dorm Rooms

Students are expected to use good Christian judgment and stewardship when decorating their rooms.

DECORATIONS

- To affix decorations or hooks to walls, students may only use 3M Command products. *These may be purchased from the dorm staff.* When it's time for removal, students are asked to leave the hooks or strips on the walls to be removed by the maintenance staff. Removing hooks or strips in a way that causes damage will result in a fee.
- Supervisors will remove posters/pictures deemed inappropriate.
- Nothing may be affixed to the ceiling, heat vents, or sprinkler heads in any fashion. To do so may result in disciplinary action and/or a fee.
- Students may not possess or use candles, lighters, matches, or space heaters.

ELECTRONIC APPLIANCES

- Stereos, radios, television sets (21-inch maximum), desktop computers, the furnished refrigerator, and printers should be the only electrical appliances in dorm rooms. Due to concerns about electrical overloads, there should be no more than two of any combination, and all electrical appliances should be plugged into a surge protector power strip.
- Every dorm room is equipped with a mini fridge. Students are responsible for cleaning and damages to the machine (except equipment malfunction). Students may not bring refrigerators on campus.
- The provided air conditioners must be plugged into the left outlet.
- Cooking appliances (hot pots, rice cookers, etc.) and utensils are not allowed in dorm rooms but can be stored in house kitchenettes.
- Power strips are required when plugging more than one plug into an outlet (no multi-plugs).
- Subwoofers are not allowed in the dorms.

FOOD

- Students may store food in their provided refrigerator or plastic food bins. Supervisors will remove any food left out of the bins. Food and drink spills must be cleaned immediately to avoid infestation.

FURNITURE

- Dorm rooms are furnished with a bed, dresser, desk, wardrobe, and storage space. Students may not bring large furniture items.
- No beds are to be bunked.
- Common areas in the dormitory are to be kept clean.

HEATERS AND AIR CONDITIONERS

Each room is equipped with a thermostat and air conditioner. Heat and air conditioning may NOT be used at the same time. When either heat or air conditioning is on, windows should not be open. The air conditioner plugs into an outlet to the left of the unit. If the air conditioner is plugged into any other outlet, it will blow the circuit.

- SCLA maintenance will cover air conditioners during the winter. Covers may not be removed by the students.
- Air conditioners should be set no colder than 68 and heaters no higher than 78 degrees Fahrenheit.

NOISE

During the hours of 3:00–6:30 p.m., music may be played in rooms, but it should not be loud enough to be heard in the adjoining rooms or hallways. From 7:00 p.m. to 8:00 a.m. music must only be listened to through headphones.

Since rooms and hallways are not soundproof, students are to be considerate and keep conversation levels low in accordance with bedtimes. The dormitory should be completely quiet after 10:00 p.m. every school night. Supervisors have the final say in determining appropriate noise levels.

ROOM CHECKS

Rooms are to be neat and clean prior to leaving for the school day and will be checked frequently. Dorm staff reserves the right to search rooms as property of SCLA at any time and may confiscate items not in accordance with dorm policies. If rooms are excessively dirty, the dorm/maintenance staff may assess each roommate an additional room-cleaning fee. Random substance checks will occur to ensure the safety of all students.

WINDOWS/BLINDS

Students are not allowed to remove screens from the dorm windows. A \$60.00 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.

Electronic Devices

SCLA provides high-speed, fiber-optic wireless internet access throughout the dormitory. Access is available from 7:00–8:00 a.m. and 3:00–11:00 p.m. on school days, and 7:00 a.m.–12:00 a.m. on weekends. Students are allowed to have devices and printers in their rooms; however, they must follow the guidelines below, or devices may be confiscated by supervisors. Printers are available in each landing.

- Grades 6–9 must turn in all devices to the dorm supervisor between 9:30 and 9:35 p.m., Sunday through Thursday.
- No VPNs are allowed on campus.

COMPUTERS

- Computer use ends at 11:00 p.m. on school nights and at 12:00 a.m. on weekends. After this time, the computers must be shut down, closed, and on the student's desk, away from his/her bed. All electronic devices and game cords must be on the student's desk after curfew hours.
- Computer use must not interfere with academic/social progress.
- Students may not use the internet for accessing websites, games, or programs deemed inappropriate by supervisors.
- No mature-rated video games or R-rated and above movies allowed.
- If a student is being restricted to his or her room for discipline purposes, computer use will be restricted.

CELL PHONES

Students are encouraged to purchase cell phones for personal use and to communicate with parents and family on a regular basis. No pay phone access is available in the dormitory, but in case of emergency, students may ask to use a SCLA phone.

Students will be asked to share their cell phone contact information with the dorm supervisors to facilitate communication. Supervisors will provide students with the on-duty supervisor phone number, and students are encouraged to use it when need arises.

- The wireless system allows for programs such as Skype® to operate in an efficient manner. Families should establish times for online

communication that respect study time and curfews.

- Supervisors have the right to terminate any phone call or online communication deemed inappropriate.
- No cell phone use after curfew.
- Hotspots must be off after curfew.

AFTER-CURFEW CONSEQUENCES

Students caught using electronics after bed check will:

IMMEDIATELY

- Have their device confiscated for the night and get the device back between 7:00 and 7:15 a.m. the next day from the conference room.
- Turn in devices with the grades 6-9 students for one week (first offense), then 3 weeks (second offense), then the rest of the year.
- Receive one point

NEXT DAY

- Contact his/her parents to tell them that he/she will not be able to use his/her devices after 9:35 p.m. Sunday through Thursday
- Be asked to set an alarm for 9:30 p.m. as a reminder to turn in devices

FOR THE NEXT WEEK:

- Turn in devices every week night (Sun-Thu) at 9:30-9:35 p.m. to House F (boys) or House B (girls). If devices are not in the device cabinet by 9:35 p.m., a point will be given.
- Report to House F or House B every morning between 6:55 and 7:00 a.m. to receive devices for the day. If devices are not picked up by 7:00 a.m., they will be available after room checks (6:30 p.m.) that day.
- Take a late-night per if devices are needed after 10:00 p.m. for homework. The on-duty supervisor will collect devices from the student before bed that night.

English Speaking

SCLA encourages English language learning and cross-cultural communications. The dormitory and surrounding campus is English-speaking only except for the following:

9:00 p.m. - 6:00 a.m.	Non-English may be spoken in wings (all areas) and the dining hall. English is to be spoken everywhere else including school transportation.
Always	Non-English may be spoken in a dorm room if the roommate is okay with it.
6:00 a.m.-9:00 p.m.	English is spoken in all areas except dorm rooms if roommates are ok with it.

Illness

BEFORE SCHOOL

On school days, students who feel they are too ill to attend school must report to the dorm conference room (located on the first level) between 7:00-7:15 a.m. to be excused. After 7:15 a.m., a student will report to the main office of the school to see the school nurse.

DURING SCHOOL

A student who is feeling ill in school should notify a dorm supervisor. Students may not excuse themselves from class through front office staff or the international advisor; only dorm supervisors can excuse a student from class due to illness. Failure to talk directly with a supervisor could result in an unexcused absence from school and other consequences.

- Any student who has been ill during the day and missed classes will remain in his/her room until the following day.
- Students will not be permitted to participate in co-curricular activities (including practices or observations) and must stay in their room on days when he/she misses any classes for illness. This does not include doctors' appointments or school-related absences.
- Students will receive dinner from 5:00-5:20 p.m.

DOCTOR VISITS

Requests by students to see a doctor or dentist should be made to a dorm supervisor (if a regional student) or the dorm director (if an international student). If a student needs a doctor's medical attention, the student or a supervisor will notify parents.

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

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 keys and fobs with them at all times. Lost keys and/or fobs present a serious security risk to all students; therefore, students are required to immediately report lost keys and/or fobs to the dorm supervisors. There will be monetary charges for opening doors of locked-out students, for replacement of lost keys and fobs, and for delaying to report a lost key and/or fob.

- Students will be charged \$1.00 each time a supervisor has to unlock a door for them.
- Replacement keys cost \$20.00.
- Replacement fobs cost \$40.00.

Kitchenettes

A shared refrigerator and microwave are provided for all dormitory students in each house.

- Items stored in the refrigerator must be placed in plastic containers and clearly marked with the student's name or will be discarded. The dorm staff is not responsible for items left in the refrigerators.
- Students must clean the microwaves after each use. Refrigerators and microwaves will be restricted if misused.
- Microwaves are the only cooking appliances allowed in the kitchenettes. All other cooking appliances must be used in the dining hall.

Linen Service

For sanitary reasons, all students must participate in the dormitory linen service program. International students receive a complete set of linens, a pillow, and a comforter. American students receive a complete set of linens. All items must be returned at the end of the school year. Students will be charged for missing or damaged items.

- Every two weeks, students will be issued clean linens before study hall. A posted calendar will indicate linen exchange dates. Students are responsible for drop off and pick up of their linens.
- Students must use the student residence provided linens as bottom sheets. Personal sheets may be placed over the student residence linens if they are freshly laundered.
- Students not exchanging linens or not having a properly made bed will be subject to disciplinary action.

Personal Property

It is expected that all students will treat each other's personal property with care and respect. Students should take the following basic steps to protect their personal property. SCLA is not responsible for the loss or damage of student property.

- Lock room door and windows when out.
- Do not loan your keys or fob to anyone.
- Store large amounts of cash, very valuable items, or important documents in a labeled envelope in the dorm safe.

Property Damage

Any damage done to school property should be reported immediately to a dorm supervisor for safety and damage-control purposes.

- Students are responsible for any damages they cause to school property and/or extra cleaning costs as determined by the dormitory director and the maintenance staff.
- Student rooms should be kept in the same condition from check-in to check-out minus normal wear and tear.

Roommates

Students will be assigned one roommate and are asked to treat their roommates and their roommates' property with care and respect.

Effective June 1, 2020, all dormitory students will be required to have a roommate from a different native country. Students may apply to live in single rooms for \$5,000.

New students will be assigned a random roommate if they have not contacted the dormitory director by July 1. All students will be matched with a student from another country to promote a Christian community of students eager to learn from another background. At the end of the year, students get an opportunity to provide roommate selection input for the following year.

ROOMMATE CHANGES

Changes to room/roommate assignments are rare and considered by the dormitory director only if all of the following steps have been taken:

1. Roommates attempt to resolve concerns by talking directly with each other. "If your brother sins against you, go and show him his fault, just between the two of you." (Matt. 18:15).
 2. Roommates bring their concerns to a residence assistant or dorm supervisor. Dorm supervisors will work with the roommates to resolve problems only after step one has been attempted.
 3. A request to change roommates is considered and approved by appropriate dorm supervisors, the dormitory director, and, in cases of international students, the international advisor.
- No roommate changes will be made based on snoring. The dorm staff can provide some possible interventions for the roommates.
 - No roommate changes will occur in the first nine weeks of school.
 - Students may ask to change rooms if all four students involved in the change agree.

Storage

Limited storage space is available for student use. Priority is given to international students and out-of-state students. Students that are not registered to attend SCLA in the upcoming school year may not store their items at SCLA. Graduating seniors are allowed to store items but must remove them from storage by the last Friday of the following September, or the items will be discarded.

- Students may store their bike in the storage shed behind the dormitory. Bike locks are available for purchase. SCLA is not responsible for lost or stolen bikes.
- Students may place four items into SCLA storage over the summer. This can include a combination of either tubs (not more than 45 gallons) or unboxed items such as a TV (no larger than 21 inches), musical instrument, golf clubs, or suitcases. Additional items may be stored at a fee of \$20.00 per item if storage space is available.
- All 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.
- SCLA staff and faculty will not ship items. Please make arrangements for shipment with other students or via commercial shipping.
- Fire codes do not allow for items to be stored in hallways.

Study Time

There is a scheduled, supervised study/quiet time Monday through Thursday each week from 6:45–8:00 p.m. for the entire dormitory. All families are expected to encourage their students to appropriately utilize the study time and follow the guidelines established by the dormitory staff. Whether a student is engaged in formal study time during this period or not, they must follow the guidelines established for study time to maintain the appropriate environment for studying, or be subject to discipline.

- All students will be expected to study or engage in activities conducive to a study environment between 6:45–8:00 p.m. Mon–Thu.
- No video games/game playing will be allowed in the recreation area.
- Students not in required study time must place cell phones on vibrate

and may only take and return text messages.

- No students are allowed in the dining hall during Rule Review unless they are serving the Rule Review.
- As study time is crucial to academic success, parents are encouraged to schedule visits and phone calls to comply with study hall times.

Required Study Hall

At times, students will be required to attend study hall in designated rooms during the 6:45-8:00 p.m. quiet study time. These students may include:

- Freshmen and new students to SCLA for the first few weeks of school
- Students with C- or lower will be in study hall. The dorm director will check this every two weeks. A student may be removed from study hall when they have achieved above a C-.
- Student's whose parents request attendance – any time during the year
- Students with missing assignments

Participation in (not observance of) SCLA co-curricular events is the only valid reason for a student to miss required study hall. Students who miss study hall for these events are responsible for informing supervisors in advance.

- Students required to be studying are expected to be actively working quietly the entire time. Sleeping will not be tolerated.
- Computers (including laptops) may only be used for academic purposes.
- Students in required study hall must ask for permission from the on-duty RA or supervisor to converse with other students for homework help.
- Cell phone use is not allowed for students in required study hall.

Transportation

SCLA provides limited airport and activity transportation for all dormitory residents. Seats are reserved on a first-come, first-served basis and must be requested by the shuttle dates posted on the Google sheet and calendar.

SCLA transports students to and from activities or school-related functions. Parents are encouraged to monitor travel outside of school-related events. Complete the required Google form (on the dorm portal) when traveling with dormitory students. Contact the Dormitory Director if you do not approve travel in school vehicles by SCLA staff.

- When making travel arrangements, please consult the school calendar for dormitory opening and closing dates. These dates and times are important. Students must make arrangements to be in and out of the dormitory by the scheduled times and dates. Additional fees will be assessed to students who do not comply with the scheduled dates and times. Students must not arrive past 10:00 p.m. on a school night. The last shuttle from the airport is at 10:00 p.m. on school nights.
- English is the only language permitted on SCLA transportation trips.
- After scheduled breaks, students must return to the dormitory by the time school starts or they will receive unexcused absences for all classes missed.
- Students must make their own transportation arrangements for college visits and must receive approval from the school principal for any school days missed for these visits.
- Transportation for the SAT/TOEFL/ACT is provided only for the listed Saturday testing dates found on the dorm drive. Students taking tests at different locations or dates are responsible for their own transportation. If testing requires a student to miss a school day, he/she must be excused from class by the school principal and must provide a confirmation ticket or receipt.

CHRISTIAN WORSHIP TRANSPORTATION

Dormitory students who have a background of Christian church membership will reflect their love for the Lord by attending church regularly. In doing so they model Christian living and assist in witnessing to unchurched or non-Christian dorm residents. Sunday morning worship transportation will be provided to Crown of Life Lutheran Church in West Saint Paul.

Vehicles

To have a motorized vehicle on campus these guidelines must be followed:

- Cars must be kept in the assigned parking spaces on the south end of the lot near the chapel.
- Students must keep car keys locked in the dormitory dropbox, and inform a dorm supervisor when they need to use their car.
- Parents of the driver must approve driving other students in their car via the Car Registration Form (online in the dorm portal).
- Students returning from off-campus must turn in their keys to the dormitory dropbox. Failing to turn in keys may result in loss of vehicle privileges. Students are not allowed to keep extra copies of keys.

Visitors and Guests

Residents are allowed one visitor twice per week on school days between 3:00-5:00 p.m. and on weekends between 8:00 a.m.-11:00 p.m. Guests are only St. Croix Lutheran Academy students, alumni, or family.

1. All visitors must be signed in and out by the sponsoring student resident. 1 guest per student.
2. Guests will be provided a sticker/lanyard that is the guest pass. The guest pass must be visible and worn at all times.
3. The guest must find the on-duty supervisor when signing out to return the guest pass and leave the dormitory immediately.

In order to sign in a guest, the sponsoring student must present the guest in person to the on-duty supervisor. Sponsoring residents must keep their guests with them at all times during their visit; are responsible for explaining all dormitory rules; and are responsible for the behavior of the guest.

- A guest is only allowed to visit in the dormitory a maximum of two times during any school week.
- Guests are not allowed to eat meals in the dining hall.
- Guest privileges may be revoked if a student is having guests over excessively (more than once per week, more than one weekend per month).

- more -

- Visitors must stay in public areas of the dorm. Never in the wings.
Visitors are not allowed in the lower level of the dormitory until 3:30 PM (after snack time).

Junior Boarding Program

SCLA's Junior Boarding Program (JBP) exists for international and American grades 6-9 dormitory residents. The program is scalable for students at the youngest age of the spectrum as well as to the oldest.

While the JBP is designed assuming that students are in the middle school, the program is also beneficial for students in grade 9, many of whom are living away from home for the first time.

In JBP, students are provided with appropriate age-level support needed to become part of a diverse community. JBP students gain social skills, organizational habits, and self-reliance, and are gradually able to assume more responsibility while demonstrating leadership.

Dorm supervisors provide a safe, nurturing environment that emphasizes a family atmosphere, emotional development, spiritual growth, and prioritized study time. Access to high school activities provides the opportunity to develop unique areas of excellence while cultivating a diversity of interests.

JUNIOR BOARDING ACTIVITIES

Junior boarding students have an additional activity calendar. Grade 6-8 students are required to take part in JBP activities including off-campus activities which are always supervised. Grade 6-8 students are not allowed off campus unless part of a scheduled activity or with special permission.

STUDY HELP

To ensure that JBP students have accountability for their homework, a JBP supervisor regularly monitors grades and upcoming assignments. Extra study groups or study times are organized if needed.

BEDTIME

Bedtime for grades 6-8 is 10:00 p.m.

HOUSE MEAL

Each Wednesday evening, grade 6-8 students have dinner, usually home-cooked, with their supervisor in the dorm.

JBP WEEKDAY OFF-CAMPUS REQUESTS

This policy is for requests to go off campus and return the same day. It does not include submitted weekend plan sleepovers and scheduled dorm activities.

Beginning the first part of November, a middle school student may be able to go off campus if a good understanding of dorm rules and expectations is demonstrated, and the student shows responsibility for his/her actions. Going off-campus is a privilege and an experience that can teach students to be responsible at a young age. Middle school students are limited to two weekend events per month (up to 4 hours a month)

Weekend off-campus plans must be submitted on the Google form by 6:45 p.m. on Wednesday. Plans submitted after that time will not be considered. The following conditions must be met for off-campus approval:

- Less than two points during a term.
- Grades must be above a C with no missing work.
- No more than one first-set unexcused tardy in the term.
- Written parent approval is provided to the Director of Student Residence for each request.

The student is accompanied by a grade 11/12 student or an RA who:

- Has less than two points in a term and less than five total points in a year.
- Is not on a discipline contract.
- Is not new to SCLA for the first semester.
- Has a working cell phone number that is fully charged.

Once approved, the student must:

- Sign out when leaving.
- Be kind and courteous to the RA or 11/12th grade chaperone.
- Thank the chaperone.
- Sign in when returning.

Discipline Schedule

When students commit minor infractions they receive a point. At the end of every nine-week grading period, all points will be erased and the students start again with zero (0) points. A dorm student may receive one point for any of the infractions listed (*some offenses may result in more consequences, depending on the situation):

PERS AND POINTS RESET EVERY 9 WEEKS

Check your Google sheet for updated term dates for the academic year.

POINTS (reset every 9 weeks)	CONSEQUENCE
1	Rule review and one per removed.
2	Rule review and second per removed.
3	Rule review, parents emailed, an additional per removed, and devices taken for a week.
4	Rule review, additional per removed, meeting with parents, student, and dorm director. Dormed for one week, and devices taken for one week.
5	Rule review, devices confiscated for two weeks, additional per removed, parents emailed, meeting with dorm director and principal, roomed for two weeks, and a contract written up.
6	Student's future at SCLA is evaluated. Possible removal from the dorm or expulsion.

OTHER CONSEQUENCES

- If a student fails to follow dorm rules in public spaces, he/she will be redirected to his/her room or wing for an appropriate period of time.

RULE INFRACTIONS

This list is not exhaustive! Dorm supervisors reserve the right to add or clarify offenses by communicating changes to students at dorm meetings.

Seniors who miss school obligations or misuse their senior privileges in any way will lose those privileges for a period of time.

- Being out of one's room during check-in or after curfew
- Allowing another student in one's room after check-in
- Being out of one's specific dorm before 6:00 a.m.
- Being late to study hall, breaking study hall rules, or engaging in non-productive behavior during study time
- Failing to check in for the night or checking in late*
- Failing to sign out when leaving campus or failing to sign back in*
- Not being where one has signed out to be*
- Keeping lights on or using a computer or other electronic device (including talking on cell phones) after 11:00 p.m. or before 5:00 a.m. on a school night
- Failing to leave the bathroom area clean after use
- Using offensive language
- Being too loud at any time, but especially after quiet hours
- Engaging in rough physical contact
- Being disrespectful or uncooperative
- Keeping a messy room
- Failing to complete evening duties on time
- Misusing school property
- Being dishonest
- Failing to use common language in English-only common spaces (lounges, hallways, bus, cafeteria, basketball court).
- Being late or absent from required dorm meetings
- Failing to attend a scheduled dorm-related meeting or appointment
- Arguing disrespectfully with a supervisor

REPEAT OFFENSES

Repeat minor offenses may result in dorm restriction and other severe consequences as determined by the dorm director, dean of students, or principal. SCLA realizes that certain circumstances require unpopular decisions for the betterment of the community. A student will lose devices for one week if a rule is broken more than three times in a school year. Parents are asked to support SCLA actions and allow supervisors to implement discipline for the good of the student and SCLA community. The dormitory director reserves the right to determine whether or not a student has reached the expectations in the dormitory to ensure the safety of all students.

Rule Review Sheet

John 13:34 “And now I give you a new commandment: love one another. As I have loved you, so you must love one another.”

Name: _____

Date: _____

Which rule did you break and why? Please be specific.

Have you broken this rule before? Yes / No

Please write down an action plan to not break this rule again.

Do you need further explanation of the rule or help in determining a plan of action? Yes / No

Do you need further explanation of any other rule? Yes / No

Which rule?

If you choose to break another rule, what will be your next consequence?

See the discipline schedule. If you need help, see the on-duty supervisor.

My next consequence is...

Student Signature _____

Date Reviewed by Dorm Director: _____

Resident Contract

Sign and return this contract to your dormitory director.

I have reviewed the Student Residence Handbook and agree to being governed by the policies it contains. I agree that I will be subject to the direction and discipline of the student residence staff or home-stay parents.

Student Signature

Date

PARENT(S)

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 student residence staff or home stay parents.

Parent/Guardian Signature

Parent/Guardian Signature

Date

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