



RESIDENTIAL LIFE HANDBOOK 2022-2023

The Residential Life Handbook is a supplement to the Student-Parent Handbook. Students are responsible for understanding and accepting the rules and guidelines in both handbooks.

VISION: GSA's Residential Life Program is a warm, inclusive, and nurturing program that responds to students in a personalized manner. We meet each student where they are and help develop and connect them to each other, themselves, and the larger community.

GSA's Residential Life Program is designed to make your time at GSA a positive and enriching experience by encouraging academic success, fostering personal growth, and helping you be an active member of the GSA community.

We take our role as your hosts earnestly. We invite international and domestic students into the structure of the dorm to find their place here in Blue Hill and as part of the George Stevens Academy community; to live, to learn, and to discover their values and their future.

We hope this experience prepares our residential students for post-secondary education and continued self-discovery, and also affords them the ability to go out into the world and remain connected to a place that has brought an immense sense of peace, belonging, and joy. In the George Stevens Academy Boarding Program, we hold dear the responsibility to preserve and expand upon the richness of this program and of each students' experience.

Boarding Student Calendar 2022-2023

(Academic Calendar [HERE](#))

August 15	Athletes <i>ONLY</i> arrive for preseason practices beginning August 15, 2022
August 25	New boarding students arrive
August 27-28	Orientation days for new boarding students
August 28	Returning boarding students arrive
September 3-5	Labor Day weekend. <i>Dorms will remain open.</i>
September 6	Regular classes begin
October 8-10	Indigenous Peoples Day. <i>Dorms will remain open.</i>
November 11	Veterans Day
November 22-27	*Thanksgiving Break <i>Dorms will close at 5:00 p.m. on 11/22 and reopen at 12:00 p.m. on 11/27.</i> <i>Students MUST find alternative housing during this time.</i>
December 21 - January 2	*Winter Holiday Break <i>Dorms will close at 5:00 p.m. on 12/21 and reopen at 12:00 p.m. on 1/2.</i> <i>Students MUST find alternative housing during this time.</i>
January 12	New boarding students arrive
January 13-16	Martin Luther King, Jr. weekend. <i>Dorms will remain open.</i>
January 14-17	New student orientation/testing.
January 17	Second semester begins
February 17-26	*February Break <i>Dorms will close at 5:00 p.m. on 2/17 and reopen at 12:00 p.m. on 2/26.</i> <i>Students MUST find alternative housing during this time.</i>
February 27 - March 10	Independent Study Internship Program
April 14-24	*Spring Break <i>Dorms will close at 5:00 p.m. on 4/14 and reopen at 12:00 p.m. on 4/24.</i> <i>Students MUST find alternative housing during this time.</i>
May 27-29	Memorial Day weekend. <i>Dorms will remain open.</i>
June 11	Commencement (<i>Dorms will close at 5:00pm</i>)

DORMITORY CULTURE

Student Responsibility

Students are responsible for fulfilling all of their academic and community commitments throughout the day, every day. This includes waking up and being at school on time, attending meals, and being prepared.

Communal Living Etiquette

No student is allowed to disturb another while they are caring for their own well-being. Studying, sleeping, and personal time are crucial for physical and mental health. Students are expected to maintain an atmosphere that is conducive for studying and relaxing during evening hours:

- ❖ Sunday evening - Friday morning: 6:30 p.m. - 6:30 a.m. Daily
- ❖ Friday evening - Sunday morning: 10:30 p.m. - 10:00 a.m. Daily

Common Areas

Common areas include the kitchen, common rooms, hallways, laundry rooms, bathrooms, entryways, and campus grounds.

Common area rules are as follows:

- ❖ Respect others who are also using the common areas by not disturbing them or disrupting their activities.
- ❖ Keep voices and electronics volumes at a respectful level.
- ❖ Appropriate physical and verbal behavior are expected at all times.
- ❖ Before leaving a common area,
 - Throw away your trash,
 - Straighten your seating,
 - Put away any food items,
 - Clean surfaces,
 - Wash and put away your dishes,
 - Take all of your personal belongings with you.

Care of rooms, chores & responsibilities

- ❖ Personalizing a room must not cause damage to walls, floors, or furnishings.
- ❖ Students are expected to keep their rooms clean and tidy.
- ❖ Everyone shares the responsibility for maintaining a safe, healthy, and welcoming environment in the dormitory. Dorm job lists and expectations will be posted in each dorm.
- ❖ Visitors to dorm rooms are always expected to knock on a door before entering.
- ❖ There should be no visitors between 10 pm and 8 am.
- ❖ At least one resident of the room needs to be present when a non-resident is in a room that is not their own.
- ❖ No common area dishes are allowed in dorm rooms.

- ❖ Students help set up, prepare, and serve dinner. A chore chart is posted for daily clean up duties.
- ❖ Students are expected to leave their room at the end of the school year empty of personal belongings, clean, and undamaged. GSA reserves the right to assess a cleaning and/or damage fee to any student who does not meet these expectations.
- ❖ ***All personal belongings are the responsibility of the students, and should be removed from the dorm at the end of the year. Some accommodations can be made in extreme situations but need to be communicated to the head dorm parent in a reasonable time. All personal items left behind, without notice, will be donated to local donation centers.***

Cooking

Each dormitory is equipped with a kitchen. Safe cooking and kitchen practices must be observed at all times. Careless, disrespectful, or dangerous practices or use of equipment will result in restrictions, or loss of cooking privilege.

Concerns and Damage to Individual Rooms and Common Areas

We expect students to be respectful of all buildings and spaces on campus and to avoid intentionally or carelessly causing damage. If any damage or an issue or concern does arise, please report it immediately to the dorm head so the problem can be addressed as soon as possible.

Meals

- ❖ Meals are provided through the GSA kitchen and served in the dorm.
- ❖ Program funds are available to purchase supplementary items for meals and snacks.
- ❖ Sunday - Thursday evening: All students eat dinner together. Students help set up, prepare, and serve dinner. Dinner is typically eaten between 5:30 pm and 6:30 pm.
- ❖ Friday and Saturday dinners are optional and flexible.
- ❖ Breakfast is an individual student responsibility.
- ❖ A chore chart is posted for daily clean-up duties.
- ❖ Phone and/or computer use is not permitted during meals.

NEED TO KNOW:

- Mail sent to students should be sent to: 23 Union St., Blue Hill, Maine, 04614. Mail is delivered daily to the campus and can be picked up in the ResLife Office or the Front Office with Lydia.
- Substances such as alcohol, tobacco, and drugs are strongly prohibited in the dorm. For additional information regarding GSA's substance policies, please refer to the general Student-Parent Handbook found [HERE](#). Any violation of this policy may result in the removal from the dorm.
- We currently have one dorm on campus, the Hinckley House. It is located just across the street from the main campus. It can house up to 23 students. Currently it is a co-ed dorm separated by floors. There are three residential dorm parents and one non-residential dorm parent who help the students living there. Many of the rooms are double

occupancy rooms. There are 3 full bathrooms, a kitchen, living area, rec room, and music room designated for student access.

Yearly Academic Calendar: Click [HERE](#)

The Bell Schedule (School Day Schedule) is on our Back-to School page. Click [HERE](#)

ACTIVITIES

The Residential Life Activities Program

After-school and weekend activities are considered a vital and meaningful part of the GSA Residential Life experience. Residential students are required to participate in either school-sponsored* or ResLife-sponsored activities throughout the school year. The Residential Life Program offers activities three days a week (Mondays, Tuesdays, and Thursdays), and on weekends, that provide an avenue for students to get involved in health and fitness, outdoor adventures, cultural exploration, and service-related activities that connect them with each other, the school, and the broader Blue Hill community. Students are expected to monitor the Google activity sheets document to be able and ready to participate in events.

When planning Residential Life activities, we consider the following core components of our mission:

Service: We look to impart a habit and understanding that our time, energy, and knowledge can and should be used for the common good of others.

Sharing: We recognize and celebrate the value of making connections among people with a range of backgrounds through sharing our stories and passions with one another.

Learning: We enhance learning by going beyond the classroom, arranging presentations and workshops that tap into the knowledge and skills in our community.

Exploring nature: We immerse students in the natural splendor of the Blue Hill area, the oceans, mountains, and woodlands that are integral to the culture of the Blue Hill community.

Health and fitness: We believe in the importance and value of exercise as it contributes to improved academic performance, physical and mental well-being, and healthy lifelong habits.

Fun: We offer residential life students abundant opportunities to have fun in the community and with each other!

** School-sponsored activities include organized team sports, after-school clubs, band and musical combos, steel pan, drama, and more.*

GENERAL RULES AND GUIDELINES

Evening Study Hours

- ❖ Study hours each school night, Sunday through Thursday, from 7:30 p.m. to 9:30 p.m. Students are required to be ready to begin working on schoolwork at 7:30 p.m.
 - Special study hour privileges may be granted, by request, to students on the High Honor Roll and Honor Roll. See [Study Hall Privileges](#) policy for details.
- ❖ Digital entertainment, social phone and online conversations, and other disruptive activity is prohibited during study hours.
- ❖ Students who are failing any classes, (below 70), will be in the common room and monitored for study hall and will not be permitted to be using their phone or other device for media. For other students with grades of concern, dorm parents will determine the best approach, which may include being in the common room, keeping the door to their room open, and/or no technology.
- ❖ The first fifteen minutes of each Thursday study hall will be a mandatory all-dorm meeting.

In Dorms and in Dorm Rooms

- ❖ Sunday through Thursday, students must be in their dorms by 9:30 p.m.
- ❖ Sunday through Thursday, students must be in their dorm rooms for the night no later than 10:30 p.m
- ❖ Friday and Saturday, students must be in their dorms by 10:30 p.m.
- ❖ Friday and Saturday, students must be in their dorm rooms for the night by 11:30 p.m.
- ❖ During the academic day, the ResLife Office will attend to any student needs, sick students, appointments, etc.

Visitors to the Dorms

Students may welcome guests to the dorm during open visiting hours with permission of a staff member or dorm parent on duty. The student host must write the name of the visitor on the whiteboard in the common room. If a dorm parent is not present or available at the time, no guests are allowed at the dormitory. Overnight guests are allowed as long as the guidelines on this checklist are followed:

- Guest's parent/guardian permission provided to ResLife Office (phone call, email, text)
- Guest's parent/guardian contact information provided to ResLife Office and dorm parent
- Dorm parent on duty has a conversation with parent/guardian of guest
- Guests are expected to follow dorm rules and expectations (follow handbook guidelines)
- Host is responsible for ensuring the above guidelines are followed
- Host provides accommodation in their room

Mobile Communication

All boarding students are required to have a cell phone with them at all times, and are expected to have prompt and immediate communication with all dorm staff.

Internet Access

- ❖ George Stevens Academy provides internet in the dormitories.
- ❖ Students will be issued a password to access the network.

- ❖ GSA's Acceptable Use Policy (found in the Student-Parent Handbook and accessible [HERE](#)) applies at all times when using the school's network, on school grounds, and with school-issued and personal equipment.

Pets

Students are not permitted to have pets in the dormitories.

Open Gym and Intramurals

The GSA gym is used for intramural sports, open gym, and other supervised activities. The hours of use will depend on availability of facilities and staff. Students are not permitted to use the gym without authorized supervision.

Bicycles

There are bicycles and helmets available for boarding student use. An ANSI/Snell-approved bicycle helmet recommended by the Maine DOT must always be worn when riding, and bicycles must be treated with care. Helmets are also required for students riding skateboards.

Riding Permission

All GSA students have permission to ride in vehicles driven by GSA employees. Additional student riding privileges are determined prior to the beginning of each school year by means of the Transportation Permission Form, to be filled out by parents/guardians. All students should know and honor their level of riding permission.

No student is permitted to get into a non-GSA vehicle without speaking to a dorm parent on duty first, even if that student has the Transportation Permission Form in place.

When riding in a vehicle, students are strongly encouraged to wear masks.

Standardized Testing

Transportation to Bangor and other local schools is provided for select SAT, ACT, and TOEFL tests throughout the year. These dates are posted in the Residential Life Office. Students are required to notify the Residential Life Office of registered test dates and locations in advance. If advance notice is not provided, transportation cannot be guaranteed, and any fees associated will be at the student's expense.

VISITS OUT IN THE COMMUNITY

Visits and overnights are permitted for ResLife students. Protective face masks (N95 or KN95) are strongly recommended in transit. Mask requirements during the visit are up to the host family.

Personal Automobiles

- ❖ Boarding students are not allowed to operate any motorized vehicle except in the course of a licensed and bonded driver education class or driving examination through the Maine Bureau of Motor Vehicles.
- ❖ Boarding students may not take part in a driver's education class until their second semester at GSA, and then only with the written permission of their parents/guardians.

- ❖ Boarding students may not have a motorized vehicle on campus.

Weekend Travel and Overnights

All requests to leave campus overnight must be submitted through the Residential Life Office and approved by a parent/guardian and the hosting adult prior to departure. Permission to leave the dorm for a weekend may be denied or reversed due to disciplinary, safety, or health reasons.

Off-Campus Behavior

Students represent GSA at all times and appropriate behavior is expected both on and off campus.

Hotels

Boarding students are not permitted to stay in a hotel without being accompanied by one of their parents/guardians or another approved adult.

MEDICATIONS AND ILLNESSES

Medications

Medications of any kind are not permitted in student rooms. All medications, including over-the-counter medications, must be given to the nurse or dorm head upon arrival at GSA. Any exceptions, including supplements, must be approved by the nurse.

Illness

- ❖ The school nurse is on duty during all school hours.
- ❖ If a student feels too ill to go to school in the morning, they are responsible for emailing School Nurse Katharine Fodnaess (k.fodnaess@georgestevens.org), Todd Eckenfelder in the Residential Life Office (t.eckenfelder@georgestevens.org), and Lydia Gray in the GSA Front Office (ly.gray@georgestevens.org).
- ❖ When ill during the academic day, students must stay in their dorm room. (add more about not being able to participate in activities)
- ❖ The nurse or Residential Life Office will schedule any needed appointments for students who require further treatment or examination by a physician.

TRAVEL DURING SCHOOL BREAKS

All travel plans **must** be approved by the Residential Life Office. You are advised to not make any final arrangements without first consulting the Residential Life Office.

Students must inform the Residential Life Office of travel plans by the established deadlines. Students are responsible for making their own reservations but may ask for assistance. If students are leaving or returning at the scheduled times, GSA will provide transportation to and

from the Bangor International Airport and the Concord Coach or Greyhound Bus Terminals in Bangor.

Dates by which travel plans must be submitted to the Residential Life Office.

Thanksgiving: November 1st, 2022

Christmas: December 1st, 2022

Winter Break: February 1st, 2023

Spring Break: April 1st, 2023

SAFETY AND SECURITY

Emergency contact information is posted in every dorm and on the back of this handbook. All students are required to have emergency numbers available to them (in hard-copy) at all times.

Fire Safety

- ❖ Students' rooms must be arranged in a way that allows a clear path and view from the door to the bed and desk so that students, dorm staff, and rescue professionals can enter and exit the room safely and easily.
- ❖ Stairwells and hallways must be kept clear at all times. Items may not be kept in the hallways or stairwells at any time.
- ❖ Students may not have appliances that contain a heating element in their rooms.
- ❖ Tobacco/nicotine products, lighters, matches, candles, incense, and any other items or substances that ignite are strictly forbidden in the dormitories and on school grounds.
- ❖ Dorm staff and school administrators may enter rooms at any time in order to inspect for safe conditions.
- ❖ Fire drills are held periodically throughout the year.
- ❖ Fire extinguishers, sprinklers, and alarms are located in each dormitory. These are to remain in place and untouched unless needed for an emergency.
- ❖ Student dorm room doors are never to be locked when students are inside.

Security of Spaces and Personal Possessions

- ❖ Students are permitted to enter another person's room only when that person is present and gives permission.
- ❖ Propping open an outside door is prohibited unless approved at the time by a dorm parent.
- ❖ Student passports and I-20s are to be kept in the Residential Life Office.
- ❖ Avoid having expensive items and large amounts of cash in your room. Return of lost, misplaced, or stolen personal items cannot be guaranteed. Safe storage is available.

Keycodes to the dormitory door locks are NEVER to be given to anyone who does not reside in the dormitory. It is unsafe and constitutes a violation of school rules.

RULES AND VIOLATIONS

Many responses to violations of behavioral expectations can be seen in the general school Student-Parent Handbook, found [HERE](#) on our website.

Violations of minor rules within the dorm will be dealt with by the head dorm parent in consultation with staff and proctors if necessary. Consequences or responses to minor infractions will be applied by the head dorm parent and enforced by proctors and dorm parents. Any major violations of the dorm, or the GSA Student-Parent Handbook, will be referred to the Dean of Students. All major violations will be reported to parents and advisors. Major violations may result in removal from the dorm, and/or school.

RESIDENTIAL LIFE STAFF

Your dorm parents are responsible for ensuring that you, and all students, have a safe living environment that encourages personal and academic growth. The staff is charged with promoting and enforcing all school policies and state laws. Students are expected to cooperate with all Residential Life staff and other GSA employees in establishing and maintaining a healthy and safe living environment.

Contact Information

- ❖ GSA Main Office: (207) 374-2808
- ❖ Residential Life Office: (207) 374-2808, ext. 115
- ❖ School Nurse, Katharine Fodnaess: (207) 479-1852, k.fodnaess@georgestevevs.org

Residential Life Office

- ❖ Dean of Students, Todd Eckenfelder: (435) 851-1764, t.eckenfelder@georgestevevs.org
- ❖ Director of Boarding Admissions, Bob Slayton: (207) 598-6078, b.slayton@georgestevevs.org

Residential Life Office Hours

Monday - Friday, 8:00 a.m. - 3:00 p.m.

Hinckley House Dormitory

30 Tenney Hill, Blue Hill

- ❖ Dorm Head Chek Wingo: (315) 532-8665
- ❖ Dorm Parent Resident Ruby Treyball (207) 644-9074
- ❖ Dorm Parent Resident Jaime Torre: (808) 633-7956
- ❖ Non-Residential Dorm Parent Tracy Nights: (559) 550-9485

For additional contacts, please see the Dorm Staff Phone List posted in the dorms.

**The rules, policies, dates, and times contained in this handbook are subject to change whenever it is deemed necessary by the school. (Revised: 8-10-2022)

Afternoon activities:

Monday afternoon @ 3pm. Meet in the common room.

Tuesday afternoon @ 3pm. Meet in the common room.

Thursday afternoon @ 3pm. Meet in the common room.

Each Sunday night before study time, the dorm parent on duty will facilitate a weekly afternoon planning meeting. This is when everyone will determine what they will be doing each afternoon for the following week. A Google Sheet will be kept for reference and accountability.

We receive premade dinners from the school kitchen each Monday & Wednesday

We go to Tradewinds as needed to get breakfast supplies and other food needs. The school pays for food from Tradewinds that is for communal use. Personal food is paid for by the individual.

Sunday Dorm Clean Up: Meet in the common room at 11 am each Sunday morning to clean communal areas. A sheet with responsibilities is available on the bulletin board in the common room.

Laundry: Each student is expected to do their own laundry as needed. The laundry machines are labeled, please use them accordingly. On the right side there is a metal drawer that holds quarters. Pull this draw out to receive quarters, place them in the slots and push the slot bar in to start the machines.

Student Proctors: Student Proctors are our student leaders within the dorm. They are available to answer questions.

Last updated on 11-22-22