

— WELCOME —

It is a pleasure to welcome you to Maplewood Academy and to the dormitory. This handbook is designed to familiarize you with the policies governing dorm life as well as to share with you some important advice and suggestions about dorm living.

It is your responsibility to know and follow the policies in this booklet, however, it is also important for you to know that rules can and do change throughout the school year at the discretion of the deans or school administration. Any rule or policy changes will be clearly announced and communicated so there are no surprises. Should you have any questions about any of the policies or information in this handbook please come and chat with us.

Parents, you are invited and encouraged to join us this year as prayer partners so that we will have the strength, wisdom, and ability to support, encourage, and guide your son or daughter throughout the school year in a Christ-like manner. Please feel free to contact the deans at any time. The best way this can be done is to either call the Dean on Duty cell phone or by email. We also like it when you stop and chat with us when you are on campus or when you are picking up or dropping off your child.

DEAN ON DUTY CELL PHONES

Boys Dean: (320) 552-0371

Girls Dean: (320) 582-1209

Facilities

Guest Rooms

There are several guest rooms available in each dorm. If a parent is wanting to stay in a guest room, please organize the accommodations with the dean ahead of time.

Laundry Room

We have our own laundry room that you may make use of any time during the week except for after lights out or during the Sabbath hours (from sundown on Friday to sundown on Saturday).

There are many students using the laundry room so it is important that you have your own laundry basket (with your name on it) and soap. When using a machine, your basket should be either on top of or in front of the machine.

If the laundry room is fully in use then try again another time. If a machine is FINISHED but the person has not moved their clothes then you may remove and place their clothes in the correct laundry basket.

Clothes left for an extended period of time in the laundry room will be considered abandoned and will be donated to the local thrift shop.

Common issues in laundry room:

- When you check the machine for clothes, it stops the current cycle. *Make sure to restart the machine if you find clothes in there that are not finished.*
- Clothes taken out of washing machine soaking wet before the cycle is complete. *Make sure to have the washing machine finish with the spin cycle as it helps in the drying process.*
- A dryer not working. *This sometimes occurs because there are too many clothes in the dryer. Try a smaller load. Also, if the clothes are too wet then they may be too heavy for the dryer to work efficiently. Put them back in the washing machine on the spin cycle to help dry them out.*

Sleepover Policy

Sleepovers are allowed on Saturday nights, with the dean's permission.

Day Students Spending the Night in the Dorm

Day students are welcome to occasionally spend the night in the dorm. If an extended stay is requested, the business office will need to be contacted so appropriate financial accommodations are made. Requests and prior permission from the dean must be given for these requests. Meals in the cafeteria will have the same process as every other meal with the student signing in and the charges going to their account.

Garbage

All personal garbage should be taken to the dumpster behind the dormitory. Do not throw your room trash in the bathroom or hall garbage cans. Garbage (ramen, food, etc.) **should not be washed down the sinks or dumped into the drinking fountain**. If repairs must be made because of food or trash clogging the drains, the student may be required to pay a maintenance fee. Disregarding these guidelines will result in fines and repair fees.

Room Checks

Cleanliness is an important part of a student's life. To help our students keep organized, the deans will do room checks every Monday, Wednesday and Friday. There is no room check on Mondays after a home leave. If you score a nine or above on your Monday and the previous Friday room check, you can have a pass on the Wednesday room check. Consequences for frequent or continuous unsatisfactory room checks may include loss of some of your recreation time, dorm community service, and/or fines and cleaning fees.

Room Condition and Furnishings

The administration of Maplewood Academy has established guidelines with regards to the residence hall rooms. It should be understood that all residence hall rooms are the property of the school. Each room is furnished with two single beds, a desk and chair for each student, two built-in wardrobes, dresser units, window blinds, and a sink. **Mattress sizes are Twin XL.**

Any student should thoroughly check their assigned room prior to moving in. The dean will also do a thorough room check and sign your move in paper prior to occupancy. Maplewood reserves the right to charge your account for any destruction or damage to dorm rooms or furnishings. When you check out at the end of the school year, your room must meet the "Check Out" criteria. Any damages will be charged to the student's account at replacement costs including possible additional fines. Improper cleaning will result in a minimum \$100 fine and fees for any damages.

- The furniture in your room should not be altered, removed, or exchanged without permission from the dean.
- Large pieces of furniture such as couches or beds that are not provided by the school must be approved by the deans. Couches cannot be left over the summertime. If you bring a couch, it must be taken with you when you check out.
- Room doors may not be removed and/or cut.
- Plumbing and electrical outlets may not be altered.
- Curtain rods are not allowed. The dorm provides mini blinds in each room, be careful with them as they can be easily damaged if you are careless when using them.
- Posters and other decorations used in the room should be in harmony with the Christian principles of the school.
- Nails, screws, and tacks may not be used on the walls. Please use poster putty.
- Nothing is to be attached to the doors or any other woodwork in the room without the dean's permission. This includes stickers.
- Residence hall janitorial equipment and supplies are not for personal use. Please provide your own cleaning products and trash bags.
- Vacuum cleaners may be found in each hall or the lobby. Please return them to their proper location and in good repair after use. If they are not working please bring them to the dean's office.

Refrigerators

Refrigerators 3.5 cu. Ft. or smaller are allowed in the dormitory by prior approval of the dean. A fee of \$30 per semester to cover extra electrical cost will be added to your bill.

Room Size

Room sizes are approximately 11' x 17'.

Pets

Pets, other than fish, are not allowed in the dormitory, Visitors and or parents need to check in with the dean if they are bringing in a pet of any kind.

Room Searches

The dean has the right to enter any room at any time and may search a room when necessary.

ACTIVITIES

Worship

Worship is an important part of life in our dorm. Worship attendance is required. An R.A. will take record at the beginning of each worship period. It is required to be on time for credit. Worship begins at 7:45 typically. The time can vary as well as the location so make sure to communicate with your deans and RA's.

Study Hall

Study hall begins at 8:30 p.m. and continues until 10:15 p.m. Students must be in their own rooms during this time. If you would like to study in a group or get help from a tutor, ask your RA or dean. Food deliveries are not accepted during the study hall time. No showers or laundry is permitted during strict study hall.

Lights Out

It is expected that you will prepare for bed from 10:15 – 10:30 p.m. Lights need to be turned off by 10:30 p.m

Evening Schedule

Typical Schedule Sunday through Thursday night:

5:50 pm - 7:30 pm	Intramural Program/Rec
7:45 pm - 8:00 pm	Dorm Worship
8:00 pm - 9:00 pm	Strict Study Hall
9:00 pm - 10:00 pm	Relaxed Study Hall
10:00 pm -10:30 pm	Prepare for bed, turn in phone
10:30 pm	Lights Out for Freshman, Sophomores, and Juniors
11:00 pm	Seniors Lights out
<i>10:00 pm</i>	<i>Friday night lights out</i>
<i>11:00 pm</i>	<i>Saturday night lights out</i>

RULES

Theft

Honesty and integrity are values that are strongly emphasized at Maplewood Academy. However, it is also prudent for students to demonstrate responsibility with regards to their own personal possessions. We strongly urge students to take the following precautions:

- Never leave your room unlocked, even when you are sleeping inside or going down the hall to visit a neighbor or use the restroom and shower.
- Don't leave laptops unattended in public areas.
- Secure your money and valuables. Do not leave them visible in your room.
- Keep a written record of the serial numbers of computers, valuables and personal electronics.
- There are security cameras in public areas of the dormitory, such as the lobby and halls. These cameras will never be placed in any private areas (bathrooms, and dorm rooms.) The primary purpose of video recordings is to provide for your security in the dorm.

Residents are encouraged to carry personal property insurance for their belongings. MWA and the Boy's Dorm assumes no responsibility or liability and provides no insurance or financial protection for a resident's personal property. If you believe your personal belongings have been stolen, please contact the Dean immediately.

Bullying, Harassment and Hazing

These behaviors are not tolerated in the dorm, or anywhere on campus. Students have the right to feel safe and secure in the dorm and at school.

Profanity

Profanity and offensive language is not accepted on the MWA campus or in the dorm. It is the desire of the Deans that the dormitory be a Godly place for students to live and offensive and profane language takes away from this goal.

Sneaking out

Sneaking out of this dorm is not tolerated. There is a \$50 fine for damaging or removing screens, and climbing into or out of any windows on campus at any time. Students sneaking out of the dorm or sneaking off campus face immediately disciplinary action up to and including suspension or expulsion.

Relationships

As a Christian school, Maplewood Academy encourages students to maintain healthy and proper relationships with fellow students. No sexual/physical intimacy beyond short hugs is tolerated at Maplewood Academy.

Dress Code

See the school's student handbook for a the complete dress code policy. However, please note:

- Hats/hoods are not allowed indoors except for the dorm and gym.
- Jewelry is not to be worn on campus or any school trips. This includes necklaces, bracelets, rings, and piercings of any variety.
- While walking through the halls to the showers you must be covered appropriately.

Sick List

Being away from home when you are sick is not a pleasant experience. Here are some helpful guidelines to follow if you are not feeling well.

- See the Dean on Duty before your classes begin. Excuses will only be given for later in the day.
- If you cannot find the Dean, call the Dean on Duty cell.
- If you are having an emergency, call the Dean on Duty cell or come to a Dean's apartment.

An example of a reason to go on sick list: Fever or vomiting. The Dean will take your temperature and contact your parents.

Reasons not to go on sick list: You are too tired, feeling a little under the weather, headaches, test anxiety, etc.

When you are on sick list you will stay in your own room except for shower and bathroom use. Visitors are not permitted in your room. If you leave your room (except to shower or use the bathroom) or if you allow others into your room, your classes will not be excused.

When you are on sick list your food will be delivered to you from the cafeteria by a dean or dorm worker. Your friends may not bring food from the cafeteria for you.

Supplies such as crutches and heating pads are loaned, but may require a deposit and must be signed out. There will be a fee for non-returnable items such as ace bandages.

School insurance covers accidents only. This does not include the flu, colds, appendicitis, etc.

Any medical or dental visits should be arranged by your parents and scheduled for when you are home. Medical emergencies will be managed by the deans and parents will be contacted as soon as possible.

Counseling Services

Maplewood Academy employs a school counselor. The counselor's office is in the administration building inside the library. Feel free to approach the counselor or talk to a Dean to set up a time to talk with the counselor. The school counselor can help get a student organized, help sort through issues and is always a great listener. There are some cases where you may be required to make an appointment with the counselor (related to relationships, substance abuse, emotional health etc.) At certain times students may also be referred to an outside counselor for more helpful and resourceful personal therapy.

Keys

Please keep your door locked and your key with you at all times.

Should the dean need to unlock your door because you forgot your key, you will be charged a \$.50 unlock fee which must be paid before the door is unlocked. Deans will do their part to make sure rooms stay locked at all times while you are not there to maintain the security of your belongings, but it is primarily your responsibility to keep your room locked and have your key. A lost key will result in a \$50.00 lock and key replacement charge. The deans have the right to enter any room at any time and to search if necessary.

Home leaves and Holiday Breaks, Leaving Campus

Home leaves and breaks are marked in the school calendar. You and your family should make travel arrangements for them well in advance as students are required to leave campus during these times.

Everyone must be out of the dorm by 2:00 pm on home leave day.

You may return on the designated return day (according to the school calendar) after 5:00 pm. Do not return to the campus before 5pm, as there is no school supervision before 5:00 pm on return days and the dorms will not be open.

Any time you wish to leave campus a leave slip must be filled out and given to the Dean. This includes day and overnight trips. Weekend Leave slips should be submitted by Thursday at noon.

If you wish to go to any home or location other than your own, you must have written permission (email from your parent, or text to the dean of duty phone) from your parents and an invitation from the host family.

If you leave campus without permission, your parents will be notified and the school is no longer responsible for you. There may be a fine and/or other consequences (such as being dorm or campus bound for a period of time, suspension, or expulsion).

*****Faculty homes are considered off campus and require contacting the dean and signing out at the front desk.**

Transportation

The school does not provide transportation to various areas. It is your family's responsibility to get you to and from home and school.

If you leave for the weekend, you must arrange your own transportation to and from the dorm in advance.

Only faculty, staff, parents, guardians, family, and friends over 21 can take you off campus with your parents or guardian's permission.

Outdoor Enjoyment

We encourage outdoor activities. Best practice is to ALWAYS communicate with the dean on duty where, what activity, and for how long you would like to be out.

You are allowed to go to the North woods with proper notification to the dean on duty. You are not allowed to go with the opposite sex unless supervised by a faculty member.

Fire Policies

Any time the fire alarm sounds, all students must evacuate the dorm and be counted. You must report to your R.A. when you exit, and the R.A. will provide you with additional instructions.

Any fire starting device or open-flamed appliances not to be used in the dorm rooms.

Non-approved electrical appliances such as microwaves, electric heaters, hot plates, waffle makers, coffee machine, rice cooker, toaster ovens, and toasters are not allowed in the dormitories.

Extension cords are not allowed because of the increased fire risk. Only UL approved surge protectors may be used.

All electric heaters and/or appliances (those with heating elements) must be approved by the dean or they will be confiscated. Tampering with any heat detection equipment, smoke detection equipment, hoses, fire extinguishers or emergency exits may result in up to a \$500 fine, as well as replacement/repair costs for anything damaged.

Consequences

Each student is an individual who deserves to be treated with respect, understanding, and love. Everyone makes mistakes, and there may be times when you may need to be reminded of dorm policies. Should you choose to disregard a dorm policy, you will be given consequences. Depending on the situation, your attitude, and the severity of the offense, the consequences may include fines, loss of privileges, suspension, expulsion, or being dorm-bound or room-bound. In addition, there are some cases in which law enforcement will have to be contacted, and there may be greater consequences than just from the school.

The deans hope that each of you will develop a sense of personal responsibility. Consequences resulting from failure to follow dorm policies always have this goal in mind.

Electronic Media Policy

See School Handbook

In addition to what is found in the Student Handbook, the Deans may be required to intervene on your use of electronics and media.

Some examples of problems that would require intervention involve pornography, video/computer game addictions, avoiding real life social interaction, poor grades and study habits, and other issues and concerns.

In these cases, we will be talking to you, confiscating the problem devices, and contacting your parents. This also may involve school administration or the school counselor.

The deans may also have reason to confiscate a phone, situations where this would happen include: consistently bad room grades in a row (phone taken until room clean), Downgrades list, social and campus leave restrictions (CLR).

Drug Policy:

See School Handbook.

Phoning /testing

See School Handbook

All phones will be turned in on Friday evenings 10 minutes before vespers and phones will be available to be picked up Sabbath after lunch unless the Saturday afternoon activity is required, then it will be after the activity.

Students can pick up their phones and other electronic devices at 9:30 am Sunday.

Maplewood Academy is not responsible or liable for any confiscated item.

SABBATH OBSERVANCE

Maplewood is a Seventh-Day Adventist Academy that observes the seventh-day Sabbath. This means that we set apart the hours from Friday sundown to Saturday sundown as a special time to be involved in activities that will enhance our Christian experience. You are asked to respect these hours while you are here on our campus.

Food delivery services are not to be used during this time. Students are asked to refrain from school studies, secular music, video games, etc. Instead, spend the hours in activities that will encourage spiritual growth and renewal.

Out of respect for the Sabbath we have a special dress requirement that is observed for meetings. Please see the Sabbath dress code section in the school handbook. The deans are happy to answer any questions about Sabbath observance that the student may have.

There will be a required Friday evening vespers, Saturday morning Sabbath School, church service, and VR2 (sundown worship).

Times for the worships will be posted each week. Being late will have consequences such as a student's attendance grade. Habitual lateness will have more serious consequences.

Our goal here is to help you grow in Christ. By following these guidelines, we will have a great year at Maplewood Academy.

By signing this statement, I, a student in the dorm at Maplewood Academy, have read, understood, and accepted the guidelines, and am willing to accept the consequences put forth in the dorm Handbook for 2020-2021 school year and recognize that changes and additions may occur mid-year to this handbook. Changes may be made by updating this document or by announcement from the Deans.

(Print Student Name)

(Sign Name)

(Print Parent or Guardian Name)

(Sign Parent or Guardian Name)

Please turn this form into the Dean's office for your file.