

FREEMAN ACADEMY DORMITORY HANDBOOK

2009-2010

1. WELCOME

Welcome to Freeman Academy! We are glad that you are here and are looking forward to the contribution you will make to our student body and community.

We hope and pray that the dormitory will become your “home away from home” and we expect that you will have many great memories and friendships that you will take away from your experiences here.

Any time there is a group of people living together as a family, certain guidelines become necessary. Even though each of us strives to live lives that are pleasing to God, human nature at times can cause conflicts. This is the reason for having a dormitory handbook. Please read the guidelines carefully and become familiar with them. If any of them are unclear or you have any questions, please talk to the dormitory parents or the superintendent/principal.

Again we welcome you to our family and pray that you have a great school year.

2. WEEKENDS

The dorm will be in operation seven days a week. Students who are not returning to their own homes during the weekend will be staying at the dorm unless previous arrangements have been made with the school and/or the dorm supervisor. In order to provide the students with a variety of cultural and relational experiences, however, approximately two weekends a month will be set aside for the dorm students to spend the weekend with a host family in or around the community. During those weekends, the dorm will be **closed** and students will not be allowed to stay there or have access to their rooms. Students are expected to check back in the dorm on Sunday between 8:00 p.m. and 10:00 p.m. upon return from their host family weekend. If a student cannot return by 10:00 p.m., he/she is to return Monday morning prior to the start of class times. Please communicate with the dorm supervisor if you were planning to return Sunday evening and decide to return Monday morning instead.

3. SCHEDULE

The typical school day for a dormitory student will provide time for spiritual, physical and mental growth. This is an example of a typical weekday schedule:

7:30	Breakfast
8:00—4:00	School day
4:00—5:45	Extra-curricular activities/study time
5:45—7:00	Dinner/devotions
7:00—10:00	Free time/additional study time available
10:00	Guests gone. All students back in dorm
10:45	Quiet time - all students in their own suites

This is an example of a typical weekend schedule:

9:00—9:30	Breakfast- if desired
12:30 – 1:00	Noon meal
1:00—5:45	Extra-curricular activities/study time/relaxation
5:45—6:30	Dinner
6:30—11:00	Free time/additional study time available
11:00	Guests gone.
11:30	All students back at the dorm
11:45	Quiet time - all students in their own suites

4. ROOMS

Since this will be your “home away from home” for the next 9 months, we encourage you to decorate your room using your own good judgment. Use posters, family photos, your own artwork, etc. We ask that you use sticky tack rather than nails, tacks or tape to help keep our walls looking nice for years to come. You can pick up sticky tack at Wal-mart or in any drug stores.

No pets are allowed in the dormitory.

You are able to keep radios, stereos, and CD players in your room. You will need to check with the dorm supervisor in regards to keeping other electronic equipment in your room. A TV is allowed in the shared middle room as long as the same TV guidelines are followed as written for the common room. Any cooking appliances such as hot plates or popcorn poppers are only allowed in the kitchen.

A mattress pad is supplied for each student’s bed and must be used at all times. Other bedding is supplied for international students although they may provide their own if they desire.

Everyone has the right to privacy here at the Freeman Academy dorm. We encourage everyone to knock before entering anyone’s room. However, if the dorm supervisor suspects possible illegal behavior or behavior contrary to the dorm guidelines, the dorm supervisor and superintendent/principal have the right to enter your room without your permission.

Students are not allowed to be anywhere in the suites or bedrooms of members of the opposite sex.

Students are encouraged to discontinue any phone use (personal cell phone or dorm phone landline) after 11:00 p.m. on school nights. This restriction also applies to text messaging.

5. CLEANING OF ROOMS

Rooms will be inspected weekly. This inspection typically occurs on Thursday evening as the weekly trash pickup occurs on Friday.

6. TELEVISION/MOVIES/VIDEO GAMES

The televisions in the commons area on the first and second floor are available for student use. There will be no TV before 6:00 a.m. any morning and the TV must be off by 10:30 p.m. on school nights. No R rated movies/DVDs/M rated video games will be allowed at any time. Students are asked to use good judgment in selection of their entertainment choices.

7. LEAVING THE DORM

All students must communicate with the dorm supervisor and give their destination any time they leave the dorm. Students are to be back in the dorm by 10 p.m. (school nights) and 11:30 p.m. (Fri/Sat). Please inform the dorm supervisor when you arrive back to the dorm. If your plans will cause you to be late getting back to the dorm, you must communicate with the dorm supervisor BEFORE the time you are due back. Your parents have entrusted the dorm supervisor to know where you are. This involves your personal safety. For that reason, it is very important that you communicate when leaving the dorm, and stick to the curfew. Disciplinary action may be taken if these rules are broken.

8. DAMAGE

Each student will be assessed a \$50 damage deposit for each year. All students are responsible for damage in their rooms and should report it to the dormitory parents immediately. Any damage outside of the rooms that is not reported to the housing staff will be paid for out of the deposits collected. Any unused remainder of the deposit will be refunded to the student.

9. CLEANING

Each student will be assessed a \$50 cleaning deposit each year. If rooms are not cleaned when a student moves out of the dormitory, the cleaning deposit will be used to clean the room. Students are expected to remove all pins or marks on walls or desks before leaving. Any unused remainder of the deposit will be refunded to the student.

10. SICKNESS

We all know that we're going to become ill at some point during the school year. If you are too sick to go to class please inform the dorm supervisor by 7:30 am so that the school and your parents can be notified.

Any students becoming sick during the course of the school day must see the Principal for permission to miss class and return to the dorm.

Our dormitory parents cannot dispense common medications. Residents should have their own supply of over-the-counter medicines.

Requests by students to see the doctor or dentist must go through the dormitory parents. If a student needs a doctor's attention, parents will be notified.

11. VISITORS

At the FA dorm we love to have visitors! Friends and family are welcome to visit you after school and in the evening. Please use good judgment when it comes to completing homework. No visitors are allowed in the dorm before school in the morning and all visitors must be out of the dorm by 10:00 p.m. on school nights. Visitors are to conduct themselves as guests in the dormitory and are expected to follow all dormitory rules. Visitors are not allowed to be anywhere in the suites or bedrooms of members of the opposite sex. Guests are not to be in the dormitory during meals. No guests are allowed in the dorm when school has been cancelled because of bad weather. Dorm students are not to leave the dorm when school has been cancelled due to weather unless the dorm supervisor and/or parent deem the weather conditions and roads are safe for travel.

12. ASSIGNED DUTIES

Just like home, everyone in the dorm will have assigned chores to do. These duties may include setting the table, loading the dishwasher, cleaning the commons, etc. The students will be taught how these duties should be completed by the dorm supervisor.

13. STUDENT CONDUCT

Each student in our campus community must accept responsibility for his/her behavior, attitude and overall conduct. As a Christian school, our behavior is based on Biblical teachings. We expect our faculty, staff and students to live their lives in a manner that is pleasing to God. If it is apparent that a student is involved in activities that are contrary to Christian standards, thoughtful and loving action will be taken to teach and correct the student. For major or continuous problems, the student may be subject to disciplinary action by the superintendent/principal.

14. MISCELLANEOUS

The dorm is an extension of the school. In addition to the dormitory handbook, all Freeman Academy student handbook rules apply.

Student Housing: Materials and Supply List

Bedding:

- Two sets twin sheets (fitted)
- One bed spread
- One blanket or comforter
- One pillow
- Two pillow cases

Suggested Desk Accessories:

- Desk drawer organizer
- Dictionary, thesaurus, grammar guide
- Ruler
- Scissors
- Small bottle glue
- #2 pencils
- Pens, ink, markers, highlighters
- Small stapler
- Paper clips
- Calculator
- Reading light

Personal Items:

- Personal Bible and devotional materials
- Clothes hangers
- Small clothes hamper or container for soiled clothing
- Towels, washcloths
- Bath and toiletry items
- Alarm clock, battery back up if electric
- Long distance calling card
- Hobby supplies

Medical:

- Medication: prescriptions must be kept in original container with directions for administration.
- Disclosure of medical conditions that may require attention by adults.
- Nonprescription items must be registered with supervisors. Directions for use to be provided by family physician.

I have read and agree to follow the above dormitory guidelines.

Student name (please print): _____

Student signature & date: _____

Parent/Guardian signature & date: _____

Please detach the signed portion and return to the school office.