

# SAINT PAUL LUTHERAN HIGH SCHOOL

## RESIDENT HALL HANDBOOK

### 1.0 PHILOSOPHY AND GOALS

Resident hall life at Saint Paul Lutheran High School is to be a natural outgrowth of a Christian life style. The guidelines and disciplines set forth in this handbook are designed to encourage and foster responsible Christian living. The Word of God, as lived by Jesus, is our rule and guide as we bring up the young people entrusted to our care.

Our goals for residential life are listed below to firmly and lovingly make our priorities known for our residential life together here at Saint Paul. They also invite us to think of life together as more than being orderly and on time. We are called to do so much more. We order our lives together to help achieve our highest calling of all, to serve our Lord and glorify Him with all that we are given to do. Our goals:

- 1) Together in Christ  
We will live, work, and pray together in an environment that shows our love for Christ. We will enjoy each other's fellowship, attend worship, look out for each other, and encourage one another.
- 2) Prepared and Responsible  
The dorms will be a place where academic life flourishes, where we are accountable, and ready to grow in Christian character.
- 3) Ready for Company and those Who Follow in our Footsteps  
We will make the dorms not just comfortable for ourselves, but we will seek out ways to make visitors comfortable and make the dorms better for future dorm residents.

### 2.0 GENERAL EXPECTATIONS

Students are expected to abide by the established

rules and regulations. This is necessary for the smooth operation of the resident halls and for the Christian growth of our students. Parents are expected to encourage and assist their sons and daughters in abiding by all school rules and realize there are consequences for actions contrary to these rules.

### 3.0 HOURS OF THE DAY

**3.1 Academic Hours** are hours when students are to be in class. Students may not return to the resident hall during the academic day unless they have a pass from the office.

If a student is possibly too ill for classes, please follow the procedure listed below in point 11.

**3.2 Study Hours** are hours during which students are to study. Study hours are Sunday-Thursday, 7:30 p.m.-9:00 p.m. Students who show they need longer study hours may be assigned extra monitored time to complete schoolwork.

Study Hour guidelines are essential for establishing proper study habits so that students can grow in wisdom and knowledge to the fullest potential of their God-given abilities. The guidelines are as follows:

- A. Study hours begin promptly at 7:30 p.m. This holds true even if the designated study monitor has not announced them on the floors.
- B. Marks will be given at the rate of 1 per 5 minutes if you are late for study hours (late at 7:30 – 1 mark, 7:35 – 2 marks, 7:40 – 3 marks). After 15 minutes you are considered absent. The Resident Hall Supervisor (RHS) will assign detention time.
- C. Students are to be in their room with their books - not sleeping, playing games, watching DVDs, talking, etc.
- D. Talking will be kept at a minimum once study hours have begun. Students are to have all books and assignments before 7:30 p.m.
- E. Food, drinks, and bathroom needs are to be taken care of BEFORE 7:30 p.m. The study monitor may permit bathroom breaks after 8:15 p.m.
- F. Students may study together if they are working on the same subject. There will be

no more than 4 people in a room (includes

roommate). Permission must be obtained prior to 7:30.

- G. Day students must receive permission to be in the dorm rooms during study hours from the RHS or SA on duty.
- H. Music can only be listened to by headphones.
- I. No incoming calls during study hours, except for emergencies. Cell phones are not to be used or to be turned on by those on study hours.
- J. Study hour marks will be given for violation of study hour rules. These marks will be cumulative for the week and will receive consequences as follows:
  - 1 mark** - loss of 9:00-10:00. Bedtime is also a half-hour early for the evening.
  - 2 marks** - dorm arrest the following day.
- K. Each additional mark will result in further consequences decided by RHS.
- L. There may be times when a student wants to do something **special** which would conflict with study hours. Permission to take early study hours (normally 4-5:30 p.m.) can be obtained from the RHS. Normal study hour guidelines will apply. Some sports hold late practices, practices that would cut into study hours. In these cases early study hours are automatically assigned.
- M. **ILLNESS:** If a student is unable to study during study hours due to illness, he/she must remain in their room for the rest of the night. The student must also report to Director of Health Services before returning to school for a health clearance.
- N. Students on study hours who make use of a computer need to have the screen viewable from the doorway area of their room so that use can be easily monitored.

**3.3 Students Off Study Hours:** Students can earn the privilege of being exempt from study hours. GPA's for the second and fourth quarter exemptions are based on first and third quarter grades respectively. First and third quarter exemptions are based on previous semester grades. The GPA's are as follows: Seniors 3.00, Junior 3.25, Sophomores 3.50 and Freshman 3.75. Names of students off study hours will be posted each quarter.

Students off study hours are permitted to leave campus during study hours. Students off study hours

may not visit other rooms with students on study hours except approved tutoring. When visiting other

people off study hours doors must be closed and noise should not be audible in the hallway.

Students will lose their study hour exemption if they:

- A. receive an Academic Mid Term Report or 2 weekly class evaluations.
- B. receive an F for the quarter period.
- C. habitually or intentionally fail to observe resident hall rules or continually make too much noise during study hours.
- D. continually ask for late pers to do homework.

**3.4 On-Campus Hours** are hours in which students are to be back on campus, on the Quad or in the residence halls. These hours overlap, obviously, with the hours of the academic day and residential (in dorm) hours. Additionally we note:

On Campus Hours begin when the academic day begins and remain until the student checks in at the dorm after school.

On the day before a school day (Sunday – Thursday), a student can then be off-campus until 7:30 if they have study hours or until 9.p.m. if they do not have study hours. This time may be extended to 10 p.m. if the RHS posts “late hours” because of a late school start the next day.

On the day before a non-school day (Friday and Saturday), the student can be off campus until 11 p.m.

Exceptions to on-campus hours between 9 p.m. and 10 p.m. on school nights: Students are to remain on the Quad unless they are briefly going to visit Jump, Casey’s, or Creemee Freeze (when open). Special permission is needed to go any place else.

As mentioned also in the Student Handbook, being on the Quad means being in front of buildings and within easy view of someone driving along the road that circles Quad.

There may also be mandatory dorm meetings or other events that will require the student to be on campus earlier than the normal curfew.

**3.5 Resident Hall Hours** are hours in which students are to be inside their own resident hall.

Resident Hall hours are as follows:

Sunday - Thursday: 10:00 p.m. - 6:00 a.m.

Friday & Saturday: 11:00 p.m. - 6:45 a.m.

Student on study hours will obviously be in the dorm as well unless they are eligible to attend a Saints game on campus, for example. There may also be

mandatory dorm meetings or other events that will require the student to be in the dorm at other times.

All students are permitted to be out of the resident hall Sunday-Thursday, 9:00 p.m. - 10:00 p.m. and normally mandatory meetings are not scheduled for this time.

On nights that school starts late, the RHS may post "late hours" including an 11 p.m. dorm closing for all dorm residents.

**3.6 Late Pers** are permissions given to students who want to be out of the resident hall past resident hall hours for constructive activities. Curfew late pers are earned by students who are in good standing in the dorm. Saturday late pers may be given only if Sunday church attendance and/or behavior are not affected.

Curfew late pers should be requested early. Normally curfew late Pers will not be considered after 8:00 p.m. on the night for which you request a curfew late per. When requesting a curfew late per, be prepared to tell where you are going, what you plan to do, what time you plan to return, with whom you will be sharing your time, and what transportation you will be using.

**3.7 Bedtime Hours** are hours during which students are to be in their own room, in bed, quiet, with the lights out.

Give yourself ample time to use the restroom, attend to personal hygiene, etc., before bedtime. Cell phones may not be used after lights out without permission of the Resident Hall Supervisor.

Bedtime hours for freshmen and sophomores are as follows:

Sunday - Thursday: 10:30 p.m. - 5:00 a.m.  
Friday : 1:00 a.m. - 5:45 a.m.  
Saturday: 12:00 midnight

Bedtime for juniors and seniors are as follows:

Sunday-Thursday: 11:30 p.m. - 5:00 a.m.  
Friday: 1:30 a.m. - 5:45 a.m.  
Saturday: 12:00 midnight

RAS and seniors, who have proven their maturity by keeping school and dorm rules, regular school attendance and not falling behind in their studies, may be exempted from regular bedtime hours by On nights that school starts late, for example, the RHS may post "late hours" including a midnight bedtime for all dorm residents. Other allowances, such as late pers, are considered on a case-by-case

basis by the RHS.

**3.8 Study Late Pers** are permissions given to students to stay up past the normal bedtime. Study late pers are given to students for additional study time ONLY. Study late pers are to be requested from the RHS or according to the standard procedure established in dorm meetings (typically no later than 10).

Study late pers will be denied to students who received a mark during study hours. Abuse of study late pers will result in an immediate loss of the late per and the student will go straight to bed. Study late pers are not normally given on Sunday evenings and will not be given to those already serving a 9-10 punishment.

**3.9 Quiet Hours** are hours when the entire resident hall should be quiet. Out of the respect and concern for others, quiet hours are daily from 7:30 p.m. to 7:30 a.m. on the days before a school days. During this time: noise should be at a normal study volume; and stereos are only to be played at a level where the occupants of the room can hear it. Repeated abuse of quiet hours will result in consequences.

Noise should be kept to a minimum level throughout the entire dorm at all times.

See also the guideline on cell phones (10.13).

**3.10 Sunday Church Services** are to be attended by all students unless prevented by illness. Students who miss church will be on Dorm Arrest for the day and detention time.. Continued absences will be dealt with by the RHS as will any other continued disregard of rules.

Students who are members of other religious bodies are free to attend their own services but are always welcome at St. Paul's in Concordia or other area Lutheran churches.

Students are expected to attend the church of their faith unless the resident counselor has a written statement, from the parents, to attend another recognized church.

Timeliness, appropriate church dress, and proper behavior during services is expected. Consequences

will be assigned by RHS to those who converse during services, leave early or arrive late, bring items that make noise, take a cell phone to church, appear to sleep, or wear inappropriate clothes. "Wednesday

dress” or better is appropriate for church (see Student Handbook).

**3.11 Visitation Hours** are hours when people who do not live in the resident hall are welcome to visit students, including family.

First floor visitation hours are:

Monday-Thursday: After school - 10:00 p.m.

Friday: After school - 11:00 p.m.

Saturday: \*10:45 a.m. - 11:00 p.m.

Sunday: \*10:45 a.m. - 10:00 p.m.

Visiting students from Saint Paul of the same sex are permitted to visit on the residential floors during Study Hours if they obtain permission from the SA on Duty or the RHS. Non Saint Paul-students and non-family visitors **MUST** always obtain permission from the RHS.

Visitors of the opposite sex are not permitted on the stairs leading to the residential floors at any time! Violation of this policy is considered a serious offense. The dorms may also have other posted restrictions for visitation that should be followed carefully.

Any person who is behaving in a way that is not conducive to dorm life at Saint Paul may be asked to leave.

## 4. 0 CHECK-OUT PROCEDURES

### 4.1 Dorm Check Outs

Checking out and in is not meant to be an invasion of your privacy or an insult to your integrity. Rather, it is a demonstration of mature responsibility and could save you from missing something important. It also gives an accurate account of who is in the resident hall in the event of an emergency and allows the RHS to find you in case of a family emergency.

For reason of safety and emergency situations, it is essential that the RHS knows where you are at all times. This means that when you leave the resident hall, you must state where you are going, whose car you are riding in (unless walking) and the time you will return. This information must be written on a check out card that every person will receive. Checkouts must be specific such as Fine Arts building or football field.

Quad is defined as the area on campus that is in front of and outside all of the buildings. The parking lot, inside of buildings, or areas that are behind buildings

are not considered "Quad". Casey’s, CreeMee Freeze and Jump are not part of Quad. You must also check back in as soon as you return, by moving your checkout card to the "in" position.

You may check out to a day student’s home only if the parents of that student will be at home.

When you plan to leave the Concordia area, you must verbally check out with the RHS (or SA on duty) as well as fill out the checkout card.

It is your responsibility to check out and in each time you leave the resident hall. Should you decide to give someone else the responsibility for checking you out, consequences resulting from improper checkout will still be assigned to you! Failure to comply with the checkout procedure (not checking out, not being at the place for which you have checked out to, etc.) is considered a serious offense.

The boundaries of the campus are as follows:

North: 1st Street

South: 3rd Street

East: The eastern edge of the football field

West: Main Street and the alley

### 4.2 Weekend Check- Outs – Non-School Events

In cases where one or two students are simply requesting to stay over at someone’s house of the same sex, request permission of the RHS before 8 p.m. on the day before you plan to leave to stay over at a place other than the dorm.

- If you are planning to spend Friday overnight anywhere other than the resident hall, you must request permission before 8:00 p.m. on Thursday from the RHS.
- Saturday night checkouts must be requested by 8:00 p.m. on Friday.

Requests after these times will be considered under special circumstances. Plan well enough in advance so that all of the permissions can be finalized.

The RHS may request that you verbally check out with him or her in person before leaving.

The following policies also apply for stay overs:

- A. The host parent must read and sign an "Overnight sign-out Responsibility" form and return it to the RHS before the resident hall student leaves for the weekend. Once the form has been signed and returned, verbal permission will be all that is necessary for additional sign outs to that home.
- B. To make sure that the event is chaperoned and

all permissions properly gathered, when 3 or more students wish to spend the night at the same house, permission must be requested by Thursday of the weekend in question.

- C. There will be no weekend checkouts (unless special permission is granted) at certain times: Homecoming, prom, the last day of school, the day of a vacation check-out/return, and senior trip.
- D. When you stay at a home that is outside of Concordia, upon returning from your visit you must first go back to the resident hall and check out to wherever else you would like to go.
- E. When you stay at a home in the Concordia area, you are not to be on campus or back in the resident hall, during the time you are checked out of the resident hall. Exceptions will be made for campus activities, financial aid jobs, and like situations. If in doubt, check.
- F. Students are to be back in the resident hall Sunday night by 7:30 p.m. unless special permission has been granted.
- G. The student's Parental Permission Form should be followed at all times by the student and the host family!
- H. Students may only check out over night to same sex homes. Boys don't stay overnight at girls homes and vice versa. Exceptions may be considered on an individual basis by the RHS. Exceptions are for special circumstances - they are not routine. An exception granted by the RHS must be requested before Wednesday of the weekend in question for any such stay over.
- I. You may check out to a day student's home only if the parents of that student will be at home.

Leaving the campus overnight without permission will result in the immediate notification of your parents or guardians and further disciplinary action upon your return.

#### **4.3 Vacation Periods**

Our resident halls are closed over vacation periods. In most cases students not going home go to relatives or are invited to the homes of fellow students. We try to assist students in finding a place to stay but cannot guarantee we can place all students. Thus the following guidelines are in place. If we have to keep the resident halls open over a break, the cost will be \$75.00 per day per resident hall divided by the number of students staying in the

resident hall. This fee would cover the cost of a supervisor. Please note that this cost is for each resident hall needed. Meals are not included in this fee and would be eaten off campus.

### **5.0 RESIDENT HALL ROOMS**

Your resident hall room is a special place, but remember that the room and its contents are only loaned to you. The following guidelines have been designed to provide a safe and healthy atmosphere in a Christian environment.

#### **5.1 Use of School Equipment and Repairs**

Please request permission for any desired use or change of school furniture, equipment, or tools for special purposes, personal repairs or alterations (such as electric extensions, lock and bolt nature), temperature control changes. Any need for, or request for, changes and/or repairs must be made to the RHS.

#### **5.2 Private Room**

Students are normally housed two to a room. A student wishing to occupy a room by him/herself should request in writing, permission to do so. The request should give the reason(s) why such permission is desired. Upon approval, the student will be assigned an individual room, and a fee will be assessed for each semester. The fee will be the same for all or any part of the semester. Individual rooms will be allowed only as space is available.

#### **5.3 Room Checks: Beginning/End of the Year**

An initial check of the condition of your room will be made by the RHS before you arrive. You will be given the checklist. Check to see that it is accurate and return it signed and dated.

At the end of the year, or whenever you move out of your room, this same checklist will be used to check you out. The condition of your room will be compared to the list, and any damages that were not recorded on the list will be charged to you. You will not be charged for normal wear and tear of school property.

#### **5.4 Room Check**

A clean room builds a positive outlook on life and is more inviting for visitors. Therefore, regular room checks will be made. The following list will be used.

- A. Bed should be made.

- B. Floor should be clean.
- C. Dust should be minimal.
- D. Food should be properly covered and stored. Dishes, utensils, and cooking equipment clean.
- E. Clothes should be in dressers, closet, or laundry box.
- F. Dresser and desk area should be uncluttered. Cell phone and other communication devices should be on dresser in front of mirror.
- G. Electrical appliances should be turned off; clocks may be left on, of course, and air conditioners may be on lowest setting for cooling.

### 5.5 Room Inspection

The administration and RHSs respect your concern for privacy and will make all reasonable efforts to preserve it. Residents should note that at least two “all dorm room” inspections a school year are customary and that the administration and RHSs reserve the right to do individual inspections of clothes, locker, car, or other possessions if there is reason to suspect illegal objects or substances, stolen properties, dangerous material in your possession, or other sufficient reasons.

### 5.6 Screen Removal

Removal or unlatching of the screen in your room for ANY unapproved reason will not be tolerated. A resident will be responsible for replacing lost or damaged screens

### 5.7 Air-Conditioner Use

Small air-conditioners (one to a room) of 5200 BTU or less and in good appearance from both outside of the window and from within the room may be used. A room charge of \$40/semester will be charged by the business office.

Installation/removal of an air-conditioner must be supervised by a person on the maintenance staff or a RHS. They may be used until Oct 15 and after April 15 of each school year.

### 5.8 Refrigerator Use

Students may bring refrigerators from home for their rooms. They are not to exceed 2 cubic feet in size. Students are charged a fee for having a refrigerator in their room. Only one refrigerator is permitted in each room. If the roommates want more than one refrigerator, special permission is needed.

### 5.9 Room Decor

While personalizing and organizing your room to suit your own taste is allowed, certain guidelines must be followed.

- A. **Do not make any changes with regard to your walls, drapes, furniture, closets or closet curtains without the consent of the RHS.** Due to our concern for safety and fire evacuation, furniture may not be added, moved, or removed without permission. Arrangements of the room furniture should be made so that the students can be seen by simply walking into the door.
- B. In keeping with the Christian's lifestyle and standards of the school, posters, pictures, and nick knacks which promote an unchristian life, such as scantily clad men/women, pornographic material, items referring or relevant to drug use, gangs, satanic themes or groups, or other unbecoming subjects will be confiscated, dorm punishments and fines possibly given, and the matter may be referred for further disciplinary action or counseling. Items in this category also include:
  1. empty or full alcohol containers.
  2. illegal drugs or drug paraphernalia; certain over-the-counter drugs (see 10.3).
  3. R-rated movies and games need to be given to the RHS.
  4. computer games that are rated Adult Only (A) by the ESRB or similar adult material.
  5. music that has been given a “Parental Advisory: Explicit Lyrics” label or similarly explicit recordings.
- C. Bicycles are to be stored ONLY in designated areas.
- D. Storage areas will be provided to store all boxes, suitcases, and large bags.
- E. Room decorations should be put up with plastic-tac, or masking tape only. If glues, thumbtacks, nails, pins, or other types of tape are used, you will be charged for the restoration of your room.
- F. The following items will NOT be permitted in

your room or on your person. They will be immediately confiscated without forewarning. Some items may be returned to you at the end of the year or just before vacation so you may take them home.

1. unapproved, unsightly furniture
2. school-owned furniture not included as part of the resident hall room.
3. candles, incense, matches, or lighters.
4. cigarettes, cigars, pipes, chewing tobacco

- or snuff.
- 5. fireworks of any kind.
- 6. firearms or ammunition.
- 7. martial arts weapons.
- 8. knives with a blade over 3" or any item deemed as an unnecessary danger.
- 9. live Christmas trees.
- 10. fuel-type heaters/ heaters electric
- 11. dining hall trays, food, or dishes.
- 12. pets (fish and aquarium must be approved by the RHS.
- 13. televisions.
- 14. VCR.
- 15. stereo systems should be cleared with the RHS before bringing to make sure they will not be overpowering in the limitations of the room size.
- 16. items which are likely to cause a fire, property damage, or other danger may not be in your room (storage exceptions noted). Such items include but are not limited to toaster ovens, microwaves, blenders, popcorn poppers, and hot plates. Small "Foreman" type grills and rice cookers may be stored in a residents room when clean, but may only be used in the dorm kitchen. Clothing irons (unplugged, cold) may be stored in rooms but should only be used on an ironing board that is not in a resident's room. Soldering irons and similar equipment are not to be used in the dorm.

### 5.10 Rented and Borrow Movies

Rented movies, like those that are borrowed, etc., remain subject to confiscation. Students should always take care to know what they are watching before playing a movie.

### 5.11 Roommates and Room Changes

If you feel that it is absolutely necessary to change roommates or rooms, make your request to the RHS.

If he/she agrees to such a request, and it can be physically arranged, then you will be permitted to change. You will be required to follow the proper room checkout and check-in procedures.

### 5.12 Vacation Periods

A resident's room should be clean and orderly before he/she leaves on vacation. All electrical appliances are to be unplugged. Refrigerators need to be defrosted and unplugged. All unwrapped and opened food is to be removed. Windows are to be closed and

locked.

A check out sheet will be provided for each resident. Failure to follow this will result in consequences stated by the RHS.

Dorms are normally open until 6 p.m. on the day vacation begins and reopens at 1 p.m. the day before students begin classes. Students who must stay late prior to a vacation departure or arrive early to the dorm upon return, need the permission of the Dean of Students and will follow the same rules that are in effect during non-vacation times.

## 6.0 RESIDENT HALL FACILITIES

Resident hall facilities include the lounge, recreation room, kitchen, cleaning closets, laundry room, hallways, stairwells, dorm rooms, and bathrooms.

Resident hall facilities should be used for their intended purposes. The resident hall does not include a gym. All athletic equipment, such as balls, tennis rackets, Frisbees, metal cleats, and the like are not to be used in the resident hall. Skateboards, roller skates, roller blades, and bicycles are not to be ridden or used in the resident hall. Roughhousing, ball throwing, water fights, and snowball fights are not allowed. Facility rooms are to be well lit when occupied. When you are the last one to leave a room, be sure that it is clean and be sure that the lights are turned out and any other appliances that should not be left on are off.

The RHS will confiscate any illegal or improperly used items. The RHS may also deny access to facilities that are being misused.

Report any damage or broken equipment or facilities to the RHS. The RHS will report them to maintenance. When appropriate, costs of repair or replacement will be charged to the responsible person. When such damage or loss is not traceable, the cost may be divided and shared among the entire resident hall.

It is everyone's responsibility as a part of the resident hall community to keep these areas clean, orderly, and litter free. Periodically, you will be assigned to cleaning certain areas of the resident hall. Cleaning schedules and cleaning guidelines will be posted or given in person. If you make some effort with your resident hall mates during the week, cleaning will be easier and faster. When assigned areas are not cleaned, consequences will be given.

Personal items left unattended anywhere in the resident hall may be confiscated. This includes

clothes and other articles left in the laundry room and the bathroom for an extended period of time. Books should not be left on the stairways, ledges or in the lounge area. Items left will be donated to charity at the end of the semester.

The dorm kitchen will be closed the week prior to a vacation or the end of the year. Any student items left in the kitchen will be removed. Permission to use the kitchen during this time may be granted by the RHS.

Please note that the City of Concordia has an ordinance that allows a fine of up to \$500 for anyone who takes part in setting off a false fire alarm. Saint Paul requires at least a \$100 fine be paid to the city and sent with a letter of apology.

## 7.0 PARENT'S PERMISSION FORM

In addition to the rules and regulations found in the Saint Paul Student Handbook and in the Resident Hall Handbook, parental permission forms also regulate a student's activities.

These permission forms covering such areas as travel, visiting, and driving are kept on file in the Student Personnel Office and in the resident halls. It is the student's responsibility to know and follow what is specified on these forms. Failure to abide by the guidelines given by parents will result in disciplinary action and the notification of parents.

Parental permission forms will be taken into consideration in any decision made by those in authority at Saint Paul, but the final decision will be made with what they feel is in the best interest of you and the school. At times this may conflict with what your parents may allow you to do.

## 8.0 CARS

See Student Handbook regarding student car use. Point 13.0 below also list stand disciplinary action related to improper rides and vehicle use.

## 9.0 RESIDENT HALL DISCIPLINE

The rules and regulations are made and enforced with your welfare in mind. When necessary, disciplinary action will be taken. Disciplinary measures include, but are not limited to, the following: work detail, campus arrest, resident hall arrest, floor arrest, room arrest, loss of 9:00-10:00 p.m., limited checkout privileges, and fines.

## 9.1 TERMS

Some of the relevant terms for dorm life and their definitions:

**Confiscation** – Item retained by the school and not returned unless stated otherwise.

**Campus Arrest** - Student is not permitted to leave the Quad area or buildings on campus during the period of arrest. Athletic fields are permitted for official school events only.

**Detention** – Disciplinary time designated for supervised, restricted study time. See Student Handbook.

**Dorm Arrest** - Student is not permitted to leave the resident hall other than to attend routine activities (classes, church, and meals). Student will not be allowed to attend any athletic or music practices while on resident hall arrest. Students must return within ten minutes of the completion of the academic day or later with an appropriate pass. Meal times are not to exceed 30 minutes.

When Dorm Arrest is assigned for more than three to seven days, certain restrictions of Dorm Arrest may be lifted. This is known as Dorm Arrest-Long Term (DA-LT). A student assigned DA-LT may be allowed to attend practices or be given time to exercise after school, for example. Unless specified, the normal rules for Dorm Arrest apply.

**Dorm Intervention** – Procedure followed when students have consistently demonstrated an unwillingness or an inability to follow dorm rules despite warnings. The student is assigned detention and given the Residential Handbook and/or the Student Handbook to read. After detention the student is further counseled by the RHS, he or she will clarify any school rules and expectations not yet understood, and will follow a plan for improvement that notes enhanced punishments for a defined period.

**Fines** - Fines may be assessed to students for various reasons. Fines must be paid at the end of each month to the Business Office. During the last two weeks of a semester fines of \$1-\$5 or more per infraction may be assessed in addition to other dorm punishments. Anytime infractions become habitual, an additional fine structure may be imposed.

**Floor/Room Arrest** - Student is not permitted to leave floor/room other than to attend routine

activities. Otherwise the guidelines follow Resident Hall Arrest.

**Lose 9:00-10:00 p.m.** - Students are not permitted to leave the hall or be on the first floor between these times. Bed times are a half-hour earlier than the normal official bedtime for the student.

**Mark** – A demerit for a single incidence of a rule infraction.

**Quad** – Quad is defined as the area on campus that is in front of and outside of all the buildings and/or a line connecting the fronts of buildings. Casey’s, CreeMee Freeze, and Jump is not on quad.

**Resident Hall Supervisor or RHS** – Faculty member who supervises a residence hall.

**Resident Assistant or RA** – Student leadership in the dorm.

**Work Detail/Duty** - A scheduled amount of work done on campus or in the resident hall.

## 9.2 Exceptions to Dorm Punishments

If a circumstance arises that the parent needs their student home on a weekend that was supposed to be spent on arrest, the parents may contact the RHS and make arrangements to reschedule the weekend of arrest.

## 9.3 Other Consequences

Repeated rules infractions, even for relatively moderate infractions, can lead to greater and greater consequences (fines, lengthier dorm arrest, etc.). It is always school’s hope and expectation that students, if they do receive discipline for some action, will learn

from their mistakes and make every effort not to repeat them.

The administration, your advisor, and your parents will be notified of any major disciplinary problems and the action taken. **Students failing to conduct themselves in the manner prescribed, thus showing a detrimental attitude in spite of repeated evangelical admonition may be asked to withdraw from Saint Paul.** Cooperation and attention to resident hall guidelines and authorities will keep disciplinary action to a minimum. See the Student Handbook for other relevant discussion of conduct and discipline.

## 10.0 RESIDENT HALL AND CAMPUS CONSIDERATIONS

### 10.1 Locking of the Resident Hall

Throughout the school year, there will be times the RHS will lock the resident hall and all students will be required to attend the event. Examples would be the Homecoming Banquet and Talent Show, the Christmas Concert, the end of the year Awards Banquet, the Homecoming football game, and the Courtwarming basketball games, the day students are scheduled to leave for a vacation (after 6 p.m., for example), Baccalaureate and Graduation. These types of closures will be announced, usually at a preceding dorm meeting or via dorm signs. If this causes problems for you, contact and discuss this with the RHS.

### 10.2 Health Evaluation Needs

When a student appears to be a threat to harm themselves or others in the resident hall, the student will be removed from the resident hall until an evaluation has been made by a trained professional. The student will be permitted to return only after we have received a report from the professional stating that the student is not a threat to themselves or others. Arrangements for this action must happen within 24 hours. All over the counter and prescription medications will be confiscated. If the student is permitted to return, arrangements for administering medicines will be set up by the Director of Health Services, the Dean of Students, and the Resident Hall Counselor.

### 10.3 Other Health Related Issues: Over-the Counter, Prescription Drugs, Medical Appointments; Piercings

Prescription drugs and over-the-counter (OTC) drugs for colds, sleep aids, or for motion sickness are not allowed in the dorms or to be taken by students unless the Director of Health Services has authorized it. Other OTC drugs may be restricted and the student should follow the future directives of the Director of Health Services or the RHS in this regard.

Students who have been prescribed certain drugs may be required to report regularly to the Director of Health Services or to their RHS, for example, in order to get them. All students at Saint Paul are responsible for taking their medication and for following through on arrangements and contingencies for getting their medications. Skipping medications

is treated as a serious matter and students should make every effort to accommodate arrangements and make themselves available.

Likewise, being available and on time for medical appointments is a significant matter. A student may incur extra fees or discipline for missing appointments and related travel arrangements.

Getting a tattoo while under school supervision, being intentionally scarred, or submitting to similar behavior are not allowed in any case and will be treated as both a medical issue and a violation of school rules.

#### **10.4 Overnight Guests**

Guests of the same sex are welcome to spend the night (usually weekends only) provided they are approved, have given clear parental permission to the RHS, travel-related issues are stated, and they abide by the rules of the resident hall.

Permission given stay over, particularly for those not known to the RHS, is not a simple matter. A student should never invite friend unknown to the RHS to stay in the dorm assuming they will be allowed to stay.

A resident hall student is responsible for making his or her guest aware of the resident hall rules. The resident hall student may be held responsible for violations committed by the guest. The RHS may evict or restrict any non-resident whose purpose or presence threatens the spiritual, mental, or physical well being of the resident hall community.

#### **10.5 Dining Hall**

Please follow the rules established by the dining hall for meal times. These help assure that food is distributed fairly, isn't wasted, etc. Rules related to dress code, also, for example, remain in effect in the dining hall.

The cafeteria will not open for supper until proper supervision is present. The door will remain locked. Students must be gone before a supervisor for the meal leaves. Training meals (pre-game) will be supervised by the coaches who responsible for the team unless other arrangements have been made.

#### **10.6 Sun Bathing**

Sun bathing is permitted only behind Brust for boys and behind Fine Arts for girls.

#### **10.7 Use of Sidewalks**

See the Student Handbook. Dorm residents are asked in particular to stay off of the grass in front of the dorms. This helps avoid paths cut into the grass and mud tracking into the dorm.

#### **10.8 Mail**

When parents send money, have them send it to the Business Office and the student's account will be credited. Please do not have anyone send you cash. Do not tell other people your mailbox combination. Your mail will be safer and will get to you faster if you take care of your own mailbox. Should you be ill and unable to get your mail, your mail will be given to the Director of Health Services.

If you receive a package in the mail too large for your box, you will receive a card in your mailbox. Bring the card to the Business Office to receive your parcel.

#### **10.9 Travel Authorization**

We assume that travel and visiting permission for individual students is a matter between parents and son/daughter. Parent's desires in this matter are recorded in the office. Restriction of such permission will normally be placed by parental request. The school reserves the right to make the final decision when it feels there are valid reasons to protect the safety or integrity of the student.

#### **10.10 Inappropriate Display of Affection (IDA)**

The only appropriate display of affection in the dormitory is holding of hands or having your arm around another's shoulder. Our goal is to be "ready for company" and this means that visitors, including families and children, should be able to enter public spaces on campus without running into public displays of affection. Please note that simply being alone in a public space does not make it "private." We ask that our students make an extra effort in this regard and to be thoughtful of others:

The RHS will determine the suitable discipline for IDA unless a first warning is considered sufficient.

Typically the RHS will ask one party to leave if anything more is seen than hand holding, and the significant other may not leave with them. Notice of further discipline may be given on the spot or related at a later time. The other RHS will then receive notice of how many days or weeks a dorm ban will be in effect for the person who lives in their dorm. A similar procedure would be followed in case of a day

student breaking IDA rules with a dorm student.

### **10.11 Improper Use of Cameras**

Cameras are not to be used to take pictures that are inappropriate or compromise the decency of those depicted. Camera and film will be confiscated, dorm punishment made, and/or referral to the Disciplinary Committee.

### **10.12 Locked Items and Passwords**

Student privacy is respected as a matter of course by the school, but there also remains the need to protect the student and the campus from what is illegal, restricted, or detrimental. Just as a search of a desk drawer or locker might be called for, the school reserves the right to look at computer files, mini-safes, or other devices that are locked, encrypted, or blocked by password.

Locked items (such as a lock box or luggage) are allowed on campus, but requests to open such a lock or provide a key to be kept by the RHS are to be honored immediately. The RHS may request a key to be kept on file for the school year. Locked items that do not have an available key to open them will be confiscated. In case of suspicion of wrongdoing, the locked item may be opened at the student expense or held until the parents can take custody of the item.

Similarly, password requests for computers and other devices are to be honored upon request and may be requested to be held on file for the school year. Any inaccessible computer, electronic file, or device may be held for parents to pick up, mailed to parents at student expense, confiscated, or other suitable restriction given for use.

Students suspected of using a lock or password to avoid punishment for breaking a rule will be given a suitable punishment. Please note that this is entirely avoidable by providing access when requested. Students may place passwords or keys in an envelope to be kept in the RHS's safe to avoid losing them during the school year.

### **10.13 Cell Phone User Responsibilities**

Cell phone use is a privilege at Saint Paul and there are a few obligations of being a cell phone user as a student. The responsibilities for use listed below are meant to protect the welfare of the student and the campus community. A cell phone is a powerful tool but they can also be disruptive to studies and sleep of you and others (your roommate, for example). Any cell phone in possession of a dorm student needs

its number and other pertinent information on file with the school. In most cases the school would rarely need to call the number, but it's a condition for cell-phone use that the school reserves the right to act on for reasonable purposes (safety, determination of use/misuse, etc.). The costs for these calls will not be reimbursed.

As noted in the rules for study hours, cell phones are to be completely turned off during study hours (for those in study hours). They should never be a distraction for someone in study hours. With permission of your parents cell phones may be lent to others from 9-10 on school nights and during times outside of *quiet hours* (see 3.10). Otherwise they should be in your possession or in the appropriate spot in your dorm room.

Students are asked to be courteous when using their phones in a public place, whether on or off campus, and not allow themselves or their phone to become a distraction.

A misused cell phone will be held for a specified amount of time, mailed to the parents/guardians of the student at the student's expense, or given other suitable restrictions for use. Students should be mindful that when others are allowed to use their phone or when they themselves borrow a phone, the same restrictions and possible consequences of misuse apply. If your phone is important to you, do not lend it to someone who doesn't know or will not follow the cell phone user responsibilities.

Rules for cell phones apply to hand held radios, pagers, and other communication devices.

### **10.14 School Telephone Information**

There are telephones in the residence halls and other campus buildings operated through a central switchboard (open 7:30 a.m. to 4:00 p.m. Monday through Friday). For the convenience of your family at home, provide the switchboard number 660-463-2238. When the switchboard is closed, a recorded message gives further direction, so parents can contact their children. All students have a voice mailbox so messages can be left when students are not available.

### **10.15 Dress**

Students will exercise Christian discretion and consideration in their personal appearance at all times.

Students represent not only themselves but Saint Paul Lutheran High School by their actions, their words, and their appearance at all times and in all places. The following guidelines are provided to aid in living the above stated philosophy.

- A. Clothes to be worn during the academic day are outlined in the Student Handbook. Please refer to the handbook for further explanation.
- B. Clothing to be worn outside of the academic day will follow the following guidelines:
  - 1. Clothes should always be clean and in good condition.
  - 2. Clothing advertising “non-Christian” ideas should not be worn. These will be confiscated.
  - 3. Clothing should not be immodest or sexually suggestive.
  - 4. The RHSs have the final say on clothes not deemed appropriate.
  - 5. Shirts and shoes are to be worn in all buildings

#### **10.16 Acceptable Use Policy for Computer, Internet Access, and Digital Media**

Please refer to the Student Handbook for the rules and regulations pertaining to computer use, internet access and digital media.

#### **11.0 ILLNESS POLICY AND PROCEDURE**

**What do you do if you become ill outside of the academic day?** All students who become ill outside of the academic day should notify their respective dorm supervisor. The dorm supervisor will contact the Director of Health Services.

**What do you do if you are possibly too sick to go to classes in the morning?** Report to the Director of Health Services before school begins. If the Director of Health Services is not available, please contact Mrs. Pennington or Mrs. Fiene. **Students are not allowed to excuse themselves from classes.** You are responsible to call before 7:45 a.m. when the school day begins. Please leave a message clearly speaking your name and room number.

Director of Health Services	Ext. 223
Mrs. Pennington	Biltz Hall Ext. 313
Mrs. Fiene	SPO Ext. 221 or 0

If you are still not feeling well and cannot come to the dining hall for lunch or attend your afternoon classes, it is YOUR RESPONSIBILITY to call Mrs. Pennington at ext. 313 before 11:45 a.m. It is ok to leave a message. If you do not report, the absence is UNEXCUSED. When you return to classes, you

must report to Mrs. Fiene (SPO) before going to lunch

The following guidelines apply to those in the clinic room at Heilman Hall for illness at anytime:

- A. You are to stay in your bed or your room (whichever is designated) except to go to the restroom.
- B. If you wish to get out of bed or leave your room because you are feeling better, permission from the Director of Health Services needs to be obtained before doing either (See E, 5 below.)
- C. The Director of Health Services will provide meals in your room and will also make regular checks to see how you are progressing.
- D. Students who are ill may not have contact with other students, including day students, unless those students have received permission from the Director of Health Services. The Director of Health Services should notify the RHS if such permission has been granted.
- E. Students who are ill and have been sent to bed at any time must be released by the Director of Health Services prior to going about their normal activities.
  - 1. **If you are ready to return to school** you will need to see the Director of Health Services to receive a health clearance to return to class.
  - 2. **If you were ill on Friday or during the weekend** you should expect to be in the Clinic as directed until seeing the Director of Health Service on Monday morning. If you are feeling demonstrably better, you must contact the Director of Health Services (generally before noon) and receive a health clearance to go about your normal activities. Such clearances may be restricted – limited outside activity, for example, until seeing the Director of Health Services Monday morning. Any restrictions will be decided on a case-by-case basis.
  - 3. **If you miss one or more days of classes** you will need to see the Director of Health Services during clinic hours to receive a health clearance to return to class. Failure to do this will be reported to the office in the daily clinic report.
  - 4. **If you are sent to bed after the academic hours** and miss school activities such as study hours, jobs,

meals, etc., you must see the Director of Health Services during Clinic Hours to receive a health clearance to return to class, or follow E 2 above if you feel better on a weekend. Failure to do this will be reported to your dorm supervisor.

5. **Because not everyone has the same problems not everyone will be treated in the same manner.** The nature of your illness may require that you be allowed to do some limited activities while still under the supervision of the Director of Health Services. Be sure you are clear as to what you are and are not allowed to do.

Consequences of not following the illness guidelines:

- A. Failure to be properly excused from class because of illness will result in those absences being unexcused. The appropriate amount of detention will be assigned. The Director of Health Services will report this to the office.
- B. Failure to follow the illness guidelines during the academic day will result in the classes being unexcused absences. The appropriate amount of detention will be assigned. The student may be sent back to class. The Director of Health Services will report this to the office.
- C. Failure to follow the illness guidelines after the academic hours will result in the classes missed for that day as unexcused absences. In addition, a student may be subject to loss of 9-10 or other dorm privileges. The RHS should notify the Director of Health Services who will report the unexcused absence to the office. The RHS and the Director of Health Services should mutually decide on the loss of dorm privileges (if any).
- D. Students in a designated sick persons room or communicating to the sick person from the hallway or wherever will be subject to loss of dorm privileges. This should be dealt with by the RHS.

## 12.0 EMERGENCY PROCEDURES

In the emergency situations where the RHS is not immediately available, students should contact these people, in order, until one is contacted:

- the Student Assistant on duty,
- the RHS from the other dorm,
- the Assistant Principal,
- the Principal, and

the Executive Director

In life threatening situations where the RHS is not immediately available, the student should immediately call for the ambulance, fire truck, etc.

## 13.0 COMMON DISCIPLINE GUIDELINES

Bed Time hours

Late for bed by less than 15 minutes:

Lose the next day's 9:00-10:00 AND

Bed at 10/10:30/11:00

Late for bed by 15 - 30 minutes:

One day of dorm arrest AND/OR

Lose 9:00-10:00 for one week

Early bed times

Late for bed by 30 minutes or more:

One day of dorm arrest for each 15 minutes past bedtime AND

Early bed times

Resident Hall hours (curfew)

5 minutes or less:

Lose 9:00-10:00 the following day AND

Early bed times

5 minutes to 10 minutes:

Lose 9:00-10:00 for 3 days

Over 10 minutes:

Dorm arrest the following day AND/OR

Lose 9:00-10:00 for one week AND/OR

Extra cleaning AND/OR

Early bed times

Additional dorm arrest for later arrivals.

Church Incident

Missing church or improper behavior/dress

Dorm arrest for the day and further

discipline if absence or inappropriate behavior or dress continues.

Improper Checkouts

Lose 9:00-10:00 the following day AND/OR

Extra work duty

1-3 days of dorm arrest, \$5 fine; AND THE POSSIBLE ADDITION OF

work duty proportionate with time

improperly checked out AND THE POSSIBLE ADDITION OF

Loss of car privileges for a period of time

For further offenses, additionally:

Referral to the Dean of Students AND

Parental notice and possible additional fines

Daily Room Checks

Pink slips:(seven day cycle, not calendar week)

1 per week: must have room cleaned that day

2 per week: lose 9:00-10:00; must have room cleaned the next day.

3 per week:next day dorm arrest; must have room cleaned the next day.

The RHS may also determine that a resident has collected too many pink slips in a given amount of time (over a month, quarter) and put in place further restrictions of punishments related to room tidiness. A student may be asked, for example, to have their room cleaned/checked also during study hours.

Rooms must be cleaned and checked.

#### Missed/Late Dorm Cleaning Assignments

Areas must be cleaned and checked by the designated time of the RHS or the person will receive consequences as spelled out by the RHS.

#### Inappropriate Display of Affection

Simple verbal admonition may be given if the RHS believes a first warning is sufficient. IF NOT SUFFICIENT

Immediate separation of the couple through hall restrictions of 1 day to 1 month AND POSSIBLY

Dorm, floor, or room arrest, or other appropriate restriction by the RHS.

#### Improper Use of Cameras

Confiscation of media AND  
Camera held (including cell phone with camera) for a sufficient time or until the end of the school year AND

1-3 weeks of Dorm Arrest AND  
Possible referral to the Discipline Committee

#### Opposite Sex on Residential Floors (or steps), Off-Limit's Areas Violation or "Open Dorm" Violations

2-4 weeks of dorm arrest AND  
Restricted from other hall and the area around the hall for two weeks to one month beyond the dorm arrest.

#### Car Permissions

- a) Riding in a car during the academic week without permission from the RHS:  
Loss of car per AND/OR dorm arrest OR work duty
- b) Driving/Riding in cars without parental permission:  
Parents will be notified immediately AND Disciplinary action by the RHS with possible additional consideration of the parental wishes in light of the incident.

Damage to school property:

Charged the cost of repair AND  
Work detail AND  
Possible referral to the Disciplinary Committee.

Drugs, alcohol, unauthorized possession or use of OTC cough medicines, sleep aids, or motion sickness medicine

Dorm restrictions will occur along with the stated school policy (including possible referral to the disciplinary committee).

Skipping medical appointments or medications:.

Appropriate dorm punishment or loss of privileges AND appropriate apologies and reimbursement for any charges because of a missed appointment or transportation

Smoking or other use or evidence of tobacco products

Two weeks dorm arrest for the first incident AND 5 hours work duty

Unauthorized body piercing, tattoos, intentional scarring or similar behavior:

Notification of parents AND  
Report to the Director of Health Services and follow given directions AND POSSIBLY  
Appropriate dorm punishment, loss of privileges, or referral to the disciplinary committee.

## 14.0 RESIDENT ASSISTANTS

The highest standards of Christian behavior are expected from RAs. RAs are leaders by word and example as students and residents.

RAs will: Be on duty and available as scheduled, be honest and forthright in their role as RAs and leaders on campus, attend meetings and work duty as requested, enforce residence hall and school rules, respect and attend to the needs of residents, properly notify the RHS regarding the upkeep and safety of school facilities, use their authority properly, use the pass key appropriately, avoid inappropriate behavior and guide others likewise, and properly enjoy the privileges they have been given as RAs.

**THE EXECUTIVE DIRECTOR, PRINCIPAL, DEAN OF STUDENTS HAVE THE RIGHT TO MAKE EXCEPTIONS TO THE POLICIES CONTAINED IN THIS HANDBOOK.**

## IMPORTANT PHONE NUMBERS

**School Phone:** 660-463-2238  
**School Fax:** 660-463-7621  
**Executive Director:**  
Rev. Paul M. Mehl – 660-463-2238 ext. 222  
(Office) 660-463-7859 (Home)  
**Principal:**  
Mr. Bill Lemmons - 660-463-2238 ext. 226  
(Office) 660-463-7626 (Home)  
**Director of Health Services:**  
Mrs. Lucinda Mehl  
660-463-2238 ext. 223  
Mrs. Rosalie Pennington ext. 313  
Mrs. Rita Fiene ext. 0 or 225

**MOELLER HALL - Girls Dorm**

**Girls' RHS:**  
Ms. Rachel Rust - 660-463-2238 ext. 344  
(Office) and 660-463- 2238 ext 345

**Moeller Extensions:** 1st Floor - 341  
2nd Floor - 342  
3rd Floor – 343

**Moeller Pay Phones:** 660-463-9472

**BRUST HALL -Boys Dorm**

**Boys' RHS:**  
Mr. Scott Borchardt 660-463-2238 ext. 324  
(Office) 636-358-0644 (cell)

**Brust Extensions:** 1st Floor - 321  
2nd Floor - 322  
3rd Floor – 323

**Brust Pay Phone:** 660-463-9551

**EMERGENCY PHONE NUMBERS**

When using the campus intercom system, dial 9 and the last seven numbers.

**FIRE - 9-463-2244 or 9-911** If you cannot reach an outside line on a campus phone, go to the nearest pay phone to make the call.

**POLICE - 9-463-7515 or 9-911**

**AMBULANCE - 9-463-2244 or 9-911**

**MEYER MEDICAL CLINIC - 9-463-7966**  
**CONCORDIA MEDICAL CLINIC - 9-463-4445**