

# 2025-2026 Dorm Student Handbook



**Titan Center**

**4590 Luther Path**

**St. Joseph, MI 49085**

## **Welcome**

Welcome to Michigan Lutheran High School. We are glad you are here and look forward to the contribution you will make to our student body.

It is our prayer that your experience in our Student Housing will become your “home away from home.” We expect that you will have many fond memories of your time here. Friendships will be formed that will last a lifetime.

Christians lead lives that reflect our love of our Lord. Our Savior’s love motivates us to live in respect and love for those around us and to conduct ourselves according to God’s words. We do not allow hazing or initiation as we strive to live together in peace extending our Lord’s love to all those we live with.

Any time there is a group of people living together as a family, certain guidelines become necessary. Even among Christians, from time to time our sinful natures show themselves. For this reason and to maintain good order, these guidelines are explained in this “Student Housing Handbook”. Please read them carefully and become acquainted with them. If any of them are unclear to you or need further explanation, please ask a staff member for clarification.

We also ask you to keep in mind that not every situation that will arise is addressed in this handbook. The housing supervisors have been given the responsibility for oversight of the students. They will deal with situations as they arise. The entire staff will work together on situations that are more complicated or more serious. In every situation we will strive to be both loving and fair.

Again, we welcome you to your school and pray that you will have a productive and blessed school year.

Paul Leifer

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### **Weekday Schedule**

**Students living the Titan Center will follow a daily schedule that provides time for spiritual, physical, and mental growth.**

7:00-7:40 am **Prepare for School**

**Sick Call:** You must personally report to the Aide on Duty

7:00-7:40 am **Breakfast in Rotunda**

7:40 am **Depart for school** (8:15 am on Wednesdays)

8:00-3:15 pm **School Day:** Students are not allowed to return to the Titan Center during the

school day unless they are in the presence of a staff member (8:35-3:20 on Wednesdays)

3:25-4:05 pm **After-School Academic Assistance:** In the Media Center at the school campus.

3:15-5:30 pm **Free time/co-curricular activities/study time:** All non-housing students visiting

the Titan Center must sign in on the sheet on the Titan Center rotunda bulletin board. Visiting students need to leave the building by 7:00 pm. If visitors wish to eat supper, they must arrange this beforehand.

(See Food Service Director Fee: \$5.00)

5:30-6:00 pm **Dinner**

7:00-8:30 pm **Study Hall/Quiet Time** for all residents (unless on a per)

10:00 pm **Dorm Students back in Titan Center**

10:30 pm **Cell phones turned in (Saturday-Thursday)**

**All students are in their rooms for the night**

11:00 pm **Lights Out!**

### **Student Housing Opening and Closing**

The student housing opens at 1:00 p.m. on the day of sport registration for athletes. International student arrival is determined by the international coordinator. All domestic dorm students arrive on the Sunday prior to the school year. The dorm closes in the afternoon of the last day of exams or the afternoon of graduation, whichever date happens last. On the days when breaks begin, the student housing closes at 1:30 p.m. They will open again at 4:00 p.m. on the day prior to the continuation of classes. If a student cannot go home or stay with a friend over a break, he/she must contact the housing supervisor **at least two weeks prior to the break** so that necessary

arrangements can be made. Parents who need assistance with transportation by public carriers may contact the student housing supervisor or administrator. Expenses incurred by the school in transporting students to bus, plane or train connections will be billed to the parents. The Dorm will be closed 2 hours after school lets out on the last day of classes for the following breaks: Thanksgiving, Christmas, Spring Break. The facility will open on the day before classes start at 4:00 pm. **All students must have plans submitted to the housing supervisor at least two weeks prior to these breaks.** Any international students having problems finding a place to stay over these breaks should contact the International Program Coordinator as soon as possible. It is not the school's responsibility to find places for domestic students to stay over break. **There will be a \$30/day charge for the school to arrange housing for students when the dorm is closed.**

**Upon return from a break, dinner will not be provided. Any student wishing to arrive early or leave late should make plans with the housing supervisor or administrator two weeks in advance.**

### **Weekend Plans**

In order to foster and promote family relationships, students are encouraged to return home on weekends. Because some of the students live in other states or countries, going home on weekends will not be possible for all students. Invitations to have these students share in family home life with other Michigan Lutheran students are always welcomed and encouraged. **All students must submit their weekend plans so that Student Housing staff are able to properly plan for and supervise the students under their care. Students should submit weekend plans to their Housing Director before dinner on Thursday evening. By Thursday, the chaperone of the home that the student will be staying at must contact the Housing Supervisor to grant permission.** The dorm supervisors must be in contact with the parents of the domestic dorm student in addition to the parents of the student who will be hosting. Requests from male students should be directed to the male supervisor and requests from female students should be directed to the female supervisor. **If these time requirements are not met; the student will not be allowed to stay overnight at a friend's home. No blanket permission can be granted for the weekend or off-campus activities that include travel to non-parental/guardian locations. No dorm student is to stay overnight at the un-chaperoned home of a student. All students must check in with the on-duty supervisor upon their return from a holiday break.**

### **Weekend Routines**

Students must have weekend plans approved by the staff by the Thursday of that week. If plans are to visit another student's home, the staff must have confirmation (text, email, phone, verbal) from both students' parents by Thursday evening. **Weekend plans must include meal plans.**

### **Weekend Schedule**

#### **Friday**

3:30-6:00 pm Students return to Titan Center from class (Many will have practices or games.)

**Students must sign out before leaving again.**

**Same rules apply as a regular weekday during this time.**

5:30-6:00 pm Dinner

6:00-10:30 pm Student free time; allowed to be off campus.

Students may drive off-campus during this time as long as they sign out.

10:30 pm Dorm students back in the Titan Center; visitors leave

12:00 am Lights Out

**Cell phones do not need to be turned in.**

### **Saturday**

8am-1:00pm Brunch in the breakfast kitchen.

5:30-6:00 pm Dinner

10:30 pm Dorm students back in the Titan Center; visitors leave

11:30 pm Cell phones turned in. All students are in their rooms for the night  
Lights Out

### **Sunday**

8:00-8:45 am Breakfast available before church

9:00/9:15 am Van leaves for Bible Study and worship at Grace in St. Joseph.

**Students are attentive and approach worship in a Christian manner.**

12-12:30pm Lunch

6:00-6:30 pm Supper

7:00 pm Dorm students need to be back from the weekend at this time unless parent notifies staff. Visitors leave.

7:00-8:30 pm Study Hall/Quiet Time for all residents (unless on a per).

10:00 pm Dorm Students return to the Titan Center

10:30 pm Cell phones turned in! All students are in their rooms for the night.

11:00 pm Lights Out!

### Care of Dorm Facility

Living in a dorm is a convenience provided by the high school association. Paying room and board does not mean renting a room to a student and/or letting the student use it as he/she pleases. **We put a lot of effort into keeping this Dorm in tip-top shape. Students should keep this in mind as they take care of their rooms and campus. Supervisors reserve the right to search the student's room, especially if they have suspicion of illegal substances or suspicious activity.**

### Technology, Internet, and Browsing Security

The Titan Center is equipped with student wifi, **which shuts off every night at 11:00 pm.** This is the only network that students and guests should connect to. If it is discovered that students have hacked into a different network, major infractions will occur including suspension and possible expulsion. The wifi network that the students have access to is secure and has filtering in place to prevent access to inappropriate websites to ensure that they are not tempted by inappropriate sites on the Web. **MLHS cannot control students searching who have cell phone data, so we strongly encourage parents to make sure that their data is limited and monitored by parents.** Students can have their own laptops at the Titan Center. MLHS also provides Chromebooks that can be used at the Titan Center. **WIFI HOTSPOTS ARE NOT ALLOWED.**

### Laundry

A laundry room is available on each floor of the dorm. Students must provide their own detergent but have free access to the laundry room. This is a shared room by all, dorm students must promptly remove their finished laundry. If laundry is left in the machines, the supervisors will confiscate the laundry, which will be returned at the convenience of the supervisor with a small fee.

**Males must use the laundry facilities on the upper level. Females will use the facilities on the lower level.**

### Game Room

The Titan Center offers a communal game room for students living in the center. It will be open from after-school hours until one hour before lights out. When in use, lights must be on and doors remain open. This room is a privilege and the contents of the room must be respected. Music, movies, and TV shows must follow the guidelines of living at the Titan Center. Student housing supervisors have the right to close and ban use of the game room as they deem appropriate. **A male and female may not be in the game room together without the company of a third person.**

### Student Rooms

#### Room Provisions

MLHS provides the following in each room: twin bed frame and mattress, dresser, closet space, refrigerator, kitchen prep and sink, alarm clock, desk lamp, and internet connection (**hotspots are not allowed**). MLHS provides the following linens: sheet set, pillowcase, blanket, comforter, and bath towel.

### **Room Decorations**

Students may show great ingenuity in decorating rooms without causing damage and without using inappropriate materials. The following guidelines should be kept in mind as students decorate their rooms:

- Be careful how you hang pictures on the walls. **No nails or tape are allowed.** “Command Strips” (which you can purchase at Meijer) are the best way to hang things. Any damage must be repaired at the expense of those in the room. Rooms may not be painted
- Nothing may be suspended from the ceiling or air vents.
- No decorations relating to the following are allowed:
  - alcohol
  - bars/taverns
  - drugs
  - gambling
  - tobacco products
  - questionable innuendos
  - objectionable music groups - gangs
  - sexual connotations

Occupants are urged to consider Paul’s admonition:

***“Clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature.”***

**The staff will remove any items that do not meet the above regulations. It will be thrown away or recycled.**

### **Room Contents**

**Any extra furniture (including floor lamps) should be cleared with the staff.**

**The following items are NOT allowed in the rooms:**

- pets or animals (unless approved in advance by the principal)
- incendiary material (candles, incense, matches, lighters, fireworks, smoke bombs, etc.)
- weights
- **irons, coffee pots, humidifiers (except in case of medical necessity), hot plates, kitchen knives, pots & pans, blenders, rice cookers, hot pots, space heaters, pizza ovens, toasters, corn poppers, candle warmers, wax melters, etc.**
- multi-sided plugs and extension cords
- “Mature” or “R-Rated” video games or movies
- **Personal hotspots**

### **Room Cleanliness**

**All the occupants of a room are responsible for its cleanliness. Rooms should be kept in such a state of cleanliness that they would be fit for unexpected visitors. Daily room checks will be made and, if necessary, technology will not be returned until rooms are deemed satisfactory by the student housing supervisor. Students may need to be sent back from school to fulfill their personal responsibility of keeping their rooms clean, leading to Unexcused absences which lead to detentions and possible loss of credit (see Student Handbook - Absences). 5 demerits will be issued if room checks are not satisfactory. Housing supervisors conduct daily room checks. Acceptable rooms have the following characteristics: beds are made, clothes are put away, floors are clean, dishes are washed, and excess garbage is removed.**

### **Special Room Cleanings**

Before major breaks or when MLHS will be having many guests on campus, students are required to deep clean their rooms. **The specific cleaning instructions for each occasion are posted, and students must ask the housing supervisors to approve (“check out”) their rooms when they feel their room fills the criteria. Failure to do this will result in a fine and/or the withholding of a diploma.**

**The criteria for the break/year-end checkout is as follows:**

- 1. Furniture is moved away from the walls.**
- 2. Furniture is dusted/washed; drawers are washed.**
- 3. Walls and doors are washed clean.**
- 4. Mirrors and windows are clean.**
- 5. Floor is vacuumed or swept and wet-mopped.**
- 6. Closets are cleaned out.**
- 7. All garbage is taken to the dumpster.**
- 8. A furniture removal fee will be charged to residents per the cost MLHS receives from its vendor.**
- 9. Room keys are returned to a dorm supervisor; (\$25 is charged if the keys are not returned).**
- 10. A housing supervisor officially checks out the room and its residents**
- 11. A Fee will be charged to replace linens if not returned.**

**Shortly before the end of the school year, the maintenance staff along with the housing supervisors inspect each room for any unreported room damage.**

### **Campus Damage and Concerns**

Each room is carefully checked at the beginning of the school year and status reports are filled out in the presence of the staff. These reports are used to check out the rooms at the close of the school year. During the school year, **any damage of school property is to be reported to the Housing supervisor immediately.** Any damage to

a room is charged to all the residents of the room unless the responsible party is identified. Any unclaimed damage to a common area is charged to all students. If damage has been done intentionally or out of carelessness, the resident may face other consequences. The removal of screens and windows qualifies as dorm damage.

### **Other Care Concerns**

- To conserve energy, students are asked to turn off all lights and electrical devices when no one is in the room.
- **If you make a mess you must clean it up promptly! If help is needed please ask staff.**
- Apartment thermostats are not to be changed. They are programmed to keep your room cool in the summer and warm in the winter.
- Do not leave personal items in common areas such as the rotunda.
- Hair dryers and curling irons must be unplugged after each use.
- Make-up must be put away and kept tidy or it will not be allowed.
- An iron can be checked out from the aide and must be returned immediately when finished.
- The common area in each apartment must be free of trash, clothing, bags, and shoes. Any items that don't belong will be removed/discarded as staff sees fit.
- Dirty dishes, mugs, etc., are not to be left in the bathroom or in the sinks and must be cleaned promptly in order to maintain health safety rules.
- Bathroom sinks need to be wiped out daily and the trash needs to be empty daily in order to maintain health safety rules.
- If you cut your hair it must be done in the bathroom and swept up and disposed of **not in the shower.**
- Sports participation, throwing items, running, skateboarding, and wearing cleats in the Titan Center are prohibited.
- **Shoes are required during dinner service per health codes and are recommended to be worn in common areas for safety.**

### **Visitors**

All visitors to the Dorm (including commuters) are to announce their presence to the housing supervisor and are to abide by the rules of the dorm. Students may contact the dorm supervisors by text message. No student or guest is allowed in a room or rotunda unless a room occupant is present. Students must gain special permission in advance from the staff before inviting non-MLHS friends into the facility. Under extenuating circumstances, MLHS students may need to stay overnight in the dorm. Payment of \$20/night will be paid. Visitors (not staying overnight) need to leave by 7:00 pm on weeknights and 10:30 pm on Friday and Saturday. Parents, relatives, and family friends may visit the rooms during special events, on the days of departure and return from breaks, and on Sunday evenings. At all other times, however, they are asked to check in with the dorm supervisors before visiting a room if any members of the visiting party are of the opposite gender. Other than the exceptions discussed above, no one of

the opposite sex is permitted in the doorways or apartments of the facility. **Public Display of Affection (PDA) is not allowed in the dormitory or on campus.** The same guidelines for PDA should be upheld as in the school student handbook. Members of the opposite gender are not allowed near the windows of the rooms at any time. A male and female may not be in the same area of the dorm together without the company of a third person with the exception of the rotunda. Violations of this may result in the suspension of all guilty parties with possible expulsion.

### **Security**

Unfortunately, the temptation for stealing is very strong when living in such close quarters. Therefore, precautions are enacted to make the temptation less accessible. Each student will have access to a lockbox and key(Fee Applies). At the beginning of the school year, the housing supervisors will go over the policy of using the lockboxes. Students are urged to keep their valuable items locked in their lockbox. **We strongly encourage parents to send a reloadable VISA card or Debit Card for any purchases students need and NOT Cash.**

### **Dress Code**

The students at Michigan Lutheran High School and the Titan Center Dorm represent the Lord to their fellow students, to visitors, and to the community. The Christian student will always want to ask him or herself, *"Is my personal appearance, my hair, my clothes, and the way I wear them appropriate for school? How does what I am wearing bring glory to my Lord? Does what I am wearing bring attention to myself or to my Savior? Does what I am wearing reflect Christian modesty?"* Students are to dress in conformance with their biological gender. Failure to comply with any items in the dress guidelines may result in a student receiving unexcused absences or detentions.

**To support the values of Christian modesty, the following are not permitted at MLHS/Dorm:**

- any ripped clothing above the knee
- clothing with advertisements or slogans for alcohol, bars, drugs, tobacco, weapons, or non-Christian musical groups, or inappropriate or controversial wording or pictures that are not in keeping with a teenage, Christian lifestyle.
- spandex or leggings worn as outer garments unless covered by clothing that ends within 5 inches of the top of the kneecap.
- tank tops with less than a 2-inch strap when the shirt is worn independently of a solid outer layer
- low-riding pants
- clothing that reveals the bare torso
- shirts that allow undergarments or cleavage to be shown
- skirts or dresses that do not fall within 5 inches of the kneecap
- shorts with less than a 4-inch inseam.

Hair should be kept neat, well-groomed, and clean at all times. Young Christians will be discerning in their clothing choices and learn to say “no” to those trends that are inappropriate. The dress code will ultimately be left to the discretion of Dorm Supervisors.

**If a student wants to wear an article of clothing but is unsure of its suitability, the student is encouraged to ask the appropriate Dorm Supervisor before wearing the clothing. If a student is wearing something that does not meet dress code criteria they will be required to change failure to do so promptly will result in demerits.**

### **Dorm Lock-Ups**

During some home events (athletic, musical, drama, worship, etc.), the staff will announce time-frames during which the facility will be locked. Each student is to observe these times by planning ahead to have all items necessary out of their rooms and accessible to the student. **These are not optional, as the dorm supervisors are involved in athletic events and displaying school spirit. Any student in the facility without permission during such events when it is locked will receive demerits or be disciplined by the staff and/or the administrator.** A classroom will be available for those who wish to study rather than attend an athletic event. *Not everything that happens in a dormitory setting can be covered in this handbook. As situations arise, the staff has the right to add necessary consequences and reactions after discussing it as a group.*

### **Church Expectations**

All dorm students have the opportunity and the expectation that they will attend worship services with the group. Breakfast will be available every Sunday morning before rides leave for worship and Bible Study. Church attendance is required for all students unless a student has a fever. Supervisors will announce departure times. Youth Bible Study is at 9:30 AM. Supervisors will announce departure time. The Youth Bible Study is designed to be address topics that are important to young adults. At 10:30am, worship begins. This is a time for Christians to praise their Savior and grow in their faith through the message of mankind's sin and God's undeserved love in Christ Jesus. They are encouraged by their fellow Christians as they build one another up. This is a time for those who do not confess Christ as Savior to learn more about Christianity and to mingle with Christians. Church attendance is considered a key element of school culture as what is taught in the classrooms is expressed in praise and expounded on in hymns, prayers and Scripture. As such, expectations for church are similar to the classroom.

### **A few examples:**

- Students dress nicely to the extent to which they are able. (Gentlemen: Dress shirt, polo, nice jeans or dress pants. Ladies: dress pants or nice jeans, a dress, or a shirt and skirt.) All the clothes that are worn to church must be in line with the MLHS dress code.
- Food and drink may be consumed outside of the sanctuary.

- Students are welcomed and encouraged to be active participants, both in speaking (when appropriate) and listening.
- Students are expected to be awake and attentive.
- A student may leave the sanctuary after receiving permission from a dorm supervisor.
- To aid students in being awake and attentive during worship, phones are turned in at bedtime on Saturday nights and returned after services on Sunday. **Students who are found sleeping during worship may cause bedtime to be moved earlier on Saturday nights.**

## **Discipline and Study Guidelines**

### **Progression of Discipline**

1. Verbal warnings or reprimands/demerits
2. Punishment that fits the severity of the offense
3. Taking away of Permissions (Pers)

***After the third discipline has taken place parent notification will occur.***

4. Dorm Restriction
  - a. Students are not allowed to leave the dorm for any reason except for school.
5. Room Restriction – “Rooming” or “Roomed”
  - While “roomed,” a student must remain in his or her room. Any need to leave the room must first be approved by the housing supervisor.
    - a. On weekdays, “rooming” is enforced from immediately after school until in-bed time.
    - b. On weekends, “rooming” is enforced for the duration of the day or weekend.

***The following consequences can only be administered by the Administrator:***

6. Suspension
7. Expulsion

Minor offenses are usually handled by housing supervisors alone while major offenses and habitual minor offenses will be brought to the administrator.

### **Demerits**

Demerits are given to students who violate Student Housing policies.

- Demerits are given in the amounts of 5 or more per offense
- Other disciplinary action may accompany or replace demerits based on the infraction
- Demerits are reset to 0 at the end of every semester

### **Demerits Possible Consequences**

If a student reaches 30 demerits, the following steps will be taken:

**30 demerits:** The dean of students is notified and parents of domestic students are notified. For international students, the Principal and International Program Director are notified. The student will serve three hours of community service at the Titan Center Kitchen. Tasks will be determined by the Food Service Director, in conjunction with other staff members.

**40 demerits:** The dean of students is notified. Parents of domestic students are notified. For international students, the principal and International Program Director are notified. The student will serve four hours of community service at the Titan Center Kitchen. Tasks will be determined by the Food Service Director, in conjunction with other staff members.

**50 demerits:** The dean of students is notified. Parents of domestic students are notified. For international students, the principal and International Program Director are notified. The student will serve five hours of community service at the Titan Center. Tasks will be determined by the Food Service Director, in conjunction with other staff members.

**60 demerits:** The dean of students is notified. Parents of domestic students are notified. For international students, the principal and International Program Director are notified. The student will serve six hours of community service at the Titan Center. Tasks will be determined by the Food Service Director, in conjunction with other staff members.

**Note the student will also be responsible to reimburse the Titan Center for their time at the rate of \$15/hour.**

If demerits continue to accrue beyond 60 demerits, the Dean of Students will determine the discipline. This level of demerits could result in a school suspension and/or removal from student housing. Any student that accrues 60 or more demerits in one semester may be suspended from future enrollment in the school or placed on probationary enrollment for the next semester. Any student who skips a detention will have that detention doubled and possible demerits handed out.

## **Study Guidelines**

Knowing that study time is important for students striving to fulfill God's plan for their lives, cell phones may not be used during evening study hours. Cell phones will be confiscated for offenders and will not be returned until afterschool the following day. Students will need to plan to make personal and business phone calls outside of study hall times. At 7:00pm, the facility observes Quiet Time and from 7:00-8:30 all residents will be in the designated study hall. Seniors and those on pers should not be in the study hall space without permission.

Homework reports will be received from teachers on a regular basis. Any report of incomplete work through our KC program (see Student Handbook - Keep Current Program) may have consequences such as a loss of privileges, removal of pers, and additional study time. When receiving an after school detention (homework, attendance, etc.) students will be floored for the day and will attend all evening study halls.

After the first quarter, seniors are exempt from study hall and have the responsibility of doing their school work on their own. However, any late assignments or complaints of a similar nature from teachers will result in that senior having a week's study hall. No study hall is a privilege for seniors which may be lost. **Any and all** cell phone use is not allowed for students in the required study hall.

## **Permission (Pers)**

If you use a **per**, you are given **permission** to miss study hall.

- **Students must tell supervisors before 7:00pm** if they are taking a per. If told afterwards, it is an unexcused absence. Students may request a per via text message.
- **Pers will reset at the end of every month. There will be no carrying over or borrowing of pers.**
- **Additional pers will be issued for exceptional student residence behavior.**
- **Here are the set number of pers for each class for every month.**
  - **Freshmen – 3**
  - **Sophomores – 4**
  - **Juniors – 5**
  - **Seniors – 6**
- **When a student is academically ineligible the use of pers is suspended until the next midterm grade review.**

- **4 tardies from study hall result in the loss of a per.** An unexcused absence from study hall results in the loss of two pers. One to 10 minutes late for study hall is considered a tardy. More than ten minutes late is considered an absence.
- You must use a per to miss study hall during the week.
- Pers will not be needed to attend a **home** event (game, play, concert, etc) **except** for students in mandatory study hall based on grades or Keep Current problems. Pers will be needed for **away** events except for post-season play-offs/tournaments.
- Students are **not allowed** to sleep overnight outside of the residence on a school week night. Special exceptions might be granted in advance in collaboration with the parents and student housing supervisor.

## **Food Service & Health Care**

### **Meals & Standards**

The Titan Center provides healthy and nutritious meals based on **the USDA National School Meal Standards**, providing our students at Lunch and Dinner with 2 cups of fresh fruits and vegetables in addition to a main entrée. Breakfast provides many self serve options that meet the USDA standards. All food allergies/concerns need to be reported to the Food Service Director. Athletes may request a dinner box if dinner conflicts with practice or games. Dinner must be eaten in the dining hall or after dinner service in the rotunda. After dinner students will put trash in trash cans and dishes on the cart, wipe down the tables and push in chairs as if they were eating dinner at home. Seconds are allowed after everyone has gone through the dinner line and food boxes are made. Students should be gracious when dishing their plates so everyone gets dinner. For example, they should not take 3 pork chops but rather 1 pork chops and come back for seconds. Nor should they take an entire bowl of grapes a serving size is 15 grapes. We encourage students to follow the 2 bite rule in trying new foods and welcome recipes. **Shoes are required during dinner service per health codes and are recommended to be worn in common areas for safety.**

### **Breakfast Kitchen**

The Breakfast kitchen allows dorm students to prepare breakfast during week and brunch on Saturdays. This is a stocked kitchen and in order to ensure everyone breakfast we encourage students to be gracious when taking food and not wasteful. It has the necessary equipment to properly heat meals. It has set hours to be opened see weekly schedules. It will not be open any other time.

### **Available Student Cooking/ Food Storage in Rooms**

No student is permitted to cook unsupervised or in their room. All food is to be consumed in the student dining hall or rotunda. If a student wishes to cook or prep food

for the week they must meet with the Food Service Director and sign-up on the cooking log on next to the dinner box request log. **Student may have disposable storage containers for prepped food and leftovers. No Glass containers for safety reasons.**

### **Sickness and Health Care**

A student who is too sick to attend school must see the aide on duty in the office by 7:45. If this does not happen, all missed classes will result in unexcused absences. **The aide will determine if the student should attend classes or remain in his/her room for the day. Any student sick enough to miss classes will remain in the Dorm for the remainder of the day and night and stay in his/her room Health guidelines require students to be fever free for 24 hours.** Parents may be notified by email the day a student misses school due to illness. A student becoming ill during the course of the school day must see the Dean of Students or Principal for permission to miss class and return to the dorm. **All prescription medications should be turned into the Dorm Supervisor/Aide as soon as they are brought to the dorm. Arrangements can then be made for the safekeeping and for the timely distribution of these medications. Requests by students to see a doctor or dentist must go through the Dorm Supervisor/Aide.** If a student needs a doctor's attention, parents will be notified. Urgent Care/Medical emergencies will follow guidelines according to the Supervisor Handbook.