

CRMS

GUIDELINES FOR BOARDING STUDENTS

DIRECTOR OF RESIDENTIAL LIFE: Doranne Pittz
DEAN OF STUDENTS: Jennifer Ogilby

Student Life Office is located in the Holden House

House Parents:

Dan Pittz	New Dorm
Jeremy Wolf	Lodge/Solar Dorm
Morgan Williams	Roaring Fork House
Nick Brown	NBD
Doranne Pittz	Crystal Dorm

The Health Office:

Emergency	911
Sickness/injury	See Dorm Faculty

MISSION STATEMENT

The dormitory guidelines are very simple. We believe that it is each resident's responsibility to act in a way that protects the safety and security of each individual in the residential program, and that the student is respectful, courteous, and uses common sense in the community setting. Students are expected to take care of the furniture, to keep their belongings neat, and their rooms clean. Each student is expected to cooperate with the other dorm residents, the student dorm heads, and the dorm faculty.

DORMITORY BILL OF RIGHTS

The following is a basic list of student's dormitory rights. It is your responsibility to honor these rights so that the dormitory can function properly. Failure to uphold the following may jeopardize your status as a resident in the dormitory.

1. The right to **enter your own room** at all times.

This means that students should not lock their roommates out of the room under any circumstances. Because of fire-code safety, locking your door with anyone in the room, even if it is only yourself, is a disciplinary infraction.

2. The right to be free from **fear, intimidation, and physical or emotional harassment.**

The dorms are our homes for the school year; everyone who resides in the dormitory should feel welcome and safe at all times.

3. The right to freedom from an **unreasonable amount of noise** and other distractions.

One student's need for quiet supersedes another student's desire to play music, yell, and/or rough-house.

4. The right to sleep free from **undue disturbance** from noise, the guests of a roommate, and the like.

Roommates should respect each other's need for personal space.

5. The right to expect that a roommate will **respect one's personal belongings.**

Do not use or borrow a dorm mate's personal belonging without asking in person first. Doing otherwise constitutes theft (as explained in the Student Handbook).

6. The right to a **clean environment** in which one lives.

Dorm mates need to make sure that they do their dorm jobs and keep their personal and communal living space clean. A dirty, unsanitary room, for instance, can affect everyone if it attracts rodents and insects from outside the dorm.

DORM TIMES

The following are the check-in times for all boarding students Sunday through Thursday. Failure to check-in with the faculty or student dorm head will result in disciplinary action. Boarding students cannot go off campus during the evening academic program and all visitors must check-in with the faculty member on duty.

Yearly Schedule

Visitors must depart at 7:15 p.m.

7:30	check in at dorm for dorm jobs and meetings
7:45	dorm study and study assist begin
9:45	dorm study ends
10:00	Lights out (Freshman)
10:30	Students in own rooms (11:00 for seniors)
11:00	Lights-out (12:00 for seniors)

Quiet Times:

These times mean that the conditions will be favorable for sleeping or studying, "library silence." Failure to comply with these expectations will result in a meeting with the Director of Residential Life and the Dorm Team Leader. Continued violations will result in disciplinary action or a loss of the privilege of living in the dormitory.

- The **first quiet time** begins during the morning academic hours and ends after the last academic period of the day. During this period, no music should be audible inside or outside of the dormitory.
- The **second quiet time** begins during study hours. **Students must wear headphones if they want to play music at any time during this two-hour stretch.** Music should not be audible from the hallway, hallways should be quiet and cleared of any games or activities, and no food should be cooked. The use of telephones and cell phones is not permitted at this time.
- The **last quiet time** begins at 10:30 p.m. No music should be audible from the hallways. Students are expected to honor other student's needs to study or sleep. No games or activities should occur in the hallway and no food should be cooked. The use of telephones and cell phones is not permitted at this time. **Students are expected to be in their own rooms at 10:30 p.m. (with the exception of seniors who have until 11:00 p.m.).**

Study Hours and Holden Citizens:

During the evening study hours, students are expected to be in their dorm rooms or at study assist; the residence halls are off-limits to day students unless the day student has obtained permission to study with a boarder with a faculty member's signature who teaches the class they are working in and checking in with the faculty member on duty in the common area. **Holden citizens** are expected to be present at the **first dorm check**, and to be on campus during the academic hours. In addition Holden citizens may be in any one of the following locations: their own dormitory or in an on-campus building (students cannot be outside playing games or playing in the Student Lounge).

Dorm Jobs:

All boarding students are expected to help maintain the dorm's community spaces. The residential faculty and Student Dorm Heads will create a work schedule. Students are expected to complete their dorm jobs between 7:30 and 7:45 p.m. every week night. (tutoring students must complete by 8:00pm)

Lights-out Policy:

Students will be expected to abide by a lights-out policy which goes into effect at 11:00 p.m. on academic nights (seniors 12:00; freshman 10:00pm). Any student can request an unlimited number of "late-lights" (which enables students to keep their lights on in their rooms for academic reasons). The "late-light" privilege will be suspended if a student has trouble attending morning classes or is unproductive during the study hours. If your light bothers your roommate, then you will be expected to study in the common areas.

After Dorm Check (ADC):

Being out of the dorm between the last dorm check and 6:00 a.m. (ADC) without permission from the dorm parent is considered a major rules violation and will potentially warrant a meeting with the Discipline Committee.

BASIC GUIDELINES

Dorm Furniture and Screens:

Moving, modifying, and/or altering any dorm furniture is forbidden. The dorm faculty and the maintenance department must approve any changes to the rooms. Nail, thumbtack and pushpin holes in the walls or furnishings are strictly prohibited. The school Bookstore carries appropriate alternative methods for hanging posters and other items. Built-in furnishings and window screens are not to be removed or altered (see expense chart at the end of the pamphlet). **If a student damages/breaks an item in the dormitory, he or she will be charged for the price of replacing the item and he or she will have to give up free time to do work with the Maintenance Department. Damage done to the furniture or fixtures in the common areas of the dorm will be billed to the dorm collectively if the student responsible does not come forward.**

Fire Safety:

No flammables will be stored in, under, around, or near the dorms. Electrical circuits are not to be overloaded, and no flammable decorations are allowed within 18" of any light fixture. Under no circumstances should a student use an open flame in or near the dormitory. **Failures to comply with the fire-code will in all likelihood result in a discipline committee meeting, and could result in permanent separation from the school.**

The following is a list of items that are **not permitted in student rooms** due to the danger of fire: **microwaves, hotplates, portable grills, coffee pots, irons, incense, candles, lighters, matches, and fireworks or any material of that genre. These items and all similar flammables are strictly forbidden.** If you have any questions as to what constitutes a fire hazard, or are unclear as to the consequences, please ask a dorm parent or student dorm head. Anything deemed a fire hazard will be immediately confiscated and placed in storage for the remainder of the year. Evidence of fire in the dorm will result in all likelihood with a discipline committee meeting.

Guests (a person who is not a CRMS student) and Day Students:

Due to the small and intimate nature of each dormitory, only current CRMS students and their families may visit the dormitories during the school year. Boarding students who wish to have guests on campus may host them *only* in the Bar Fork student center (see Cross-Gender Visitation policy for all family visits).

Guests and day students (unless previously granted permission for academic purposes or who are Holden citizens) are not allowed on campus once the evening academic program has begun (7:30p.m.). In addition, **no** non-CRMS guests (**including family**) are permitted to stay overnight in a dorm room. Day students are permitted to do homework with a boarding student in a common area of the

dormitory, the Bar Fork, or a computer lab until 8:45 p.m. Day students may occasionally spend the night in the dormitory only after they have filled out the appropriate form (the “Reverse Weekend Form”) available from the Student Life Office.

Cross-Gender Visitations:

Out of courtesy to the residential faculty and the parents of the student body, students who have visitors of the opposite sex must keep the door open and observe the “one person, one bed” rule. **Please note that at no time during the academic week or weekend are freshmen and seniors permitted visiting time in each other’s rooms.**

Students are allowed to visit in another student’s room of the opposite sex only on weekends during the following times:

- **Friday between 4:00 – 11:00 p.m.**
- **Saturday between 12:00 – 11:00 p.m.**
- **Sunday between 12:00 – 7:30 p.m.**

Cross-gender visitation may occur in dormitory lounges (does not include hallways):

- **7:00 am – 7:30 pm Sunday – Thursday**
- **7:00 am – 11:00 pm Friday and Saturday**

Failure to comply with the above policy will place a student on two weeks of restriction for the first offense and will warrant a meeting with the Discipline Committee for the second offense. Visitation during study hours is only acceptable with permission from a member of the faculty, and must take place in the common area. Please be courteous about public displays of affection.

WEEKENDS

Before you leave for the weekend, make sure that you are familiar with the following guidelines and have filled out your weekend form completely.

Students Departing for the Weekend:

Students wanting to spend the night off-campus on a Friday and/or Saturday night must fill out a "Weekend Permission Form"

- Turn it into their advisor by Tuesday (unless you have Holden citizen status, in which case the day is Wednesday).
- Completed weekend forms (includes the dorm team leader's signature) need to be put in Dee Gwin's open mailbox by **12:00p.m. Thursday**
- Please note that you may only sign out to households who have signed the "parent pledge". Households that do not sign the pledge will not be allowed to host students.
- **Students who return to campus, with the exception of school related activities, must check in with the faculty on duty and stay on campus for the remainder of the weekend.**

Dorm Team Leaders will sign your request for a weekend if you have taken care of the following:

- You have been present at all the dorm checks.
- Your room has been kept clean.
- Your dorm jobs have been completed.
- Your general attitude/behavior toward adults and peers has been acceptable.
- You have not been out of your room making noise after 10:30 p.m.
- You do not have questionable weekend plans.

Cleaning Your Room before Weekends, College Visits, Trips, and Vacations:

All students who travel off campus are expected to clean and have their rooms checked for cleanliness before departing campus for an extended amount of time. **Failure to do so will result in two weekends of kitchen restriction.**

"Frequent Weekenders":

Each year, students who wish to have "frequent weekender" status, should see the Dean of Students for the rules and expectations (**Do not assume that you are a frequent weekender: a contract must be filled out and approved by the Dean, your advisor, and your parents**).

- *Freshmen cannot become "frequent weekenders" until the second semester.*

Signing-Out When You Leave Campus:

Students are required to sign-out **any time they leave campus –especially during the weekends** (faculty proctored trips are the exception). The sign-out sheet is located by the door of Bar Fork A. The clipboard will ask you to fill out your full name, the location to which you are headed, the date and time of your departure and the anticipated time of your return. **You will also have to sign back in once you return. During the academic week (Monday through Friday, 3 p.m.) sign-outs may not exceed two hours. On weekends (Friday, 3 p.m. through to Sunday, 7 p.m.) students who plan to depart campus for more than four hours must check out with a faculty member on duty before their departure, and check in with a faculty member upon return. Students are encouraged to travel in groups of two or more. If a student is found in a place other than the location they wrote as their destination, the student will meet with the Dean of Students and further consequences may apply.**

Weekends on Campus:

Students who remain on campus during the weekends are expected to *be in their dorms by 11:00pm and in their rooms by 1:00 a.m. on Friday night and 12:00am on Saturday night and are expected to keep the common room and hallways clean.* Faculty members on the weekend teams will check the common areas for cleanliness. Students who are not compliant with a faculty member's request to clean the common area will most likely be expected to serve a week of restriction.

Spending the Night in a Dorm that is Not Your Own:

Students wanting to spend Friday night in a dorm other than their own dorm must put a clear sign on their door and the door of the room in which they are staying for the weekend team to check in. Failure to do so will result in a student being ADC (after dorm check) and will most likely result in a meeting with the Discipline Committee.

Closed Weekends:

Specific weekends over the course of the year will be “closed”, and students will not be permitted to sign out to a local family's house. These weekends generally occur at the beginning of the year, before exams, evenings before vacations (such as winter and spring breaks), interim, and school trips (both in the fall and spring). **Freshmen have closed weekends during the fall semester.**

CONSIDERATION OF OTHERS

Clean Rooms:

Living with others in a residential environment is made easier when each student maintains a clean and well-ordered room. Dorm rooms will be inspected for basic cleanliness and order on a bi-weekly basis (and tri-weekly if you are on a “room clean contract”). More thorough cleanings will be done before a student leaves for the weekend and departs for a vacation or school trip. A student, who fails to clean his /her room before his /her weekend departure, will have his/her weekend privileges revoked for two weeks. **All food should be kept in air-tight containers**, and students are expected to wash personal dishes and silverware, and to properly dispose of garbage.

A list of standards for a clean room and dorm is posted in the common area of each dorm.

- Uncluttered floor
- Organized desk
- Clean carpet or floor
- No overflowing trashcans
- No open food containers
- No dirty dishes

Personal Hygiene:

The goal here is not to suppress individual expression, but to remind students that their personal hygiene has an impact on everyone they encounter throughout the day. Dentists recommend that you brush at least twice a day and floss once a day. The nurses recommend that you wash your hands frequently and shower often. The dorm faculty recommends that you change your sheets and towels weekly and that you use the CRMS laundry service.

Dress Code:

The expectation is that students should dress “appropriate to the occasion or the task at hand” and that “standards of decency and good taste prevail.” This means that pajamas, bathrobes, and slippers may be worn in the dorm only and may not be worn to class or to the dining hall. Clothing advertising drugs or alcohol is not permitted to be worn to class or to the dining hall. **Any faculty member holds the right to ask a student to change if they feel the article of clothing in question is inappropriate or offensive in any way.**

Dorm Pranks and Hazing:

Dorm pranks and hazing will not be tolerated. These actions can threaten the emotional or physical health of a student or result in damage done to personal or community property, and may **have severe disciplinary consequences that may result in permanent separation from the school.**

Guns and Knives:

Guns of ANY kind will not be tolerated at CRMS. This includes but is not limited to rubber band, bb, pellet and air soft guns. The possession of one of these items will result in 1 week of restriction and a meeting with the Dean of Students.

Knives longer than 2 1/2 inches will not be tolerated and are NOT needed for trips or any other part of the CRMS program. The possession of a knife that exceeds this size will result in 1 week of restriction and a meeting with the Dean of Students.

Decoration of Rooms:

Students are free to decorate their rooms with posters, wall hangings and other materials with sensitivity to the tastes and values of their roommates, visitors, and the CRMS faculty and staff. Please do not use pushpins, tacks or nails to hang items on the walls. Sticky wax is available from the school bookstore.

Decorations may not in any circumstance promote drug, alcohol, or tobacco use, or contain messages that criticize or objectify others. **Due to fire regulations, tapestries cannot block or obscure an individual's ability to quickly check a room** (do not put tapestries covering beds) **(this is especially problematic in the lofts).**

Telephone/Cell Phone Use:

The use of telephones and/or cell phones is permitted only during a student's free time. This means that phone use is prohibited during classes, active curriculum and evening study hall. Underclassmen must be finished with their telephone conversations by lights-out (unless permission is granted). It is expected that upperclassmen demonstrate responsible telephone use. In essence, responsible cell phone use is paramount. If there is a perception that a student's cell phone use is resulting in isolating him/herself from others and/or is getting in the way of contributions to the program, then his/her cell phone use will be restricted. A student abusing his/her telephone privilege will meet with the Student Life Office to determine an appropriate consequence.

Cell Phone Check-Ins: All residents of dorms are REQUIRED to check in cell phones upon arrival to the dorm for evening study at 7:30p.m. Cell phones will be returned at the end of study hall session.

Computer Games and DVD's:

Computer games and DVD's are absolutely prohibited during study hours and after 11:00 p.m. Sunday through Thursday. **Students caught playing games or watching videos risk having their computer taken away for a minimum of a one week period.** Students caught playing games or watching videos of a graphic or mature nature will have to notify their parents and advisors and risk having use of their computer restricted.

Sound Equipment and Televisions:

The right to quiet supersedes the right to listen to music played at loud volume. Music serves an important function in the lives of many people. However, loud music has no boundaries. Thus sharing one's living space requires sensitivity to the tastes of others. Therefore, anytime a student is asked by anyone to lower the volume, he or she will be expected to do so.

Watching TV in the lounge is permitted only between Fridays at 3:00 p.m. until Sunday at 7:00 p.m. **TV and video viewing is not permitted during the academic week in the student lounge or in the dormitories (unless permission has been granted by the Dean of Students).**

Dorm Meetings:

These meetings are an important aspect of dorm life and attendance is mandatory. They are the vehicle for discussing dorm issues of a political, social, or interpersonal nature. There will be one regularly scheduled dorm meeting each week, and others may be called by any student dorm head or faculty member as need arises.

End of the Year:

A fee will be assessed to any room and common area that requires a cleaning service after a student departs for the year – be it mid-year or for the summer. **You must checkout with a dorm team leader or the Director of Residential Life before you depart. Departing without meeting with 1 of those 2 people will result in an Improper Checkout and a \$10.00 fine will be added to your account.** Students in the dorm will share the cost of removing any items left in common areas, including hallways, bathrooms, lounges, and patios.

FIRE DRILL LOCATIONS

*Each residence on campus has a location where the students must gather in the event of a fire.
Below is a map that indicates the location where your dorm will meet.*

<u>8. Crystal:</u>	Bridge
<u>3. Lodge:</u>	Soccer Goal
<u>6. New Dorm:</u>	Parking Lot
<u>2. NBD:</u>	Flag Pole
<u>9. RFH:</u>	Bridge
<u>5. Solar:</u>	Parking Lot

CRMS SANCTUARY POLICY

Purpose:

The main purpose of sanctuary is to promote safety, individual responsibility, and trust. It is not meant to promote drinking or drug use at CRMS.

If a student involved in the consumption of a substance judges that the health of another student or their own is in jeopardy, they can, through this policy, selflessly contact an adult member of the community without any hesitation. Without this first call for help, the person suffering may not be able to receive necessary medical attention. To use the sanctuary policy the student must **proactively** search out help.

This policy cannot be used once confronted by a faculty member or anyone of authority. In proposing this we believe that it will help to create a community based upon trust, where the health of the students is a concern and this policy is not misused. Within this policy education is a priority. This contributes to why therapeutic actions are being taken as opposed to disciplinary actions.

Policy:

No matter what part the informer plays in the situation, by actively seeking help, the name of the informer will remain confidential. The only people who will be aware of the informer are those immediately involved and the Dean of Students. **No disciplinary consequences or “strikes” will be put on the informer’s record.**

There will be no disciplinary consequences for the student who is in need of immediate care. Rather, the student must take these actions:

- **The student must call their parents and inform them of what happened and ask them to call the Dean of Students.**
- **The student must make an appointment for a substance use assessment.**
- **The sanctuary policy can be utilized by a significantly impaired student only once during their time at CRMS.**
- **The reporting student who has consumed an amount of a substance and claims sanctuary for a peer can only use the policy twice.**
- **A student who has not taken any part in consumption of a substance can claim sanctuary for their peers an unlimited amount of times.**

CRMS DORM DAMAGE REPORT FORM

Attention: Business Office

Student's Name: _____ Dorm: _____ Rm# _____

Roommate: _____

MISSING, BROKEN, or DAMAGED: **CHARGE (\$)**

- | | |
|---------------------------------------|------------------|
| <input type="checkbox"/> Chair | \$66 |
| <input type="checkbox"/> Corkboard | \$54 |
| <input type="checkbox"/> Curtain | \$24 |
| <input type="checkbox"/> Curtain Rod | \$36 |
| <input type="checkbox"/> Desk | \$450 |
| <input type="checkbox"/> Light | \$90 |
| <input type="checkbox"/> Mattress | \$225 |
| <input type="checkbox"/> Box-spring | \$225 |
| <input type="checkbox"/> Screen | \$56 |
| <input type="checkbox"/> Other: _____ | \$ _____ (\$TBD) |

- | | |
|--|----------|
| <input type="checkbox"/> End of year cleaning fee (room) | \$75 |
| <input type="checkbox"/> End of year cleaning fee (common areas) | \$50-150 |

- | | |
|---|---------------------|
| <input type="checkbox"/> Built-In: _____ | \$ _____ (\$25-450) |
| <input type="checkbox"/> Door/Lock (circle) | \$180/\$120 |
| <input type="checkbox"/> Window/Screen (circle) | \$90/\$56 |
| <input type="checkbox"/> Light/Switch | \$120/\$50 |
| <input type="checkbox"/> Other: _____ | \$ _____ (\$TBD) |

DAMAGE: (SEE BELOW FOR LOCATION)

- | | |
|--|-----------------------|
| A. Holes (includes pins, tacks, nails) | \$ _____ (\$5 p/hole) |
| B. Burn Marks | \$50-250 |
| C. Stains | \$ _____ (\$TBD) |
| D. Other: _____ | \$ _____ (\$TBD) |

[LOCATION OF DAMAGE IN STUDENT'S ROOM]

_____/ (DOOR) _____