Guidelines for Boarding Students
Revised July 2015

Director of Residential Life  BJ Sbarra
Dean of Students  Jennifer Ogilby
Emergency  911
Sickness/Injury  See Dorm Faculty
Health Office  970-963-2562 x150

Residential Life Program Goal
Learning to live with others in a community that promotes respect, integrity and gratitude.
Dorm Schedules
The following are the check-in times for all boarding students, Sunday through Thursday evening. Boarding students may not leave campus during the evening without permission from the Director of Residential Life. Being late to dorm check will result in consequences specific to each dorm.

Evening Dorm Schedules
9th Grade:
7:15  check in at dorm for dorm jobs and meetings
7:30  dorm study begins
9:15  dorm study ends
9:45  students in own rooms
10:00 lights out

10th and 11th Grade:
7:30  check in at dorm for dorm jobs and meetings
7:45  dorm study begins
9:45  dorm study ends
10:15 students in own rooms
10:30 lights out

12th Grade:
7:45  check in at dorm for dorm jobs and meetings
8:00  dorm study begins
10:00 dorm study ends
10:45 students in own rooms
11:00 lights out

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, as well as team building activities and other events. There will be a dorm meeting every night, with one per week dedicated to a more in-depth topic. You are expected to plan ahead for nights when there are dorm meetings, as you will not be granted extra study time on these nights.
**Dorm Jobs**
All boarding students are expected to help maintain cleanliness in the dorm community spaces seven days a week. The dorm and student rooms will be graded on their cleanliness Sunday - Thursday night after dorm check, and you can earn rewards for keeping it clean.

**Study Hall**
Study hall is a time for getting homework done, group projects, reading ahead, etc. Study hall takes place in the common room of the dorms, or in the library. Anything that isn’t of an academic nature is not allowed during this time, including taking a shower, making food, playing video games, etc.

 Holden citizens are expected to be present at the dorm check, do dorm jobs and remain on campus during study hours. Holden citizens with high enough grades may study in the dorm or other campus buildings, they are not required to study in the common area.

**Lights Out Policy**
Getting enough sleep at night is incredibly important, even more so for teenagers whose bodies are still developing. Students will be expected to abide by the lights out policy. Students may request “late lights” if they feel they need more time to study. The “late-light” privilege will be suspended if a student has trouble attending morning classes or is unproductive during the study hours. Students caught up after lights out will have to meet with the Director of Residential Life to discuss consequences and a plan for getting more sleep at night.

**After Dorm Check (ADC)**
Being out of the dorm between the last dorm check and 6:00 a.m. without permission from the dorm parent is a probationary offense and may warrant a meeting with the Discipline Committee.
**Quiet Times**
These times mean conditions will be favorable for sleeping or studying

- The **first quiet time** begins at 8am and ends at 3pm. 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 during study hours.** Music should not be audible from the hallways, no games or activities should occur and no food should be cooked. The use of cell phones is not permitted at this time.

- The **third quiet time** begins when students are asked to be in their own rooms. Music should not be audible from the hallways, no games or activities should occur and no food should be cooked. The use of cell phones is not permitted at this time.

**Guests & Day Students Staying in Dorms**
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. Guests and family members are not allowed to stay overnight in the dorms. Day students may spend the night in the dormitory only after they have filled a “Reverse Weekend Form.”
DORM PROPERTY GUIDELINES

**Dorm Furniture and Screens**
Moving any dorm furniture or removing screens is forbidden. The dorm faculty and the maintenance department must approve any changes to the rooms. Tacks are allowed for hanging posters. Decorations are not allowed on the ceiling, as they may obstruct lights and fire sprinklers.

If a student damages/breaks an item in the dormitory they will be charged the price of repair or replacement. Damage done to the furniture or fixtures in the common areas of the dorm will be billed to the dorm collectively.

**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.

- Due to fire regulations and fire safety tapestries cannot block or obscure an individual’s ability to quickly check a room or bed.

- Failures to comply with the fire-code may result in a meeting with the Discipline Committee and could result in permanent separation from the school.

**The following items are not permitted in student rooms:**
microwaves, hotplates, portable grills, coffee makers, irons, incense, candles, lighters, matches, fireworks

**In the event of a fire, the evacuation areas for each dorm are as follows:**
RFH - Parking Lot
Crystal Dorm - Parking Lot
Lodge Dorm - Quad Field
New Dorm - Parking Lot
North Dorm - Soccer Field
Solar Dorm - Quad Field
South Dorm - Soccer Field
Cross-Gender Visitation Rules & Hours

Cross-gender visitation may occur in dorm common areas during the following times:

- **Friday**  7:00 pm – 11:00 pm
- **Saturday**  9:00 am – 11:00 pm
- **Sunday**  9:00 am – 5:00 pm

Students are allowed to visit in a student of the opposite sex’s room on weekends during the following times when a staff member is present in the dorm:

- **Friday**  9:00 pm – 11:00 pm
- **Saturday**  9:00 pm – 11:00 pm

Students who have visitors of the opposite sex in their dorm room must keep the door open and their feet on the floor.

Failure to comply with the above policy will result in **two weeks of restriction for the first offense** and will warrant a meeting with the Discipline Committee for the second offense.

Students are allowed in dorms of the opposite sex during study hall for academic purposes only. 9th and 12th grade students may not visit in each others’ dorms at any time unless a faculty member is present.
WEEKENDS

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".

1. Have your parents call or email your advisor with permission by Tuesday.
2. Completed weekend forms must be on the receptionist’s desk by 12 noon on 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 early, except when attending school related activities, must check in with the faculty on duty and stay on campus for the remainder of the weekend.

Dorm Team Leaders may 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 attitude has contributed to the dorm in a positive manner.

Frequent Weekend Policy
Each year, students who wish to have “Frequent Weekender” status, must see the Dean of Students for permission. A contract must be completed that includes the permission of the Dean of Students, your advisor and parents. Freshmen cannot become “Frequent Weekenders” until the second semester.

Cleaning Your Room Before Departing Campus
All students who travel off campus are expected to clean their rooms and complete their dorm jobs. Failure to do may result in being placed on restriction.
Leaving Campus & Signing Out

Boarding Students must sign out when leaving campus unless you are with a CRMS faculty member.

The sign-out sheet will be located by the door to Bar Fork A. You must also sign back in upon your return. During the academic week (Monday through Friday) sign-outs may not exceed two hours.

On weekends (Friday 5 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 before their and upon their 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.

Any time you will be spending the night out of the dorm, whether for a school trip, sporting event, or with your parents, you need to post a Sign Out form on your dorm, which you can get from your dorm team leader.

Weekends on Campus

Students who remain on campus during the weekends are expected to be in their dorms by 11:00pm, with lights out at 1:00 a.m. on Friday and 12:00 am on Saturday.

Spending the Night in a Dorm that is Not Your Own

Boarding students may only spend the night in another dorm on Friday nights, however, Holden Citizens may spend Saturday nights in other dorms. You must post a clear sign on your own dorm room door and the dorm room door being visited stating your intentions.

Closed Weekends

Specific weekends over the course of the year will be closed and students will not be permitted to spend the weekend off campus.
CONSIDERATION OF OTHERS

Clean Rooms
An important goal of the Residential Life program is to teach students how to take care of their living environments. Dorms and rooms will be evaluated on a daily basis (Sun – Thurs), with fifteen minutes each night dedicated to cleaning the dorm. Rooms should be kept clean on a regular basis. Students should also expect to have to keep the dorms clean during the weekends.

You are expected to keep your room in clean and tidy order. If you have a roommate, you will be judged only on your side of the room. The categories you'll be graded on are listed on the form outside your room. If your room scores below a passing grade, there are consequences that will be handled by the Director of Residential Life.

Rooms are also expected to be cleaned before students depart for weekends, vacations or school trips.

Personal Hygiene
- Dentists recommend that you brush at least twice a day and floss once a day
- Doctors recommend that you wash your hands frequently and shower often (at least every other day)
- You should change and clean sheets and towels weekly.

Dress Code
The expectation is that students should dress appropriately to the occasion or the task at hand; decency and good taste should prevail. Clothing advertising drugs or alcohol is not permitted. CRMS faculty may 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. These are probationary offences and 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 airsoft guns. The possession of one of these items may result in restriction and a meeting with the Dean of Students. Knives with a blade longer than 2” are not permitted. The possession of a knife may result in 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. Tacks are the best way to hang decorations, as they can easily be painted over at the end of the year. Decorations may not in any circumstance promote drug, alcohol, tobacco or contain messages that criticize or objectify others.

Cell Phone Use
The use of cell phones is permitted only during a student’s free time and is prohibited during classes, active curriculum, evening study and after lights out. Responsible cell phone use is paramount and may be restricted if there is a perception of abuse. Student cell phones will be collected at the start of study hall by the dorm parent on duty and held in their possession until the end of study hall. Students may only use their phones during this time under supervision. The only exception to this is Holden Citizens with high enough grades who do not have to turn in their phones.

Computers, Video Games and DVD Policy
Playing video games and watching DVD's is permitted in the common area only from Monday – Thursday from 5-7pm, and Fridays from 5pm until Sunday at 7pm. Video games and DVD's are not allowed in the common area after dorm check Sunday – Thursday. Students may not play video games in their rooms. Students caught playing video games in their room will lose their console or computer for a week. Additionally, students playing games or watching videos of a graphic or mature nature will need to notify their parents and risk having their computer restricted.
Computer monitors over 32” size are not permitted and students bringing a larger size to school will be asked to send them home. The right to quiet supersedes the right to listen to loud music. Sharing living space requires sensitivity to the needs of others.

**Food Delivery**
Students may order food to campus from local restaurants between the hours of 12pm and 7pm. To insure the safety of all our dorm residents, all food deliveries must be made to the Bar Fork. Delivery drivers are not allowed in dorms.

**End of the Year**
Fees may be assessed when rooms and common areas requires a cleaning service after a students depart CRMS.

You must checkout with a dorm team leader or the Director of Residential Life before you depart and turn in your room key. Failure to do so will result in a $250 fine and loss of your roommate selection for the following year.
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.
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.