

# CLHS Dormitory Handbook

The following handbook is designed only to supplement the guidelines established in the school's Student Handbook. These regulations apply to dormitory students, homestays run through the school, and all students visiting the dormitory. California Lutheran High School reserves the right to add and/or modify dormitory regulations during the course of the year.

## **Dormitory Atmosphere**

The dorms are to be a "Christian home away from home" for the students. We want the dorm atmosphere to be welcoming and comfortable. Because the dorms house a number of people living together, and each person has a different background and different ways of doing things, it is important that Christian love, cooperation, consideration of others, communication, cleanliness, and orderliness be the key factors under which the dorms must operate in order to achieve the welcoming and comfortable atmosphere. Students are to keep these factors in mind throughout the year.

## **Dormitory Supervision**

In each dorm the residing supervisor shall have immediate authority over the students in his or her care. Therefore, any questions or problems concerning the dormitory should first be directed to the residing supervisor. In cases where a satisfactory solution cannot be reached, the school's campus pastor/director of student housing may be contacted to mediate a solution.

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## **Airport**

CLHS will transport domestic boarding students to and from the Ontario airport and international students to either Ontario airport or LAX for all major holidays (Thanksgiving, Christmas, Easter). Transportation will also be provided to the same airports for all long weekends (Teachers' Conferences, Presidents Day, etc.) CLHS urges students who fly home on these occasions to coordinate their flight plans so that only one trip needs to be made to take students to the airport, and only one trip needs to be made to pick them up. Please make flight plans well in advance and inform the supervisors of travel plans well in advance. Flight times should not conflict with class schedules. Please make departure flights approximately 3 hours after classes dismiss for that day. Please make arrival flights the night before classes resume between 7:00 p.m. and 9:00 p.m. CLHS cannot promise airport transportation for occasions other than school vacations. Students and their families will be responsible for arranging transportation to and from the airport for these occasions. It also may be necessary for students to wait at the airport for some time. CLHS will try to limit the amount of wait time for students, but cannot always drop off or pick up students within minutes of their flights.

## **Banking System**

The dormitory supervisor maintains a student bank in the dormitory office. Students are discouraged from keeping large sums of money in their dormitory rooms. The school cannot assume any responsibility for valuables lost or stolen from the dorms. If parents wish to send their teenager spending money, please make the check out to "CLHS" so the school may cash it. Checks made out to students are difficult to cash.

## **Bicycle / Skateboard Riding**

Students may bring bikes for riding. Bikes should be locked to the bike rack. Skateboards should be stored in the students' dorm rooms. Students are discouraged from riding on Wildomar Trail due to the lack of a bike lane, no streetlights, and the fast speed of cars. There is no riding on the sidewalks near our school building.

## **Cars**

**Having a car on campus is a privilege that is not to be misused!** Students may bring cars to the dormitory if they have the permission of their parents and school's administration. Students must seek approval of a dorm supervisor to leave campus. Under no condition is any student allowed to drive any vehicle on campus that is not his or her own vehicle. Permission to have a car on campus may be taken away at the discretion of CLHS. Please obtain a vehicle registration form from the school office prior to the student driving on campus. Students are not to drive other students in their cars unless given permission from dorm supervisors and parents.

**Cell Phones**

All cell phones must be turned in before bed. Students will be given a mailbox and key in which to store them at night. Additionally, if your teen is late for school more than two times in an eight week period, or is caught on a device after lights-out, they will need to turn in all devices including, but not limited to: laptops and tablets until the end of the next quarter. All rooms have alarm clocks. Parents requiring to speak to their teen during the late hours of the night are to contact a dorm supervisor at the phone numbers provided. In case of an emergency, there is also a landline available in the lobby.

**Checking In and Out**

Each dorm student must receive permission from his or her supervisor in order to leave the campus. When walking, students must be in groups of 3 or more. The student will check out personally with the dorm supervisor. When returning to the campus, students must check in personally with the dorm supervisor.

## Check-outs on the Weekend

We encourage all students to get some time away from the dormitory on the weekends. Students who wish to check out for the weekend must have the permission of their parents to do so. Weekend plans must be communicated to the dorm supervisors by Wednesday. Students who are either staying or leaving for the weekend must indicate this on the sheet provided by the supervisors. Students who leave are to notify the dorm supervisors of their estimated return time. Students should plan on being back to the dorm by **9:00 P.M.** on night before school resumes (usually Sunday). If there are special circumstances that restrict this from happening, students and parents should call the supervisors. Dormitory students may only check out with people listed on their permission slips.

## Cooking

No cooking is allowed in the dorm rooms. All small electrical appliances may only be used in designated kitchen areas with permission of the dormitory supervisors. Items such as small refrigerators, oven toasters, hot pots, etc. are not allowed in the dormitory rooms. Students may store food in the lobby refrigerator. Please label food with your name and the date. All food unlabeled or considered past due will be thrown away by a supervisor.

## Curfew

All dormitory students must be in the dormitory by 6:45 P.M. Monday through Thursday for study hour unless they are making use of a free night or there is a school- sponsored event. In those cases, students should be in the dorm immediately after the event. See the chart below for more information regarding evening guidelines. These guidelines are subject to change at the will of the supervisors.

**Students who leave the dorm after curfew without permission from the dorm supervisor may be subject to immediate expulsion from the CLHS boarding program as well as face discipline from the school's Discipline Committee.**

Sun-Thur		Fri-Sat	
On-Side	Lights Out	On-Side	Lights Out
Fr.-9:30; So.-Sr.- 10:00	Fr.-10:00; So.-Sr.-10:30	11:00 p.m.	12:00 midnight

## Weekday Schedule

**7:30 - 8:00 A.M.**

Breakfast in main lounge

**7:30 - 7:50 A.M.**

Students leave dorm for classes. During class hours, students will not be allowed in the dorm.

**3:20 P.M.**

Students may return to the dorm after classes if supervisors are not involved in athletic practice.

**6 P.M.**

Dinner is served followed by announcements and devotion.

**Students will do their dorm chores daily between dinner and study hour.**

**6:45 - 7:45 P.M.**

Dorm students will study in their rooms; they may only study in lounges with permission of the supervisor. Freshmen will study in the main lounge.

**7:45 P.M. to "lights-out"**

This is free time, during which students may continue to study or have recreation, but noise levels are to be kept to a minimum. Students are to remain on campus unless they get permission from a supervisor.

**9:00 P.M.**

All students are to be inside the dorm.

**9:30 P.M.**

Freshmen are to be in their respective sides of the dorms.  
Stereos, computers, and game systems are to be at a LOW volume.

**10:00 P.M.**

Sophomores - Seniors must be in their respective sides of the dorms.  
Lights out for freshmen.

**10:30 P.M.**

Lights-out time for sophomore-senior students.

Dorm supervisors reserve the right to require students to turn in personal electronic devices at night at their discretion. These devices include, but are not limited to: music-playing devices, computers, and tablets.

## Decorations

Students may decorate their rooms provided that their decorations conform to the following:

No liquor, wine, or beer ads; no empty liquor bottles, cans, or the like.

No suggestive posters or slogans of any kind; swimsuit posters and swimsuit calendars are not allowed.

Students should use Christ-Centered judgment when choosing what they will put on their wall.

No nails, tacks, or pushpins may be used to hang objects or pictures. Please provide your own sticky-tack.

All inappropriate materials are subject to confiscation.

## Discipline

In all discipline, Christian principles will be followed. All disciplinary actions above those necessary for day-to-day operations will first be discussed with the director of student housing. All discipline will be carried out in Christian love for the benefit of the student's spiritual and physical well being.

## Dorm Discipline System

1. The discipline will be a direct and logical consequence of the offense if at all possible.

2. There are levels of discipline, in line with the level of offense:

a. warnings & encouragements, with definite boundaries

example: do your chore by 7 p.m. tonight or you will have an additional chore to do

b. consequences

example: didn't do chore, so they have a second chore

c. restrictions:

Students could be restricted from use of TV's or video/computer games.

Students may be "**campused**". This means that they may not leave campus unless they are with parents or high school personnel.

Students may be "**dormed**". This means that they cannot leave the dormitory.

Students may be "**sided**". This means they must stay on their respective side of the dorm only and not go to the common areas.

A student may be "**roomed**". This means that they must remain in their rooms.

Students may not ride with any person except parents, legal guardian, or school personnel.

Students may not participate in athletic events as a spectator or participant.

3. The supervisors handle the immediate discipline. They will work with the director of student housing to handle all situations that are more severe.

4. The dorm is your "Christian home away from home". Because of this, there can be consequences for your behavior at school. If you receive a demerit, detention, or ABC for late work, you can expect a consequence at the dorms for your misbehavior. We want our dorm students to be shining examples for other students to follow.

**Dormitory Duties** - All dormitory students will be responsible for keeping the dormitory clean and presentable at all times.

1. **Individual rooms** - Students are responsible for the cleanliness of their rooms; each student must **daily**...

a. make bed with proper bedding,

b. pick up all clothing,

c. empty trash cans,

d. sweep and vacuum room at least once a week, and

e. wash windows and dust as needed.

2. **Common Areas** - These areas, such as the dining area and lounges, bathrooms, laundry rooms, halls, and the like will be cleaned by students as assigned by the dormitory supervisors.

Dorm duties are to be done before side time every evening, except those needing a different time (e.g., breakfast clean-up). Students must do their chores before taking a free night, or find someone to do it for them; but this must be communicated to the supervisor.

Failure to perform assigned cleaning duties may result in loss of free nights or other disciplinary action. Those students gone because of sports or other school events are still responsible for completing their chores.

## **Dormitory Hours**

The dormitory will be locked at the beginning of the school day and re-opened as soon as the dorm supervisors are able to leave the education center. Dormitory students must take all the books and other items they need out of their rooms when they leave in the morning. Students will not be allowed back into the dorm between classes, during free periods, or during lunch period.

Dorms will be closed during the major vacations. They will re-open at **4 P.M.** on the last day of the vacation period. Please contact the supervisors if students wish to return earlier than 4 P.M. They *may* be available to allow your child to return earlier. Please consult the annual school calendar to see when there are vacations. It is the students' and parents' responsibility to inform the supervisors about arrival and departure times for weekends and vacations.

## **Dormitory Rooms**

Each student will be assigned a room with one other student. Each room contains two beds, one closet, one dresser, one desk and a chair. Students will need to provide their own linens, pillows, and blankets. A light for their desks may be needed. It is helpful to identify all linen and clothes with laundry ink, using name or initials. Please note that mattresses are *twin* size.

Students may have their choice of a roommate at the start of the year. Dorm supervisors will facilitate roommate changes in October, as needed. The dorm staff has the right to make any roommate changes they deem fit. When room changes are made, the supervisors will inspect room conditions. Each student must sleep in his or her own room. If a student wants to sleep in another room on a weekend, he/she must get permission from the supervisors.

Each roommate is provided with a key for his or her room. There will be a \$5 deposit required for each key, which will be refunded upon return of the key. Students are to keep their rooms locked when they are not in them. The school cannot be responsible for items lost or stolen from the rooms. Everyone is asked to respect the possessions of others; you should not take or borrow things from other people without first getting their permission.

Each student is responsible for the condition of his or her room. Any damage found when moving into a room should be noted on the Room Evaluation Sheet and given to the dorm supervisor. Damages other than those noted on the sheet will be charged to the student's account. In the case of accidental damage, such damages must be reported immediately. Dormitory supervisors and the dorm director may and will check rooms periodically.

Behavior in the dorm rooms, hallways, lounges and restrooms should be decent and not out of control. No activities which could potentially cause damage or injury should take place. This includes throwing balls or other objects, pushing people, wrestling, etc.

At the end of the year each room is to be inspected by the supervisors or dorm director and the students. Rooms are to be thoroughly cleaned by the students before they leave at the end of the year. A list of cleaning duties for this purpose will be provided. Conditions and damages will be noted on the Room Evaluation Sheet.

## **Dress Code**

Students will dress appropriately exercising modesty and Christian love. Additionally, it should be noted that wearing of pajamas, spaghetti strap tank tops, or robes is not permitted beyond the bathroom area of the dorm into the common area; likewise, boys must wear shirts when in the common area. Swimsuits are not allowed for sunbathing. When attending church services, the students are asked to dress very nicely.

## **"Free Nights"**

Dormitory "Free Nights" will be given to dormitory students as follows:

Freshmen -	2 per month (beginning after the first quarter)
Sophomores -	3 per month
Juniors -	4 per month
Seniors -	5 per month

Extra free nights will be given to students who have achieved the following academic levels:

2.50 - 2.74 G.P.A:	1 extra free night each month
2.75 - 3.49 G.P.A:	2 extra free nights each month
3.50 - 4.00 G.P.A:	3 extra free nights each month

Free nights may be used to take a break from studying during the “study hour” time, to eat supper elsewhere, to attend special functions, and the like. Students must ask the dorm supervisor if they can take a free night before 6:30 P.M. Free nights may be taken away for disciplinary action, or poor performance in schoolwork. Students may not watch TV during this time as it may be a distraction to those who are studying. Students who make use of a free night to go off campus should be in the dorm by 9:00 P.M. Unused free nights may not be “carried over” for use in a later month, nor may one student give his free nights to another student.

## Going Off Campus

Students must get permission from the dorm supervisors to go off campus. Students must go with a group of three or more to walk to nearby stores or friends’ homes. The group must have a cell phone and exchange phone numbers with a supervisor prior to leaving campus.

## Illegal Substances and Weapons

The use and possession of tobacco, nicotine, alcohol, and all controlled substances is strictly forbidden. Firecrackers and fireworks are strictly forbidden. Weapons of any kind are illegal: guns, knives and swords of any length blade, or other weapons are strictly forbidden. The use and possession of any substances or weapons may result in immediate dismissal from the dormitory and discipline, including possible expulsion from school. **Possession and use of matches or lighters, fireworks, candles, incense, or any such substance is strictly forbidden. It may obviously result in destruction of the dorm, and it can easily trigger the sprinkler system for the entire dorm. Anyone responsible for such damage will be expelled from CLHS dorm and may be held liable for damages. There will be severe consequences for those who possess substances listed in the first sentence. Any possession of these substances raises the question of your eligibility to remain as a dorm student at CLHS. The superintendent will review all discipline issues and reserves the right to refer the student to the school’s discipline committee.**

## Illness

Dorm students who become ill must report their illness in person to their supervisor in person by 7:45 A.M. if they feel too ill to attend classes. If they send another student in their place to report their illness but that student fails to report it, the fault will lie with the ill student. The dorm supervisor will determine if a student meets the criteria for staying in the dorm and not attending classes. The following criteria will be used to determine if a student may not attend classes for illness reasons:

1. The student is too weak, or uncomfortable from pain, so that functioning at school is seriously impaired; and/or
2. The student has a fever; and/or
3. Attending classes would make the condition worse.

## If a student is allowed to miss school for illness, the following rules will apply:

The student is confined to his/her room for the whole day, with the exception of using the restroom. Meals will be brought to their room. He/she is not allowed to use the TV's or any of the lounge areas.

The student cannot participate in any after-school activities either as a participant OR a spectator, go out of the dorm, or leave campus (unless going home or doctor) for the whole day.

The student may not have visitors or phone calls (except from family).

Students who become ill at school must go to the office, and the office will notify the dorm supervisor before sending the student to the dorm. Parents will be notified if a student needs medical attention.

The school administration reserves the right to make any changes to these rules as it deems necessary, and reserves the right to make any judgments about illness. Parents may not be consulted by students as to whether they may attend classes or not since they are not present and cannot accurately judge the situation.

## Kitchen and Dining Areas

We have one kitchen in the dormitory that is available for use by the students. Students should ask permission to do any type of cooking. This area is to be kept very clean and orderly. It is also the responsibility of every student to clean up after themselves. This includes washing dishes or utensils that were used and putting them away; wiping off counters and tables; throwing away garbage; putting food back in its place, etc.

## Laundry Rooms

Boys and girls may only use the laundry machines on their respective side. These rooms should be kept clean and uncluttered. Students must be careful not to overload the machines. Students doing laundry should also be considerate of others waiting to use the machines. The laundry rooms may not be used after side time.

## Meals and Snacks

Food is provided by CLHS and purchased by the Food Coordinator. Special requests by students for meals or snacks are welcomed. Dorm students will prepare their own breakfasts from the food that is provided in the dormitory. "Hot" breakfast will be provided once a week, usually on the weekend; the other days will have a continental breakfast. Lunches will be provided for the students in the school's cafeteria. Students should not take food and give to non-dorm students. Dinner will be prepared for the students and will be eaten in the school's cafeteria.

Snacks may be provided for dorm students periodically, however students should not expect a snack every night. Students are to eat their fill at dinner. Students are to be considerate of others who may also want to eat these snacks and, therefore, are to limit their consumption of them. Students may also bring their own snacks. Any snacks kept in dorm rooms are to be neatly stored and sealed up. Students must keep food, crumbs, and drinks from lying open. Dorm supervisors will coordinate weekly trips to local stores (Albertsons, Wal-Mart, Target, etc.) for students to purchase their own snacks.

Supervisors will maintain a "canteen" stocked with items that students may purchase. Students may request specific items for the supervisors to purchase. The canteen may include items such as: soda, candy, chips, cookies, ice cream treats, and the like.

When students involved in sports are going to be gone with their teams and will miss mealtime at the dorm, arrangements will be made for meals. This may involve making a sack lunch to take along to the game, or they may be given some money for stopping at a fast food restaurant. The food coordinator and/or coaches will make these decisions and will inform students of these meal plans.

## Medication

All medication is to be administered by the dormitory supervisors. If a student brings medication, he or she should immediately give it to the dormitory supervisor with the instructions on how to administer it. Under no conditions may medication be shared with other students. If that is done, the students involved will be disciplined.

## Moving In

When students first arrive to move into the dorm, they must check in with the supervisor before going into their room. The supervisor will tell the student what room he/she will be in and given the key after a \$5 deposit is made. Both the supervisor and student should proceed to the room where both will then make a quick review of the room conditions as noted on the Room Condition Sheet and the student will sign the sheet agreeing to the room's stated condition. **Parents:** Your teenager's personal items are not covered by our insurance; they should be covered by your own homeowners' insurance.

Students will be notified about dorm rules before arriving at school. There will also be a meeting of all dorm students with the superintendent and supervisors the first school night to go over rules and routines.

## Moving Out

Students should inform supervisors when they plan to move out. Check-out will be done on the Friday of exam week or after the graduation service on Saturday according to the following procedure:

In preparation to move out, students should pack up all their belongings. This includes any items they may have in storage, lounges, and restrooms. Posters and pictures should also be taken down, even if they think they will have the same room next year. We want everything put away for cleaning purposes. The dorms are also used during the summer by others attending camps at CLHS.

Students may store things on campus for next year if they wish. However, all of their belongings must be kept together as a unit, and their names must be on the boxes, etc. to clearly identify the items as theirs. Items may not be stored in the dorms, rather in a different building on campus.

All rooms are to be thoroughly cleaned by the students before leaving. This means vacuuming (under beds and in closets, too), taking out garbage, picking up paper, washing walls, etc.

When the students are ready to leave, the supervisor will go to each room to inspect it for cleanliness, orderliness, and damages. Room conditions will be noted on the sheet. Also noted on the sheet is if they are leaving any items for the summer.

Students should hand in their keys and get their key deposit.

**NOTE:** UNLESS STUDENTS ARE STAYING WITH PARENTS OR GOING HOME, **ALL** DORM STUDENTS WILL SPEND THE NIGHT IN THE DORM ON THE FRIDAY BEFORE GRADUATION DAY.

### **Phone Calls**

The dorm lobby phone can be reached by calling the school phone number (951-678-7000) and selecting extension 306. It is not a requirement for your child to have a personal cell phone. However, students with cell phones will be reminded that they and other devices will not be permitted to be used during devotions, prayer, and some meals.

### **Public Display of Affection**

A wholesome friendship between the genders is both normal and acceptable. Such relationships are special and must be kept on the highest level possible. Anything that cheapens such a relationship then must be avoided. Therefore, the public display of affection (e.g., kissing, hugging, holding hands, & physical contact) is discouraged. Under no circumstances will boys be allowed into the girls' wing of the dorm or girls into the boys' wing of the dorm. Any student caught going into the opposite side of the dorm will be immediately "roomed" until the director of student housing and supervisors can address the situation.

### **Review Letters**

Parents may be interested in a regular dorm update regarding their child's behavior and interaction. Parents simply need to contact the supervisors or dorm directors to request a review letter/email. The dorm supervisors can send monthly email updates or brief phone calls. Please be sure that the dorm staff has your current email addresses for your family members.

### **Rideshare Apps**

CLHS dorm students are not permitted to make use of rideshare apps like Uber or Lyft. Our dorm staff does not believe it to be in the best safety interest to allow teens to get in cars with people whom they don't know. If a student wants to go somewhere, they are to make their request to a dorm super who will do their best to take them where they need to go.

### **Room Checks and Searches**

The supervisors and superintendent will make regular checks of the rooms to see that they are clean and orderly. Room decorations will also be reviewed. CLHS also reserves the right to search a student's room, car, and possessions when it is deemed necessary; this includes school events. Full cooperation from students and parents is expected.

### **Staying Overnight at a Friend's House**

No student will be allowed to stay overnight at a friend's house on a weeknight without a special reason and special permission.

This is the procedure that will be followed if a dorm student wishes to visit a friend's house:

The student must request permission from the supervisor well in advance of his/her plans.

The supervisor must communicate with the parent of the student making the request in order to have that parent give his/her permission. At this time, the opinion of the supervisor or school administration may be shared with the parent if there is a concern.

If the parent and school give permission, the home where the student plans to stay must also be contacted. The purpose of this is to be sure that the parents know the student will be staying there and that the parents will be present the entire evening. The home should be encouraged to follow the school's set curfews.

No students will be allowed to stay at a friend's house overnight without the permission of the school, the student's parent, and the parent of the home where he/she intends to stay.

### **Stereos/Music**

Students are allowed to have stereos in the dorm rooms provided that they follow certain guidelines. The sound level must not disturb others, and objectionable music will not be tolerated. Dormitory supervisors will determine when the sound level is excessive and when music is objectionable. In such cases, the supervisor may confiscate the stereo equipment. Students are encouraged to use headphones as much as possible. Stereos are not to be played past the lights out time and not before 7:30 A.M. out of consideration for others.



## **Storage Areas**

Areas can be provided for students to store their suitcases, boxes, bicycles, and other items. These areas may be locked for security and students are to ask the supervisors to open these rooms if they need to get something. Domestic students are not permitted to store anything over the summer months. International students may store two suitcases each.

## **Study Hours**

All dormitory students will be required to study on Monday through Thursday evenings for one hour. Longer study hours will be in place during exam weeks. If a dormitory student's grades are below a 2.5 gpa., he or she will be required to study in the lobby under the guidance of a supervisor. Students may earn the right to listen to music with headphones while they study. All new students will be required to study in the main lounge under supervision of the dorm staff during the first quarter of the school year. Other students will remain in their own room at this time; or they may use the common study areas with permission from the supervisor; or may be required to be in the lounge under supervision. The dorm supervisors will be making regular checks during this time. The supervisors and superintendent may hold the study hour in a school classroom occasionally.

## **Televisions, Movies, Computers, Music and Video Games**

The dorm is provided with a TV in the lounge that may be used at the proper times. R-rated (or worse) movies and M-rated video games are not allowed in the dormitory and should not be brought onto campus. This includes watching them by subscription services (i.e. Netflix, Hulu, Amazon). TV programs, computer programs, and music will be monitored for their content. Improper content may result in confiscation of the equipment and/or loss of viewing privileges.

## **Visitors**

Students will be allowed to have visitors in the dorm from after school until supper, and then after 7:30 P.M. until 9:30 P.M. We encourage parents to visit as often as they wish. Visitors are not allowed in the dorm before school, supper, and study hour, unless they have permission from a supervisor. Visitors in the dorm during devotion are expected to be in attendance for devotion. Visitors may only be allowed in the dorm (both in the lounges and in the rooms) if the person they are visiting is present in the dorm. **All visitors in the dorm must be approved by a dorm supervisor.** On weekends, visitors are to leave the dorm by 10 P.M.

## **Worship**

All students are required to attend all worship activities. This includes Sunday church services, mid-week services, Bible classes, and the like. Young ladies should wear skirts, dresses, pants, or jeans with an appropriate top. Young men should wear long pants or jeans with a collared shirt. Shirts with ties are always encouraged.

California Lutheran High School reserves the right to add or change dormitory regulations during the course of the school year.

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