



## Welcome!

This school year you will be a member of the living and learning community at Washington Academy. Most of your weekdays will be spent attending classes and working on your academic progress. Students staying on campus will be calling the dormitories “home” and will have the opportunity to participate in many activities. Take your time and read through this guide so you can fully understand and appreciate the opportunities and responsibilities living on campus brings.

## Community

Living in a dormitory with a roommate and other housemates is not like living at home with your family. Residential life staff will work to provide you with a clean, safe, and comfortable place to live. It is your responsibility to make a commitment to yourself and others in order to maintain a positive and rewarding living and learning environment.

To understand this more, consider the various types of space in which you will be living. Think of these spaces as private space, shared space and common areas. Private space is your very own private area. Your portion of your dorm room, your desk and closet area are private. You should feel safe and comfortable when you are in these areas. While residential life staff may visit your room and make recommendations on cleaning and neatness, this is your area and you should be able to feel most comfortable in it.

Your dorm room, bathroom and section of your dormitory are examples of shared space. Here a small number of people not only share the space but together are responsible for maintaining its cleanliness and neatness. This is an ongoing process but during dorm community cleanup residents will have the task of thoroughly cleaning the area.

Common areas are the larger open areas in the dormitories where residents and their guests may gather to socialize, play games, watch television, cook, et cetera. Responsibility for keeping these spaces in order belongs to all residents of the dormitory.

The basic value of a living and learning community is each resident has as much responsibility to house-mates as he or she does to self. Learning to give and take, share thoughts and reactions, and making commitments to others are essential.

## Engagement and the Residential Life Curriculum

There is an intentional commitment to your personal, educational and social growth on the part of Washington Academy’s administration and staff. Your role and function is to become an engaged learner in the offerings and possibilities made available to you.

While you have come to Washington Academy to take advantage of its academic offerings you will soon realize that the out of class activities, and the environment of Eastern Maine create experiences that can be found nowhere else. Becoming involved in the many trips, clubs, intramurals, community service, and other opportunities will help you become more

fully engaged with the Academy and your own learning. These activities will add much to the memories of your high school experience. The residential life curriculum provides a foundation for experiential learning and opportunities for introduction to life in East Machias, Washington County, Maine, New England, and of course, the U.S.

## Speaking English

For English Language Learners: An important reason to come to Washington Academy is to improve your ability to speak English. All residential students are expected to speak English when in any common and public areas.

## Enduring Values

A well-respected leader in developing student life programs, Greg Stone, has outlined additional values for members of a living and learning community. Without much explanation they are listed below.

### *Respect*

Yourself  
Others  
The campus, your new home  
The planet, our only home

### *Honor*

Live up to the positive values you have learned from family, culture, and others.  
Act knowing that your reputation, how people view your character and contributions, is your only truly permanent possession.

### *Kindness*

Treat others as you expect them to treat you.  
Mutual kindness makes everything in a community more pleasant and productive.

### *Responsibility*

The health of our communities, our states, our nations, and the world as a whole requires our commitment and involvement.  
From those to whom much is given, much is expected.

While these values will make you a better person and us a better community, they also become the foundation for your success and leadership in the world beyond Washington Academy.

There are six steps for putting these enduring values into action:

## Six Steps to Success

- (1) *Pay Attention.* Be aware of what is happening around you. Learn from your experiences.
- (2) *Respect yourself, be responsible for your actions.* Understand the consequences of your actions. What is right for you?

- (3) *Respect and care for others.* This is the other half of respecting yourself. The responsibility of living in a community is that we each have a responsibility for the well being of others.
- (4) *Find and follow your passions.* A high school living and learning community is a place where dreams are made and formed. To truly fulfill your potential, you must discover your passion.
- (5) *Be a good citizen.* Leave each place better than you found it. Respect all people, places and things around you, at all times.
- (6) *Think about how you will be remembered.* What will your legacy be? Your actions will decide what people think of you. Be aware of the choices that you are making; even those that may seem small and insignificant. How will your choices affect the lives of others?

## COMMUNITY GUIDELINES

### Residences & Rooms

The furnishings in a student's room are provided on the assumption that they will be used carefully. Accidents will happen and things will get damaged. When they do alert the dorm staff immediately. Damages not reported will be investigated and the appropriate parties will be held accountable for repairs. Any damages to rooms and common areas that are unreported and unaccounted for will be billed to the residents of that room or shared among all residents of the dorm.

### Room Inspections

Prior to the arrival of resident students, each room will be inspected by a Residential Life staff member. A Room Inspection Form will be completed for each student moving into the room, noting any damages or problems. The student and a staff member will review the form and each will sign it. This is an agreement with the student and the Academy regarding the condition of the room. When students move out of the room, the same Room Inspection Form will be used to complete a final inspection of the room. Costs associated with any damage or excessive wear will be assigned to the student. Periodic room checks will be made during the school year as well.

A member of the Residential Life staff will inspect all rooms and the dormitory each Sunday evening to be sure that the Sunday Community Clean-up has taken place and that student's rooms are clean and neat.

Students whose rooms do not pass inspection will receive special instruction on how to maintain a clean and neat room. Dorm sanctions may be imposed if there is a refusal to comply.

Residential Life staff may enter resident rooms for inspection whenever it is appropriate and/or necessary. The administration reserves the right to search rooms at any time without notice.

### Room Standards

Students are expected to keep their room and living area tidy and neat. Keep clothing put away on a hanger or folded in dresser drawers. Dirty clothes should be put out of sight. The floor should be swept and/or vacuumed on a regular basis, emptying the dustpan into the trash container. All trash should be placed in the trash container. When the bag is full it should be tied shut, placed in the hallway outside the door and a new bag put into the trash container. This should be done before you leave for breakfast. Keep your room free from clutter and dirty dishes.

### Room Keys and Security

You will be given a room key. Keep it with you at all times. Keep your room locked even when making a brief visit to another room. Rooms will be locked when not in use and always unlocked when occupied.

Lost keys should be reported immediately; there is a \$25 key replacement fee. It is recommended that students lock their room whenever they are not present. The school does not assume responsibility for the loss of money, computers, stereos, or other valuable items. A safe is available in each dorm for small valuables; a sign-in and -out log is kept for these items. The safe resides in the apartment of the Dorm Director. Key checks will be done on a regular basis.

### **Room Assignments**

Every effort will be made to honor returning student's room and roommate requests. The residential faculty recognizes that the beginning of the school year is a time of adjustment, so room changes are not allowed. Students need to make an effort to develop compatibility with their roommates. If roommate problems persist, students should address their concerns to their dorm proctor or dorm advisor.

At the close of the school year returning students will be allowed to request specific rooms and roommates.

### **Personalizing Your Living Space**

We want you to feel at home in the dormitories. Residents are encouraged to appropriately decorate their rooms in a respectable and comfortable fashion. Vulgar, sexually exploitative and/or harassing comments toward any persons or groups, or drug or alcohol related posters, pictures or suggestions are not allowed. Nails or other attachments that will cause damage to school property are not allowed. Please DO NOT use tape on the walls. Please ask your dorm director what you can safely use.

### **Residence Community Clean Up**

Every Sunday from 8:15-9:00 PM there will be a Residence Community Cleanup. Learning to keep your living area clean and neat is an important part of learning to become an adult. Your families have sent you to Washington Academy to receive an education, but they also want you to become responsible adults.

Failure to maintain room cleanliness standards may result in disciplinary sanctions. Residential Life staff in each building will monitor and participate in the community clean up on Sunday. Room checks will be performed to insure that rooms are being kept clean.

## **SUPERVISED STUDY HALL-QUIET HOURS**

### **Purpose**

The purpose of having a mandatory supervised study hall is to ensure that all residential students have and take advantage of a quiet study time. Your parents, agents, and consultants expect and have requested Washington Academy to establish and maintain a quiet supervised study hall.

Many students have developed academic discipline and have taken the necessary time to study so that you can achieve good grades. Supervised Study Hall is not made to punish those who are getting good grades or those who need to improve their grades. It is designed to ensure that everyone has an opportunity to be successful.

### **Study Time Guidelines**

- Study time will be on Monday through Thursday from 8:30-10 pm.
- All students will report to their dorms for attendance by 8:15 pm prepared to study.
- Study time will be an extra-quiet time. All students need to be either working on schoolwork or reading a book.
- Study hours require each student to be in their own room with the door open.
- Students should use their laptops for educational purposes only.
- Students should not instant message, chat, etc., during study time
- Listening to music during study time is limited to headphone use only.
- If academic assistance from a peer or a tutor is necessary, please speak with the Residential Life dorm parent on duty.
- Study time will be rescheduled if it conflicts with a school activity.

### **Sound Devices**

Entertainment equipment such as radios, CD players and other amplified instruments may be used when it does not interfere with other student's rights to study, sleep or have peace and quiet. Stereos must not be heard outside the student's room. Those who violate this rule will lose their privilege to use their equipment which could include confiscation by dorm parents or Dorm Director.

Please be mindful of others if your music system includes subwoofer speakers. The sound carries through the structure of the building with these speakers. The bass and drum sounds of your music may disturb persons in other rooms even though the sound is at an acceptable level in your room.

You may not walk through buildings or around campus while playing a radio or music player unless you are using headphones.

### **Curfew & Lights Out**

Sunday through Thursday all students must be in their dorms by 8:15 PM.

Friday and Saturday students must be in their dorms by 11:00 PM.

Sunday through Thursday the common areas of the residences will be closed at 8:00 pm. Friday and Saturday the common areas will be closed at 10:45 pm.

To assure that each student receives enough rest in order to be alert and attentive in class; overhead lights must be off at 10:30 pm, Sunday thru Thursday. On Friday and Saturday nights, overhead lights must be out at 12:00 midnight.

For the purposes of our residences, "lights out" is defined by the overhead light in the room being turned off. This is the time for students to go to bed. Students may work quietly at

their desk with the desk lamp turned on if the light does not bother a roommate's opportunity to sleep. Telephoning, cooking, showering, laundering or other chores are not allowed during this time. You must be in your own room.

## Community Gatherings and Celebrations

It is important for a community to celebrate the events in the lives of its members. Washington Academy provides many opportunities for students to gather and celebrate special occasions, holidays, and birthdays. Please let your dorm advisor know if you have a special celebration or occasion that you would like to celebrate.

## Common Areas

*Please Note: Common Areas are some of the places on campus where ENGLISH-ONLY is required.*

The common areas in the dorms are for all residential students and their guests to enjoy. Please show respect for your schoolmates and the lounge itself.

Respect others who are using the common areas. Do not disturb those watching TV. TV and computer game volumes should not be heard outside the common area.

Use English to communicate with others when in the common areas.

Physical activities and sports are not allowed in the common area.

Affectionate behavior will be limited. Holding hands and sitting side by side are acceptable. Sitting on laps and kissing will not be allowed. If students refuse to comply with the request of a dorm parent, disciplinary action will be taken.

Students are expected to dress appropriately while in the common area. Wearing underwear only is NOT acceptable. Students will be asked to leave the common area immediately.

## Kitchens in the Residences

Students may keep food items in the dorm refrigerators and cabinets. To avoid confusion, these items should be labeled with the student's name. Students are expected to dispose of perishable items in a timely manner. Many kitchen items have been supplied for use of residents in each dormitory. If a student uses the kitchen, all pots, pans, dishes, and cooking utensils **MUST** be washed and put away immediately. Kitchen counters must be washed and kept clean.

Many students keep snacks and other foods in their room. This can be done as long as it poses no health hazard. Should a dorm parent or the Dorm Director notice insects or other vermin, the food will be removed and the area cleaned. Student will cover the costs of any extra cleaning if needed.

If students do not keep the kitchen clean, the Residential Staff has the right to close the kitchen.

## Laundry

Washing machines and dryers are available in each residence free of charge. Immediately empty the machines when the cycle completes and remove the laundry from the room once you have finished folding it. All members of the residence hall should help keep the laundry facilities clean and neat. Please remember to empty the lint trap after each use. If you have not done your own laundry before, do not worry, lessons on laundering are available by dorm staff. **Please do not put shoes in the dryers.**

To show respect for those living in your area, no loads of laundry are to be started after 8:00 pm.

## Bathrooms

All toiletries should be kept in student rooms. Any items left on sink counters or in showers will be removed and thrown away. Sinks and counters should be left clean and neat. All hair should be removed from shower and sink drains after use. Water on the floor needs to be mopped up. Please ask a dorm staff person for help if needed. Safety is a primary concern in the bathrooms. Wet floors are very slippery.

Keeping the Bathrooms clean is very important for the health, safety and wellbeing of all residents.

## Safety

Jeopardizing the health and safety of fellow students is a major offense. Intentionally leaving a residence hall door open or allowing other people to access the dorm after curfew endangers all the residents. Blocking doorways and hallways also poses serious problems during emergencies. Your room must be arranged in a manner that allows for quick emergency exits or the entrance of emergency response professionals.

The following items are **NOT** allowed in your dorm room.

- Halogen lamps
- Griddles
- Waffle irons
- Hot plates
- Toaster ovens
- Candles
- Incense
- Portable heaters
- Weapons of any kind
- Tobacco products
- Lighters, matches, etc.

## Safety and Emergency Equipment

Safety and fire equipment such as extinguishers and sprinklers are located in all dormitories. Any obstruction or misuse of this equipment is forbidden.

## **Windows and Screens**

The windows in each room can be opened and closed to regulate air flow and temperature. The windows should not be used as an entrance or exit except in an emergency. If a screen is removed from a window it will be considered, damage of school property and the matter will be referred for disciplinary action.

## **Fire Drills**

The safety of our residential students is a high priority. Fire drills can be expected. Each dormitory has fire drill procedures and a location to meet outside of the building. Residential students will receive instruction early in the year. When you hear the alarm, please respond promptly.

## **Shipping and Storing Personal Belongings**

At the end of the school year students are responsible for removing their belongings from their rooms. Returning students may request storage for a reasonable number of things with permission of Dorm Director. Articles to be stored should be securely packaged by the student and clearly labeled with the owner's name. In addition, a form with the listing of package contents will be taped to each box and piece of luggage to be stored.

## **Mail**

Students can go to the Residential Life Office to find their mail. Mail may also be delivered to dorm by Residence Hall Directors.

Under no circumstance is a student allowed to pick-up other students mail.

## **Shipping Luggage and Packages**

If you need to ship your luggage to campus or have packages sent to you, the address below is appropriate for U.S. Postal Service and any package delivery service. Give this address to your family and friends.

Washington Academy  
*Dormitory Name and Your Name*  
66 Cutler Road  
East Machias, ME 04630

When the packages arrive at Washington Academy, the students will be notified to retrieve packages at ResLife Office. Students may then pick up and sign for the package.

## **Student Finances**

To manage personal funds, a student may open an account at Machias Savings Bank on school grounds during orientation. Using a local bank makes it easier for students to cash checks at area businesses. A representative from Machias Savings Bank will be on campus

during orientation to assist students. Requesting funds from one's emergency fund for purposes other than emergencies is **not allowed**. WA will not function as a bank. Emergencies may include unplanned travel back home for emergencies, such as family medical, health, etc.; replacement of essential items, like a stolen winter coat or boots; tests or exams; etc.

### Medicines and Prescription Drugs

Any type of foreign or domestic over the counter and prescription medications, or pills need to be made known to the Residence Life staff and the school nurse. The medicines will be locked and stored in an appropriate manner and dispensed according to the prescribed plan. No medicine of any kind is allowed to be kept in your dorm room.

### Automobile Policy~ Driving/Riding

Residential students are not allowed to own or operate any vehicles, including vehicles of day students or other members of the community. To travel in any vehicle other than those operated on behalf of Washington Academy, prior written permission from parents is required. A listing of parental permissions for automobile travel will be maintained in each residence. Students planning to travel in a non-Academy vehicle must sign-out as such with the staff member on duty.

**It is important that each time a student is a passenger in an automobile the seatbelt is securely fastened. This is Maine State law!**

### Telephone/Cell Phone Use

Students may use personal cell phones in the dorm. Since the dorm phones may have people waiting, students should only use the dorm phones for 20 minutes when other students are waiting.

The use of telephones and/or cell phones is permitted only during a student's free time. Each residence hall has a phone for local calls. Long distance is not available unless you use a calling card. Phone use is prohibited during classes, active curriculum, evening study hall, and after room curfew. Student cell phone use that seems excessive or removes the student from the life of the community will meet with Residential Life staff and cell phone use may be further restricted. A student abusing telephone privileges will be called to meet with a member of the Residential Life staff to determine an appropriate consequence.

### Signing Out and Signing In

Students do **not** need to sign in or out for classes, meals and Residential Life Activities.

Students **must** sign-out during their FREE TIME. Date, destination, phone number (if available) and time must be noted in the sign-out book. All other times a student leaves the dorm, including a 5-day residential student going home for the weekend, he/she **MUST** sign out.

If a student intends to travel by car, they must have filled out the Automobile Permission Form. The name of the driver must be included on the sign-out sheet. Proper ID is required for the driver to present to the dorm parent before student is allowed to leave with that driver.

If students want to be out of their dorm for longer than 2 hours, they must have appropriate permission.

**Students MUST sign-in when returning to their dorm.**

### Visitation

Visitors to each of the dormitories must be a guest of a resident. When a guest signs-in to the dorm he or she must indicate who their host is and the host must also sign-in with the guest. The resident of the dorm may only bring **ONE** guest at a time and will be responsible for the behavior of that guest.

Residential students who wish to visit other on-campus residences must obey the sign out and sign in procedures. All non-residential visitors must check in with the staff member on duty for permission to visit. Visitors will be admitted at the discretion of the on duty Residential Life staff. Day students who visit a student must comply with the same rules as residential students. Any visitor not adhering to the rules of community living will be confronted and may be asked to leave.

Visitors of the opposite sex are not permitted in residential student rooms or hallways. Visitors of the opposite sex are allowed in the residences **according to posted rules for each residence.**

### Sleepovers

Visitors are not permitted to stay overnight in a student's room.

In the event that a day student has an early morning co-curricular or extra-curricular obligation, permission may be requested and granted on a case by case basis. Permission will be given by Director of Residential Life.

### Transportation

A local town bus schedule will be posted on the Campus Activities board located in the Cafeteria and outside the ResLife Office announcing trips to stores in Machias, the Center for Lifelong Learning at the University of Maine at Machias and other local stops.

### Tobacco

The Student Handbook outlines the smoking and tobacco policies of Washington Academy. Mention of that policy here is to remind students of the significance of this rule. **Possession and/or use of any tobacco products will not be tolerated at all on the Washington Academy campus; nor will it be tolerated at any off-campus school event.**

Students who come to Washington Academy with an addiction to nicotine can arrange with the school nurse to participate in a tobacco use cessation program. In the event that a student is found using tobacco products on campus, at a school-sponsored event, on a school-sponsored trip, or in possession of such products, a referral to the school nurse for assessment and treatment for nicotine addiction may be made. A determination will be made if the student can remain at WA based on the student's course of action. Additional consequences may be imposed.

## Drugs, Alcohols and Other Chemicals

The possession, use, storage and being under the influence of any illegal drugs, alcohol or other chemicals are strictly forbidden on campus or at any off-campus event. Students caught using drugs or alcohol may be referred to a counselor at their own expense. A determination will be made if the student can remain at WA based on the counselor's recommendations and the student's course of action. Additional consequences may be imposed.

## WEEKEND/OVERNIGHT ABSENCE FROM THE DORMITORIES

A student intending to be away from the dormitory for a weekend or overnight must follow the steps outlined in this process. It is important that parents are aware of this process to minimize last minute requests regarding their child. A weekend/night away from campus is a privilege. A teacher, advisor, coach and/or the Director of Residential Life may deny a weekend if a student is not fulfilling an obligation in some area of school life.

### Leaving with parents or guardians:

While arrangements may be made well in advance, parents/ guardians must call the Director of Residential Life by noon on **Thursday** prior to the intended weekend away and verify that their child will be away from the dormitory for the weekend.

### For visits to places other than own home:

Students may request permission to spend a weekend at a residence of a same-sex day student. To obtain permission for such an overnight, a resident must complete the following process:

1. Obtain a *Weekend Sign-Out Form* from the Residential Life Office or Residence Hall Director by no later than **Wednesday**.
2. Obtain permission from:
  - a) a parent/guardian through a FAX or email to Res Life Office. FAX 207-255-8303. E-Mail [reslife@washingttonacademy.org](mailto:reslife@washingttonacademy.org). Information relayed for permission must indicate destination, dates, and return times, as indicated on weekend sign out form.
  - b) the adult host by FAX or email, who will assume responsibility for a student's safety and well-being. The host must contact the Office of Residential Life before noon on the **Thursday** of the intended weekend by Fax or email. Hosts should understand that the school expects adult presence throughout the stay of a resident student in their home.
3. Return the completed *Weekend Sign-Out Form* to the Director of Residential Life by the end of school on **Thursday**. *Upon approval*, the Director of Residential Life will notify Office Manager who will organize a weekend sign-out list to be emailed to all residential life staff by Friday morning each week. Student must check with office manager before leaving campus to retrieve dorm room door notice to be taped to outside of

the student's door. It is the student's responsibility to complete this process correctly and within the prescribed timeframe, otherwise permissions will be denied.

4. Permission to be off campus on the weekends can be denied if weekend privileges have been revoked by dorm director for misconduct as late as the end of the school day on Friday.

Permission to leave campus overnight begins after the student's last school commitment of the week. Obligations on campus, such as an athletics or Saturday detention, must be fulfilled or excused before a student leaves for a weekend.

Weekend overnights begin at departure and **the student must return no later than 8:00 pm Sunday** in order to participate in Sunday evening Dorm Community Cleanup. Students will not be permitted to return to the dorms once they have signed out for the weekend except in the case of an emergency.

Residents are not allowed to stay in a hotel unless accompanied by one of their parents/guardians or another approved adult. The Director of Residential Life must approve exceptions to this rule in advance.

**Fraudulent or dishonest use of the sign-out procedure will be deemed a major offense.**

# A Day in the Life of a WA Residential Student

## Monday-Friday

7:20 AM	Breakfast served in Cafeteria	Mandatory
7:50 AM	Bell for Classes to Begin	
2:10 PM	Academic School Day Ends	
2:10-3:00 PM	Prep Time for Afternoon Activity	
3:00-5:00 PM	Afternoon Activity	Mandatory M-TH (4 days)
5:00-5:30 PM	Advisor Time/Free Time	
5:30-6:30 PM	Dinner	Mandatory

## Monday-Thursday

6:30-8:15 PM	Free Time/ Quiet Hours in Dorm
8:15 PM	Attendance in Dorm-Prep for Study Hours
8:30-10:00 PM	Study Hours in Dorm Rooms
10:00-10:30 PM	Quiet Hours/Prep for Lights Out
10:30 PM	Lights Out/Room Check

## Friday

6:30-11:00 PM	Free Time
11:00PM	Quiet Hours/Prep for Lights Out
12 Midnight	Lights Out/Room Check

## Saturday

11:00 AM-12:00 PM	Brunch
	Weekend Activities
5:30-6:30 PM	Dinner
6:30-11:00 PM	Free Time
11:00PM	Quiet Hours/Prep for Lights Out
12 Midnight	Lights Out/Room Check

## Sunday

11:00 AM-12:00 PM	Brunch
	Weekend Activities
5:30-6:30 PM	Dinner
6:30-8:00 PM	Free Time
8:00-9:00 PM	Room/Common Area Clean-Up
9:00-10:00 PM	Quiet Hours/Prep for Lights Out
10:30 PM	Lights Out/Room Check

I have read and understand everything in this Residential Handbook.

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Student Signature

Date