

Welcome!!

Welcome to the resident halls of Forest Lake Academy. It is our wish that your stay here be an enjoyable and spiritually rewarding experience.

We consider that for the time we are spending together, we are becoming a family. And as we live together this year, it is our goal:

- To help you develop a good relationship with Jesus and a desire to help others get to know Him.
- To provide you with a safe Christian living environment.
- To give you strong spiritual guidance.
- To offer you an environment that stimulates learning and scholastic success.
- To make available to you appropriate and healthy venues for social and physical development.

As you enter into this school year, know that we value and appreciate your presence. We will do everything we can to help you enjoy being a part of our family!

In Jesus,

Thure Martinsen

Thure Martinsen
Dean of Boys

Janine Carlos

Janine Carlos
Dean of Girls

Samuel Paschal

Samuel Paschal
Assistant Dean of Boys

Nathalie Jean-Philippe

Nathalie Jean-Philippe
Assistant Dean of Girls

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Contact Information

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General Contact Information

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Boy's Dorm Lobby:	Direct Line: (407) 772-3762 (407) 862-8411 ext. 762
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Mailing Address:	500 Education Loop Apopka, FL 32703
Boy's Dorm Physical Address	570 Campus Loop Apopka, FL 32703
Girl's Dorm Physical Address	578 Campus Loop Apopka, FL 32703
School Website	www.forestlakeacademy.org

The Dorm and It's Facilities

The Dorm is considered your home while at Forest Lake Academy. As in most homes, living together requires that we treat each other with respect and thoughtfulness and that we take care of our home.

Dorm Rooms and Furnishing Them

Rooms and Furniture: Each dorm room is about 10 x 12 feet and contains one set of bunk beds, two single mattresses, two wardrobe/closets, two dressers, two desks, two chairs, and window blinds. All furniture is inventoried and assigned by room. All furniture is to remain in the assigned room.

NOTE: A resident rents only half the room – the other half is rented by your roommate – work in cooperation as you share your space.

Air Conditioners: Each suite of rooms (two adjacent rooms) is equipped with one air conditioner unit. The controls are not to be adjusted or tampered with in any way. If your unit needs adjustment or you have a problem with your unit inform your hall RA or the dean on duty.

Items to Bring:

- Alarm Clock
- Appropriate decorations, posters, etc.
- Bedding for twin-size bed – (an extra set of sheets is helpful)
- Bible
- Desk Lamp
- Flashlight
- Iron/Ironing Board
- Laundry Basket
- Laundry Detergent
- Poster Putty
- Surge Protectors – NOT extension cords
- Shower Shoes
- Toiletries
- Towels/Washcloths
- Wastebasket

Optional Items:

- Area Rugs (floors are tile)
- Computer
- Dorm sized fan, microwave, and refrigerator
- Extra Chair
- Full-length mirror
- Portable music device with headphones

Items to Leave at Home: Such as, but not limited to:

- Dartboards
- Flammable items: (candles, fireworks, flammable liquids, incense, lighters, matches)
- TV/VCR, Personal DVD players, large stereo systems
- Jewelry (Jewelry is not to be worn anywhere on campus—including the dorm, at any school sponsored activities, or on any school sponsored trips)
- Inappropriate items for a Christian home and school:
 - Decorations/Posters – at the dean’s discretion.
 - DVD movies rated above PG
 - Gang-related attire – Bandanas, hats, shirts, shoes, etc.
 - Magazines and other literature that promote lifestyles contrary to teachings of the Seventh-day Adventist Church.
 - Music with Parental Advisory Lyrics – including music that has been “sanitized”.
 - Role Playing Games
 - Inappropriate, violent software and computer games.
- Skateboards
- Open Filament Items of any kind: (hot plates, coffee pots, toasters/toaster ovens) – see pages 22-23
- Airsoft Guns, Paintball guns/balls/equipment
- Pets
- Extension cords
- Weapons of any kind – See FLA Handbook.

Note: Having any of these or other inappropriate items will result in the item(s) being confiscated. Fines may be assessed. Any item that is confiscated will be tagged and given to the Parent/Legal Guardian to be permanently removed from the campus.

Insurance for Your Personal Belongings: Forest Lake Academy is not responsible for any damaged, lost or stolen items from dorm rooms, other dorm areas, the FLA Campus, or while on any school trip. Student’s personal belongings (computers, clothing, cell phones, etc.) are not covered by school insurance. If a resident wishes for his/her personal belongings to be covered by insurance in case of theft or damage he/she needs to secure this insurance. This insurance is often available as a rider to the home-owners or renter insurance carried on the student’s homes. Personal belongings are not covered by Forest Lake Academy’s insurance and no policy is available through the school.

Roommates

Roommates: If a freshman or sophomore does not have a roommate in mind when checking into the dorm, one will be assigned to them. Every underclassman will be assigned a roommate (the only exception may be if we have an uneven number). If there are rooms available upperclassmen (juniors

and seniors) may choose to room alone. The deans reserve the right to make final room/roommate assignment and to have a resident move into any other resident's room at any time.

Room Changes: After the first two weeks of school, you may request a room change. All room changes must have the approval of your Head Dean. Before a request is granted, you and your roommate must meet with the dean. When a room change is approved, follow the Check-In/Check-Out procedure (see page 27).

Room Check – Cleanliness: Rooms are expected to be clean and will be checked regularly. Room Check grades can affect your dorm privileges. Students who receive a D or an F on Room Check may be room bound until the room is cleaned and/or may be assigned dorm improvement activities.

Facilities

In addition to the rooms that you will live in, each dorm has common areas. These areas are the lobbies, kitchenettes, exercise/game rooms, and bathrooms. Following is a description of these areas and the expectations surrounding them.

Lobby Area: The lobbies contain the reception desk area and a living area. The reception desk area is only for the desk worker on duty. The living area is for dorm residents, their family members and approved guests to enjoy.

- Any students who are not residents of the dorm (including members of the opposite dorm and community students) are not allowed in the dorm without dean approval.
- Each lobby includes a TV. TV programming is determined by the dean. Special programs/events may be shown at different times with the dean's approval.
- Food and drinks are not allowed in the Dorm Lobby
- Items left in the lobby (such as backpacks, clothes, books, etc.) may be confiscated. You may have to pay a fine to get them back.

Computers: There are computers available for students to use to check e-mail and to work on homework and projects. Eating or drinking at the computer desks is prohibited.

Telephones: There are no pay phones available in the residence halls. The front desk can only make outgoing calls to campus extensions. However, the phone can receive calls from outside lines. Please limit incoming calls to five minutes.

Bulletin Boards: Bulletin Boards are located in the lobby area and in various areas of the dorm. Residents are responsible to read and follow all posted announcements.

Kitchenette: Each dorm has a kitchenette off of the lobby. This area may be used by dorm residents to prepare or heat food. Please clean up any mess you make by washing the dishes, putting them away in their proper place, and cleaning the counters. Meat, fish, and seafood are not to be cooked in the dorm. Failure to keep the kitchen clean may result in the kitchen being closed.

Recreation Room: Each dorm has some recreation equipment and weight training equipment. Your dean will go over the particulars of what is available in your dorm and the guidelines for its use. These are to be used during the posted times for use and your free time. Skipping school or work to use these facilities is not an option.

Bathrooms: There are several bathrooms throughout each dorm. Please clean up after yourself. This would include:

- Being sure that trash gets into the trash containers
- Taking your clothes and towels back to your room with you
- Making sure the toilets are flushed
- Cleaning up a mess that is caused by the toilet overflowing
- Etc.

Note: Failure to maintain the bathroom and shower areas may result in scheduled restroom and shower times as well as required dorm participation with cleanup.

Trash: Trash from your rooms must *only* be deposited in the dumpster assigned to your residence hall. Please do not empty your room trash into the trash cans in the halls, laundry room, lobby, rec room, and bathrooms.

Cleaning Supplies: Cleaning supplies are located in custodial closets on each floor. You may use these supplies responsibly, for your room, dorm chores, or dorm improvement hours.

Laundry Rooms: Each dorm has a laundry room equipped with coin operated washers and dryers. The cost is fifty cents (2 quarters) per load in both the washer and the dryer. In general the laundry rooms are open from 6:30 am until your curfew time.

Note: The laundry room will close on Fridays one half-hour before sunset and will reopen one-half hour after sunset on Sabbath. This is done to honor the hours of the Sabbath.

DO NOT LEAVE YOUR LAUNDRY UNATTENDED. The school is not responsible for missing clothes. Mark your clothing so that you can identify it clearly if found.

- If a machine is not working properly see the dean.
- Items left in the laundry will be collected on Friday afternoon, stored for one week, and then, if not claimed, will be donated to the Forest Lake Church Thrift Store.
- Residents may not use the laundry past their curfews.
- During Strict Study Hall the laundry rooms are closed to students on the D, F, and I list.

Life in the Dorm

Dorm Appointments

Being a resident of the dormitory involves successfully learning to manage a busy schedule that includes: time for your dorm room, laundry, homework, friendships, and a healthy spiritual walk with Jesus. Though it is not always an easy balance to maintain, it can be done. Successfully managing your time here will give you a great deal of freedom in how you relate to your schedule. Failure in any area will require us to work closer with you in managing your time so that you will be a success as a student of Forest Lake Academy.

Typical Daily Schedule: While the schedule may vary a bit in each dorm, a typical day will follow the schedule below. Each dorm will have their exact schedule available and posted.

- Breakfast
- Morning Classes/Work
- Lunch
- Afternoon Classes/Work
- Supper
- Recreation/Evening Classes/Free Time
- 7:15 pm – Time to be in the dorm for Worship/Study Hall (Sunday – Thursday)
- 10:30 pm – Night Curfew/Bedtime (Sunday – Thursday)

Typical Weekend Schedule: While the schedule will vary a bit due to special activities and events, in general the weekend will include the items listed below. There is a bit more free time which allows you the chance to relax and to get caught up on things like rest, homework, laundry, etc. A Weekend Schedule will be posted each week. All weekend services and programs are required for dorm students who have not checked out for the weekend. Other church arrangements may be made with the approval of the dean on duty.

- Friday Sundown Worship and/or Vespers
- Afterglow
- Sabbath School/Church
- Sabbath Afternoon Activity
- Sabbath Evening Sundown Worship
- Saturday Night Activity
- Saturday Night Curfew times (for returning from Day Leaves)
 - 10:30 pm – Freshman & Sophomores
 - 11:00 pm – Juniors
 - 12:00 Midnight - Seniors
- Sunday Brunch
- Sunday Town Trip (Wal-Mart or Mall)
- 7:15 pm – Latest time to return from weekend or Sunday leaves

Dorm Clubs: There is a dorm club for each dorm which includes all the residents of that dorm. The girl's dorm club is the Memorial Hall Pink Panthers and the boy's dorm club is the McClure Hall Knights. The dorm clubs meet regularly. Officers are elected for each club who will plan the dorm club meetings as well as other special events throughout the school year.

Free Time: There is usually some free time each day. During that time:

- The recreation rooms and TV will be available for you (TV programming is determined by the deans)
- You may visit with friends throughout the residence hall
- You may work on your laundry or clean your room
- You may work on homework and special projects

Classes/Work: It is expected that you will meet *all* your class and work appointments each day. You cannot do your best in school if you are not in class. Your family is depending on you to work to help pay for your expense so you are able to stay in school here. Failure to meet these appointments will have consequences.

Meals: Eating regular and healthy meals is important for you to be able to function at your best. It is not a good idea for you to miss meals on a regular basis.

Worship: Worship is an important part of life at Forest Lake Academy and in the dorms. Please keep in mind that any time we gather together for worship, we are specifically asking for God's presence. Reverence and respect are always appropriate. Disruptive behavior (i.e. excessive talking, sleeping, going in and out, talking or texting on your cell phone, etc.) is never acceptable. Attendance is required at all worship services and record is taken.

The purpose of our worship is to encourage each person to develop a personal relationship with Jesus and to order his/her life on the principles that Jesus has given us in His Word. Following is a listing of the many worship opportunities that you will have throughout the week.

- **Residence Hall Worship:** These are held Sunday through Wednesday evening as well as on Sabbath. Most of the time these will be held in each dorm lobby.
- **Joint Worship:** On Thursday evening there will be a joint worship in the Dorm Chapel. This will begin at 7:15 pm and will generally be finished by 8:00 pm.
- **Weekend Services:** For dorm residents who have remained on campus for the weekend, there are several worship opportunities coordinated between the dorms and the Campus Ministries team.
 - **Friday Evening Vespers:** Friday evening vespers will happen every Friday evening that school is in session. Attendance at vespers is required for all dorm students who remain checked into the dorm for the weekend.
 - **Sabbath School and Church:** Dorm students will participate in these Sabbath morning worship experiences each Sabbath that school is in session. Sometime these will take place on our campus and other times we will join other local churches. Attendance is required for all dorm students who remain checked into the dorm for the weekend.

- **Sabbath Afternoon Activities:** Each Sabbath afternoon there will be some activities available. Sometimes they will be community service oriented. Other times they will be events like enjoying nature at a local park or canoeing on the Wekiva River. At other times they may be enjoying a Christian or nature DVD in the dorm lobby. These activities will often times be optional and other times be required for all residents.
- **Other Sabbath Activities:** There will also be other worship opportunities that dorm residents will have the opportunity to plan and participate in. These may include AY meetings, sundown worships, etc. These events may either be required or optional depending on the circumstances. Be sure to watch the bulletin boards for information.
- **Dress Code:** Appropriate attire is expected for the different weekend programs. See pages 21-22 for the details. The dean on duty always has the final say as to the appropriateness of attire and may ask a resident to change.
- **Cell Phones:** Cell phones are not to be brought to weekend worship services. They will be checked in to the dean's office prior to the service and then returned following the service.

Study Hall: Study hall is a vital part of your success in the dorm. All residents are required to be in study hall Sunday through Thursday evenings. This time is usually divided into two parts; Strict Study Hall and Relaxed Study Hall.

- **Strict Study Hall:** Strict Study Hall usually takes the first hour of Study Hall time. During this time you must be working quietly in your own dorm room. To leave your room requires the permission of the RA on duty. Cell phones must be checked in with the RA on duty.
 - Everyone will participate in Strict Study Hall for the entire study hall time until the grades are posted for First Quarter. After that you may be considered for a Relaxed Study Hall time (see below).
 - You will have up to two restroom breaks during strict study hall time with the RA's or Dean's permission.
 - You must check your cell phone in with the RA on duty – it will be returned at the end of Strict Study Hall time. *If your parents need to contact you during this time*, they may call the main lobby desk and leave a message or call the dean's cell phone. Failure to turn your cell phone in, being dishonest about having a cell phone, or using someone else's cell phone will result in your cell phone being confiscated for a week. Repeat offenses may result in you losing your privilege to have a cell phone on campus.
- **Relaxed Study Hall:** Relaxed Study Hall usually takes place during the last 30 – 45 minutes of study hall time. After the first quarter grades come out, it will be available to residents who have earned the privilege. To earn the privilege you must not be listed on the DFI list or have less than a C in your Attendance and/or Citizenship grade. During this time you may choose to use the rec room, the weight room or visit in the lobby. It is

expected that you will use this time to study if you have work that needs to be done. You may lose the privilege of Relaxed Study Hall if at any time (not just at grade reporting time):

- Your grades fall below a C
- Your attendance grade falls below a C
- Your citizenship grade falls below a C
- Your actions during this time make it hard for someone else to study.
- **Academic Helpers/Tutors:** Residents who demonstrate a high level of scholastic success may be invited to provide help sessions/tutoring for fellow residents who are struggling. We encourage you to help your peers succeed.

DFI Study Hall Guidelines: Any resident with D's, F's, or Incompletes in any subject must participate in a mandatory, structured study hall. This also applies to those who have 5 or more total absences (regardless of their DFI status) and anyone who falls below a C in their citizenship grade. The resident will be notified in writing by the dean and will remain in the mandatory study hall until the conditions below have been met. Students on the DFI List will participate in strict study hall for the entire study hall time – which includes turning in your cell phone to the RA on duty.

- In the event of an emergency, residents may receive calls from their parents at the desk phone or on the dean's cell phone during strict study hall.
- Tardiness for study hall may result in "dorm improvement activities."

You may be taken off Strict Study hall when you bring your grade to a C or above. This can be accomplished in several ways:

- Academics – Signed note from your teacher or have the dean confirm it online.
- Attendance – Residents may be removed from this list by having perfect attendance for one week and having acceptable grades and citizenship reports.
- Citizenship – You must have two weeks with no write-ups.

Note: The deans have access to all dorm resident grade records. Regular monitoring of student progress will take place. The deans reserve the right to apply additional restrictions if a student's grades do not improve in a timely manner.

Dorm Checks/Entering and Exiting the Dorm: The dorms are open from 7:00 am – 7:15 pm on week days. There will be a desk worker, office manager, or dean in the office for information during these times.

- All residents must be in the dorm for every check including worship, night checks, and any other time the dean on duty has specified for residents to be in the dorm.
- Residents are *not* to leave the dorm in the morning before 7:00 am. The only exceptions will be those who have work assignments that begin before 7:00 am. These residents must fill out an Early Morning Leave form, signed by their work supervisor, to verify the time they are to be at work.

- If a resident is checked out for the day, he/she must return to the dorm no later than the posted curfew time for that day. All residents returning from a Day Leave must check in with the Dean on duty before going to their room, regardless of the time they return to the dorm.
- **Weekday Night Check:** Weekday night checks take place Sunday through Thursday evenings.
 - They begin at Study Hall/Worship time and continue throughout the evening until curfew time, when students are required to be settled in their own rooms.
 - It is the residents' responsibility to be where they are supposed to be for each check time.
 - After the curfew time check, students may not be out of their rooms without the permission of the RA or Dean on duty.
 - Each dorm will post their check and curfew times.
- **Weekend Night Checks:** The dorm night checks on the weekends will usually take place 30 minutes following the conclusion of Vespers (Friday Night) or the Saturday night activity. Once you are checked in, you may not leave the dorm without the dean's permission.
- **Lobby Doors:** Once the lobby doors are locked for the evening they are to be opened only by a Dean or a dorm worker. *Anyone* entering must check in with the Dean on duty.

Dorm Services

Change: Change can be obtained from the Dean on Duty – No Advances!

Mail: Outgoing mail should be delivered to the Business Office by 11:00 am. Incoming mail is picked up from the business office after it is sorted (usually early afternoon). It is placed in the dean's office and a mail list is posted to notify you that you have mail.

Maintenance Form: If there is a problem with your room or the laundry room, please fill out a form and turn it in to dean. When filling out the form give complete details about the problem. The dean will contact the maintenance staff.

Sick List: If a resident becomes ill on a regular school day:

- The student should get up, shower and dress as they normally would for the morning and come to the lobby between 7:15 am and 8:00 am and notify the dean. The student will be sent to visit the nurse or she will come to the dorm if necessary.
- In extreme cases where the student is so unwell that they are unable to walk to the lobby they must notify the dean, who will contact the nurse to make a house call or transport the student to emergency care, if needed.
- The student who does not follow either of these steps will NOT be excused by either the dean or the nurse. The attendance office will not accept excuses from parents when they have not been present to evaluate the condition of their student.

- The nurse or the dean will make the determination of whether or not the resident is to be placed on sick list and make arrangements for a doctor's appointment.
- When/if the student is placed on sick list the nurse, deans, cafeteria, and attendance officer will receive an email.
- Students who are on sick list will be confined either to their rooms or the recovery room until 7:30 p.m. of the day they are placed on sick list, or will remain confined to the designated space if the nurse/dean deems it necessary to guard the health of other residents.
- When a student who has been on sick list is well enough to return to normal activity an email will be sent to the above mentioned people stating that they are back.
- If a student is considered to be ill enough to require monitoring, they will either be sent home or placed in a medical facility for the duration of their illness.

Vacuum Cleaners/Cleaning Supplies: Vacuum cleaners and cleaning supplies are available with the resident assistants. You may check them out with your ID card.

Campus Leaves

Weekend Leaves: Residents may request a Weekend Leave to go home or to a friend's house on any weekend. In order to grant a request, residents must meet the following stipulations:

- Residents must fill out the appropriate *Leave Request Form*. Requests should be turned in to the dean's office by Wednesday night of the leave weekend.
- Residents *may not leave* until the dean has signed the Leave Request Form. Permission must be received from both the resident's parent/guardian and the host parent/guardian. The correctly completed *Campus Leave Permission List* serves as a permanent note from the resident's parent/guardian and will save further phone calls for permission.
- Drivers and Cars:
 - A resident with a vehicle may drive his/her car home for the weekend. However, a resident may not drive his/her car to a friend's house for the weekend.
 - A resident with a vehicle may transport other residents to his/her own home for the weekend. Permission from all parents is needed on file before the residents are allowed to leave.
 - A resident may request to go home or to a friend's house with a driver other than parents/guardians. However, *the driver must be at least 21 years old*. Permission from the student's parent/guardian and the host parent/guardian is needed on file before the resident is allowed to leave. This permanent note will save further phone calls for permission.
- Students who are beginning their weekend leave Sabbath morning must have left the dorm by 9:00 am or they will be expected to participate in the morning worship services wherever the remainder of the students are attending.
- Weekend leaves begin after the last class or work assignment has been completed on Fridays. Requests to leave early must be signed by the resident's work supervisor.

- Weekend leaves end no later than *Sunday at 7:15 pm*.
- If a student returns to the dorm for any reason or returns to campus for any reason other than religious or school programming, the leave is ended. He/She must go through the check out process all over again.

Home Leaves: The Dorms will be closed during all scheduled home leaves. Home leave arrangements should be completed by Sunday prior to the start of the leave. All weekend leave requirements apply to the Home Leaves. Since home leaves begin on different days and at different times please consult the Home Leave Schedule (page 28) as you make your travel plans.

- The dorms close two hours following the end of the last class on the day homeleave begins. FLA provides limited transportation to the airport, bus terminal, and the Amtrak Terminal in Winter Park. Other transportation may be available, please check with the dean. If a student needs transportation other than on a regularly scheduled run, he/she may be assessed a transportation fee.
- The dorms open at 5:00 pm on the day prior to classes starting again (most often on Sunday). All dorm students should be back in the dorm by 10:00 pm that evening unless he/she has made special, advanced arrangements.

Day Leaves: Residents may check out from the dorm with the parent of an FLA student, relative, or a faculty/staff member, with permission from both the dean-on-duty and their parent/guardian. The following requirements must be met:

- The student must have approval from the dean prior to leaving campus.
- The adult and resident must sign the appropriate forms at the front desk.
- The resident must return to the dorm by his curfew. Any exceptions must be arranged in advance with the dean.
 - Sunday – Friday: 7:15 pm
 - Saturday Night Curfew times
 - 10:30 pm – Freshman & Sophomores
 - 11:00 pm – Juniors
 - 12:00 Midnight - Seniors
- The resident is not allowed to miss school, work appointments, worship, or strict study hall unless special arrangements are made *in advance*.
- The dean reserves the right to make the final decision in the event a parent/guardian cannot be contacted.
- Students who are taking a day leave on Sabbath must have left the dorm by 9:00 am or they will be expected to participate in the morning worship services wherever the remainder of the students are attending.
- Arrangements for Day Leaves should be made least 24 hours before the resident plans to check out. Exceptions will be considered on a limited basis.

Wal-Mart/Mall Trips: Town/Mall Trips: On most Sundays there will be a trip to either Wal-Mart or to the mall (a schedule will be posted).

- Any dorm resident may go if they are not scheduled to work, are on the DFI list, or have outstanding Dorm Improvement hours to complete.
- If you are late to a pick-up time, you may forfeit the privilege of participating in future trips.
- If you are left behind on a town trip because you were late to the pick up time you will be charged a pick up fee and you may forfeit the privilege of participating in future trips.
- If you are involved in any criminal activity during a town trip (shoplifting, drug activity, etc.), police will be contacted and you will be left in their custody until your parent/guardian is available to sign for your release.

Dorm Media Policy

Christian standards should be used in the selection of media brought to FLA. Philippians 4:8-9 expresses it this way: “Brothers and sisters, think about the things that are good and worthy of praise. Think about the things that are true and honorable and right and pure and beautiful and respected.”

- Media that incorporates or promotes any of the following is not acceptable: anti-Christian philosophy, anti-government philosophy, depression, immorality, inappropriate language, pornography, satanism, suicide, or violence.
- The Deans reserve the right to inspect rooms unannounced and confiscate any such media. If you are confused about what is appropriate, ask the dean before you bring it.
- NO SPEAKERS! All listening is to be done with headphones. Residents will be fined and the speakers will be confiscated.

Computers: Research and word processing are the primary purposes for computer use.

- Internet and email access is acceptable via the school-provided network lines and within the framework of the FLA Network/Internet Access Contract.
- Those that show addictive behavior risk loss of computer privileges. This behavior would be indicated by poor grades, attendance problems, etc.

Video Games:

- Games rated M (Mature) and AO (Adults only) will be confiscated and returned to parents. Games that are rated T (Teen) and E (Everyone) should be pre-approved by a Dean.
- Playstations, Xbox, gameboys, etc., are not allowed in individual dorm rooms. They may be brought and stored with the Dean and used at appropriate times.
- Gaming is not allowed during Sabbath hours or during strict study hall.

Movies: No movies rated PG-13 or above are allowed in any form. Inappropriate movies will be confiscated or deleted.

Music: Music that is rated “Parental Advisory” will be confiscated. Radios and clock radios are prohibited. During the Sabbath hours only Christian music is considered appropriate.

Writable/Rewritable Media: Mislabeled and/or unlabeled with inappropriate media copied on them *will be confiscated and the owner/possessor will be fined.*

Personal Media Players: Media players are not to be outside of dorm rooms for any reason (exception: home leave transportation).

- Cell phones, iPods, mp3 players, etc, are not allowed at dorm or school assemblies, chapels, or worship services.
- They will be confiscated and held for a period of time determined by the dean.

Media Policy Violations:

- 1st Offense:
 - \$25 Fine (for all participants).
 - Loss of any playing equipment for rest of school year (for all participants).
 - Game, CD, movie, or program confiscated or deleted.
- 2nd Offense: \$50 Fine and results of first offense.
- 3rd Offense:
 - \$75 Fine and results of second offense.
 - Will be treated as an act of insubordination and be referred to ADCO.
- Parents will need to make arrangements at the end of 1st or 2nd semester for the pickup of confiscated items.
- The school accepts no responsibility for a student's personal items at any time. All personal items are brought at your own risk.

Hacking: Hacking is defined as any attempt to gain information, gain access to, or disrupt any computer other than their own (school network, another student's computer, etc.) is considered hacking and will result in immediate loss of computer privileges. Penalties are severe. Please refer to the FLA Network/Internet Access Contract.

Dorm Improvement Hours/Fines

Dorm Improvement Hours: A resident who has accumulated one or more hours of Dorm Improvement Activities in a week must meet with the dean/RA for their allotted time on Sunday.

- Any resident who has Dorm Improvement Hours will forfeit the Sunday town trip if the required hours are not completed before the town trip leaves.
- For residents who receive hours in consecutive weeks, further consequences will be enforced (i.e. no town trip, no Saturday night trip, behavioral writ-ups, meet with ADCO, etc.).
- A list will be posted on Wednesday afternoons. If a resident is planning to leave for the upcoming weekend and his/her name is posted, the time must be completed before he/she leaves or he/she will forfeit the privilege of being checked out for the weekend.

Reason	Dorm Improvement Hours
Absent to any program	2 Hours minimum/Must sit with a dean
Behavioral Write-up	1 Hour minimum
D on room check	1 Hour
F on room check	2 Hours
Hall disruptions	Possible immediate 1 hour
Locked Door Fee (after Curfew)	1 Hour
Late to any program/curfew	1 Hour minimum/Must sit with dean
Visiting after lights out	Possible immediate 1 hour

Creative Discipline – The deans reserve the right to implement alternate methods of discipline when participation in Dorm Improvement activities is not effective.

Behavioral Write-Ups: Unfortunately, on occasion, a resident may display behavior that is obstinate, disrespectful, argumentative, or otherwise negative toward his/her peers or the deans. For each instance, the student will be written up on a *Behavioral Incident Form* and the parent will be notified as soon as possible.

Fines: Having any of the items in the Items to Leave at Home section (page 6) will result in the item being confiscated. Any item that is confiscated will be tagged and given to the Parent/Guardian. Some of these items carry a cash fine. If fines are applicable, they must be paid before the item is returned. Residents have until the end of the semester to pay their fine. Items not redeemed by the end of the semester will become the property of the dorm. Fines must be paid before exam permits will be issued. Continued abuse in this area may result in serious discipline.

The following items involve cash fines:

ITEM	FINE
DVD/Movies above a designated PG rating ¹	\$20.00
Fireworks	\$50.00
Inappropriate Computer Use ²	\$20.00
Incense/Candles/Matches/Lighters	\$50.00
Lost key replacement	\$20.00
Misuse of fire safety equipment – Plus all fines incurred by the school.	\$100.00
Parental Advisory Music/Lyrics	\$15.00
Speakers/Stereo System (including on your computer)	\$25.00
Television/VCRs/Video & Game Monitors/Personal DVD Players	\$25.00

Vandalism of any kind – Plus the cost of the repair.	\$50.00
Weapons ³	\$50.00

¹This is per movie for each individual in the room and could also result in the loss (temporary or permanent) of your computer.

²Inappropriate computer use includes using your computer to access inappropriate websites, view inappropriate movies, listen to inappropriate music, etc. This fine would be applied to everyone who is participating and could also result in the loss (temporary or permanent) of your computer.

³See the FLA Student Handbook.

General Policies

Appliances: Refrigerators and microwaves (dorm sized) are the only appliances allowed in dorm rooms. Please do not bring coffee pots, toasters/toaster ovens, or other open filament items, as these are fire hazards. Residents need to monitor food cooking in the microwave. If residents set off the fire alarm more than once the appliance will be taken away temporarily.

Cell Phones: Cell Phones are not allowed to be used on campus during the school day (except in the cell zone) and in any worship services. Dorm residents are allowed to use them in the dormitory at any time. Cell phones will be turned off and checked in with the RA during strict study hall and for Sabbath Services. Parents may always contact their child through the front desk or by calling or text messaging the dean.

Computers: Computers are allowed in dorm rooms. However, residents that post poor school grades and choose to play games on their computer during study hall will lose their computer privileges. The CPU will be confiscated. Computers used to show inappropriate movies or pornography will be confiscated. The deans will determine the length of time it is held.

Computer Games: Computer games such as PlayStation, Xbox 360, and other similar types of games are allowed only on privileged basis. They are not allowed for the first quarter. Residents must maintain a C average in school. Units may be brought to the dorm after the first quarter grades are released. They must be checked in with the dean/RA and they may be checked out during the following times:

- Relaxed Study Hall – Sunday through Thursday.
- Saturday evening after sundown worship - equipment must be returned prior to dorm worship on Sunday.

Note: FLA is NOT responsible for loss or damage to your equipment.

Curfew Times: Listed below are the curfew times. Any exceptions must be approved by the deans in advance.

- Week Day Curfew Times
 - To be in the dorm following recreation time: 7:15 pm
 - Bedtime/Lights Out: 10:30 pm
- Weekend Curfew Times:
 - Saturday Night
 - 10:30 pm – Freshman & Sophomores
 - 11:00 pm – Juniors
 - 12:00 Midnight - Seniors
 - Sunday Night: 7:15 pm

Dress Code (General): Appropriate attire is expected at all times. Each dorm will publish the specifics of attire for their residents but the following general guidelines apply.

- Classroom attire (school uniform) is required anytime you are out of the dorm during the school day (7:45 am – 5:20 pm) unless you are working – then you may wear your work uniform. This includes going to the café for breakfast.
- Sabbath/Dress Attire is required for Friday Evening Vespers and Sabbath Services.
- During recreation time students may wear appropriate shorts and t-shirts with sleeves
- In the dorm, residents may be a bit more relaxed, but should always be modest.
- A student is required to change his attire if is deemed inappropriate by any dean or staff member

Dress Code (Boys): Following are specific guidelines for residents of the Boy's Dorm for the weekends.

- Friday Night Vespers
 - Dress slacks (no Dennis khaki's, cargos, jeans)
 - Tucked in shirt (polo or collared)
 - Dress Shoes (no athletic shoes or sandals)
 - Hair must be groomed, school uniforms are not allowed
- Sabbath Morning Worship Services
 - Suit with dress shirt/tie; shirt tucked in
 - Dress shirt/tie with dress slacks; shirts tucked in.
 - Dress Shoes (no athletic, shoes or sandals)
 - Hair must be groomed, school uniforms are not allowed
- At other times during the weekend a more relaxed dress code will be in place. There may be some specific meetings and/or events that require a different dress code. Those exceptions will always be posted and announced.

Dress Code (Girls): We at Forest Lake Academy are well aware of the trends and fashions that come and go with time. We'd like you to remember that modesty is our top priority and want to be a learning tool for young women of God to dress and act. Since the Girls Deans are women too, we know that when wearing clothes we like and look good they make us feel exceptional and therefore we find ourselves more positive throughout the day. Here are a few guidelines that we encourage you to follow:

- **Casual Wear:** Casual wear can be worn after school hours and weekends (Refer to School Handbook). Again keep modesty in the forefront of your mind:
 - Shorts—shorts can be worn around campus during recreation time and weekends. Keep in mind that no short shorts or daisy dukes are encouraged or allowed. Bermuda type shorts are always a better choice.
 - Skirts—please don't bring miniskirts unless you where leggings underneath. Also, keep in mind any slits or cuts in the skirt should cover the body adequately and appropriately.

- Pants/Jeans—you are welcome to wear pants or jeans for casual wear please be aware that your jeans have no holes or rips that expose the body.
- Tank tops—spaghetti strap tank tops are not to be worn outside the dorm for any reason or at any time. They can be worn underneath a shirt or sweater only.
- Tube tops—tube tops are not allowed on campus at anytime unless worn underneath a shirt or sweater.
- Footwear—flip-flops, sandals, and sneakers are appropriate footwear for after school and weekends.
- **Sabbath Wear:** This includes Vespers Friday night and Sabbath school and church. Also, this term is used for any formal occasion that may occur during the school year:
 - Dresses—dresses that are worn need to cover the shoulder and extend to knee length. They should adequately cover the cleavage and not be see through in any way. Any spaghetti strap or tube top dress must be worn with a cover-up.
 - Skirts—skirts need to extend to knee length or longer. Be mindful of slits and cuts, if inappropriate, the student will be asked to change. Skirts should not be see-through, a slip may be necessary for some skirts.
 - Shirts and Blouses—all shirts and blouses should have sleeves and not be see-through in any way. They should adequately cover the cleavage area and not show any midriff.
 - Slacks—slacks are okay to wear to church. Slacks need to be well fitting and not clingy. NO jeans are allowed as Sabbath wear.
 - Footwear—no flip-flops are to be worn to church. Sandals and dress shoes are okay.
- Any outfit that is worn on FLA campus is at the discretion of the deans. If the dean feels any outfit or any part of an outfit is inappropriate they will ask you to change or there maybe consequences.

Dorm-room Decorations: It is required that all dorm décor be within the guidelines of Christian appearance. The resident will be asked to remove any posters or other paraphernalia deemed inappropriate (rock/rap posters, poster involving promotion of alcohol/drugs, risqué or suggestive pictures, etc.). If the items are not immediately removed, they will be confiscated and given to the resident's parents on their next visit. Do not use tape to hang decorations. Residents will pay for damage caused by hanging décor with tape – poster putty is strongly recommended.

Extension Cords and Other Safety Regulations: Failure to adhere to the following regulations will result in having your extension cord(s)/equipment confiscated.

- Multi-port or additional outlet devices are not allowed unless an automatic or manual reset device is provided.
- Should a multiple port device be used, no other extension cords are allowed (devices must be plugged in directly).
- The only type of cord is a power strip with a rating of 20 amps that is U.L. approved.
- Extension cords may not be daisy chained together to make a longer cord).
- The use of multi-port outlet or additional outlet devices added to a power strip may not be used because of overload protection.

- Christmas tree lights or tube lights are not allowed in student rooms.
- Open coil or open wire appliances such as toasters, toaster ovens, and open type grills are not allowed.
- Candles or tea lights, and any other types of open flame using liquid fuels are not allowed in student rooms.
- Tampering with ceiling smoke detectors is prohibited; connecting any electrical device to the smoke detector is a violation of state law.
- Irons, curling irons/flat irons should not be plugged in or left on when no one is in the room.
- Plug-in room fresheners are not allowed.

Fighting: In accordance with school policy, fighting will not be tolerated. Those involved in this behavior will be subject to suspension or face possible dismissal (See FLA School Bulletin).

Fire Alarms & Drills: The residence halls are required to conduct fire/safety drills. These include fire drills, lock-downs, and a number of weather-related drills. When the drills occur, all residents must follow the published procedure and check in with their Resident Assistant at their area.

Fire Safety Equipment: Fire safety equipment must not be tampered with. This includes fire extinguishers, smoke detectors, fire alarms, and fire exit doors. Any misuse of these safety items will result in a fine and possible action from legal authorities.

Fire Suppression Sprinkler System: Sprinkler heads have been installed in each room of the dorm. *Do NOT touch them at any time, for any reason! Do NOT hang anything from them!!*

Food Orders: Food orders will be delivered to the front desk ONLY! The privilege may be revoked by the dean anytime it is being abused.

- Place the order from the phone at the monitor's desk.
- Completely fill out the food order form.
- Sign food order form
- Leave full payment including gratuity/tip (15 – 20 percent) with the monitor.
- All orders must be delivered *before* Study Hall begins Sunday-Thursday and 4:00 pm on Friday.
- Saturday evening orders must be delivered to the dorm before 11:00 pm.

Hairstyling/Grooming: Hairstyling and grooming are not allowed in the dorm lobbies or in the areas outside the dorm.

Hazing: In accordance with the school policy, hazing will not be tolerated. Those involved with this behavior will be subject to suspension and/or possible withdrawal. (See FLA Handbook)

Horse-Play: Keep all horse-play out of the dormitory.

Illegal Exiting and Entering: Anyone out of the residence hall without permission after the dorm has been locked for the evening will be subject to discipline. Residents involved may be

subject to suspension and/or withdrawal from school. Anyone found in a locked area where they are not authorized to enter will be subject to the same discipline.

Illegal Substances: In accordance with school policy, illegal substances will not be tolerated. Residents involved in this behavior will be subject to suspension or possible withdrawal or expulsion. (See FLA Handbook)

Incident Reports: Incident Reports will be utilized by the deans when documenting resident behavior that is obstinate, disrespectful, argumentative, or otherwise negative toward their peers or to the deans. Each incident will be recorded separately and the parent/guardian will be notified as soon as possible.

Insubordination: Not following through on a request made by the dean is considered insubordination and will result in house-administered discipline. Depending on the severity, school suspension, possible withdrawal or expulsion may result.

Insurance for Your Personal Belongings: Forest Lake Academy is not responsible for any damaged, lost or stolen items from dorm rooms, other dorm areas, the FLA Campus, or while on any school trip. Student's personal belongings (computers, clothing, cell phones, etc.) are not covered by school insurance. If a resident wishes for his/her personal belongings to be covered by insurance in case of theft or damage he/she needs to secure this insurance. This insurance is often available as a rider to the home-owners or renter insurance carried on the student's homes. Personal belongings are not covered by Forest Lake Academy's insurance and no policy is available through the school.

Jewelry: Jewelry is not to be worn on the campus of Forest Lake Academy or on any school sponsored trips (including town trips) – this includes the residence halls. If a dean sees a resident wearing jewelry, the resident will be asked to remove it. The jewelry will be collected and given to the resident's parents at their next visit to the dorm.

Music: Music labeled "Parental Advisory Lyrics" or music heard with inappropriate lyrics will be confiscated and a cash fine will be applied. The CD/DVD or playing/listening device will be confiscated and given to the residents' parents on their next visit.

Pest Control: Spraying is done on a regular basis. Please do not bring your own RAID or other bug killing agents, as these will counteract what is being done. To minimize pests in your room please keep any food in sealed containers.

Pets: Pets (other than the dean's) are not allowed in the residence hall.

Overnight Visitors: Visitors are allowed to stay overnight only on special weekends (Parent Weekend, Alumni Weekend, Senior Presentation, and Graduation) or by special arrangements with the dean. Any visitors wishing to stay must receive permission at least one week in advance. The deans reserve the right to deny the request regardless of parental permission or approval and without cause. There may be a fee charged.

Residence Hall Staff: All dormitory staff work for the deans to ensure order and safety. They apply rules developed by the deans in conjunction with the school leadership. Please see a dean if you have a problem with a rule.

Right of Entry: The deans have the right to search your room upon reasonable suspicion of the presence of illegal or illegally obtained items. [Florida State Statute 232.26 (1) (b)].

Room Check: Rooms are expected to be kept clean and will be checked periodically each week.

- Grades will be given for each room check.
- The room can be checked at any time of the day.
- Room Check Grades affect overall privileges granted throughout the year.
- Students who receive a D or an F on Room Check will be room bound until the room is cleaned to the dean's satisfaction in addition to serving the assigned Dorm Improvement Hours.

Social Policy: Any residents found in the following areas with members of the opposite sex will automatically be put on social.

- The chapel breezeway
- The south side of the dormitory
- The dormitory parking lot
- In any unsupervised area

Additional discipline may be applied depending on the conduct/activities the student is engaged in. All socializing should be done on front campus or, in front of the residence halls, or in the residence hall lobbies and only at the dean's discretion. Physical displays of affection must be limited to hand holding. Any other displays of affection may lead to being placed on social for a week or more.

Stereo Systems: All stereo equipment is to be used with headphones. This includes iPod's, cell phones, and computer. Failure to uphold this policy will result in the item being confiscated and sent home with at the next home leave.

Vandalism: Vandalism will not be tolerated. Those involved in this behavior will be subject to a fine, possible suspension, and/or possible withdrawal or expulsion. (See FLA Handbook)

Village Students: Village students are not encouraged to hang out in the dorm. On the occasions when they are allowed to visit:

- They will be required to sign in.
- While in the residence hall they are subject to and must abide by all dormitory rules.

Visitation Hours: Each dean (boys and girls) will set their own lobby visitation hours for the opposite sex. General visitation guidelines are as follows:

- Visitors must remain in the lobby.
- Visitors of the opposite sex are not allowed in the dormitory unless a dean is physically in their office or in the lobby area.

- Any resident, male or female, in violation of this policy will be disciplined according to the social policy of FLA. (See FLA Handbook)

Weekday Curfew Times:

- To be in the dorm following recreation time: 7:15 pm
- Bedtime/Lights Out: 10:30 pm

Weekend Curfew Times:

- Saturday Night
 - 10:30 pm – Freshman & Sophomores
 - 11:00 pm – Juniors
 - 12:00 Midnight - Seniors
- Sunday Night: 7:15 pm

Check-In/Check-Out Procedure

School Registrations/Financial Clearance: Before you can check into the dorm you must have been accepted as a student at Forest Lake Academy, have completed your *Financial Contract* with the Business Office, and paid your \$100 *Dorm Deposit* at the Business Office (present a copy of the receipt to the dean)

- Fill in and sign all the forms in the Dorm Contract Packet (*Dorm Contract & Campus Leave Permission Slip*).
- Verify and correct the information on the print outs (Contact Information and Medical Information) and write the best parent contact phone number and e-mail address at the top of the form.
- Pick up a *Dorm Room Agreement* from the dean's office or the front desk. Fill out form completely before moving in. Failure to list any damages before moving in may result in a charge when you move out.
- Turn in the completed forms to the dean's office or the front desk before moving in.

Keys: A key will be issued with your check-in form – you will receive only one key to your room. You are responsible for your key. Doors automatically lock when closed.

- There is a non-refundable \$20 replacement charge for each key that is lost, (even if the missing key is found).
- Residents are NOT allowed to “fix” their doors to stay unlocked and will be fined \$20 if they do so. Repeat occurrences of lock “fixing” will result in additional fines and disciplinary action against the offenders.
- Close your door completely every time you leave your room. The school will not be responsible for missing articles and valuables.
- Possession of unauthorized keys will result in immediate suspension and may result in a permanent dismissal.

Check-out Procedure: This Check-out Procedure is to be followed when leaving or when changing rooms

- Pick up the checkout form.
- Thoroughly clean your room.
- Have the dean or RA on duty check the room and sign off your form. Any damages noted will be charged to your school bill.
- Return or exchange your room key.

Note: Failure to follow the checkout procedure will result in forfeiture of the \$100.00 room deposit and may incur an additional \$75.00 charge to your bill.

Home Leave Schedule

2009-2010 School Year

All breaks begin after the last class or work assignment has been completed. Students traveling long distances or using public transportation may be allowed a reasonable early departure. On Early Dismissal days, the last class ends at 2:55 pm.

1st Semester

Labor Day Break

- Begins: Friday, Sept. 4 (early dismissal)
- Ends: Monday, Sept. 7
- Check-In Time – 5:00 to 9:00 pm

September Break

- Begins: Friday, Sept. 25 (early dismissal)
- Ends: Sunday, Sunday September 27
- Check-In Time – 5:00 to 9:00 pm

October Break

- Begins: Friday, Oct. 29 (early dismissal)
- Ends: Sunday, Nov. 1
- Check-In Time – 5:00 to 9:00 pm

Thanksgiving Break

- Begins: Friday, Nov. 20 (early dismissal)
- Ends: Sunday, Nov. 29
- Check-In Time – 5:00 to 9:00 pm

Christmas Break

- Begins: Thursday, Dec. 17 (after last test)
- Ends: Sunday, Jan. 3
- Check-In Time – 5:00 to 9:00 pm

2nd Semester

January Break

- Begins: Friday, Jan. 15 (early dismissal)
- Ends: Monday, Jan. 18
- Check-In Time – 5:00 to 9:00 pm

February Break

- Begins: Friday, Feb. 12 (early dismissal)
- Ends: Monday, Feb. 15
- Check-In Time – 5:00 to 9:00 pm

Spring Break

- Begins: Friday, Feb. 26 (early dismissal)
- Ends: Monday, Mar. 8
- Check-In Time – 5:00 to 9:00 pm

April Break

- Begins: Thursday, Apr. 1 (early dismissal)
- Ends: Sunday, Apr. 4
- Check-In Time – 5:00 to 9:00 pm

Summer Break

- FR/SOPH Final Check-Out, Thursday, May 20 after Last Semester Exam
- JR/SR Final Check-Out, Sunday, May 23, 6:00 am – 10:00 pm