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THE RESIDENTIAL PROGRAM

Students from across the United States and around the world attend Gilmour Academy as part of the Residential Program. The Dean of Residential Life, along with the adult proctoring staff, provides an environment that encourages personal growth in a Christian atmosphere.

COMMUNICATION WITH RESIDENTIAL STAFF

Residence Hall Office: (440) 449-7081
Fax Number: (440) 449-7076

COMMUNICATION BETWEEN PARENTS AND STUDENTS

Each resident student receives a voice mailbox account and direct line number to a phone in their assigned hall corridor. In addition, students are required to maintain a Gilmour Academy email account that is issued during the first week of school.

Cell phones outside of the normal school day are permitted; however, parents and students must adhere to a policy of no phone calls during the designated study time, or after “lights out.” While there are certainly exceptions that the resident program would support when communication is necessary, it should be the exception that calls are made or received during these times.

Students can receive mail and packages by sending to:

(Student Name)
Residence Hall
Gilmour Academy
34001 Cedar Road
Gates Mills, Ohio 44040

REQUIRED RESIDENT STUDENT FORMS

Resident students must have parents complete and sign the following: Resident Information Form, Travel Permission Form, Overnight Permission Form, Immunization Record, Medical Authorization Card, Over-the-Counter Medication Permission Form, Self-Medication for Asthma Inhalers Form (for students with asthma), Physician and Parent Request for the Administration of Medication by School Personnel Form (for students taking prescription medication) and Gilmour Academy Health Record Form. Those anticipating playing a sport must also complete the Ohio High School Athletic Association Physical Evaluation Form. The Medical Card is required for official enrollment and ***must include health insurance information.***

PACKING PREPARATION

With regard to packing issues, students **should** bring:

1. All linens including pillows and pillowcases, mattress pads, sheets and bedspreads (for **Extra Long** twin-size beds), and towels.
2. An alarm clock, radio/stereo (with headphones) if desired, study lamp, laundry bag/basket, bathroom bag/bucket for toiletries, as well as other personal items. Quarters for coin-operated washers and dryers.
3. A small refrigerator and cell phone if desired. Irons are provided.
4. Computer for word-processing needs. Laptops are encouraged.

*Students **should not** bring:*

1. Microwave ovens, televisions/DVDs, toaster ovens, or cookers of any kind.
2. Posters, clothing or other items that carry alcohol, tobacco or drug-related names or pictures; candles, matches and lighters; pornographic materials; guns, knives; pets.

ROOMS AND ROOMMATES

Rooms are assigned by the Dean of Residential Life. Room changes are not made unless prior approval has been obtained. Roommates share the responsibility for the cleanliness of their rooms, as well as for any damage incurred. Any repair needs should be reported immediately to a residential staff member. Rooms are inspected when students arrive at the beginning of the school year and re-inspected at the end of the year at which time any

damages will be noted and charges assessed. Rooms should always be locked when unoccupied.

Decorations must be tasteful; posters and pictures can be hung on walls with sticky tack obtained from the hall office **only**. The attaching of decorations to walls or other surfaces must be done so as to not cause permanent damage to that surface. Tacks, nails, tape, or other adhesives of any kind may not be used. Fire codes regulate that the entire room be visible from the doorway. Any alcohol, drug-related, or pornographic items or posters are unacceptable. Furniture may not be exchanged, removed, or taken from lounges. Screens should be kept in windows at all times.

At no time should students be in the hallways or rooms of students of the opposite sex; this policy applies to both resident students and visitors. Family members, with notice upon arrival, may visit the resident's room.

While respecting the privacy of the individuals, the Academy retains the right to inspect and check rooms whenever deemed appropriate by the Dean of Residential Life or Dean of Student Life and Discipline.

KEYS

Each resident student receives a key to his or her room as well as an electronic key for access to the residence hall. Students should always have their keys when departing the residence hall. Lost keys are considered a breach of security and must be reported to a residential staff member immediately. Students incur the replacement costs of keys. Possession of unauthorized keys and the duplication of any keys are prohibited.

INSURANCE

A student's personal effects are not covered under the Academy's policy. These items are normally covered as part of a homeowner's policy. Parents should verify such coverage with their insurance agent.

VISITORS AND GENERAL SIGN IN/OUT PROCEDURES

Visitors to the residence hall must inform the supervising staff member upon arrival and limit their visits to the computer lab, community family room and the recreation room. Visiting hours end at 6:00 p.m. on school nights and at 11:00 p.m. on Fridays and Saturdays. Visitors should never be in the residential areas including rooms and hallways without prior permission.

Resident students may check out after school by completing the necessary information in their folders and having a staff member approve the departure plans. Students must sign in upon return. The procedure is the same for weekends.

All students should check in with the staff member on duty after school unless previous discussions have occurred concerning athletic practices, after-school activities, or time spent in the library or elsewhere on campus.

No student is permitted to leave campus from an athletic practice or activity without contacting the residence hall and speaking with a staff member or returning to the hall for official sign-out.

FORESEEABLE ABSENCES

A student must complete a Foreseeable Absence Form and have it approved by the Dean of Student Life and Discipline prior to a known absence from school, even if school-related.

SIGNING OUT DURING THE SCHOOL DAY

The Residential Hall Staff cannot sign students out during the actual school day. For a student to miss any portion of the school day it is ultimately the responsibility of the students and parents to make sure all of the necessary forms are filled out and/or phone calls are made to school staff, including the Dean of Student Life and Discipline.

WEEKEND SIGN OUT PROCEDURES

- Students are expected to follow check-in and check-out policies as well as curfew restrictions over the course of a weekend.
- Students must adhere to permissions/restrictions as deemed appropriate by their parents on the Resident Travel Permission Form and the Resident Overnight Permission Form.
- Students desiring to stay overnight at an approved home must provide advance notice and confirmation from the host family. The host family must (1) expressly give permission for the overnight, (2) expressly state that the parents will be home for such night(s), (3) state that the visiting resident student(s) will be staying at their home for the duration of the visit and (4) provide contact information.
- All host families are to be oriented about responsibilities when hosting a boarding student.
- Students must have weekend overnight plans reported to residential staff at least twenty-four hours prior to the overnight stay. Failure to do so will result in the student not being allowed to stay out overnight.
- Students should pack appropriately as “return visits” to the hall are discouraged when signed out to another home.
- Students must sign in at the residence hall by dinner the day following the final overnight visit.

Weekend Curfews:

Grades 7 & 8	10:30 p.m.
Grades 9, 10, 11	11:30 p.m.
Grade 12	Midnight

PRAYER SERVICE

Prayer Service is a time to gather as a boarding community to reflect upon and grow within our own faith.

STUDY HALL PARAMETERS

Study Hall is the time during the week that the entire residential community, Sunday through Thursday, focuses exclusively on academic pursuits. During the designated study hall hours of 7:45 p.m. – 9:45 p.m. the following guidelines apply:

- Quiet at all times and doors are to be open.
- The first hour and a half of study hall must be done independently.
- Collaborative work may be done during the last half hour in designated locations with **prior permission**.
- “Traveling” to see other students may be done only with staff permission.

- Music is permitted with headphones only.
- Phone calls should not be made or received without permission
- Computer Lab use is permitted for Internet research/school work ONLY.
- Food may not be delivered during this time.

POST-STUDY HALL SCHEDULE

After study hall or at other free times, students can avail themselves of the hall facilities including the community family room, recreation room, and fitness center. Other evenings will include scheduled hall meetings, room inspections, socials, or special programs. Students also take the time to finish studies and communicate with friends and family before “lights-out” times. All showering, hair drying, etc...should be completed by 11:00 p.m. out of respect for those already sleeping.

School Night “Lights-Out” Times:

Grades 7 – 8	10:30 p.m.
Grades 9 – 10	11:00 p.m.
Grades 11 – 12	11:30 p.m.

RESIDENT MEALS

Breakfast is served in the Commons on Mondays from 8:15 a.m. – 9:15 a.m. and Tuesdays through Fridays from 7:15 a.m. – 7:45 a.m. Lunches during the week follow the assigned lunch periods during the school day. Dinners are served from 6:00 p.m. – 7:00 p.m. at the residence hall. On Saturdays and Sundays, a brunch is offered from noon – 1:00 p.m. in the Commons and dinners are offered from 5:30 p.m. – 6:30 p.m., also in the Commons.

TRANSPORTATION NEEDS

Van transportation may be scheduled after school, but before study hall, as well as on weekends. Students with special appointments or needs can make arrangements with Residential staff. Resident students find this service helpful when needing to go shopping, to get haircuts, to attend medical appointments, to participate in social activities, etc.

Transportation to and from the Cleveland Hopkins Airport will be provided **between the hours of 7:00 a.m. and 9:30 p.m.** For safety reasons, transportation to the Greyhound Bus Station in downtown Cleveland will be a drop-off/pick-up service during daylight hours only.

Students in need of transportation **at breaks** must complete a Travel Plans Form that is handed out prior to each major school break. **Airport shuttle transportation not associated with school breaks cannot be guaranteed;** nor can the Academy provide such assistance **during** an actual school day. In these cases, parents should make their own arrangements and notify the school.

MONETARY NEEDS

Most parents set up a student bank account at the Business Office. The arrangement allows for students to withdraw a weekly allowance and to have access to money for special needs. Withdrawal requests beyond the amount originally approved by parents must be reviewed by

the Dean of Residential Life or designee. Students should not keep large sums of money in their rooms.

VEHICLES FOR RESIDENT STUDENTS

Residents may have a vehicle if approved by the Dean of Residential Life. Parents must submit a letter of request that includes parameters for driving privileges and insurance verification. Once approved, the vehicle is registered with the Dean of Student Life & Discipline's Office and all sets of keys are secured in the hall office. Having a car on campus is a privilege subject to both an academic and behavioral review throughout the year. While respecting the privacy of the individuals, the Academy retains the right to inspect and check vehicles whenever deemed appropriate by the Dean of Residential Life or Dean of Student Life and Discipline.

LAUNDRY AND DRY CLEANING NEEDS

The residence hall provides coin operated washers (75 cents per load) and dryers (75 cents per load) in addition to irons and ironing boards. A dry cleaning and laundry service is available that picks up and returns clothes on Tuesdays and Fridays at the hall. Bills are mailed home. A price list can be obtained at the hall office.

RECREATIONAL FACILITIES AND ACTIVITIES

The residence hall is fortunate to have a facility equipped with a large family room with a television as well as a basement with a recreation room (billiards & foosball) and fitness center. Game tournaments and socials are conducted regularly.

Weekends provide the opportunity to participate in activities, many of them initiated by student interests. Students attend plays and athletic events; visit museums and try new restaurants; and participate in various excursions that are both fun and educational. The resident facility provides the option as well to gather with friends for movies or other on-campus activities. Attending athletic events and dances are also popular social events.

MEDICAL ASSISTANCE

A nurse is present in the residence hall from 7:15 a.m. – 8:15 a.m. Tuesdays through Fridays, on duty during the school day, and on-call during evenings and weekends. When a resident student is ill, he or she must report to the school nurse. Students with minor ailments during the school day will be sent to the residence hall and taken care of by the Assistant Dean of Residential Life. If an appointment with a doctor is needed, the nurse will make arrangements with a primary care physician in consultation with the parents. Emergency situations are handled by Hillcrest Hospital, just a short distance from the school. **All prescription medications are to be stored and administered by appropriate personnel.**

PERSONAL AND ACADEMIC ASSISTANCE

Each grade level is assigned a guidance counselor who monitors academic progress and is available for consultation on numerous issues of concern. In addition, each student meets with an advisor several times monthly. Parents receive academic progress reports every four and a half weeks and may view up-to-date grades online.

GENERAL DISCIPLINE

Resident students are bound by all policies and procedures found in the Student-Parent Handbook.

Detentions

Any residential staff member can issue detentions for minor rule infractions. Detentions are reported to the Director and appropriate consequences are assigned, either “in-house” or through the school.

Rooming

This form of action addresses repeated and/or serious infractions within the residential community. Rooming is a form of “grounding;” students must remain in their rooms and report each hour to a supervising proctor. This is assigned for an extended period of time over a weekend. Rooming is a disciplinary action reserved for the Dean of Residential Life or designee.

Other Serious Offenses

In addition to unacceptable behavior outlined in the Student-Parent Handbook, additional areas of serious offense include: providing, using, or possessing alcohol, tobacco and drugs; congregating in rooms after “lights out;” being in the living area of the opposite sex; dishonesty concerning areas of the sign in/out procedures and leaving the hall after “lights out.” Any and all of these could result in suspension, suspension and/or removal from the residence hall, or dismissal from the Gilmour community. In the above cases, the Dean of Residential Life will refer the situation to the Dean of Student Life and Discipline.

FIRE SAFETY

Students must evacuate the residence hall immediately when the fire alarm sounds. Exits are clearly marked and directions posted on each floor. Students may not reenter the building until authorized. Failure to comply with these procedures, or tampering with the alarm system or a fire extinguisher, will result in serious disciplinary action.

HALL ACCESS

The residence hall is closed to students during the entire school day. Resident students may not return to their rooms during the school day without special permission from the Dean or Assistant Dean of Residential Life.

STUDENT PROCTORS

In order to extend student ownership and leadership, residents are selected by the residential staff each year to serve as Student Proctors. These students have shown themselves to be strong role models in the residential community and responsible, conscientious, and compassionate individuals. Student Proctors fulfill a number of duties that assist the adult proctoring staff including the monitoring of study hall, assisting with hall meetings and programs, and giving input on activities, policies, and peer issues as relating to residential and school life.

SCHOOL VACATION PERIODS

During the Thanksgiving, Christmas, Easter, and Spring Break vacations, the residence hall is closed. It is ultimately the responsibility of the parents to make travel and/or housing arrangements for these periods specified on the school calendar. In making arrangements every effort should be made to insure that students are in attendance for all classes.