

MOVE: The Initiative Dorm Policies



CHECK-IN

Please visit the **Check-In Table**, located outside the dorms. All students will receive a folder at check-in that includes a **Dorm Room Checklist**. This form must be completed upon arrival and returned to your **Dorm Parent**.

CHECK-OUT

Check-out will be expedited. Before departing, students must:

- Complete the **Dorm Room Checklist** and return it to the Dorm Parent

- Pack all personal belongings

- Clean the room thoroughly

- Remove **all** items and trash from the space

- Take a photo of the completed checklist for personal records

Any items left behind—including small objects or trash—may result in a **cleaning or removal fee**. It is much easier (and less costly) for students to remove their own belongings than to have facilities staff do so.

DORM ETIQUETTE

Students are expected to:

- Be kind and respectful to dorm parents, fellow students, and roommates at all times

- Maintain clear and effective communication with dorm parents, including:

 - Participation in group chats regarding departure times for meals, classes, and activities

 - Communicating with the nurse regarding medication schedules (if applicable)

Students **must report to the nurse when notified**. Failure to do so will result in parents being contacted.

The following behaviors will **not** be tolerated:

- Bullying, Showing off, Stealing

A **nightly curfew** will be enforced. **Quiet time begins at 10:00 PM** and must be respected.

Please refer to the Discipline Policy for consequences related to violations of dorm etiquette.

WORK ORDERS, DAMAGES, & REPAIRS

If there is an issue with the dorm room or any facility-provided items, notify a staff member promptly.

For **urgent issues** (e.g., overflowing toilets, power outages), contact a staff member **immediately** so the appropriate team can address the problem as quickly as possible.

PEST MANAGEMENT

Community living can sometimes attract pests. To minimize issues, students should:

- Keep rooms and kitchen areas clean

- Store food and condiments in **sealed containers**

- Never leave food in open containers

- Always use plastic trash bags for storage and disposal

INDIVIDUAL & COMMUNITY DAMAGE BILLING

Individual Damage Billing

Students are responsible for damages to their personal rooms beyond normal wear and tear. All individual damage will be documented by staff and billed accordingly.

Community Damage Billing

Students are also responsible for shared common areas. If damage occurs and no individual is identified, costs may be shared among residents of the entire building or a specific floor, wing or section. Our goal is to foster a sense of community ownership and pride.

Examples of Damage Billing Incidents

- Bodily fluids (blood, urine, mucus, feces, vomit) in common areas

- Broken exit signs, windows, or glass

- Damaged lounge furniture, carpet or upholstery

- Food or trash left in sinks or water fountains

- Improperly disposed trash (e.g., pizza boxes in hallways or stairwells)

- Missing or tampered fire extinguishers or smoke detectors

- Removal of college furniture from designated locations

- Holes in walls

- Sprinkler discharge not caused by fire

- Graffiti

Serious violations may result in additional disciplinary action.

SMOKING & ALCOHOL POLICY

St. Andrews School is a **tobacco-free and smoke-free campus**.

Students are **strictly prohibited** from smoking, vaping, or consuming alcohol **on, off, or around campus**. Any student found engaging in these activities will be **sent home immediately**.

ST ANDREWS SCHOOL ADDITIONAL RULES

Faculty apartments are off limits to all summer residential campers and staff.

Areas behind Margot's and Bill's dormitories are off limits. Any patio furniture, play structures, etc. are the property of and for the express use of year round faculty families.

Common spaces in dorms will be cleaned daily. Cleaning staff will not go into individual dorm rooms. Any room trash should be brought to common area trash receptacles.

Rooms are air conditioned. Please do not open windows as this will overwork the system.

Please keep outer doors to dorms closed. The squirrels love our indoor spaces!

Please keep bottom of shower curtains in the shower to avoid bathroom flooding.

ACKNOWLEDGMENT

By signing below, I acknowledge that I have read, understand, and agree to comply.

Parent/Guardian Print Name _____

Parent/Guardian Signature _____