



RESIDENTIAL LIFE HANDBOOK 2020-2021

GSA's Residential Life Program is designed to make your time at GSA a positive and enriching experience by encouraging academic success, fostering personal growth, and helping you be an active member of the GSA community.

We ask that you:

- Get involved in as many ways as possible: in your classes, your dorm, sports, the visual and performing arts, clubs, student government, and the community.
- Speak up! Ask questions about anything you do not understand or want to understand better.
- Make friends. Get to know the people in your GSA community.

The Residential Life Handbook is a supplement to the *Student-Parent Handbook*. Students are responsible for understanding and accepting the rules and guidelines of both handbooks.

Important Note: Due to the coronavirus, this handbook may be updated more often than usual. If that happens, a new version will be posted online. If you have any questions about the information herein, especially the calendar, contact the Residential Life Office. Contact information is on the last page.

Boarding Student Calendar 2020–2021

August 22 - 23 Athletes ONLY arrive for pre-season practices.

August 25 New and Returning boarding student arrival day

September 3 Orientation days for new boarding students

September 5 - 7 Labor Day weekend. **Dorms will remain open.**

October 10 - 12 Indigenous Peoples Day weekend. **Dorms will remain open.**

November 11 Veterans Day

November 24 - 29 Thanksgiving break

**Dorms will close at 5:00 p.m. on 11/24 and reopen at 12:00 p.m. on 11/29.
Students MUST find alternative housing during this time.**

December 22 - January 3 Winter holiday break

**Dorms will close at 5:00 p.m. on 12/22 and reopen at 12:00 p.m. on 1/3.
Students MUST find alternative housing during this time.**

January 16 - 18 Martin Luther King, Jr., Day weekend. **Dorms will remain open.**

January 17 New boarding students arrive. New student orientation.

January 26 Second semester begins

February 12 - 21 February vacation

**Dorms will close at 5:00 p.m. on 2/12 and reopen at 12:00 p.m. on 2/21.
Students MUST find alternative housing during this time.**

February 22 - March 5 Independent Study Project

April 16 - 25 Spring vacation

**Dorms will close at 5:00 p.m. on 4/16 and reopen at 12:00 p.m. on 4/25.
Students MUST find alternative housing during this time.**

May 29 - 31 Memorial Day weekend. **Dorms will remain open.**

June 13 Commencement (**Dorms Close at 5:00pm**)

SAFETY AND SECURITY

Emergency Contact Information

Emergency contact information is posted in every dorm and on the back of this handbook. All students are required to have emergency numbers available to them at all times.

Fire Safety

- Students' rooms must be arranged in a way that allows a clear path and view from the door to the bed and desk so that students, dorm staff, and rescue professionals can enter and exit the room safely and easily.
- Stairwells and hallways must be kept clear at all times. No items may be kept in the hallways or stairwells at any time.
- Students may not have appliances that contain a heating element in their rooms.
- Tobacco/nicotine products, lighters, matches, candles, incense, or any other item or substance that ignites is strictly forbidden in the dormitories and on school grounds.
- Dorm staff and school administrators may enter rooms at any time in order to inspect for safe conditions.
- Fire drills are held periodically throughout the year.
- Fire extinguishers, sprinklers, and alarms are located in each dormitory. These are to remain in place and untouched unless needed for an emergency.
- Student dorm room doors are never to be locked when students are inside.

Security of Spaces and Personal Possessions

- Students are permitted to enter another person's room **only** when that person is present and gives permission.
- Propping open an outside door is prohibited unless approved at the time by a dorm parent.
- Student passports and I-20s are to be kept in the Residential Life Office.
- Avoid having expensive items and large amounts of cash in your room. Return of lost, misplaced, or stolen personal items cannot be guaranteed. Safe storage is available.

- Keycodes to the dormitory door locks are NEVER to be given to anyone who does not reside in the dormitory. It is unsafe and constitutes a violation of school rules.

DORMITORY CULTURE

Student Responsibility

Students are responsible for fulfilling all of their academic and community commitments throughout the day, every day. This includes waking up and being at school on time, attending meals, and being prepared.

Common Areas

Common areas include the kitchen, common rooms, hallways, laundry rooms, bathrooms, entryways, and campus grounds.

Common area rules are as follows:

- Respect others who are also using the common areas by not disturbing them or disrupting their activities.
- Keep voices and electronics volumes at a respectful level.
- Appropriate physical and verbal behavior are expected at all times.
- Before leaving a common area:
 - Throw away your trash.
 - Straighten your seating.
 - Put away any food items.
 - Clean surfaces.
 - Wash and put away your dishes.
 - Take all of your personal belongings with you.

Care of Rooms, Chores & Responsibilities

- Personalizing a room must not cause damage to walls, floors, or furnishings.
- Students are expected to keep their rooms clean and tidy.
- Everyone shares the responsibility for maintaining a safe, healthy, and welcoming environment in the dormitory. Dorm job lists and expectations will be posted in each dorm.
- Students participate in caring for the Dining Hall each night. These tasks and expectations will be posted in the Dining Hall.
- Students are expected to leave their room at the end of the school year empty of personal belongings, clean, and undamaged. GSA reserves the right to assess a cleaning and/or damage fee to any student who does not meet these expectations.

Cooking

Each dormitory is equipped with a kitchen. Safe cooking and kitchen practices must be observed at all times. Careless, disrespectful, or dangerous practices or use of equipment will result in restrictions, or loss of cooking privilege.

Concerns and Damage to Individual Rooms and Common Areas

We expect students to be respectful of all buildings and spaces on campus and to avoid intentionally or carelessly causing damage. If any damage or an issue or concern does arise, please report it immediately to the dorm head so the problem can be addressed as soon as possible.

Meals

- Breakfast is served from 7:30-7:55 a.m. in the Dining Hall on school days.
- Lunch is served at 11:35 a.m.-12:10 p.m. and 12:25-12:50 p.m. respectively, on school days.
- Snack during break on school days is not included in the meal plan but can be billed to the student's account.
- Continental breakfast will be available from 10:30-11:00 a.m. in the Dining Hall on Saturday and Sunday as well as weekdays when there is no school.
- In the event school is cancelled due to weather or for other reasons, continental breakfast will be served from 10:30-11:00 a.m.
- Dinner is served from 5:30-6:00 p.m. in the Dining Hall every evening. Attendance is required. (Except Friday, Saturday). ***This is our time to meet together as a program to make announcements and check in with each of you.***
- Liaison Family Exception: If a student is invited to eat with a Liaison Family, notice by the family to the dorm parent on duty is required.
- If a student is going to miss dinner for a school event, practice, or game, he/she/they must add their name to the "saved meal" list in the kitchen or receive money for a meal out.
- Phone and/or computer use is discouraged during meals.
- Brunch on a snow day is managed by a dorm head, not kitchen staff.

After-School Activities

All boarding students are required to participate in after-school activities between 3:00 and 4:30 p.m. on Mondays, Tuesdays, and Thursdays. Activities will include GSA sports, community service, other extracurricular offerings, and on-duty staff activities. The dormitories will be unavailable to students during these times. Students will have the opportunity to select an activity from a choice of two to three offerings.

Evening Study Hall

- Study hall is held each school night, Sunday through Thursday, from 6:30 p.m. to 8:30 p.m. Students are required to participate in study hall and be ready to begin at 6:30 p.m.
- Digital entertainment, social phone and online conversations, and other disruptive activity is prohibited during study hall.
- Students who are failing any class[es], must spend study hall in a common area of the dorm designated by the dorm parent on duty. The dorm parent also has discretion to require a student to spend study hall in a common area.
- ***The first fifteen minutes of each Thursday study hall will be a mandatory all-dorm meeting.***

In Dorms and in Dorm Rooms

- Sunday through Thursday, students must be in their dorms at 9:30 p.m.
- Sunday through Thursday, students must be in their dorm rooms for the night no later than 10:30 p.m.
- Friday and Saturday, students must be in their dorms at 10:30 p.m.
- Friday and Saturday, students must be in their dorm rooms for the night no later than 11:30 p.m.

Quiet Hours

It is important for people living in close quarters to maintain respect and care for one another at all times. Quiet hours protect important study, sleep, and personal time.

No student is allowed to disturb another while they are caring for their own well-being. Studying, sleeping, and personal time are crucial for physical and mental health.

- Sunday - Friday morning: 6:30 p.m.-6:30 a.m.
- Friday - Sunday morning: 10:30 p.m.-10:00 a.m.

Visitors to the Dorms

- Students are welcome to invite guests into the dormitories during open visiting hours. The student host must check in with the dorm parent on duty, and write the name of the visitor on the board. If a dorm parent is not present or available at the time, no guests are allowed in the dormitory.
- Visitors of the opposite sex are permitted in the common areas only. Visitors of the same sex are permitted in a student's room with the door ajar.

Mobile Communication

- All boarding students are required to have a cell phone that allows for prompt and reliable communication between the school and student.

Internet Access

- George Stevens Academy provides internet in the dormitories.
- Students will be issued a password to access the network.
- Internet access is provided on an intentional schedule.
- Any use of digital devices after internet hours is prohibited.
- GSA's Acceptable Use Policy applies at all times when using the school's network, on school grounds, and with school issued and personal equipment.

Pets

Students are not permitted to have pets in the dormitories.

Open Gym and Intramurals

The GSA gym is used for intramural sports, open gym, and other supervised activities. The hours of use will depend on availability of facilities and staff. Students are not permitted to use the gym without authorized supervision.

Bicycles

There are bicycles available for boarding student use. An ANSI/Snell-approved bicycle helmet recommended by the Maine DOT must always be worn when riding, and bicycles must be treated with care. Helmets are also required for students riding skateboards.

Riding Permission

All GSA students have permission to ride in vehicles driven by GSA employees. Additional student riding privileges are determined prior to the beginning of each school year by means of the Transportation Permission Form, which is filled out by parents. All students should know and honor their level of riding permissions.

No student is permitted to get into a non-GSA vehicle without speaking to a dorm parent on duty first, even if that student has the Transportation Permission Form in place.

Personal Automobiles

- Boarding students are not allowed to operate any motorized vehicle except in the course of a licensed and bonded driver education class or driving examination through the Maine Bureau of Motor Vehicles.
- Boarding students may not take part in such a class until their second semester at GSA, and then only with the written permission of their parents.
- Boarding students may not have a motorized vehicle on campus.

Weekend Travel and Overnights

All requests to leave campus overnight must be submitted through the Residential Life office and approved by a parent and the hosting adult prior to departure.

Permission to leave the dorm for a weekend may be denied or reversed due to disciplinary, safety, or health reasons.

Off-Campus Behavior

Students represent GSA at all times and appropriate behavior is expected both on and off campus.

Standardized Testing

Transportation to Bangor and Ellsworth is provided for select SAT, ACT, and TOEFL tests throughout the year. These dates are posted in the Residential Life Office. Students are required to notify the Residential Life Office of registered test dates and locations in advance. If advance notice is not provided, transportation cannot be guaranteed, and any fees associated will be at the student's expense.

Hotels

Boarding students are not permitted to stay in a hotel without being accompanied by one of their parents or another approved adult.

MEDICATIONS AND ILLNESSES

Medications

Medications of any kind are not permitted in student rooms. All medications, including over-the-counter medications, must be given to the nurse or dorm head upon arrival at GSA. Any exceptions must be approved by the nurse.

Illness

- The school nurse is on duty during all school hours.
- If a student feels ill in the morning and wishes to be excused from class, he/she/they are required to check in with the nurse before their first period class begins.
- When ill during the academic day, students must stay in the nurse's office.
- The nurse or Residential Office will schedule any needed appointments for students who require further treatment or examination by a physician.
- If a student is too ill to leave the dorm, the nurse will make an evaluation as early as possible, then based on their recommendation, a staff member will either stay in the dorm with the student, or hourly check-ins will be made during the academic day.

SCHOOL VACATION TRAVEL

All tickets for travel must be approved by the Residential Life Office. You are advised not to buy any tickets without first consulting the Residential Life Office.

Dormitories are not available to students during school vacations. The dormitories will close at 5:00 p.m. the day classes end and will reopen at noon the day before classes start. Families are responsible for making arrangements for their child during these time periods. A fee-based vacation package will be offered to students for each school break.

Travel Arrangements

GSA will provide transportation to and from the Bangor International Airport and the Concord Coach or Greyhound Bus Terminals in Bangor. Students transported at times other than designated shuttle times will be responsible for the associated fees.

Students may NOT arrive early at the start of the school year, and are expected to travel in and out on the posted designated travel dates throughout the school year.

Students must inform the Residential Life Office of travel plans (beginning and end of school year and vacations) by the established deadlines. Students are responsible for making their own travel accommodations and reservations but may ask for assistance, if necessary.

Travel Dates for Boarding Students 2020-2021

Thanksgiving Break (travel plans due by Friday, October 16th)

- GSA will provide shuttle rides from GSA to Bangor on Tuesday, 11/24, at 2:00 p.m. and 5:00 p.m. Dorms close at 5:00 p.m.
- Dorms will reopen at noon on Sunday, 11/29. GSA will provide shuttle rides from Bangor to GSA on 11/29 at 12:30 p.m. and 6:30 p.m. All students must be back to the GSA dorm on 11/29.

Winter Holiday Break (travel plans due by Friday, November 13th)

- GSA will provide shuttle rides from GSA to Bangor on Tuesday, 12/22, at 2:00 p.m. and 5:00 p.m. Dorms close at 5:00 p.m.
- Dorms will reopen at noon on Sunday, 1/3. GSA will provide shuttle rides from Bangor to GSA on 1/3 at 12:30 p.m. and 6:30 p.m. All students must be back to the GSA dorm on 1/3.

February Break (travel plans due by Friday, January 15th)

- GSA will provide shuttle rides from GSA to Bangor on Friday, 2/12, at 2:00 p.m. and 5:00 p.m. Dorms close at 5:00 p.m.
- Dorms will reopen at noon on Sunday, 2/21. GSA will provide shuttle rides from Bangor to GSA on 2/21 at 12:30 p.m. and 6:30 p.m. All students who are not on ISIP must be back to the GSA dorm on 2/21.

ISIP (for juniors and seniors who qualify.)

- Students MUST return to the GSA dorm by Sunday, 3/7. We recommend students return on Saturday, 3/6, to allow for a day of rest before classes begin. GSA will provide shuttle rides from Bangor to GSA on Saturday, 3/6, and Sunday, 3/7. Scheduled pick-ups to be determined.

April Break (travel plans due by Friday, March 19th)

- GSA will provide shuttle rides from GSA to Bangor on Friday, 4/16, at 2:00 p.m. and 5:00 p.m. Dorms close at 5:00 p.m.
- Dorms will reopen at noon on Sunday, 4/25. GSA will provide shuttle rides from Bangor to GSA on 4/25 at 12:30 p.m. and 6:30 p.m. All students must be back to the GSA dorm on 4/25.

End of Year Return Home (travel plans due by Friday, May 7th)

- GSA will provide shuttle rides from GSA to Bangor on Sunday, 6/13 at 5:00 p.m.

RESIDENTIAL LIFE STAFF

Your dorm parents are responsible for ensuring that you, and all students, have a safe living environment that encourages personal and academic growth. The staff is charged with promoting and enforcing all school policies and state laws. Students are expected to cooperate with all residential life staff and other GSA employees in establishing and maintaining a healthy and safe living environment.

Contact Information

- ❖ GSA Main Office: (207) 374-2808
- ❖ Residential Life Office: (207) 374-2808, ext. 135

Residential Life Office

- ❖ Dean of Students Todd Eckenfelder: (435) 851-1764, t.eckenfelder@georgesteveens.org
- ❖ Prudy Heilner: (207) 266-1860, p.heilner@georgesteveens.org
- ❖ Bob Slayton: (207) 598-6078, b.slayton@georgesteveens.org

Residential Life Office Hours

Monday, Tuesday, Thursday, Friday - 8:00 a.m.-3:00 p.m.
Wednesday - 8:00 a.m.-5:00 p.m.

School Nurse - Nikki Jaffray: (207) 460-5135, n.jaffray@georgesteveens.org

Hanley Dormitory

49 Mill Street, Blue Hill

- ❖ Common Room: (207) 374-5011
- ❖ Dorm Head Maple Pollock: (802) 688-9112
- ❖ Dorm Parent Resident Jaime Torre: (808) 633-7956
- ❖ Dorm Parent Lisa Elliott: (207) 664-4586

Hinckley Dormitory

30 Tenney Hill, Blue Hill

- ❖ Common Room: (207) 374-8935
- ❖ Dorm Head Chek Wingo: (315) 532-8665
- ❖ Dorm Parent Resident Rob Cushman: (207) 712-6983
- ❖ Dorm Parent Bob Slayton: (207) 598-6078

For additional contacts, please see the Dorm Staff Phone List posted in the dorms.

***The rules, policies, dates, and times contained in this handbook are subject to change whenever it is deemed necessary by the school. (Revised August 10, 2020)*