

Menaul School
Residential Handbook
2011-2012
Updated 08-09-11

Community Expectations

Menaul School places value on the growth of the individual student, and we are guided by positive ethics, and moral traditions. We value honesty, respect, and integrity along with a demonstrated commitment to personal excellence, and we expect our students to learn to share these values with others.

We expect our students to accept both the responsibilities and consequences that come with the freedom to make choices. We understand that the teenage years are very challenging. Students must first come to learn how to recognize and value their own inner resources. With discovery of this inner-strength, we expect that our students will have the energy to try, the willingness to take a risk, the ability to learn from failure, the capacity to be tolerant, and the spirit to serve others.

We ask that each student at Menaul School and his or her parent or guardian make two key agreements with the school. One agreement asks that students follow and support the rules and expectations of the school. The second agreement outlines the acceptable use of technology and media services at Menaul School. Both of these agreement forms are part of the Registration packet. Students and parents are asked to sign both of these agreements prior to or at registration each year.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary. Menaul School ultimately retains the right to determine what level of discipline is appropriate under the circumstances presented.

Parent-School Communication

Parental support for Menaul School is critical in the accomplishment of our mission, and we appreciate the opportunity to share information from faculty and administration. Parental insights concerning the education and welfare of their children and of the school are always welcome.

Jurisdiction

Enrollment in Menaul School represents a commitment by students to uphold and comply with the school's standards of student conduct throughout their Menaul School career. Generally, we expect students to honor that commitment at all times, in and out of school, and for parents to hold their children accountable. While Menaul School personnel will normally not assert disciplinary jurisdiction over student behavior outside of the academic year (i.e. summer) when

students are in the care of their parents, students must recognize that they represent Menaul School at all times, including weekends and vacations. Consequently, the school retains the prerogative, as a condition of enrollment, to respond at any time to student conduct that brings discredit to the school or threatens the health or safety of other students. This is particularly relevant in terms of the school's substance abuse policy.

Compliance with Applicable Laws

Menaul School intends to comply with all applicable state and federal laws including, but not limited to, those relating to environmental regulations and laws; safety; health; and laws regarding any other terms and conditions of the educational experience. Similarly, we expect our students, their parents, faculty, and staff to comply with all laws that apply.

Expectations of Residential Students

Residential standards attempt to help students be considerate of people and property and encourage them to use their time effectively. Following these rules makes our community a better and safer place to live and grow. If a dorm student fails to complete a dorm responsibility such as cleaning his/her room, doing dorm chores, staying up past lights out, or not signing out when leaving the dorm, the student will be given a consequence in the dorm, such as a restriction or extra chores.

Part of boarding school life is learning how to live with someone else. Sharing a room is a new and challenging experience for many students. This takes commitment and understanding from both parties. Each student is assigned a roommate; Menaul School tries to pair international students with domestic students when ever possible. Prefects are the only exception to this rule and they may have their own room, if available. Any other exceptions need approval from the Director of Boarding Life. The residential hall is the "school home" for students. Respect for privacy of others is a cornerstone of boarding school life. Students cannot go in a room assigned to another student unless that student is present or has given permission. If a student is found in violation, the situation will be treated as trespassing.

Students may not move the furniture in their rooms without permission of the Dorm Parent. Due to fire and safety standards, windows and doors in the rooms must not be blocked. Generally, students are not given permission to move their furniture during the first semester. Students are encouraged to lock their rooms when absent. If a student loses a room key, he/she will be charged \$10.00 for the replacement. Screens must not be tampered with or removed; he/she will be charged \$25.00 for the replacement or repair of the screen. Windows are not to be used for entering or exiting residential halls. No pets of any kind are allowed in student rooms.

Each student is expected to bring to school only essential items. As a rule of thumb, if it is necessary to ask whether a certain item is appropriate to bring, don't bring it. Articles of considerable value

should be left at home. Cooking appliances, refrigerators, TVs, pagers, beepers, laser pens, portable heaters, and air conditioners are examples of items not allowed. A microwave is available in each residence hall. For obvious safety considerations, the following are forbidden in students' rooms: open flames, lighters, candles, smoking, strings of lights, and burning incense. Students must be careful not to "daisy chain" that is have too many plugs in any outlet. Dorm students should spread the load of their electronic devices to plugs around the room as too many devices on one plug is potential dangerous and is bad for their equipment. Multiple plugs and extension cords are not allowed unless they are the "surge protector" type that have a fuse in them. Dorm parents will inspect rooms regularly and confiscate any inappropriate devices. Space and fire code prohibit any additional furniture being added to the rooms unless approved by the Director of Boarding Life. Posters may not have offensive or suggestive words or pictures that feature alcohol, drugs, or unacceptable social behavior. The Dorm Parent has the final word on appropriate décor of items placed in rooms.

When a student moves into his/her assigned room at registration, a form will be available from the dorm parent noting the condition of the room. Both the students and parent will be asked to sign off on the condition of the room and its contents when the student enters. At the end of the year residential faculty will go through the room with each student noting normal wear and negligent damages. Periodically throughout the year, an assessment of property damage to the residential rooms and common areas will be made. If there is any notable damage to the student rooms, the students involved and their parents will be responsible for the total cost of repair. Any damage assessed to the common areas will be charged equally to every student in the residence hall, unless the individuals admit their responsibility

To ensure a high quality of residential life, each student is expected to be considerate of other residents. Radios, stereos, and DVD players that are built into a computer are permitted as long as they do not disturb others. If the music from a stereo system can be heard outside the room, it is too loud. Menaul School reserves the right to take appropriate actions that may include confiscation for repeated misuse or if a student's grades are suffering due to electronic distraction or for any other reason Menaul School deems appropriate in its judgment. Only small audio systems with headphones are acceptable; sub-woofers and amplifiers are not permitted.

Students are permitted to have personal computers in their rooms. Computers used for recreational purposes during study hall, or after lights out, may be confiscated. Menaul School is not involved with maintenance and damage control of computers supplied by the student. Menaul School reserves the right to take appropriate actions including confiscation for misuse of personal computers. Computer usage is subject to Menaul School computer policy. Students should only access the internet through the Menaul School system. Full size gaming systems such as Wii, Nintendo, Playstation, etc. are not allowed to be used in students' rooms, and Menaul School discourages students from bringing such systems with them to school.

Cell Phones

Cell phones may be used during free time. Cell phones used during study hall, during school or after lights out may be confiscated. Refer to the Parent/Student Handbook.

Students are encouraged not to lend, borrow, or trade personal items. Borrowing without knowledge of both parties is considered stealing. Menaul School is not responsible for loss of a student's personal property for any reason. This includes articles that have been lent, traded, stolen, or sold.

Menaul School reserves the right to inspect and conduct a search of book bags, backpacks, vehicles, or rooms assigned to students, and any other possessions or property on Menaul School's premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine or at random, unannounced, or as deemed necessary. Further, Menaul School has the right to seize and permanently retain or turn over to law enforcement, property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of Menaul School rules, community standards, and/or local and state law.

Dorm parents perform room and dorm inspections randomly. Students' rooms are to remain clean and in good order. A student can be placed on room restriction for having an unclean room. Students will be required to clean their rooms before leaving school for breaks and a fine may be assessed to those rooms found unacceptable. Each day before class or a field/activity trip, students are encouraged to maintain their room in the following condition:

- Bed must be made neatly.
- All clothes are to be properly stored.
- Clothes must be either on hangers in closet/wardrobe, in dresser drawers, or in the laundry bag.
- Personal clothing must be washed weekly.
- Towels must be hung to dry.
- Shoes must be stored in closet or wardrobe.
- Personal items on dresser or desk must be arranged in an orderly fashion.
- Desk and dresser drawers must be closed and chair at desk.
- Bookshelves must be arranged neatly.
- The floors must be clean and trash containers emptied.
- No open drink containers or perishable food may be left in the room.
- Food must be stored in plastic containers with lids.
- Electronic devices must be turned off; blow dryers, curling irons, curlers, humidifiers and clothes irons must be unplugged.
- Bed linen must be changed once a week with freshly laundered sheets.

The only visitors permitted to spend the night in the residential halls are day students and admission candidates who must first have permission from the Director of Boarding Life and the appropriate dorm parent. Parents and friends must provide their own accommodations. A

boarding student assigned to one dorm may not spend the night in another dorm. No person or persons from outside the Menaul School community may visit residence rooms unless specifically authorized by the dorm parent. Faculty/staff and advisors may visit residential halls until 10:00 pm.

Attendance

Unless a student has written authorization, a tardy is always considered "unexcused." A tardy is any time a student turns in a late work assignment, arrives late to a class period or afternoon activity/sport, evening study hall or any other required event. A pattern of tardiness will result in consequences.

Every Study Hall is held for 2 hours Sunday through Thursday, with the exception of holidays. In addition to the specific requirements listed below, students must follow all expectations of Evening Study Hall.

- Boarding students should report to their individual residential halls to prepare for evening study.
- Students should be in their appropriate place of study and ready to work by the time Evening Study Hall begins.
- Students should check out with the residential faculty member on duty before they leave to study anywhere except their own dorm room
- During study hall, students must maintain quiet hours in the dorm to allow everyone the best study environment possible.
- Students will be encouraged to work independently the first hour and group study will be allowed the second hour.
- Students on Honors are allowed privileges determined by the Dorm Parent.
- Students with academic difficulty and new students will be required to attend supervised study in the lobby.
- Late study hours will be granted at the discretion of the residential faculty. This is a privilege, not a right, for a student who has utilized regular study time effectively and needs extra time.
- All residential students, including seniors, are expected to be in their dorm or a supervised study area during Evening Study Hall.
- Students may not watch movies/TV shows or play games, or activate social networks on computer during study hall hours.

Students may not leave the residential hall without permission after Evening Study Hall until 7:00 am the next day or unless permission is given. The dorm lounge closes at 10:00 pm and day students may not visit boarding students. If a student wishes to leave the dorm prior to 7:00 am he/she must have permission from the Dorm Parent and/or the Director of Boarding Life.

During the school day residence halls are closed and students may only return by special permission from the Dorm Parent.

"Lights out" means the students should be in their rooms, in bed for the night with all lights out, not roaming the halls. Students will do

a much better job in all of their work and allow others the same consideration if they get a full night's sleep. Students must be appropriately dressed and modest at all times.

Weekends

With Dorm Parent's approval, students, in groups of at least two, may take the bus or walk to places in Albuquerque if they have no school commitment. Groups should stay together at all times. On Saturday and Sunday students may leave campus anytime of the day, after they have completed their commitments. No students should be away from campus more than four hours at a time. Students must sign in and out at the residence hall and be in contact by phone. Students must be back in the dorm by 6:00 pm on Sundays, unless approved by the Dorm Parent.

When day students invite other students to their homes, we expect there will be adult supervision. Both day and boarding students are expected to follow all the rules and expectations of the school.

Students with off campus guests should obtain a pass from the Dorm Parent in advance of their visit. If guest arrive unexpectedly, the Dorm Parent can approve the visit. Immediately upon arrival at Menaul School, all guests of students (boarding and day) must sign in and be introduced to residential faculty. Guests may visit until 6:45 pm on Sunday - Thursday and until 9:45 pm on Friday and Saturday. The student must stay with his/her guest at all times and assumes responsibility for the actions of his/her guest as long as he/she remains on campus. Guests must stay in public areas unless given permission by the dorm parent to visit a student's room. Visitors must obey all school rules while on campus. No student may have a guest on campus on weekdays before the end of the academic day or their last commitment without special permission from the Director of Boarding Life.

Residential Privileges

All privileges are at the discretion of the Dorm Parent and Director of Boarding Life and are subject to good academic and behavioral standing. Students who abuse these privileges may lose them.

First Semester returning Seniors

- At the dorm parent's discretion, permission to study after lights out
- Permission to watch movies at dorm parent's discretion
- Permission to do laundry during evening
- Lights out at 12:00 on weekends

Second Semester

- Permission to interact quietly with other seniors during evening study hall
- Permission to do laundry and take showers during study hall

Leave and Transportation Expectations

Boarding students must have leave slips for all holidays, breaks, weekend leaves, and end of the year travel. Boarding students who intend to spend a weekend off campus must plan ahead. Parents must send in a weekend leave slip to the Dorm Parent by noon on Thursday before the weekend planned. It is the student's responsibility to insure this has been completed.

Leave slips for all holidays, breaks, and end of the year must be submitted two (2) weeks prior to departure for all Boarding Students. Failure to submit a leave slip on time may result in consequences for the student. If the student is planning a weekend at someone else's home, permission of all parties must be obtained, including an invitation from the host.

Leaving campus without proper permission may result in dismissal.

Weekend leaves: Weekend leave for open weekends begins after the student's last commitment on Friday. Students are free to leave campus after 5:00 pm and after any required activities, sports practices, work, or dorm commitments. Students must return from weekend leave by 7:00 pm on Sunday. Failure to do so will result in consequences.

Riding Permission: Boarding students must have permission from their parent/guardian and approval from the Dorm Parent when riding with someone other than a faculty or staff member of Menaul School. Day Students may drive other students for weekend leaves only when the Dorm Parent has received the proper permission. Parental permission from all parties must be obtained (driver as well as passenger).

Holiday Transportation: Before and after specific breaks and holidays the school will transport students to and from the Sunport if arrangements have been made at least two weeks in advance. Reservations must be made through the Dorm Parent by completing the appropriate transportation information on the Student Leave Slip.

Students are not normally allowed to leave early or return late from weekends or vacations.

Packing and Storage

When a student leaves Menaul School he/she is responsible for his/her own belongings: packing, shipping, and/or storing them. If a student desires storage, arrangements can be made at the student's expense at a local storage company. All boxes must be sealed and labeled for shipping should the student not return to school. Menaul School assumes no responsibility for personal property lost or damaged while in the storage facilities.

International Student Program & Support

1. International Students' English as a Second Language Program (ESL): international students are placed in the ESL program according to their level of proficiency in English. In some cases, students do not require any ESL courses. In order to

promote opportunity for language development, students are placed in mainstream courses, even as they are enrolled in the ESL program. The progress of each student is carefully monitored throughout his/her course of study at Menaul School. As with many university ESL programs, ESL courses at Menaul School are required courses until the student reaches a level of English proficiency (verbal and written) enabling them to exit the program. Current research and experience have proven that second language learners improve faster and with more accuracy when they have specific ESL training in conjunction with mainstream courses. The ESL teacher works with the Academic Office to determine the courses needed as the student progresses. After students have exited the ESL program, many other sources of extra help and support continue to be available to them. A TOFEL/Test Prep class is required for all international students and is held most Saturday mornings. **Students are strongly encouraged to speak English at all times to further enhance their vocabulary.**

International Student Orientation

Menaul School provides an intensive ESL Summer Orientation which helps new international students adjust to life and language in the United States and at Menaul School. Our Summer Orientation is an effective language and cultural immersion program. In addition, students particularly appreciate the opportunity to become familiar with campus before the school year begins. This Orientation is essential to a smooth transition into life at Menaul School; therefore, it is required for all new international students. Participation in this program is determined by the Director of International Admission and the ESL teacher.

Community Weekends

Often these weekends are special weekends for trips exploring New Mexico or special cultural events. These trips are required of all boarding students and may be open to day students.

International Student Vacations

During the school year there are three long vacations: Thanksgiving, Christmas, and Spring Break. The school may offer school sponsored trip options during spring break for an additional fee.

All international students must have their plans approved by the Dorm Parent at least two weeks before each of these three vacations begin. The proper form must be turned in for approval. If a student does not do this, he/she will be placed on room restriction until plans are submitted. During breaks an international student can do the following:

- Go home with a Day Student.
- Visit his/her family in their home country.
- Stay with a relative/guardian in the U.S.
- Participate in a home stay.

- Students are not permitted to stay in overnight hotel accommodations without their parents or other approved adult.

Students and parents are advised to plan early for vacations. The Dorm Parent must approve vacation plans before airline tickets are purchased. The availability of seats and the cost of tickets will not be valid reasons for extending vacations. The school calendar for the next year is set in the spring semester before the prior school year ends to allow parents to save money by planning ahead and booking flights according to the school calendar.

International Student Passports, I-20s & IDs

Upon arrival at Menaul School, all international students will give their passports and I-20s to the Director of Boarding Life, who will keep them in a locked fire resistant safe during the school year. Passports will be returned to students traveling outside the United States. The school will also help students get other legal forms of identification for use in banking, travel within the United States, and other purposes.

International Student Banking

All international students are encouraged to open a personal bank account at one of several local banks. Menaul School can set up a student account, so students can receive spending money through their school account. Money can be sent by wire transfer to the student's personal bank account. The Business Office will give specific instruction for wiring money.

Medication Policy

All medications, prescriptions, over the counter and homeopathic therapies, must be turned in to the Dorm Parent during the registration process. Students are not permitted to keep over-the-counter medications such as Tylenol or Advil in their rooms. At the discretion of the Director of Boarding Life, medications used for asthma, diabetes, and antibiotic, vitamins, and/or homeopathics may be returned to the student after appropriate verification and documentation of the prescription.

A student who is prescribed an inhaler for asthma should keep the inhaler on his/her person at all times. Our athletic trainer requires a second inhaler if they are participating in a sport.

Medications and equipment used for control of diabetes may be kept in the student's room provided that the Director of Boarding Life and Dorm Parent agree that the student will be responsible for his/her own medications.

All prescription medications must be presented in the original container with the correct instructions on the label, intact and legible. If the dosage instructions change at any time after the label is printed, a new physician's order must be submitted to the Dorm

Parent before the change in administration of the medication can be made. The physician may fax the order to the school at (505)344-2517. Over-the-counter medications such as Tylenol, Advil, Sudafed, etc. are available from the Dorm Parent in the residence halls. Students may elect to bring their own over-the-counter medications, but these also must be in the original containers and be turned in to the Dorm Parent who will dispense them as needed.

Students, who take daily medication, will receive their morning medication in the residence hall or at some other location designated by Menaul School. It is the student's responsibility to allow time to obtain medications, initial the Medication Administration Log in the residence hall and be in class on time.

We take violations to the Medication Policy seriously and offenders will be referred to the Director of Boarding Life

Dining Hall Expectations

Meal times provide opportunities to dine together. We believe that these interactions between the adults and students greatly enhance our sense of community. Seating may be assigned at special functions or when Menaul deems it necessary to isolate a student for safety or disciplinary reasons. Every effort is made at all meals to maintain a friendly and gracious atmosphere. Students are expected to maintain a proper conversation level and exhibit proper behavior. Misconduct in the Dining Hall will not be tolerated. No plates, glasses, or utensils may be taken out of the Dining Hall. Attendance and dress expectations are as follows:

- No hats, cell phones or I-pods are allowed at any time.
- Class days - Breakfast is required for all boarding students.
- Students must be in the dining hall by 7:20 am.
- Classroom dress is required Class days
- Lunch: Students may not go to the residential halls Class days
- Dinner: Casual dress unless otherwise stated.
- An absence should be cleared through a dorm parent.

Weekend meals: Casual dress for all meals.

Casual Dress: Casual dress may be worn when classroom dress is not required. This is most often during the weekend. We ask that all casual clothing be modest and appropriate. This means we do not want to see cleavage, stomachs, behinds, or underwear.

Girls and Boys Casual Dress

- Blue jeans or casual pants
- Shorts
- Skirts
- Capri or cropped pants
- T-shirts
- Polo shirts
- Sweatshirts
- Warm-ups

Other considerations for Casual Dress:

- Pants and jeans must be worn at waist-level with no underwear showing
- No cloths with excessive rips or holes even if they are patched.
- Undergarments must be worn and should not be visible
- No bare feet or bedroom shoes outside of dorm
- Girls - No halter tops, backless or strapless shirts, sarong tops, tube tops, or tops with spaghetti straps
- Girls - all sleeveless shirts must cover undergarments
- Boys - No tank tops allowed in the dining hall or classroom buildings
- Boys - Shirts to be worn at all times except when participating in events at the athletic complex
- Boys - At no time may a boy wear a skirt.

Special dress considerations are made for particular occasions such as dances and formal dinners.

Afternoon/Extracurricular Activities

All students are required to participate in an after school activity, Monday-Thursday.

Prefects

Prefects assume a major responsibility in the life of Menaul School by helping to maintain the quality of life for all students. Modeling an attitude of mutual trust, openness, fairness, empathy, and cooperation, prefects share with Dorm Parent specific management duties in dorms and other campus facilities.