RESIDENTIAL LIFE
HANDBOOK
2019-2020

Dorm Cell Phone Number: (205) 337-7168
Nurse Cell Phone: (205)937.6637

Commissioners of Boarding:
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Dean of Students: william.blackerby@indiansprings.org
Counselor: anne.burruss@indiansprings.org
From the Read ‘N’ Heed: “Living on campus requires mature judgment and a keen respect for the rights of others.”

*(This document may be edited at any time to reflect dorm norms and changing needs in the ResLife community.)*

**Check-In/Lights Out** – Please note: punctuality is as important in the dorms as it is in your academic classes, sports practices, and musical rehearsals. Setting alarms and alerts on your phone is a great way to make sure you’re present and on time for Study Hall and Check-in, and ready for Lights-Out.

- Sunday-Thursday, all boarders must report to the Commons Room between 9:50 and 10:00 pm for Check-In (Sunday-Thursday).
- If leaving the dorm at 9:00 pm (following Study Hall), students must stay in LIGHTED AREAS of Armstrong Green and must be back in the dorm no later than 10:00 pm. After 10:00, no boarder may leave the dorm unless they have signed up to take a Senior Night Out or an RA Night Out (in which case, they must be in the dorm by 10:30 and may not leave after this time.
- Sunday-Thursday, 8th and 9th grade boarders must be IN THEIR BEDS WITH LIGHTS OUT by 10:45 pm (fully ready for bed, bedtime/bathroom routines completed, phones secured for sleep, ready to sleep).
- Sunday-Thursday, 10th and 11th grade boarders must be IN THEIR BEDS WITH LIGHTS OUT by 11:30 pm (fully ready for bed, bedtime/bathroom routines completed, phones secured for sleep, ready to sleep).
- Sunday-Thursday, Seniors must be IN THEIR OWN ROOMS/SUITE ROOMS by 11:30 pm.
- Students may request additional time to study if they have been visibly working on academic work (using Study Hall and the evening hours wisely) and notify the duty person of this need no later than at 10 pm Check-in. Duty faculty may request that extra study time be done in the Commons Room.
- All students are required to attend dorm meetings each week as outlined by the Commissioners of Boarding and/or Director of Residential Life.
- Further Details:
  - Students should remain in their rooms after lights out.
    - Students may visit the bathroom or water fountain after LO, when needed.
    - Occasionally and rarely, a parent or family member may call after LO. If this is the case, you may use the Commons room so that your roommate(s) won’t be disturbed. You must check in with the Duty Faculty in this case.
- Early Check-In: Any student who wants to be checked in for bed earlier than 10 pm must check in face-to-face (not by text or phone) with the duty faculty. With rare exceptions, all students are expected to stay up and be present for all-dorm meetings. Duty Faculty will still look in on all rooms for Lights Out check.
Sleep
The importance of sleep for high school students cannot be overstated. It is highly important that you adhere to your Lights Out time (or even check in earlier for bed). Dorm Faculty will be paying attention to your habits, and will communicate with you and the rest of the ResLife team if you need additional conversations about time management and prioritization of your health and wellbeing. As you plan to call home, please work to plan these calls for before your Lights Out time. We know this is not always possible, but please work to make this the standard. Your parents want you to get good sleep, too!

Internet
The password to the ISS_Students wifi stream is $w@n2020. The Internet in the dorms is turned off at 12:30am each school night.

Parents, please consider the amount of data your student has access to. If a student has unlimited data, they may turn on a hotspot and game/work/watch Netflix late into the night. We value students’ sleep as a key to their wellness.

Weekends and Non-Academic Days

- **All students must be in the dorm for the night BY 12:00 midnight.** While Duty Faculty do room checks at midnight, students need to be in their rooms to be located and counted. After that, Dorm Faculty will use their judgment to give direction about any activity that should be discontinued. Unless directed otherwise, students may spend time in the Commons or in each others’ rooms. All Quiet Hours rules apply, and this freedom relies on students’ respect of other students, other students’ sleep, Dorm rules and safety guidelines, and the judgment and direction of the Dorm Faculty.
- On a day (other than a Friday or Saturday) preceding a non-academic day, there will be no 10:00pm check-in and both Commons Rooms will be open for visitation until 11:00pm.

Examples of this special circumstance would be the Sunday of a three-day weekend, or the night before D-Day.

Important

**NO STUDENT MAY LEAVE THE DORMS AFTER LIGHTS OUT. THE DORM EXIT DOORS MUST BE CLOSED/LOCKED AT ALL TIMES FROM LIGHTS OUT UNTIL 6:00AM OR LATER.** Disregard for this rule not only is grounds for a record, but puts students’ safety at risk.

Room Setup/Tidiness

As members of a dorm community, students must be respectful of dorm guidelines, cleanliness and safety protocols, and the health, safety, and comfort of fellow dorm residents.

- Student beds and desk workspaces must be visible from the door for Study Hall and Lights Out checks. Furniture may NOT be lined up along the center of the room to create a barrier.
- Intake vents in rooms must be clear at all times.
- Doors and windows must be able to open and close fully.
- Floors and underbed areas must be clean, clear, and tidy.
- Any accumulation of excessive belongings or other items may be noted by dorm faculty, custodial staff, RAs, or maintenance staff. If room arrangement/accumulation prevents a room from being effectively checked, cleaned, maintained, enjoyed, or used, then dorm faculty will notify the student that the situation must be remedied immediately.
- **Please keep in mind that most things you need for one-time, short-term, or occasional use can be loaned to you by dorm faculty or on-campus faculty, or are available to borrow in the dorms. We are happy to loan you anything you may need. Please check in with the duty faculty before assuming that you need to buy something that we can loan to you.**
Please review the list of items not to bring to Springs. These items are not allowed in dorm rooms at any time.

Roommate Contracts
At the start of the school year, or any time that a new roommate assignment is made, roommates/suitemates should make a roommate contract. The content of this contract should be thoughtfully constructed by all students living in a room/suite. Please take the following elements, among others, into consideration: room inspections, cleanliness/tidiness, suite bathrooms, sleeping/waking hours, room visitors, communication, problem-solving, possible roommate meetings, noise, music, phone calls home, movies, social media.

These contracts may need to be revisited as the school year progresses. RAs, CoBs, and Dorm Faculty will be on hand to assist.

IMPORTANT NOTE: No elements in a roommate contract may conflict with or contradict Dorm, ResLife, or Springs policies, rules, or standards.

Expectations and Records
Any student behavior outside of or conflicting with Springs rules and guidelines is grounds for a record. Faculty and Student Leaders will work to inform all students of ResLife/Springs rules and policies, and faculty will issue warnings and ResLife consequences for problematic choices/behavior prior to a record being given. Should you receive a record, you will be contacted by Judiciary. Please see the Read 'N' Heed sections on Disciplinary Process, Major School Rules, and Procedures and Consequences for Violations of Major School Rules for more details. You may also refer to the Constitution for guidance.

If you need to write a record or have questions, contact judiciary@indiansprings.org.

Communication
It is imperative that all boarders check their school email DAILY. This is our primary method of communicating important information.

Communicating your ride requests in a timely fashion is important for our planning purposes. YOU WILL NEED TO SUBMIT REQUESTS THROUGH THE WEEKDAY RIDE REQUEST FORM AND WEEKEND RIDE REQUEST FORM. Please communicate weekday drive requests by no later than Sunday at 10pm and weekend drive requests by no later than Wednesday at 10am the week of.

If you have a non-Springs-related trip, such as a college trip coming up, please notify the Director of Residential Life by email as early as possible. She will confirm with your parents/guardians, notify the dorm faculty, and assist with any associated travel needs.

Community Dining
All boarding students must attend Community Dining every Wednesday at 6:00 pm in the Dining Hall, and In-Home Community Dining each semester.

This is a special meal that we share together each week that focuses on positively strengthening our community. Please do not bring your cell phone to Community Dining. We want to use this time to have meaningful conversations with those seated at our table and cell phones are an unnecessary distraction during dinner.

Community dining attire is business casual. No sweatpants, pajamas, or athletic clothing.

Food Deliveries to Campus
You're welcome to order food deliveries to campus. Food deliveries are restricted to the following hours:
- Sunday-Thursday: 4:00pm-7:15; 9:00-LO
- Friday, Saturday, and non-academic days: 9:00am-midnight
Please direct your food delivery driver to meet you at the crosswalk between the dorms and the gym/clinic, and be sure to meet them promptly.

- You must tip your delivery drivers appropriately. If you do not do this, you may lose food delivery privileges.

*Exceptions to these hours may be made in the case of student who has participated in a practice, sports game, etc., that has caused them to miss dinner, arrive late to the dorms, etc. Communicate with the dorm faculty on duty. We don’t want you to be hungry. No student may leave the dorms after Lights Out to meet a delivery driver. After hours, the guard will turn drivers away.

Daily Sign-Out. *IMPORTANT*

- Any boarding student wishing to leave campus at any time MUST call the Dorm Cell and sign-out with the faculty member on duty. Signing-out involves meeting with the faculty member face-to-face to discuss plans/verify permissions and recording all pertinent information in “The Book.”
- Signing-out in “The Book” requires specific information: Your Name, Your Destination, Driver’s Full Name, Your Cell Phone Number and/or Driver’s Cell Number, and Time.
- Upon approval of request to leave, the faculty member will notify the Guard that the boarder has permission to leave campus. It is each boarder’s responsibility to stop at the guard gate when leaving campus, even if you are leaving with a parent or day student.
- *AS SOON AS YOU RETURN TO CAMPUS YOU MUST CALL THE DORM CELL TO SIGN BACK IN.*
- If your plans change while you are off campus (such as you decide to go to a different restaurant or store or you are running late and will not be back at the time you planned), call the Dorm Cell to notify the faculty member on duty.
- The ONLY location you may sign-out to walk to is Sunny’s Convenience Store (located directly across Highway 119). If your parents have given permission for this, no student may walk there after sundown.
- Leaving Campus before the last class of the day is not allowed unless parental permission is communicated to the Front Office or the Director of Residential Life.
- After completion of the last class of the day, boarding students with parental permission forms on file may sign out with faculty on duty (at which time faculty will verify all permissions).
- All students who have signed-out must return to campus by the following times:
  - Sunday-Thursday- 7:30 pm
    - If signing out after Study Hall, you must sign in by 9:55
  - Friday and Saturday-12:00 am (must be actually in the dorm by this time, checked in face-to-face with dorm faculty.)

****It is your responsibility to understand and comply with the permissions allowed by your parents/guardians. Failure to comply with proper sign-out procedures is grounds for a Judiciary Record.

Dining Hall -- Please note: The end times listed below are when the Dining Hall staff will put away the food and begin closing the Dining Hall. These end times are when you should also be finished with/almost finished with your meal, cleaning up, and leaving the Dining Hall.

- Hours of operation Monday-Friday are:
  - Breakfast 7:30 am to 8:30 am
  - Lunch 11:00 am to 1:00 pm
  - Dinner 5:30 pm to 6:30 pm
- Hours of operation Saturday and Sunday are:
  - Brunch 11:00 am to 1:00 pm
  - Dinner 5:30 pm to 6:30 pm
Dorm Visitation

For the dorms, the term “visitor” applies to any person who does not live in a particular Indian Springs Dorm. Visitor rules apply to Springs Day Students and on-campus faculty students.

Approved visiting hours are listed in the Read ‘N’ Heed and are as follows:

- Monday-Thursday: 3:30-7:15pm
  9:00-10:00pm (cross-dorm visitors only)
- Friday: 3:30pm-12:00am
- Saturday: 9:00am-12:00am
- Sunday: 9:00am-7:15pm
  9:00-10:00pm (cross-dorm visitors only)

- No visitors are allowed in either dorm Monday through Friday, before 3:30pm, including Lake Days, D-Days, and non-academic days.
- Any visitor who is not a current Springs student must be signed in with the dorm staff member on duty, and also with the guard when they arrive to campus and when they leave.
- Springs non-boarding students must adhere to campus guidelines for them. Non-boarding students must be off campus after 7:30 pm on weeknights unless part of a school event. On weekends, non-boarding students, must be off campus by 10pm.
- During approved visitation hours, properly checked-in visitors are allowed in both dorms, as long as they are accompanied at all times by the boarding resident that is hosting them. Visitation hours will be posted by the Commons Room door.
- A Dorm Visitors Log is in each Commons Room and must be used by all visitors to sign in upon arrival and sign out upon departure.
- Every visitor must be the guest of a specific boarding student. Students are responsible for informing their guests of the standards of Indian Springs School Community and of the Boarding Community, and are responsible for their guests’ conduct at all times.
- Any visitor may be asked to leave at any time based on their conduct.
- Cross-dorm visitors (Hess Residents visiting Goodrich; Goodrich residents visiting Hess) do not need to sign in, but may not enter the dorm hallways, and must respect the visiting hours, dorm property, dorm rules, and dorm residents.
- Students may have visitors of the same gender in the dorm hallways, rooms, or suites. Visitors of other genders may visit in the commons room.
- Any students, boarders and non-boarders, who are in a romantic relationship together must remain visible in appropriate dorm spaces and keep doors open.

Emergencies and Drills

- Emergency procedures will be reviewed in the first weeks of school.
- Any room set up that prevents proper cleaning and/or exiting the room is a fire hazard.
- Boarding students will be briefed about fire safety and weather safety.
- Fire drills will be held throughout the year. When this happens, follow the evacuation procedures for your area. Any time the fire alarms go off, you must proceed as if it is a genuine emergency and move quickly, proceeding to the assigned gathering spot.
- When a Tornado Siren sounds, all boarding students must remain inside the dorms in the interior suite assigned to them with bedroom doors closed. Boarders in double rooms must gather in the area assigned to them. Dorm staff will monitor the weather and give further direction.
- For a campus lockdown, get into a building as quickly as possible. In the dorms, stay out of Commons, go into your room or another secure area, such as the common hallway.
bathroom or suite, keep the doors closed/locked and blinds closed, and stay out of sight. Faculty will monitor the situation and update students.

- If we experience an earthquake, exit the buildings as quickly as possible and stay in open areas. Make your way to the designated meeting place.

**Furnishings**
- Furniture may not be disassembled (shelving units removed from desktops, bunk beds stacked, etc.).
- All closet shelving must remain assembled. Shelf heights may be adjusted, but never removed.
- Mattress Pads must remain on the mattresses at all times.
- Beds may be bunked. Please contact the Director of Residential Life or a dorm faculty member to submit a request to have beds bunked.
- Use Command Strip brand hooks/tape to hang or mount things to the dorm wall. No other adhesives are to be used on the walls or any other surface. Damages to surfaces will be charged home. Follow removal directions or ask for help to avoid damage.
- Command Hooks/double-sided tape, etc. May NOT be used on dorm furniture or on doors.
- Students will complete a thorough checkout room inspection with a dorm staff member at the end of the school year. Any damages/missing furnishings will be noted at that time. Both the student and the dorm staff will sign the Checkout Form and a copy will be given to the Business Office to bill for any applicable charges.

**Illness**
- The Student Health Clinic is open from 8:00 am - 4:00 pm Monday-Friday, holidays excluded.
- If you are sick and cannot attend class, you must report to the Clinic prior to the beginning of class. If the nurse determines that you should not go to class, you will be cared for in the Clinic and teachers will be notified of your absence. If you are sick during the night, and expect you’ll need to miss class, email Nurse Wammack so that she’ll know to visit you.
- If you feel ill or have a health need outside of Clinic hours, call the dorm cell, and the faculty member on duty will contact the nurse on call.
- At the discretion of the nurse, you may be required to remain in your room or in clinic accommodations for the remainder of the evening to avoid spreading illness to other boarders. A dorm faculty member will bring you dinner, and the evening nurse will check on you and administer any medication.
- The nurse will be available in the clinic from 9-10pm on weeknights.
- If you need scheduled medication on nights or weekends, or if you begin feeling ill, a nurse will be in the clinic from 9-10am and 9-10pm to dispense medication.
- If you need medication, it is your responsibility to make sure that you go to the nurse at the appropriate time to get it (even on the weekends).

**Keys and Keycards**
- Students are to ALWAYS have their keys and dorm key fobs with them. If you lose either of these, notify a dorm staff immediately and a replacement will be issued. Your account will be charged for the replacement.
  - Replacement Fees- KEY FOB- $5   KEY- $60
- Other than for specific situations which are communicated and overseen by the dorm faculty, **outside doors are NEVER to be propped open (this is for safety and security reasons)**. Bring your keys!! Propping a door open creates a safety hazard for the other boarders.
• Keys, Key Fobs, and Student IDs do not float. Please take care with them when at the lake.

Laundry Room
• Washers and Dryers are located in the Laundry Room of each wing in both dorms. There is no charge to use the washer and dryer, but we do ask that you exercise courtesy.
• Student Leaders are available to help with laundry lessons.
• White boards are on each machine; please write your name and number on the board when you are using a machine.
• Please be mindful of the time when you are washing/drying clothes and remove your items in a timely manner (keep track of when your load will be done by setting an alarm on your phone).
• If you need to use a washer or dryer and someone’s items are still in the machine (and cycle is complete), you can get the person to let them know it is time to move laundry.
• Please clean dryer lint screens after EVERY use (not doing so creates a significant fire hazard).
• Cleaning supplies are available in the laundry rooms. Please return each item promptly and neatly to its location after each use. Let Duty Faculty know if anything is broken or needs to be replaced or replenished.
• Please keep the laundry room neat and tidy.

Bathrooms
• Turn off the sink and shower faucets fully after using.
• When showering, keep the bottom edge of the shower curtain INSIDE THE SHOWER at all times. This prevents water damage.
• Flush toilets after each use.
• PLEASE don’t put paper towels, cardboard, excessive toilet paper, or any other objects into the toilets. Dispose of additional items in the garbage cans.
• If you make a mess in the bathroom, there are surface cleaning wipes available for your use.
• If the bathroom needs attention, please alert the duty faculty or call/text the dorm cell.

Life Skills Curriculum
• Life Skills will be woven into the Residential Life calendar. If there are any particular skills that you want to learn, or a particular community member from whom you hope to learn, please send information to the Director of Residential Life, any Dorm Faculty or RA.

Medication
• ALL MEDICATIONS (prescription and over-the-counter, herbs, vitamins, and supplements) must be registered with and stored in the Clinic.
• A Parent/Prescriber Form must be on file for all medications.
• If you need medicine on the morning of an academic day, you will need to see Nurse Wammack in the Clinic. She arrives at 8:00am.
• The night nurse will be available in the clinic from 9-10pm on weeknights.
• If you need scheduled medication on nights or weekends, or if you begin feeling ill, a nurse will be in the clinic from 9-10am and 9-10pm to dispense medication. If a boarding student needs scheduled medication on a weekend, it is their responsibility to go to the clinic at while it is open from 9-10am and 9-10pm.

Medical/Dental/Vision Appointments
• All medical/dental/vision appointments should be scheduled through Nurse Wammack at the Clinic. She will coordinate care and transportation. This applies to students with their own vehicles as well.
Please do not schedule medical appointments on Fridays, unless there is urgent and unavoidable need.

Valuables in the Dorms
- Please do not keep large amounts of money in your dorm room. TAKE YOUR MONEY TO THE BUSINESS OFFICE FOR SAFEKEEPING. You can withdraw what you need from your account at the Business Office. Do not keep anything over two hundred dollars in your dorm room.
- ALL PASSPORTS AND TRAVEL DOCUMENTS MUST BE GIVEN TO MRS. COPELAND IN THE ADMISSIONS OFFICE. Please be attentive to messages from Mrs. Copeland about documents, signatures, and other essential travel- and identification-related requirements.
- On days that the school has no classes (weekends, holidays, special events) the Business Office and Admissions Office are also closed. You must plan ahead to get money/documents.
- Please lock your rooms when you leave to keep your belongings safe.

Quiet Hours
- Evening hours in the dorms are for study and rest. All students should observe Quiet Hours between 7:30 pm - 9:00 pm (study hall) and from 10:00 pm until 8:00am.
- Quiet Hours = Noise is very limited; any activity that can be heard outside of a respective dorm room is prohibited.
- Seniors/RAs outside the dorm from 7:30 - 11:30 pm are to respect Quiet Hours to ensure their activities do not disturb those in the dorm.
- Disregard of Quiet Hours will result in consequences including the possibility of a record.

Room Inspection/Dorm Cleanliness
- Each day, dorm faculty will scan student rooms/suites for anything that needs to be addressed that day. From the Read ‘N’ Heed: “The rooms, including bathrooms and closets, should have a clean and orderly appearance at all times.”
- Formal room inspection is held every Sunday and Thursday. The dorm staff on duty will be checking for:
  - All trash taken to outside trash cans, fresh trash bags placed in cans
  - All recyclables taken to outside recycling bins. All recyclable glass moved to collection areas.
  - Floors cleared of debris and swept/vacuumed/mopped as needed
  - Bathrooms tidy/free of debris
  - Dirty clothes in hamper/laundry bag (not piled on floor or bed)
  - Clean clothes are folded and put away
  - Any uninviting smells are located and addressed
  - All student food is contained in latching plastic bins
- Chores related to the entire dorm are assigned weekly. These responsibilities include (but are not limited to):
  - Garbage- rolling cans out to the street on Monday night and rolling cans back in after collection Tuesday night
  - Cleaning the dorm refrigerator/freezer once per month
  - Recycling- Taking recycling cans out to the street on Wednesday night and rolling back in after collection Thursday night
- Personal responsibility is something that we emphasize for and expect from each student and community member
  - Each student should wash their bedsheets at least once per week.
  - Each student is responsible to throw out old food and clean personal fridges and the dorm fridge once per month.
○ If you create a mess in the bathroom, spill food in the commons, drip Gatorade down the hallway, etc., it is your personal responsibility to clean that up before leaving the area. If you move furniture in the Commons, we expect you to move it back before you leave.
○ Personal dishes must be washed in a timely manner, and not allowed to remain in the sink overnight.

Please help make your living space one that is clean, comfortable, and conducive to tranquility and productivity.

Cooking in the Dorms

Each dorm Commons has a microwave and a toaster.

- Paper, metal, plastic, and non-microwave-safe dishes may NOT be used in the microwave.
- You may neither store nor use individual appliances such as hot plates, hot pot, burners, or toaster ovens. If these items are found in your room, we will put them in dorm storage. Possession of these items poses a safety hazard for the entire dorm community. If you have these items, please give them to a Dorm Faculty member. You may request to use them in the Commons, with faculty approval.

Every faculty/staff home on campus has a kitchen. If you would like to use a faculty kitchen to cook a meal, bake, etc., please contact any faculty/staff member. As a courtesy, please (1) inquire with faculty as early as possible ahead of the requested date, (2) be as specific as possible about dates, times, and necessary supplies, and (3) Always expect and plan to clean up after yourself. Faculty and staff are happy to open our homes to you. (Gold Star suggestion: Everyone appreciates thank you notes.)

Cleaning Schedule

Monday: The Commons Rooms, Hallways, and all hallway and suite bathrooms will be deep cleaned.

Tuesday: The Hess North Hall will be deep cleaned. All hallway and suite bathrooms will be cleaned.

Wednesday: The Goodrich East Hall will be deep cleaned. All hallway and suite bathrooms will be cleaned.

Thursday: The Hess South Hall will be deep cleaned. All hallway and suite bathrooms will be cleaned.

Friday: The Commons Rooms, Hallways, and all hallway and suite bathrooms will be deep cleaned.

- On the day when your hall will be cleaned, if you want your room to be swept/mopped, please write “Please mop.” on your dry erase board and have your floors cleared (including underbed areas).
- This schedule will be adjusted for short weeks or if unforeseen dorm needs arise that demand custodial attention.

Items NEVER ALLOWED in dorm rooms/suites:

- Heating pads
- Knives **of any kind** (except dull butter knives)
- Electric blankets
- Space heaters
- Clip-on lamps
- Dry floral arrangements/evergreens
- Fireworks
- High-intensity or halogen lamps
- Clip-on lamps
- Hot pots, hot plates, toaster ovens, rice cookers, crock pots, all other cooking devices except electric kettles.
- Large additional furniture
- Matches/lighters
- Pets of any kind
- valuables/irreplaceable items
- Wicker furniture
- Hoverboards, motorized scooters, etc.

Problem Solving and Community Responsibility
We encourage and expect thoughtful engagement in problem-solving. If a disagreement arises in the dorms -- and particularly if it arises between roommates or suitemates, we require that everyone involved will take part in appropriate problem-solving.

One direct way to prevent/manage disagreements between roommates/suitemates is through creation/revision of a Roommate Contract. All students will make Roommate Contracts at the beginning of the school year, and revise them together, as necessary.

- The Director of Residential Life, Dorm Faculty, CoBs, and RAs are available to assist with problem-solving.
- The counselor is available to help students address stress, concerns, problems, and disagreements.

**Senior Night Out/Residential Assistant Night Out**

- Seniors may take one night “out” per week (A Senior Night Out or SNO)
- Residential Assistants may take one night “out” per week (An RA Night Out or RANO)
- On a night out, seniors or RAs may sign out to skip study hall, and may either leave campus or stay on campus. If going off campus, seniors must return by (no later than) 10:30 pm, and check in with the dorm faculty on duty face-to-face. If using SNO to sleep/miss study hall, the student must notify the dorm staff on duty no later than 7:00 pm.
- Any student using a Night Out must return in time to attend any dorm meeting.

**Study Hall**

- All students are required to study quietly between 7:30 pm and 9:00 pm, Sunday through Thursday. Either in the dorms or in the Library Reading Room. UNLESS GIVEN SPECIFIC PERMISSION BY DUTY FACULTY, STUDENTS MAY NOT BE IN ANY CLASSROOM OR AREA OF CAMPUS DURING STUDY HALL HOURS OTHER THAN THEIR ASSIGNED STUDY HALL AREA (THEIR DORM ROOM OR MAIN READING ROOM IN THE LIBRARY):

**SUPERVISED STUDY HALL:**
- Students must be in the Library BY 7:30pm.
- For all new students until first progress reports and all returning students who ended the year with a C- or below
- Every evening before an academic day (Sunday-Thursday)
- Main Reading Room of the Library
- Must sit at a table with all supplies needed (laptop, charger, adapter, books, notebooks, paper, pens, etc.) to study/work/prepare for class the following day
- Cell phones are allowed with responsible and appropriate usage (for studying/homework only), and students may be banned from bringing cell phones if they are not used properly.
- Headphones ARE allowed
- If found not doing homework during this time, you will have technology restrictions for one week
- This time is for individual study

**STUDY HALL IN THE DORMS:**
- No visitors may be in the dorms during study hall.
- Students must be in their rooms with doors propped open, or in the Commons room, studying quietly BY 7:30pm.
- Any group study must be approved by duty faculty, who may direct students to separate if the group becomes loud, unfocused, etc.
- Quiet Hours for those in the dorms.
- This time should be used for quiet study/class preparation/reading
NOT a time for social media, gaming, phone use, movies, showers, chit-chat, etc.
○ Those lacking the self-discipline to use this time properly will be assigned to Supervised Study Hall in the Library

- STRUCTURED STUDY HALL
  ○ Tuesday and Thursday afternoons, 4:00-5:30pm
  ○ For students who have been assigned by a faculty or staff member for academic reasons or special circumstances (i.e. needing to make up missed assignments/tests/labs or other reasons)

**Transportation Requests**

- Boarders needing transportation must make a formal request either in person to Nurse Wammack (for any **medical** appointments) or via the [Weekday Ride Request Form](#) (for all other needs such as haircuts, computer repairs, phone repairs, alterations, etc.). Weekday Ride Requests (except emergent medical requests) are due on Sunday Night for the following week. Again, as much time as possible is appreciated for ride coordination.

- **SAT/ACT/TOEFL** - if you will be taking one of these tests and need a ride, **PLEASE SIGN UP EARLY TO GET HOOVER HIGH SCHOOL AS YOUR TESTING LOCATION** and fill out the form with your test date and information. The testing sites fill up quickly!

- As holidays and school breaks approach, The Director of Residential Life will send out an information request with a form for students to request drives to the airport, bus station, or train station, and to share flight/trip information. Please complete this promptly and update the Director of Residential Life with any changes.

- If you are being picked up at the airport, a faculty member will be pick you up in a Springs vehicle.

- You may call or text Dorm Cell (205.337.7168) with any travel questions or updates.

**Ridesharing Services: Uber, Lyft, etc.**

- **Per the guidelines of Uber and Lyft, no person under 18 years of age may hold an account or request rides.**

- No Indian Springs student under 18 years of age may have an Uber or Lyft account. If an Indian Springs Student who is over age 18 is interested in holding a rideshare account and using these services, they may take the following actions:
  1. In writing via email, petition the Dean of Students and Director of Residential Life, who will review your request.
  2. If a student’s request is approved, The Dean of Students and Director of Residential Life will reach out to the students’ parents/guardians in writing for their consideration and written permission.
  3. If a student over 18 is approved by the Dean of Students, Director of Residential Life, and their parents, and is interested in inviting a student under 18 years of age to accompany them in an Uber, Lyft, etc., then that underage student must also then pursue the petition process outlined above in steps 1 and 2.

- The Dorm Faculty and On-Campus Faculty want to get you where you need/want to go. Please complete the transportation request forms for any drive needs that arise. Please give us as much lead time as possible.

- With proper parental permission of driver and passenger, Boarding students may ride in cars driven by fellow Springs students and/or their parents. Please speak with your parents to understand your permissions, listed in the Boarding Student Permissions document.

- We want weekend events and activities will meet many students’ needs and interests. Please make requests.
**Weekend Activities**

- Weekend Activities Sign-Ups will be emailed to you each week; we plan transportation based on the number of students who have signed up.
- We strive to provide a variety of activities that are enriching, fun, challenging, mind-opening, creative, and more. If you have an interest or desire to go somewhere/try something new, please let a dorm staff member know.
- If you sign up for an activity and later decide you will not attend/participate, please email us ASAP so that we can adjust transportation, etc.
- If you sign up for an activity, please commit to participating. If you don’t sign up, please understand that you may not be able to go.

**Overnight Sign-Out**

If a student plans to leave campus overnight, parental permission is needed and student will sign out in “The Book.” If not returning home, both the boarder’s parent and the host family must be contacted by the dorm staff to discuss plans before approval is granted. The Overnight Stay Form must be completed.

- OVERNIGHT STAY REQUESTS MUST BE SUBMITTED NO LATER THAN 6:00PM THE NIGHT OF THE REQUEST (and earlier is better).
- The permissions that a student is granted depends on those selected by parents on the Permissions Form.
- IMPORTANT: We must have parental approval for overnight stays. Some of your parents have provided blanket approval. Otherwise, please keep in mind your parents’ and your host parents’ availability and time zones. If you wait until the last minute, we will have to call and speak with your parents at that time, even if it is 2:00am in your home country. If we cannot get parent approval, you may not spend the night away from campus.

**Move-out**

The Dorm Faculty will distribute information about move-out in the Spring. Some important factors should be kept in mind:

- Anything you bring or buy must be packed up appropriately at the end of the year, either for storage or for students to take home.
- If you are not on task with packing or cleaning at the end of the year, it is possible that you will not be able to sign out until these tasks are done.
- Each student is responsible for putting their belongings in boxes and putting the boxes in designated storage areas. Anything that is left in rooms, Commons, etc. will be thrown away or donated.

**Important Additional Health and Wellness Precautions**

- We have ticks and mosquitoes in this area, and there is a high likelihood that you could encounter ticks and mosquitoes on Springs’ campus. **During warm seasons, please always wear insect repellent.** These insects can transmit a variety of tick-borne and mosquito-borne illnesses that can adversely affect the health of humans and other mammals, and could have serious effects. Be safe, and particularly since ticks can be quite small, get into the habit of doing a “tick check” when you return from the outdoors.
  - If a tick attaches to your skin, the nurse can help you safely remove it and give you additional assistance, as necessary.
- Poison ivy is a plant that grows on Springs’ campus. If you make contact with this plant, it can cause skin rashes. If you make contact with this plant, wash your skin with cold water and an abundance of soap as soon as possible afterward. If you touch the plant with your hand, be careful not to touch your face other other parts of your body. If your clothes
contact with this plant, wash them immediately, separate from
other items

● The sunlight can be very intense at Springs. Hats are
recommended, as is sunscreen. Natural mineral sunscreen
lotions (non-chemical) are the best and safest option.

● Should you notice any rashes on your skin, please talk with
Duty Faculty and/or the Nurse on Duty as it’s possible that it
is a result of contact with insects, plants, or intense sunlight.

Rainy and Stormy Days

● We recommend that students have rain jackets, umbrellas, and
rain boots/shoes.

● **During/after rainstorms, students are NOT ALLOWED
on or near the lake. The soccer field and other areas that
collect water are also off-limits. This is an issue of safety
with the potential for very serious consequences.**

Final Note on Fire Hazards

● Cooking or preparing dishes is allowed in the common area
using the microwave or toaster, or in faculty kitchens upon
request. You may neither store nor use individual appliances
such as hot plates, coffee machines, hot pot, burners, or toaster
ovens. If these items are found in your room, we will
confiscate them and you will receive a record.

● Please see the list of items allowed at Springs.

● Electric kettles are allowed in dorm rooms.

● Paper, metal, plastic, and non-microwave-safe dishes may
NOT be used in the microwave.

● You may not burn candles or incense in your room or in the
common areas.

● If your room arrangement and/or belongings present a fire
hazard, you will be required to address it immediately.