

# **DORMITORY HANDBOOK**

**2021-2022**



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# WELCOME!

Welcome to Great Plains Lutheran High School. We are glad that you are here and are looking forward to you being here and being part of our student body.

It is our prayer that you will be able to make our Dormitory your "home away from home." We expect that you will have many fond memories of your life in the dorm. Friendships will be formed that will last a lifetime.

We have confidence that you and each dormitory resident will lead a life that reflects your love of God. We trust that your Savior's example will guide you in your conduct while here, and that his love for you will motivate you to live in respect and love for those around you.

Any time there is a group of people living together as a family, certain rules and guidelines become necessary. While we all strive to live our lives as Christians, we also understand we are sinful and from time to time our sinful natures show themselves. For this reason and to maintain good order, these rules and guidelines are explained in this "Dormitory Handbook." Please read them carefully and become acquainted with them. If any of them are unclear to you or need further explanation, please ask a dorm supervisor for clarification.

We also ask you to keep in mind that not every situation that will arise is addressed in this handbook. Our dorm supervisors have been given the responsibility for oversight of the dorm. They will deal with situations as they arise. The entire dorm staff will work together on situations that are more complicated or more serious. In every situation we will strive to be both loving and fair.

Again, we welcome you to your school and pray that you will have a productive and blessed school year.

Pastor Tony Hansen  
Dean of Students

## **PERSONAL DORMITORY ROOMS & LIVING AREAS**

Our gracious Lord has blessed us immensely with a top-notch dormitory and living facility. We appreciate and thank God for such a great residential hall. May each of us do everything we can to care for our dorm as the least we can do to say "Thank you, Lord, for our dormitory."

Students are to use good Christian judgment and stewardship in decorating their rooms. Students are advised to use ingenuity as they decorate without causing damage. No decorations should be affixed to any woodwork or doors. The use of tape (such as: masking, duct, cellophane, electrical, etc...), larger pointed pins (such as: thumb tacks, push pins, etc...) and sticky tac or other substances (such as adhesives of any kinds) are not allowed to affix decorations. The use of straight pins and Command strips are allowed. Students are responsible for bringing their own straight pins or command strips. Decorations including advertisements or promotions of alcohol and tobacco, drugs, bands using ungodly words or concepts, or anything else deemed offensive from a Christian's viewpoint have no place in a Christian dormitory room.

No pets are allowed in the dorm. A small fish aquarium may be allowed only after permission is received from the dormitory staff. Radios, stereos, computers or similar equipment should be the only electrical appliances in the rooms; seniors may have a television in their room. Students may have a small refrigerator. The per semester non-prorated fees for room refrigerators and electronic game machines is \$35 per student. No space heaters are allowed in rooms. Lighters and weapons (including knives and look-alike weapons) are not allowed in the dorm. Absolutely no extension cords are allowed due to fire code. Power strips may be used. Please see the Student Handbook for more details.

Students are not allowed in the opposite gender's wings of the dormitory. There is a separate lounge area for each gender in the dormitory wings and a common area for all students.

## **DORMITORY ROOM KEYS & KEY CARDS**

Each student will receive a key for his/her dorm room when they move into the dorm. Although a spirit of trust permeates throughout the dormitory, we acknowledge that we still live in a sinful world where temptations abound. Each student is encouraged to keep track of their key and to lock their door when not in their room. The student is responsible for their key and will be charged \$10 for a new key. However, if more than one key is lost or if a student has made copies of a room key, the room will be re-keyed, a

new set of keys made, and a re-keying charge of \$50 will be assessed. Please be careful with room keys!

Security key cards are issued to all incoming dorm freshmen and all new dorm students at the beginning of the school year. Returning students will reuse their key cards they have received in the past; new cards will not be issued to returning students. All dorm residents are required to have their own key card on their person at all times. These are not to be lent out for any reason. Security key cards are the key to enter the dormitory main door and the resident's respective wing doors. These are actual keys to the dorm so if they are lost or damaged please inform the dorm staff or the school office. Students receive the first security card at no charge. If a new card is needed because it is lost or damaged, the cost is \$25.00.

## **CANTEEN**

A canteen area is provided for preparing personal snacks, etc. All cooking appliances (including coffee makers, popcorn poppers, toasters, hot pots and hot plates, etc.) should be used *ONLY* in the canteen. Students should bring their own dishes and utensils. Dishes from the dormitory kitchen are not to be used in the canteen. Students are personally responsible for cleaning up after themselves and their utensils.

## **CHECKING OF ROOMS**

Because we desire to insure our students' safety and to encourage cleanliness and good, personal hygiene, dormitory rooms may be closely inspected and examined regularly. Depending upon the result of inspections and examinations, unacceptable rooms may have consequences such as a school or dormitory discipline, loss of privileges and/or staying in the room until it is cleaned.

Students are required to have a mattress pad and sheets that are to be washed at least one time every two weeks. Beds are not to be slept in without sheets and mattress pad. Beds must be made daily.

Beverages are not to be set on any floor in the dormitory to avoid spillage. Any spill must be reported and cleaned up immediately.

Rooms are to be completely cleaned and checked before a student moves out of the dormitory. Each student is to do their share of the cleaning including removing all pins or marks on walls or desks before leaving. At the end of the school year, Freshmen, Sophomores, and Juniors are expected to be moved out of the dorm by 6pm on the day before Graduation. Seniors are to be moved out before 9am the day of Graduation.

## **DAMAGE**

Each dorm student will be assessed a damage deposit of \$50.00 upon enrollment. All students are responsible for damage in their rooms and should report it to the dormitory staff immediately. When the need arises for repairs in a student's room, the monies will be taken from his/her damage deposit. At the end of the year, rooms will be inspected for any other necessary repairs and the necessary monies will be taken from the deposits. Any damage (accidental or deliberate) outside of the individual rooms for which no one takes responsibility will be paid for out of the fees collected from all dorm students.

At the beginning of each subsequent year of enrollment, families are asked to bring each student's damage deposit balance back up to \$50. Families will be billed for repair expenses exceeding \$50. Upon graduation students may request reimbursement of any unused damage deposits.

Students should not leave drawers out, lean on them, sit on them, use them for a footrest, or stand on them. Drawers and their hardware are easily broken and are expensive to replace. Replacing a drawer can cost up to \$100. Use the drawers as they are intended to be used.

Student dorms rooms do have screened windows that open for fresh air (but only when the A/C or heat is turned off). Students are not to remove the window screens whatsoever. The screens are solidly attached to the frames. This is designed for safety reasons. To break the wire seals or damage the screens themselves may bring about a fine of \$50 per incident per student of the dorm room, plus whatever other fees that may be incurred to rewire and to fix the screen. Therefore, make sure you take extremely good care of your screens and report any damage of screens to a dorm supervisor as soon as possible.

## **STUDY GUIDELINES**

Knowing that study time is important for students striving to fulfill God's plan for their lives, room TVs (seniors), computer and video games, and cell phones may not be used during evening study hours each evening, Sunday through Thursday. During this time music may be played on a very low level. Any music that can be heard outside the room is unacceptable and can be taken away if abused. At 7:00 the dorm observes Quiet Time and from 7:30-8:30 all residents will be in their rooms and will be required to study. Freshmen should be at their desks during study hall. Cell phone usage should be a minimum during study hall and only used for homework purpose. All residents must ask for permission to study in another student's room. Seniors and those on pers should not be in another person's room during study time without permission.

On Monday through Thursday, when there is a home sporting event scheduled, there will be a study hall after school from 3:45-4:45 for all dorm students. To provide our dorm

staff with the opportunity to watch and support our student athletes, the dorm may be closed for home athletic events. This is generally from 6:30 pm to the end of the varsity event. When the dorm is closed, those students not interested in attending the event may use the gym commons for socializing. A classroom may be made available for those who want a quiet place to study.

Homework reports will be received from teachers on a regular basis. Any report of incomplete or unsatisfactorily done homework may have consequences such as a loss of privileges and additional study time. When receiving an after school study hall (homework, attendance, etc.) students will be campused for the day and will attend evening study hall.

After the first quarter, seniors are exempt from study hall and have the responsibility of doing their school work on their own. However, any late assignments or complaints of a similar nature from teachers will result in that senior having study hall for a week.. "No Study Hall" is a privilege, not a right, for Seniors.

### **PERMISSIONS (PERS)**

A 'permission' ('per') allows a student to be excused from one study hall. The permission system allows a student to receive permissions (pers) based upon his or her grade point average. Freshmen do not receive pers until the second quarter.

Students who are eligible to use a 'per' do not need to use a 'per' in order to attend an away, athletic event. Although we are happy to have these students attend the event, final permission to attend the event still needs to be received from the dorm staff since there may be academic or student life reasons to decline the request.

Pers are awarded based upon the quarter's grade point average according to the following schedule.

Number of pers each month:

Seniors	A average = 7	B average = 6	C average = 5
Juniors	A average = 6	B average = 5	C average = 4
Sophomores	A average = 5	B average = 4	C average = 3
Freshmen	A average = 4	B average = 3	C average = 2

When a student is academically ineligible the use of pers is suspended for two weeks. When receiving an after school detention or study hall, students will be campused for the day and will attend evening study hall. "Pers" for those students will NOT be allowed that evening.

### **DORMITORY MEALS**

The GPLHS dormitory incorporates a family approach to mealtime. Students are asked to gather together at mealtime for prayer. This is different from a cafeteria approach

where meals are served over a longer period of time. Meals are held for students attending scheduled practices and events, and when requests are made in advance.

The weekend meal plan is as follows. On Saturday, a self-serve continental breakfast is available from 8 to 11 a.m. On Sunday, brunch is served from 10 a.m. to 10:30 a.m. There are evening meals served on both days.

## WEEKDAY SCHEDULE

The daily schedule will be as follows (Monday morning through Friday evening):

6:50 - 7:45	Breakfast
7:00 - 7:30	Sick Student Check In
7:45 - 3:30	School Day
4:00 - 6:00	Time available for study
6:00 - 6:30	Dinner (Daily)
7:00	Quiet Time
7:30 - 8:30	Required study time (9-10 Sunday)
8:30 - 10:00	Time available for additional study

(Sunday through Thursday)

10:00	Group Devotion and Announcements (All Dorm Students attend)
10:05	Guests gone, 9 & 10 in room
10:15	9 & 10 in bed, lights out
10:30	11 & 12 - in room
10:45	11 & 12 - in bed, lights out

## WEEKEND SCHEDULE

The schedule for Friday and Saturday nights is:

11:00	All students in dorm (Guests leave dorm)
11:30	All students in room
12:30	All students in bed, lights out

## SIGN OUT

All dormitory students must sign out, give their destination any time they leave the dormitory outside of class time, and sign back in when they return. The sign out sheet is located at the dorm office.

Students must sign out by signing the Dormitory Check In/Out Sheet. Students planning to return after dark must personally speak with a dorm supervisor prior to check out.

Dorm students may only sign out to locations approved by the administration or dormitory staff. GPL reserves the right to prohibit students from signing out to unsupervised or inadequately supervised settings.

No student is to leave the dormitory before school unless they have spoken directly with the Housing Supervisor or Dorm Supervisor before 10:15 PM of the evening before. This applies to each student for each day. Also, students who wish to go anywhere in the morning before school on a regular or periodic basis must submit written permission from their parents before doing so.

### **ASSIGNED DUTIES**

Each resident is expected to help with the orderly running of the dormitory. Duties will be assigned to each student. They will be done as assigned, according to a posted schedule.

Each senior will have an assigned area to oversee and be responsible for. Each senior will be responsible for leading their group, teaching and including themselves in the duty, and oversee the completion of the daily duties. Failure to complete assigned duties will result in a loss of a 'per' and/or other dormitory discipline.

### **RESIDENT ASSISTANTS (RA's)**

The GPLHS dormitory makes use of Resident Assistants (RAs). Responsibilities include monitoring study hall, assisting with bed checks, and other duties. RAs are expected to set a Christian example in matters of academic and general conduct, and assist the dorm staff in carrying out their duties. As they would respect the dorm staff, dorm students are to respect the RAs and the responsibilities they have been given.

### **SICKNESS**

A student who is too sick to attend school must see the dorm staff member on duty between 7:00 and 7:30 a.m. The student must speak to the dorm staff in person.

Any student sick enough to miss classes will remain in the dormitory for the remainder of the day and night and stay in his/her room unless permitted by the dorm staff to be up and around. Parents will be notified the day a student misses school due to illness.

A dormitory student becoming ill during the course of the school day must see the Dean of Students or Principal (if the Dean is not available) for permission to miss class and return to the dormitory.

Common medications cannot be dispensed or given to students by our Housing Supervisor or other school personnel. Residents should have their own supply of over-the-counter medicines such as pain medications, cough medicine, decongestants, stomach aids, etc.

All prescription medications should be turned in to the Housing Supervisor as soon as they are brought to the dorm. Arrangements can then be made for safe keeping and for timely distribution of these medications.

Requests by students to see a doctor or dentist must go through the Housing Supervisor. If a student needs a doctor's attention, parents will be notified.

## **VISITORS**

Visitors of our dormitory residents are welcome. So that we can maintain our schedule, we ask that visitors be out of the dormitory by 10:05 p.m. on school nights and 11 p.m. on Fridays and Saturdays.

Since our dormitory is the residence of our high school dormitory students, we ask that visitors to the dorm be of high school age or older unless other arrangements have been made between parents and dormitory staff. We also ask that all visitors respect the dormitory rules and procedures.

It is understood that visitors will not be at the dormitory during meals. If a visitor would like to eat a meal, talk with the Housing Supervisor well in advance to see if this is possible and to pay for the meal (\$3.50).

## **GUESTS**

Dorm students may occasionally wish to host an overnight guest. Such visits may be arranged through the Housing Supervisor. The request should be made to the Housing Supervisor at least two days prior to the visit. Guests are to follow all dorm residence rules of conduct during their stay, including rules concerning cell phones (appropriate use, turning them in at bed time, etc.) It is suggested that guests make a donation of \$10.00 for an overnight stay. Area GPLHS students can be overnight guests for special occasions or due to special circumstances.

## **WEEKEND PLANS**

In order to encourage and promote important family relationships, all students are encouraged to return home on weekends when possible. When staying on campus over the weekend, the following procedures have been established:

1. While weekend time is considered to be free time for the students, they must still sign in and out. All students must be in the dorm by 11pm and in their room by 11:30 PM. With permission a student may stay in another person's room on Friday nights.

2. By 9pm Thursday evenings, students planning to be on campus for the weekend must sign in for the meals they wish to have. Those who intend to leave for the weekend must indicate their destinations, time of departure, and expected time of return. No dorm student is to stay overnight at the unchaperoned home of another student. If a student changes his/her plans for the weekend, he/she must notify the dorm staff.
3. To stay at the home of a friend for the weekend, the dorm staff must receive permission in writing or by phone in advance from the dorm student's parents, also by 9pm Thursdays.
4. No blanket permissions from host parents will be accepted. In order that both host parents and dorm staff may know that the student is at the planned destination for the specified time, permission must also be received from the host parents.
5. Students who have checked out for the weekend are asked to return by 9:00 p.m. Sunday evening. There will be a study hall from 9 - 10 on Sunday evenings. If students will not be returning by 9, parents should call to notify the dorm staff of the late arrival time and excuse their child from study hall.

### **CARS**

1. No dormitory student may have a motorized vehicle on campus without talking to the Dean of Students and the Housing Supervisor first.
2. Cars must be parked in the assigned space on the south side of the parking lot and all keys (including spares) must be deposited in the dormitory office immediately upon arrival on campus and after each use.
3. Cars may be searched according to the Search Policy of GPLHS (cf. GPLHS Student Handbook pg. 20).
4. Students must obtain permission from the Housing Supervisor or Dorm Supervisor to use their cars at any time. Students will not be allowed to drive to school except for unusual circumstances.
5. They must have permission to transport others in their cars or to ride in other students' cars. A parent must sign a Parent's Permission Form to allow passengers in their son/daughter's car or for their son/daughter to ride in other students' cars.
6. To remove temptation, so as not to cause offense, and to be good stewards of the resources God has given us, students should not use vehicles on the GPLHS campus as a location to spend time together.

## **WEAPONS**

No weapons or ammunition are allowed on campus (see Student Handbook, page 16). Recognizing that some of our students may desire to hunt, permission must be granted by the Dean of Students before bringing a hunting weapon for off-campus storage.

## **CELL PHONES, WALKIE TALKIES, ETC**

Walkie-talkies are not allowed in the dormitory. Cell phones may not be used during evening study time. All cell phones must be turned in to the dorm office before bedtime every day, including weekends. They may be picked up in the morning. A student's electronic device(s) may need to be turned in to the dorm staff each day due to disciplinary reasons. A more detailed explanation will be given to all dorm students at the dorm orientation meeting.

Seniors may have their cell phones in their full time possession during the entire year while they are at school. This is a privilege. Seniors are encouraged to practice faithful stewardship with the use of their phones. If a senior has received dorm discipline (such as for, but not limited to, the misuse of their cell phone, losing a per, failing to do their dorm duty, etc.) the dorm staff reserves the right to re-enforce the dormitory rule for cell phones for the individual senior who has received the discipline.

## **PHONE USE**

Phones are provided for general use. All long distance calls are to be made on a calling card or collect. Length of calls should be considerate of other's desire to use the phone. Phones are disconnected at 10:30 PM.

## **TELEVISION/VIDEO/COMPUTER/INTERNET**

Televisions should not be used before 6:30 a.m. When watching TV or videos good Christian judgment is to be used to determine if any particular show or movie is to be watched. Because of parental concern and questionable material, "R" rated videos/movies and other inappropriate programs are not to be watched in any way, including using DVD's, streaming video services, etc. This is also true of music and video games. Games with an "M" rating and music with a "Parental Advisory" are not to be used.

Note: In addition to those that fall under the ratings listed above, the administration may deem certain television shows inappropriate and therefore should not be watched. Inappropriate movies or games will be removed from the room and returned only to the student's parents.

The internet will be available to students throughout the day. Student internet use will follow the applicable guidelines stated in the GPLHS Computer Use Agreement. Due to band width limitations, internet access will be restricted during events being streamed. Students are asked to plan accordingly and may ask for special permission to use the internet for assignments when the need arises.

Please note that there may be times when the GPL school/student internet service may literally be turned 'off'. Students should be mindful of this in order to get their homework or research completed. Times of service will be announced in advance.

"Hot Spots" are not allowed in the dormitory. 'Creating a "hot-spot" with a student owned device, such as a cell phone, which bypasses the safeguards in place on the GPLHS wireless network' (GPLHS Student Handbook) is unacceptable use of technology at school or at the dorm. It is a violation of the student acceptable use policy. For more explanation, please see the GPLHS Student Handbook, Acceptable Use of Student Technology.

Internet usage at GPLHS is a privilege, not a right. Respect and faithfulness to God in using the internet is expected by every member of the GPLHS school family. Glorify your Lord by using this tool to the honor of his name.

## **STUDENT JOBS**

Dormitory students may obtain an off-campus job only by special request to the Dean of Students' office and by permission directly from the student's parents.

### Criteria for consideration:

1. Students must have established at least one semester of academic record at GPLHS.
2. Students must remain in good academic standing while employed.
3. Students may work no more than 2 school nights a week and a maximum of 20 hours total per week.
4. Students are to establish a work schedule that maintains the opportunity to worship.
5. Work schedules are to be submitted to the dorm staff well in advance. (i.e.— as soon as the work schedule is known, it should be shared with the Dorm Staff.)
6. In a very rare situation, for those students who may need to work during a regular study hall time, an alternate study hall time will need to be arranged with the Dorm Staff.

## **DRESS CODE WHILE AT THE DORMITORY**

Living in the GPLHS dormitory is a living arrangement where both male and female students and dormitory supervisors reside under the same roof, yet in their appropriate wings.

Due to the open visibility into each wing and the dorm commons for security reasons, each dorm student, as a brother or sister in Christ, is expected to dress decently, modestly and appropriately, not giving offense to others or possibly leading others to indecent thoughts. At all times, each dorm student is to be mindful of who may be around and / or may be visiting in the dormitory.

Therefore, as is expected during school hours, students and visitors are to present themselves in a God pleasing, modest, and respectful way, following 1 Timothy 2:9. In addition, clothing which advertises alcohol and/or tobacco, drugs, bands using ungodly words or concepts, questionable or immoral groups, or anything else deemed offensive from a Christian's viewpoint are not proper or permitted. Glorify your Savior in all things, even how you dress and present yourself to others.

### **SEARCH POLICY**

The faculty and staff of GPLHS will always strive to respect a person's privacy and personal space. However, searches are a necessary part of life in a school setting and in a dormitory setting. The purpose of these searches is to maintain the welfare and safety of everyone on campus and to serve as a curb to those who would violate or ignore policies regarding illegal or unsafe items. When conducting searches the administration and staff will strive to be equitable, yet will respond to conduct that raises suspicion. With that in mind we note the following regarding searches:

- The contents of all school lockers, athletic lockers, dorm rooms, and student vehicles may be searched at any time (periodically and/or randomly).
- The contents of individual school lockers, athletic lockers, dorm rooms, and student vehicles may be searched when there is reasonable suspicion of a violation of school policy.
- An individual's person (including but not limited to clothing, pockets, purse, phone) will only be searched when there is reasonable suspicion of a violation of school policy.
- Drug dogs may be used in any of these searches.

### **DORM DISCIPLINE / FAILURE TO FOLLOW PROCEDURES**

The dorm staff has established various consequences for failures to follow established procedures. Not all the specifics are listed here. The consequences generally follow the pattern of a warning followed by the gradual loss of privileges. A more detailed explanation will be given to all dorm students at the dorm orientation meeting.

Some of the details are listed here. When it becomes necessary, Christian discipline in the dorm will happen in order encourage a life of faith and repentance and to teach the student right from wrong. Christian Discipline will be done in a spirit of Christian love intending, as Scripture teaches, to produce a harvest of righteousness from the individual

who is being disciplined (cf. Hebrews 10). As dormitory discipline is administered, one or all of the following 'levels' of discipline may be implemented. If more than one of these levels are used, each successive level is less severe than the previous.

Rooming — Rooming means that the student being disciplined is to remain in his or her dorm room for a particular time frame set by Dorm Staff and / or the School Administration Team.

While roomed, the student is unable to leave his/her dorm room for an established period of time. The student will be able to attend his / her classes, dorm meals, dorm devotions, worship at church, and his / her scheduled school activities. All devices are to be turned in to the dorm staff.

Winged - Winged means that the student being disciplined may be out of his or her room but may only remain in their particular wing for a set duration of time set by Dorm Staff and / or the School Administration Team.

While winged, the student will not be able to leave the wing for an established period of time. The student will be able to attend his / her classes, dorm meals, dorm devotions, worship at church, and his / her scheduled school or dorm activities.

Dorming — Dorming means that the student being disciplined is to remain in the dormitory for an established period of time set by Dorm Staff and / or the School Administration Team.

While dormed, the student will not be able to leave the dorm for an established period of time. The student will be able to attend his / her classes, worship at church, and his / her scheduled school or dorm activities.

Campusing — Campusing means that the student being disciplined is to remain on the GPL campus for an established period of time set by Dorm Staff and / or the School Administration Team.

While campused, the student will not be able to leave the GPL campus. The student will be able to attend his / her classes, worship at church, and his / her scheduled, school or dorm activities.

*Note Well — Although it is the goal of the Dormitory Staff and the School Administration Team to be as consistent as possible with all of the discipline which is implemented with our dormitory students, there may be extenuating circumstances which may cause discipline to be altered by the Dorm Staff and / or Administration Team.*

## CHANGING DORM ROOMS

Changing dorm rooms is highly discouraged. Students desiring to consider a room change must bring a written approval for the idea from their parents. This written approval does not guarantee or entitle that a change will take place.

The student desiring a change must talk with all parties involved with the move since it will involve more than just the possible new roommates. All parties involved with the proposed change must also be in agreement. All parties involved with the proposed change must speak with a Dormitory Supervisor individually after the agreement has been reached by the involved students. The Dormitory Supervisor will bring all proposed changes to the Dean of Students.

The Dean of Students may talk with some or all of the students involved with the proposed change. The Dormitory Supervisors and Dean of Students will jointly approve or deny all room changes.

## CHRISTIAN WORSHIP LIFE

GPLHS was founded to provide Christian education and to prepare young Christians for lives of Christian service. God assures us that he works in our lives through the gospel in Word and Sacrament

*As God's people, we will love our Lord and his directive: "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching." Heb. 10:25. Therefore, for their spiritual needs, we expect that all of our students will attend a weekly worship service off-campus with fellow believers. It is our prayer that all students will grow in their faith during their stay at Great Plains, on campus and as they gather with fellow believers in worship.*

There are two WELS congregations within walking distance of Great Plains Lutheran High School.

### BETHLEHEM EV. LUTHERAN CHURCH

- located at 1144 N Maple St
- Sunday Worship is at 9:00 a.m.
- Wednesday Lenten Worship is at 7:00 p.m.

### ST. MARTIN'S EV. LUTHERAN CHURCH

- located at 1200 2nd St NE
- Sunday Worship is at 8:00 and 10:30a.m.
- Bible Study is from 9:15 to 10:15 a.m.

(Sundays after Labor Day)

- Wednesday Lenten Worship is at 4:00 and 7:00 p.m.
- Wednesday Advent Services are at 7:00pm.

Students are reminded that they should dress for all church services in such a way that honors God with our best and shows respect to God and to all those around us. This respect is also shown by being on time and remaining through the entire service.

Because of the close proximity of our WELS churches, we ask that students walk rather than drive or ride to church. Under special circumstances a student may ask to drive or ask for a ride to church. When the dorm staff determines that weather conditions make it unsafe to walk to church, rides will be allowed or provided. When necessary, a worship service will be held in the dorm.

## QUESTIONS YOU MAY HAVE

### 1. When is the dormitory open?

The dormitory will open Orientation Day and will close the day before Graduation. The dorm will close holidays and three-day weekends. In general, the dorm closes one hour after the end of school at the beginning of a break. Unless there are special circumstances (such as: earlier flight into Watertown, weather system approaching, etc...) the dormitory will reopen at 4pm at the end of a break. If a special circumstance arises and you need to request an earlier arrival, please call the dorm staff as soon as you can for their availability and then make arrangements.

For the most up to date information, see the online School Year Calendar for dates and the Two Week View for dorm closing times and planning purposes.

In a related item, many of our students are not able to head home during these longer weekends or breaks. Please consider hosting students who are not able to get home for breaks.

### 2. Who has access to my room?

Staff members may need to enter students' rooms for various reasons, including repairs, maintenance, checking for cleanliness, etc. The dorm staff will also check occasionally for things that do not belong in the rooms. All items in rooms (including lock boxes, safes, chests, etc.) may be checked by the dorm staff or administration. Cars in the school lot may also be checked. We recommend that you keep your room locked and/or your valuables secured when you are not in your room.

### 3. Where should I keep my money?

Except for small amounts of carry-around cash, all other monies should be turned over to the Housing Supervisor for safe keeping.

### 4. May I leave campus by myself?

Yes, but there is wisdom in not being alone when out in the community.

**5. How do I send and receive mail?**

Sending of mail should be done from the school office mail box. You will receive your mail at the end of the school day in the office. Stamps may be purchased in the office.

**6. Is there storage space?**

Space is limited, but school supplied storage tubs may be rented at \$10 per tub for summer storage.

**7. What if I need something repaired?**

All necessary repairs should be reported to the Housing Supervisor as soon as possible.

**8. Who does my laundry?**

You do. Appliances needed for washing, drying, and ironing are provided in each wing of the dorm.

**9. Is there a Student Lounge?**

Yes, there is a separate area for each gender and a central common area in the dorm.

**10. May I have or use tobacco, alcohol, or other drugs?**

No. Further guidelines are found in the Parent/Student Handbook.

**11. What about going out on dates and relationships?**

Student dating practices should be in line with parents' wishes. Parents are asked to make their guidelines known to the dorm staff when checking in at the beginning of the year and updating the dorm staff if and when those guidelines should change throughout the year. Keep in mind that school work is to be the top priority. In addition, keep in mind that the dorm staff and faculty will address, as best as we can, in a God pleasing way, inappropriate public displays of affection (PDA) for the good of the students and the student body and school.

**12. How do I take care of my bathroom?**

Before each shower, the fan should be turned on, the curtain must be inside the front lip of the shower stall and fully extended. After your shower the shower curtain is to be fully extended again so it can dry. **A 50 cent fine will be assessed for each infraction.** The shower and the stool need to be cleaned at least weekly.

**13. How about turning off lights and computers, etc.?**

Lights, radios, TV's and game systems are to be turned off except when you are using them. If any are left on over weekends or during the school day or for extended amounts of time when not in use, additional duties will be assigned and additional fees may be assessed. **A 25 cent fine per item will be assessed for each infraction.**

**14. Why are there surveillance cameras in the hallways?**

To help maintain the safety and welfare of all students, and because of some infractions of the rules, surveillance cameras have been installed in the dormitory hallways.

**15. What should I do in case of a fire or tornado?**

Fire evacuation and tornado procedures are posted in each room of the dormitory. These procedures will be noted at the dorm orientation meeting and periodic drills will be conducted.

**16. How important is my Key Card?**

It is vital for the security key card to be 'on' the student's person so they can access their dorm and their wings since these doors may be locked at all times for security reasons. Key cards are not to be shared whatsoever. Key cards that are lost will be replaced for a cost of \$25.

**17. "I've got a question ... I have a suggestion about dorm policy or procedures." What do I do?**

We encourage all parents and guardians to present questions and suggestions about dorm policy and procedures to the GPLHS Administration and Dormitory Supervisory Staff.

**Things to Bring to School...**

**Personal Items**

- Checking Account or Cash Card or some method or ability to purchase unexpected items
- Insurance Card, Prescription Card & Prescriptions
- Over-the-counter Remedies for Cold, Cough, etc.
- Phone Card (Long distance calls cannot be made from the dorm without one)
- Stamps and Envelopes
- Bedding: Mattress Pad & Bed Linens (Most mattresses are standard twin size, a few extra long are available and can be requested), Pillows and Blankets
- Towels and Washcloths
- Tissues (several boxes)
- Command Strips, if you wish, to hang decorating items on the walls. (cf. pg. 4)
- Plates, spoons, forks, drinking glass, mug for use in the Canteen; Dish Soap, wash rag & towel. Remember it is *your* responsibility to clean *your* items.

**Room Items (Not supplied by GPLHS)**

- Laundry Detergent and Fabric Softener
- Toilet Paper
- Garbage bags (small, kitchen size)
- Cleaning Supplies for Shower, Toilet Bowl, and Windows as well as Rags and Dusting Spray

**NOTE:**

You may want to split the 'Room Items' list with your roommate rather than each bringing duplicate cleaning supplies

## Contact Information

School & Dormitory Address:  
1200 Luther Lane NE  
Watertown, SD 57201

School Phone: (605) 886-0672

## DORM STAFF

Dean Tony Hansen

Office: 605-886-0672 Ext. 205

Cell: 605-880-5792

Carla Klug

Dorm: 605-886-7432 Ext. 1 (Dorm Kitchen)

Cell: 605-520-6143

Rebecca Doering

Cell: 920-723-8497

Michael Starr

Cell: 989-450-9426

Dorm Office 605-886-0672 Ext. 316

Dormitory Wing Phone Numbers:

(605) 886-0672, then...

Boys' Old/South Wing - Ext. 312

Girls' Old/South Wing - Ext. 313

Boys' New/North Wing - Ext. 314

Girls' New/North Wing - Ext. 315