



**NORTH CEDAR**  
ACADEMY

**Resident Life Handbook  
- Students -  
2024 - 2025**



**NORTH CEDAR  
EAGLES**

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# 1. RULES

## 1.1 THE RULES OF NCA ARE FEW AND CLEAR

- All scheduled activities and meetings at NCA are obligatory.
- You must be well prepared for school.
- You must participate in dorm duties
- You are to behave in a **friendly, considerate, and respectful manner** towards others.
- You must contribute constructively to the social life of NCA.
- Transgression of these social rules equals withdrawal from the community and thereby one reduces one's chances of a good boarding school stay that supports one's education at school.

## 1.2 BESIDES THE ABOVE, NCA HAS A NUMBER OF ABSOLUTE RULES

- Attending school is a prerequisite for living at NCA. A poor attendance record with unjustified absence means that you cannot stay at NCA.
- Students who possess, distribute, or use illegal drugs, banned substances, or prescription medication without a prescription will face a disciplinary committee review with the possibility of expulsion.
- It is forbidden to drink alcohol or use tobacco (including vaping/juuling) regardless of age on campus or off-campus while under the care of the school or if participating in a school sponsored trip during school holidays.
- Bullying, violence, and threats are unacceptable forms of behavior and can result in expulsion from NCA.
- It is not permitted to use, store, or be in possession of weapons or weapon-like objects on the premises of NCA.
- In relation to the use of the Wi-Fi network at NCA, we expect that you refrain from any illegal streaming, downloading, and distribution of copyrighted material such as music, movies, programs, games and more. This is illegal and the internet provider will inform the school of cases of copyright infringement. Legal action could be taken against the school or the individual.
- Stealing and/or destruction of property can lead to expulsion from NCA.
- It is strictly prohibited to prevent fire safety installations (fire extinguishers, fire alarms, smoke detectors, fire doors) from functioning normally. Violation of this rule can result in expulsion.
- Leaving campus (NCA or UW) without prior permission from an RA (after-school) or administrator (during school hours) is a major school rule violation. The school needs to be aware of your whereabouts in the case of an emergency.

### 1.3 INFRINGEMENT OF NCA RULES

Students that violate NCA's rules or agreements will experience a consistent response from NCA. Depending on the case, there will be the following consequences:

- A written ***Incident Report*** by the NCA staff member in observance.
- A meeting with the Dean of Students or the Disciplinary Committee.
- Temporary room restriction, technology and social restrictions, assigned community duties, suspension, and temporary or permanent expulsion. After permanent expulsion, you are excluded from visiting NCA.
- Temporary detention of a student's private belongings that are not permitted at NCA will be maintained by the school until the student, in agreement with management, can take the object(s) safely home and permanently away from the boarding school premises.

## Dorm Rule Violations and Consequences

Level 1	Level 2	Level 3	Tech Restriction
Tech Restriction (9:00pm to 8:00am)	Room Restriction & Tech Restriction (after classes until 8am - tech ok for study hall if needed)	Room & Tech Restriction/ Structured Study Hall (sitting at common room table with RA)	9:00pm to breakfast
'Lights Out' violations out of room/ visitors/ showers/kitchen/ laundry / music / loud voices	Disrespect towards others - cursing/ raised voices/ body language	Destruction of School Property (major or repeated)	Late for meals 3 times in a month
Failing Room Inspection	Study Hall violations - out of room/noise/video games or movies/off task	In a dorm room on the other side of the common room	Late for ECAs

Dorms jobs completed late	Dorm Jobs incomplete (as of 11pm)	failed room inspection 3 times in a month	Missing 1 meal
PDA (second offense)	PDA (repeated offense)	Major school rule violations- banned substances (alcohol tobacco,vapes,drugs), violence, weapons,burning candles/paper, extreme disrespect to or defiance of a staff or student request, outside the dorm after lights out - will result in further consequences and/or a disciplinary hearing	
Not clearing the academic building after meals	Destruction of School Property (minor)		
	Repeated minor offense		
Leaving the kitchen untidy	Late / Missed the UW bus		
ignoring warnings (inappropriate language or not speaking English in common spaces /excessive roughhousing	Forgetting to sign out		

\*offenses & consequences can be edited at any time

## 2. IMPORTANT THINGS TO REMEMBER

### 2.1 DOORS

The outer front door of the dorm must always remain closed and locked so visitors and students must buzz in to enter or be let in by an employee with a dorm key. The other exterior dorm doors are to be used only as an exit in the case of emergencies. An alarm will sound if these doors are opened.

You must always remember to lock your personal dorm room door when you leave your room. You must not lend your key to others. When in your dorm room, you may close your door but you must keep it unlocked in cases of emergency. You may lock it for a short time while changing. During study hall time, all students' doors must remain completely open so RAs can look in while supervising study time.

Students may not exit the dorm after lights out or before 7:30am. unless permission is given by an RA or in the case of an emergency. Students must text an RA on duty if they leave the dorm before an RA is on active duty. All students must sign out as well.

### 2.2 FIRE PRECAUTIONS, DRILLS, & EXITS

- It is strictly forbidden to tamper with the fire-fighting equipment in the dorm or academic buildings. Damaging the equipment may result in immediate expulsion from NCA.
- Candles (tea lights, candles) and incense sticks are not allowed in the dorm.
- For reasons of fire safety, do not use an electric kettle, coffee maker, hotplate, or other electric appliances that create heat in your room. These must only be used in the kitchen.
- Hair dryers, curling irons, and wax warmers are allowed but must be unplugged when not in the room. Strong scents of wax are discouraged.
- Refrigerators are not allowed in your room. Please use the large refrigerators in the kitchen.
- Strings of lights are allowed in dorm rooms but must be unplugged when you are not in the room and at lights out time. They must only be used against walls and not strung across the middle of the room or doorway.
- Phone and computer chargers must also be unplugged when not in the room.
- Due to fire precautions and the cleaning of the school, you cannot place personal belongings, shoes, shower items, boxes, luggage etc... in the hallways.
- Nametags must be left on the outside of the dormroom doors to ensure students are quickly located when needed.
- Powerstrips should not be overloaded as they can be a fire hazard.

You will be instructed what to do in the case of fire. Fire drills will be held monthly at any time of day and all students must exit the dorm in complete silence and go to the top of the sidewalk by the tree where attendance will be taken. RAs may instruct students to continue on to the cafeteria to take attendance in the case of cold or inclement weather.

In the event of a fire, you must exit the building immediately by the closest exit door to your location and then make your way to the top of the sidewalk in front of the dorm away from the building.

RAs will lead you to the cafeteria to take attendance. Students can only return to the dorm when the RA states that it is safe to do so following the fire department's approval. There are fire extinguishers on each wing of the dorm. Students will be instructed by a firefighter in their proper use and when to use them. The particle detectors in each dorm room are sensitive to smoke and other particles in the air. At times, perfume, deodorant, air fresheners, or dust will activate the sensors and the fire alarm will go off. If this occurs, it must be treated as a fire drill and all students must exit the building. The fire alarm main box will display the exact room of the active alarm. The sensor in the room will be checked and reset.

## **2.3 RESIDENT ASSISTANTS (RAs) AND STUDENT RAs**

NCA Resident Assistants' primary responsibilities include caring for the safety and well-being of our students. To do this, they must enforce the rules & regulations set forth in this handbook. The RAs are important members of our staff as they spend the most time with our students and we depend on them greatly to keep our community in balance. While the RAs may at times offer advice and comfort on tough days they also have to discipline students when rules are broken so it is not always easy. They have many roles from counselor, coach, driver, nurse, cheerleader, tutor, alarm clock, life coach, comedian, nutritionist, conversationalist, environmental steward, movie critic, fashion advisor, room designer, hairdresser, cleaning buddy, arts & crafts leader, fitness guru, maintenance person, and so much more. They work incredibly hard and are to be respected at all times. If a student does not agree with an RA's decision and has tried to respectfully speak with the RA involved then they can take their concern to the Head RA or the Director of Resident Life.

Assisting the RAs are Student RAs. These students are chosen based on their maturity and involvement in student life. They are to assist students with settling in to dorm life but they also play the role of liaison to the RAs. If they notice a student is not doing well either physically, emotionally, or socially they will share with the RAs so a plan of action can be created. Student RAs help get students up in the mornings and help students keep up with the dorm chore schedule. They can act as tutors as needed and keep their floor quiet during study hall.

## **2.4 BICYCLES**

NCA provides bicycles for students to use to ride into town on good weather days. Students can also purchase their own bicycle if they wish. Helmets must be used when riding at all times. Students should check tire pressure before departing campus. Bicycles must be parked behind the dorm in the bike rack and not by the dorm entrance or on the driveway or sidewalks. Students should ride bicycles on the right side of the road near the edge and follow all traffic laws. Students must demonstrate their ability to ride a bike before being allowed to take it out on the road. Bikes should be locked if left outside a store in town.

Motorized skateboards and scooters are not allowed on the roads off campus.

## **2.5 NOTIFICATION OF MAINTENANCE ISSUES**

If you observe that something is not functioning properly (e.g., your doorknob is loose, a drain is slow to drain, a light that does not work) please report it to an RA, the Director of Resident Life, or the Student Services office. In the event of urgent maintenance issues (eg. water does not turn off in the bathroom, a window or mirror is broken, the door does not close correctly) please seek out the RAs on duty immediately.



## **2.6 TELEVISION**

There are televisions on the first and second floor and basement common rooms. They can be used to watch various streaming services, play video games, or watch movies with the HDMI cable using your computer. Students must reach a mutual agreement when watching TV or movies or playing games and respect the students whose rooms are next to the common room when choosing a volume setting. Students should not be in the common rooms after lights out.

## **2.7 INSURANCE**

All international students will be enrolled in a US health Insurance program by the school that helps cover most of the costs of treatment for accidents that occur while a student at NCA. The local hospital accepts this insurance. Students will be given an identification card to use for medical and hospital visits as well as prescriptions. If students have their own insurance they should have an insurance card to provide to the school nurse to keep on file. Students should read the health insurance policy to be familiar with what is covered by this policy. Domestic students will need to submit their own personal insurance cards to the school nurse to use for medical and hospital visit costs as well as prescription medication coverage.

## **2.8 PETS**

Students are not allowed to have pets at NCA. There is plenty of wildlife to enjoy around the campus.

## **2.9 KEYS**

When moving in, you receive 1 key for your dorm room. Do not lend your key to anyone and always lock your door when not in your room if you are the last one out. If you lose your key, you will have to pay \$50 for a replacement.

## **2.10 LAUNDRY & LINENS**

The dorms have washing machines and dryers that are free to use. Students must purchase their own laundry soap. NCA does not provide linens for beds. All students can purchase twin sheets, comforters, and pillows at the local Walmart next door to the school or online. Students should also purchase a laundry basket for their rooms. Students are encouraged to purchase bedding online and have it delivered to NCA prior to arrival so it can be used the first night.

### 3. FACILITIES

#### 3.1 ROOMS

All of the rooms are set up for two students however some students will have a double as a single room for the year. The rooms are furnished so that each student has a bed with a box spring and mattress, a writing desk, a chair, a desk lamp, a shelf, a closet, a fan, a bulletin board, and a wastebasket. **The bed should not be placed along the radiator under the windows.** The bed must remain elevated on the bed frame and not placed directly on the floor. Beds can be pushed together to make one large bed if a student has a single room. Students should not hang anything across the room that would create a hazard in cases of emergency (i.e. lights, wall hangings, posters).

The school staff (maintenance team, Director of Resident Life, RAs, Dean of Students, and other administrators) may enter any dorm room without a student's permission or knowledge for the following:

- To check that lights and fans are turned off and windows are closed.
- To allow maintenance or custodians to complete a work order
- To check on the cleanliness and maintenance of the room
- To check on a student that has been reported sick or absent or is of concern to the staff
- To check on rule violations which may include a search of a student's belongings.

You are responsible at all times for your room and for the things that go on in your room. In case of damage, you will be required to pay the costs of repair. Room searches are always conducted by two staff members.

#### 3.2 WINDOWS

- Windows are allowed to be opened during good weather but should be closed when not in the room in case of rain.
- Students should NOT use the window area for food storage, as temperatures are inconsistent. Items left in the window can freeze and burst open.
- Students should not hang clothing, blankets, or other items from the window blinds.
- At no time should a student attempt to climb out of a window unless in the case of extreme need (fire, intruder).

#### 3.3 BATHROOMS

There are shared bathrooms on each boys' and girls' hallways with sinks, toilets, and showers.

- Students should keep all their shower items in a small basket/caddy to carry into and out of the shower.
- Students should wear shower shoes while in the shower (flip-flops).
- Students should take all their bathroom items back to their rooms (toothbrushes, soap, brushes, clothing, etc...) as they create problems for the cleaner to properly clean surfaces if left behind.

- Students should respect the work of the cleaning person and take responsibility to keep their bathroom clean and tidy. This includes washing the sink out of all toothpaste or liquids emptied into the sink, using a paper towel to clean up any hair from the shower drain after showering, and wiping up any color left on surfaces after hair dying.
- Food, especially soups with noodles and vegetables, **SHOULD NOT** be emptied into the sink as this will cause a blockage of the drain and will be costly to clear.

### 3.4 KITCHEN

NCA's dorm kitchen can be used to store and prepare snacks and light meals. There are toaster ovens, rice cookers, microwaves, electric kettles, a coffee maker, a popcorn machine, and an electric frying pan.

- Students must eat all prepared food in the kitchen at the tables. Cooked food cannot be taken to the dorm rooms or into common rooms. Refrigerators, coffee machines, electric kettles and pots/frying pans etc. are NOT allowed in the students' rooms but they may use these items in the dorm kitchen.
- NCA does not take the responsibility of items stored in the refrigerators. Students should label all food placed in the refrigerators and students should not touch other students' food unless permission is given.
- Students are expected to sign up for the use of the kitchen and must clean up after themselves and properly store any leftover food.
- Students are not allowed to remain in the dorm during normal meal times to cook.
- Cooking must be completed by 10:00pm and students must finish eating and cleaning by 10:30pm.

### 3.5 COMMON ROOMS AND AMENITIES

At NCA, there are three dorm common rooms – one on each floor between the boys' and girls' halls – for students to spend time together. Each common room has a television set and a large table for activities and studying. The basement common room has a billiards & Foosball table, and a ping-pong table. There is also a piano/music room in the basement common room.

As a boarder, you share the responsibility of the common rooms and the items in them. The furniture may not be moved without permission and the common rooms must always look clean and tidy. The furniture must be used for its intended purpose and must not be used in any way that would damage it – no sitting/lying on the arms or backs of the chairs or sofas. Snacks are allowed in the common rooms but all hot prepared food must be eaten at the

kitchen table. Damages and spills must be reported to an RA immediately. Students are expected to treat the common room furniture as they would their own at home.

### **3.6 LAUNDRY ROOM**

The dorm laundry room has 5 washing machines and 5 dryers to be shared among all dorm residents. Students will be instructed on the proper use of the machines during orientation week.

- Students must purchase their own laundry supplies (laundry basket, soap, bleach, dryer sheets).
- Machines should not be filled more than  $\frac{3}{4}$  full with clothes, as proper cleaning will not be possible.
- Soap must be placed on TOP of the clothes and not in the corner bleach compartment.
- After 30 minutes, your laundry cycle is complete and you should promptly place your clothes in the dryer, checking first that the lint trap is clean to avoid a possibility of fire. Set the dryer at the proper heat setting and push the button.
- Please promptly remove your clothes so others may use the dryer.
- Students must not remove another student's clothes from either a washer or dryer at any time without first telling the student that his/her clothes are done or informing an RA.
- Large comforters will not fit in the machines but towels and sheets should be washed weekly.
- Students need to put all dryer sheets and lint in the garbage and check that all clothes have been removed from the washer and dryer.

### **3.7 FITNESS CENTER**

You are welcome to use the fitness center at the school but only when supervised by an RA or other adult. The fitness center has free weights, a weight bench, 2 treadmills, an Elliptical machine, a rowing machine, and a Nautilus machine. There is also a multipurpose room that can be used for yoga, dance, and indoor soccer. All rules must be followed to maintain the privilege of using the fitness center.

- We want everyone to have a good experience when training and expect a positive tone with respect for each other.

- The staff's instructions must be followed at all times and is indisputable. Noise and rowdy behavior will not be tolerated and may result in the suspension of fitness room privileges.
- No food is allowed in the fitness or multi-purpose area. Water bottles or sports drinks are allowed.
- Training must be done in sportswear and footwear intended for the purpose. Exercise in outdoor shoes, barefoot, or socks are not allowed. T-shirts and shorts/tights/sweatpants must be worn.
- Only use the equipment for the exercises they are intended for.
- Do not block a machine between the sets – let others use the machine.
- Remember to clean the machines after use with disinfectant cleaner and paper towel.
- The equipment **MUST** be placed in its correct area after use.
- Equipment **MUST NOT** be removed from the fitness area.
- If you want to listen to music, use headphones.
- **Cell phone calls are restricted to emergencies only.**
- It is not allowed to take pictures or videos of other users without their prior consent.

## 4. MOVING IN AND OUT

### 4.1 MOVING IN

When moving into the dorms at NCA, you are to sign a dorm room inventory list and add any comments on items in need of repair. It is important that you make sure that the items listed correspond to the contents of your room and their condition (poor/fair/good). Any damage to the room and its contents at the end of the year will be billed to the student's school account.

During the summer holiday all the rooms are given a thorough cleaning and maintenance check. Student RAs and RAs will be on hand to help with your move in and answer any questions you may have. In addition to the Resident Assistants, you will have a hallway Student Resident Assistant that will assist you with schedules, questions, and make you feel at home.

Students who plan to return to NCA after the summer holiday can apply for a specific room for the following year. Beds and dressers may be moved around inside the room but beds must remain on their box springs and frames.

## 4.2 THINGS YOU NEED TO BRING FOR YOUR STAY AT NCA **\*required**

### PERSONAL

- ☐ toothbrush & toothpaste\*
- ☐ hairbrush/comb\*
- ☐ shampoo & conditioner\*
- ☐ soap/body wash\*
- ☐ shower sandals/flip-flops\*
- ☐ shower tote/caddy\*
- ☐ deodorant
- ☐ razor/shaving cream
- ☐ laundry soap\*
- ☐ facial tissue
- ☐ hairdryer, curling/straightening iron
- ☐ necessary medications (must have prescription -ALL medicine will be stored in a locked cabinet)

### CLOTHING

- ☐ socks\*
- ☐ underwear\*
- ☐ bathing/swim suit
- ☐ sleepwear\*
- ☐ bathrobe
- ☐ sweatshirt/sweaters\*
- ☐ turtlenecks
- ☐ winter coat\*
- ☐ light jacket/raincoat
- ☐ hat & gloves\*
- ☐ winter boots\*
- ☐ snow pants
- ☐ shorts\*
- ☐ jeans/pants\*
- ☐ t-shirts\*
- ☐ long-sleeve shirts\*
- ☐ **dress shirt & pants/belt \***
- ☐ **Or dress or dress pants/blouse \***
- ☐ athletic wear (shorts/tights/t-shirt) \*
- ☐ casual shoes
- ☐ athletic shoes/sneakers\*
- ☐ dress shoes\*
- ☐ Slippers

### LINENS

- ☐ Standard twin sheet set and pillow case\*
- ☐ Pillow(s)\*

- ☐ Laundry bag/basket\*
- ☐ Comforter or blanket\*

### OTHER

- ☐ 3-prong power strip & surge protector
- ☐ clothes hangers
- ☐ Small clear box container for food storage\*
- ☐ **refillable water bottle\***
- ☐ flashlight
- ☐ journal/diary
- ☐ cell phone & charger
- ☐ computer & charger\*
- ☐ books/Kindle/games
- ☐ Towels: 2 bath/hand/wash cloth\*
- ☐ camera
- ☐ umbrella
- ☐ sunglasses
- ☐ wall decorations/photos/posters
- ☐ snacks/drinks for room
- ☐ headphones (must be used during quiet times)
- ☐ sports equipment
- ☐ box of tissues
- ☐ plug adapters (we use 110V)

### SCHOOL SUPPLIES

- ☐ School bag/backpack\*
- ☐ USB or flash drive
- ☐ Pencils & pens\*
- ☐ Highlighters
- ☐ Graphing calculator\* (for upper level math)
- ☐ Ruler
- ☐ Lined paper or notebooks/binders
- ☐ Sticky notes
- ☐ Paperclips
- ☐ Push pin

### PLEASE LEAVE AT HOME NOT PERMITTED

- candles/incense / lighters/ matches
- vitamins/medicine - **UNLESS with a doctor's prescription and parent permission**
- hot plate/toaster/coffee maker/
- heater/microwave/refrigerator/TV
- firearms/weapons
- halogen light bulbs

### **4.3 MOVING OUT**

Students must pack all their belongings and clean their rooms at the end of the year. They must complete the End-of-Year Checklist with required signatures and hand in dorm keys. Returning students can pack and store their belongings in boxes or tubs to store in the basement rooms of the dorm. Any dorm room damage repairs and lost key charges will be charged to the student's account.

## **5. DUTIES**

### **5.1 TAKING CARE OF YOUR ROOM**

- Students have control over their heating in their own rooms. If your room is too hot or cold, inform an RA so it can be checked by the maintenance team.
- Windows should remain closed in the winter to avoid the loss of heat in the dorm but may be opened periodically to air out the room.
- During warmer weather, windows can be opened and fans used.
- Windows should be closed whenever you are not in your room in case of rain or strong winds.
- Clean clothes should be put away in a timely manner and dirty clothes kept in a laundry basket and washed at least weekly.
- Items on desks and dressers should be kept tidy.
- ALL dishes & utensils should be washed immediately after use.
- Lights must be turned off each time you leave your room.
- There is a cleaning person who cleans the dorm bathrooms but each student is responsible for the tidiness of his/her own room and to keep the bathrooms tidy as well.
- Room inspections will occur weekly and a checklist of expectations will be provided. If you do not pass your weekly room check, restrictions will be earned.

### **5.2 THE COMMON ROOMS**

The common rooms are central places where all students can congregate to relax, play video or board games, do arts & crafts, watch tv, talk, and read. Students should treat the furniture as they would their own at home. Students must not sit on the arms of chairs or sofas or lean across the backs. Shoes should not be placed on the furniture at any time. Students may eat

snacks and enjoy drinks in the common rooms but any cooked food should be enjoyed at the dorm kitchen table.

Always remember to clean up after yourself when using the common rooms. Please place TV remotes back on the table for others to find easily, take all your belongings back to your room, put all trash in the garbage or recycling cans, clean up any spills, and keep your shoes off the furniture. Show consideration for your fellow boarders. If you do not clean up after yourself, it will result in loss of social time. Students will also be on a rotating schedule for nightly common room clean up.

### **5.3 CLEANING DUTIES**

Boarding school students are expected to be contributing members of their own community and so take turns doing various dorm cleaning duties throughout the year on a rotating basis. These chores should take no more than 10-15 minutes a night and clear expectations are posted. A monthly deep cleaning of dorm rooms and common areas will be scheduled by the Head RA.

❖ **HALLWAYS:** When on hall duty you are expected to keep your hallway clean and tidy including taking out the trash, vacuuming, returning items left to students, and wiping down the water cooler.

❖ **COMMON ROOMS:** All common room tables need to be wiped down, furniture put back in place, garbage and recycling placed in appropriate cans, chairs pushed in, and any student items placed on the table. Students will need to take the trash and recycling from the common room to the large trash and recycling containers behind the dorm every night or as needed.

❖ **KITCHEN:** Students are expected to clean up after themselves whenever they use the kitchen or risk losing kitchen privileges, but two students are assigned each week to do general cleaning of the counters, sinks, and microwaves. A task list is posted in the kitchen so you won't have any doubts about what to do.

❖ **LAUNDRY ROOM:** Students will be assigned to tidy the laundry room each night which includes sweeping the floor, gathering any forgotten clothing onto the table, emptying the lint traps of the dryers, and wiping down the machines.

❖ **DISH DUTY:** All students will be in a weekly rotation to help with brunch and dinner dishes as well as wipe down the tables in the dining hall.



## **6. IMPORTANT MEANS OF COMMUNICATION**

### **6.1 EMAIL & ALMA**

You **MUST** check your email at least twice every day as it is an essential means of communication between NCA staff and students. You may be notified of a meeting or event you must attend, an appointment coming up, or a change in the day's schedule.

ALMA is the school's online *Student Information System (SIS)* where you and your parents can check on your NCA class assignment grades and quarter grades as well as your class schedule, attendance record, comments from teachers and many other functions. During study hall, it is the RAs' duty to help students stay on top of their studies. They will sometimes ask you to share your ALMA class assignment list in order to help you with any late or missing assignments.

### **6.2 DORM NOTICE BOARD**

The dorm notice board is the white board at the entrance of the common room. It is meant for important information and messages from the RAs which could include trip and activity sign-ups, important events, a change in the schedule (snow days!), maintenance reports, dorm duties, and other messages. You need to check this notice board regularly as you enter and exit the dorm.

## **7. DIGITAL BEHAVIOR**

All students are able to connect their electronic devices wirelessly to the school's secure "STUDENT" network using a password. All students have free access to the Internet. There is a wireless network throughout the school. It is also possible to connect to the network with a cable in the basement study room for faster speed.

All students are expected to behave responsibly and refrain from engaging in any form of streaming and downloading and distribution of patented material such as music, movies, programs, and games. Nor must your computer be used to spread viruses, spam, or for hacking. A firewall is in place that will block various types of websites deemed inappropriate for student use.

If it transpires that a student's computer has been used in an illegal manner, the matter will be reported to the administration by the school's technology or internet provider. The student involved will be liable for any economic consequences arising from the misuse of the computer.

If the rules on the use of computers are violated, the student's computer will be disconnected from the Internet for a period. All traffic on the Internet is tracked.

At NCA, students frequently use social media (Snapchat, WeChat, WhatsApp, Facebook, and Instagram). Social media challenges the boundary for when the private becomes public. New technological possibilities lead to new ways of socializing. Although the potential of social media is great, so is the risk of losing control with the tone of communication, pictures, videos and everything else you may want to share.

Being subject to bullying via social media and/or having offensive or inappropriate pictures or videos posted against one's will, may have significant psychological or social consequences and may affect the well-being and learning of the person. Every action on the internet has consequences – for you and for others – since the traces remain. The internet never forgets. Sharing of some inappropriate content on social media could result in legal consequences.

At NCA, we are all committed to our shared responsibility of appropriate internet/social media use. The following guidelines apply:

- Everyone has the right to privacy.
- When using the internet, you are expected to use it with respect for other people, their differences, norms and points of view. There must be respect for the individual student, mutual respect between students, and respect between students and staff.
- Under no circumstances is it allowed to harass/bully another individual or group, neither on nor off the internet.
- It is **not** permitted to share a picture or a video without consent. The person(s) appearing on a picture or video always has the right to say no.
- Receiving a picture or a video does not imply that consent has been given to share it with others. Ask first.

Unacceptable behavior on the internet will be sanctioned and may, in severe cases, result in expulsion from NCA. Unlawful activities will be reported to law enforcement.

## **8. CONTACT AND COOPERATION WITH PARENTS**

We emphasize the importance of good communication between NCA and the parents/guardians of our students. Parents are always welcome to contact the Director of School, Dean of Students, Academic Dean, business manager, faculty and staff as needed.

NCA relies on our parents to familiarize themselves with the Student Information System, ALMA, and check on their child's grades frequently during the year and reach out if they have any questions or concerns. The student's advisor will also be in close communication with his/her advisee's parents/guardians as needed to discuss academic and social/emotional weaknesses and successes.

## **9. ACTIVITIES, GET-TOGETHERS AND SPECIAL EVENTS**

During the year, there are a number of traditional events for NCA students and staff: Boating on the Flambeau River, Spirit Week, bonfires, Halloween dance, Winter Holiday celebrations, Chinese New Year luncheon, Valentine's Day dance, Pi Day events, Prom, band & choir concerts, field day, Talent Shows, Poetry Month, graduation and honors convocation, and our end-of-the-year party. These gatherings represent traditions and are important for good fellowship at NCA so you are expected to take part in them and dress appropriately. All students are expected to have one set of dress clothes to wear to special events.

### **9.1 LEISURE TIME ACTIVITIES**

In your leisure time after school and on weekends, the students have access to the following on campus:

- The school's extra-curricular activities (ECAs) after normal school hours in drama, sport, music, cooking, photography, culture, science, publishing, choir and many more are also good ways of spending leisure time
- The sports and fitness room based on supervision and facility availability.
- NCA's music practice rooms to practice piano and other instruments.
- Students who have chosen visual arts can use the school's art room if supervision is available.
- NCA has a PS4 as well as several board games, ping pong tables, a Foosball table, and a billiard table found in the common rooms.
- NCA offers a wide variety of off-campus activities every weekend for which students may sign up to participate. Occasionally, there are mandatory all-student activities on the weekends.

## **10. QUIET TIME**

### **10.1 GENERAL CONSIDERATION**

When listening to music or watching television or movies/videos, you must not disturb those living next to, above, and under you. Music can be played during & after study hall but students must use headphones so others are not disturbed. All technology must be turned off before 11:00p.m. on a school night and 11:30pm. on other nights. Instruments can be played in the dorm rooms before study hall but it is polite to ask your roommate and floor mates in case someone is already studying or is not feeling well. There is a music practice room in the

basement that can be used for practice. Please check with an RA if you are going to use the practice room during study hall. Please show consideration for your fellow boarders and you will be treated equally as well.

## **10.2 HOMEWORK AND QUIET TIME**

Between 7:30 pm. and 9:00pm., when students are studying in their rooms at their desks or on their bed, there must be absolute quiet in the dorm. Students can ask to do their laundry during this time but must return promptly to their rooms after putting it in the machine. During exam periods there must be quiet throughout the entire day.

Homework is most effective if you study alone in your room or in a small group at the common room table if given permission and working on the same assignment.

Structured study hall exists for those students who have earned a C- or lower in a class and would benefit from a more structured study environment as provided in the academic building's lecture hall with an RA to supervise. Once the grade(s) has improved to a C or above, the student is no longer on the structured study hall list.

## **11. ALCOHOL/DRUG & WEAPONS POLICY**

### **11.1 NCA POSITION ON ALCOHOL, DRUGS AND OTHER INTOXICANTS:**

North Cedar Academy prohibits the use of alcohol and other controlled substances on and off campus for all students. This use has an adverse effect on the ability of all students of the school community to achieve personal and school goals. The use of alcohol and other controlled substances is a major problem affecting young people. Often, it leads to chemical dependency, an illness requiring intervention and treatment. In order to ensure for all students the highest standards for learning, the school district will assist students in abstaining from the use of alcohol and other controlled substances and intervene early when use is detected. The School District adopts the position that students must be chemically free to learn and develop in the most productive and healthy manner.

The school prohibits the unlawful manufacture, distribution, dispensing, possession, use, sale, purchase, transfer, consumption, or being under the influence of a controlled substance (alcohol, tobacco, e-cigarettes, illegal drugs) or possession of drug paraphernalia at any time while on school property, at any school-sponsored activities, and during time spent traveling to and from school and to and from school-sponsored activities. NCA also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale or attempted sale of prescription drugs.

Violation of this policy will constitute grounds for disciplinary action including suspension or expulsion from school, or referral to the authorities for prosecution. The legal drinking age in

Wisconsin is 21. Although the legal smoking age in Wisconsin is 21, NCA prohibits all boarding students, regardless of age, from smoking while under the school's care.

If a student is suspected of possessing a banned substance or item, an unannounced room search by the Director of Resident Life and a second staff member will be conducted immediately. The use of the Sheriff's Department canine drug sniffing unit may be called upon to assist in these searches as well. Any banned items found will be confiscated and a disciplinary committee meeting will be scheduled.

We want to maintain a safe and responsible environment for those living at NCA, and therefore we expect you to have a sensible and responsible attitude towards alcohol and other illegal substances. We will in no way tolerate substance abuse as part of the culture and life at NCA, nor of life outside NCA.

## **11.2 WEAPON OR WEAPON-LIKE OBJECTS**

It is not permitted to use, store or be in possession of weapons or weapon-like objects on the premises of NCA. For security reasons, the use, storage and possession of pepper spray are also forbidden on the premises of NCA.

## **12. GUESTS & TRAVEL**

### **12.1 DORM GUESTS**

In order to uphold the well-being and welfare of NCA students, it is important for us to know that everybody is safe. Therefore, you need to inform the Director of Resident Life if you intend to have a guest stay in the dorm for the day or overnight by completing a ***North Cedar Academy Guest Application***. The host student must remain with his/her/their guest at all times and the guest must sign in and out in the student dorm logbook.

A day guest can arrive no earlier than 4:30pm. on Fridays and 10:00a.m. on Saturday and Sundays. Guests must leave 30 minutes prior to lights out on Friday and Saturday evenings and by Study Hall on Sundays. Overnight guests are restricted to NCA day students only. Dorm guests during COVID may not be allowed.

### **12.2 WEEKEND TRAVEL**

If you plan to be away from the dorm for a day or night during the weekend with family or friends, you must complete a ***Student Travel Form*** and submit it to the Director of Resident Life at least 5 days in advance. Your parent or guardian must also send an email confirming your travel and give permission for you to travel in a private vehicle and stay with your

weekend host. As well, your host will be contacted to confirm your visit. If your plans change, you must notify the Director of Resident Life or the RA on duty.

You must return to NCA on Sunday evening no later than 8:00p.m. If you cannot be back by this time, it is important that you call the RAs on duty to let them know that you will be late.

### **12.3 HOLIDAY TRAVEL**

**Winter Break:** The NCA dorm is closed during winter break. Students in the UW program will follow the UW winter break schedule and will have a 6 week break. UW students are required to remain off campus for the entire 6 weeks.

**Spring Break:** The dorms will close for spring break for one week.

***Student Travel Forms* must be completed by every student and submitted to the Dean of Students at least 3 weeks prior to the break in order to coordinate airport transportation and confirm travel plans with hosts and parents/guardians.**

**There is no charge to pick students up in August or to drop them off in May at the airport if they arrive and depart on the listed travel date. There is a charge for travel on other dates as well as for winter and spring break travel to and from the airport or AirBnBs.**

## **13. HEALTH / MEDICAL**

### **13.1 ABSENCE FROM SCHOOL IN THE CASE OF ILLNESS or INJURY**

If you wake up ill, you, or someone from your floor, must inform the RA that you are ill and will not be attending classes. The RA will come to check in and assess your level of illness. If you are able, the RA will escort you to the academic building where you can lie down in one of the sick rooms and be seen by the school nurse. If you are not able to get out of bed but are not severely ill, you will be able to stay in your room for the day and someone will check on you and provide over-the-counter medication as needed. If the RA, in conjunction with the school administration and/or school nurse, deems your illness to be severe, you will be taken to the local hospital emergency room or Urgent Care center.

If you have suffered a serious injury, you will be taken to the hospital's emergency department immediately. Your parents/guardians will be notified as soon as possible and will be updated throughout the visit.

The dorm parents will keep a close eye on you during your recovery. The school secretary will enter your absence as "absent excused" in the Student Information System (SIS). When ill, we expect you to stay in your room, follow the doctor's orders, and take good care of yourself to reduce the risk of spreading the illness to the rest of the school community.

### **13.2 PRE-EXISTING CONDITIONS**

We expect to be informed by you and your parents if you have a physical illness and/or a mental health issue when enrolled at NCA. It is in your own interest so that the school is able to monitor your treatment and/or administer any required medication.

If it is a disease or condition that affects your ability to attend classes or requires specialized daily care by a health professional and it was not disclosed when enrolling, you may be asked to withdraw so you may receive the proper care required.

If you have a food allergy or intolerance, it is important that you have a medical certificate so our kitchen staff can provide you with the proper meals and school staff can provide a safe environment and aid if needed. The kitchen, so far as possible, will try to meet your specific needs.

### **13.3 MEDICAL/DENTAL APPOINTMENTS**

The NCA Health Office will make any needed medical appointments for a student needing care. This includes eye exams, dental appointments, counseling or therapy, and any appointments needed for health issues or concerns. The student's parent or guardian will be informed by the school nurse of the needed appointment first. NCA will transport and accompany students to local medical and dental visits if required. If a student requires more advanced medical or dental care that is located outside of the Ladysmith area, a transportation fee will be charged to the student's account.

### **13.4 NON-PRESCRIPTION DRUGS (over-the-counter medications)**

NCA has the basic first-aid items at the dorm and academic building such as pain relievers (Tylenol, Ibuprofen), Band-Aids, decongestants, cough drops, antihistamines, stomach acid reducers, ice packs, thermometer etc. that students can ask for if parent permission has been given.

Prescription medications will only be administered to a student with a doctor's prescription (which must be in English) and parent permission.

### **13.5 COVID PRECAUTIONS & PROTOCOLS**

NCA has in place protocols to decrease the likelihood of COVID spreading among our students in the dorms. We ask that students and RAs respect the rules that are in place so students do not become ill and have to miss school due to isolation.

- ALL students are required to have their 2 dose vaccine series completed either before they arrive at NCA or the school nurse will arrange for the vaccines to be administered shortly after arrival. Students are exempt if they can provide a personal or medical waiver.
- All staff and students will wear a surgical or N95 mask when inside and around others for at least one week after returning from breaks. This includes when in vehicles and when off campus. Students must be socially distanced by 10 feet or more when outdoors and around others if they choose to not wear a mask. If a student does develop COVID then the masking period will be extended until all students are COVID free.
- After each break (summer/winter/spring), all students and staff will be tested for COVID on the Monday and Thursday after returning. Licensed medical technicians will perform a PCR test on every student and staff member on these two days and every week following during the school year. Results are expected within 24 hours.
- Students or staff who develop COVID symptoms on days when PCR testing is not available will be tested by the nurse or Dean of Students with an antigen test.
- Any student who tests positive for COVID will be isolated in a ground-floor dorm room for 5 days and then retested. They will be allowed to leave when a negative test result is received. Meals will be brought to the student(s) by staff. The student's symptoms will be monitored and treated as needed.
- Students and Staff are asked to practice social distancing both in the academic building and in the dorm during the first week back. This includes meal times where students should not be sitting directly across from each other but spread out.
- Students can socialize in the common rooms but they must wear their masks during the first week of attendance at NCA or until the campus is COVID free.
- Students are not allowed to have visitors in their rooms until all students have been cleared of COVID after the second PCR test results.
- Staff and students are asked to report any COVID symptoms to the school nurse, RAs, Dean of Students or other adult. Symptoms can include congestion, stomachache, headache, and/or sore throat.



## **14. DORM MEETINGS**

All boarding students are expected to be on time and attend the weekly Friday afternoon dorm meeting in the Lecture Hall where the RAs will review activities offered for the weekend, notify students of any schedule changes, and discuss any dorm issues that need resolving. It usually lasts no more than 20 minutes.

## **15. SENSE OF COMMUNITY**

RESPECT is essential for the life and work at NCA: Respect for your academics as your studies are the prerequisite for living at NCA and respect and mutual tolerance for your fellow boarders and resident assistants that is required for everyone to live beneath the same roof and feel safe, comfortable, and at home. Each student and staff member must feel secure to pursue every opportunity for personal development. These are things we believe in and wish to encourage.

From Monday through Thursday after school, at least two of NCAs' resident life team is on duty. During the night, they are on-call for any reason. Students should feel comfortable to wake an RA if there is an immediate need. On the weekends, RAs are on duty from Friday after school until Monday after breakfast.

The work schedule and contact numbers of the RAs and Director of Resident Life can be found on the dorm whiteboard.

The RAs on duty supervise the students when it comes to house rules, meals, and absence from school. Moreover, the RAs help with homework, personal issues, and other practical and social issues. Together with the students, they plan activities at the school during the week and weekends and in connection with the traditions of NCA.

You can address the RAs on small and larger issues: homework, practical matters, and personal problems.

## **16. MEALS**

- Meals are to be eaten in the dining hall unless a student(s) has to miss a meal for an approved activity in which case a plate will be made, covered, and brought back to the dorm.
- Absolutely no dishes should be removed from the cafeteria at any time for any reason. Students should purchase their own bowls and plates and utensils to keep in their room for their own personal use in the dorm.
- Students are to be on time for their meals out of respect for the kitchen team and the RAs. Any student arriving after 8am for breakfast will be marked late. Three lates in a month will earn the student a technology restriction for three nights as it is assumed that the student is not getting enough sleep and staying up too late on their devices.

- Students may order food from local restaurants for delivery or go off campus for dinner during the weekends but the school chef would appreciate knowing in advance so as to adjust the amount of food cooked.

#### **Monday to Friday:**

**Breakfast: 8:00 – 8:30a.m. (UW 7:30am)**

**Lunch: 12:48 (M/W/F)**

**Lunch: 12:07 (T/Th)**

**Dinner: 5:30p.m (M/T/W/TH)**

#### **Weekends**

**Brunch: 11:00a.m.**

**Dinner: 5:00p.m.**

Every Monday, the weekly menu plan is posted on the notice board in the dining room.

### **17. DINING HALL EXPECTATIONS**

Meals at NCA provide an opportunity for our school community to come together and learn more about each other.

- No phones or other technology are allowed at the tables - all phones should be stored in the pockets on the wall.
- We have an expectation that you speak English with each other as it is the common language and meal times are a time to join together in a relaxed setting where students feel welcomed regardless of their language. However, we do understand that there are times when speaking your native language provides a sense of comfort and ease. Students may speak their native language if there are no students who do not speak that language in the group but this is not to be a daily occurrence as we encourage others to sit with those outside of their cultural group.
- When you are in the dining hall, you should be dressed appropriately – no pajamas or slippers.
- Students should always sit on the benches, as it is not permitted to sit on the tables.
- When you are finished eating, you should take your tray to the kitchen window and dispose of any food waste before placing your cutlery in the bin and your dishes on the counter and tray on the cart. If you accidentally drop utensils in the garbage, please take them out or ask a staff member to help.
- If you are sitting and doing homework in the dining room, it is important that you take your computer, books etc. with you when you are done. Do not leave them on the table overnight.
- NCA offers a buffet style for meals. You are allowed to go up as many times as you like so please do not overload your plate as the food may end up in the garbage.