

Menaul School

Residential Life Handbook



MENAU
SCHOOL

World smart.

Updated July 14, 2021

Menaul Residential Students & Their Families,

Welcome to Menaul School!

Menaul School has a long and rich history of welcoming students from all over the world and continues that 100-year tradition today. As a residential student, you join hundreds of others who have traveled to Albuquerque to make Menaul School their home. ***Congratulations!***

Your family is demonstrating great trust in Menaul School by partnering with us to “prepare you to succeed in mind, body and spirit”. This is a commitment that we take very seriously. We want to do well by you.

Likewise, the honor of calling yourself a Menaul School student comes with numerous important responsibilities which are explained in the remainder of this handbook and in our Student/Parent Handbook. Please read these words carefully and thoughtfully as we prepare to embark on this journey together.

Parents and family members, this handbook details our expectations for both you and your student. After reading those expectations, feel free to contact us with any questions that you might have.

We are honored and humbled that you have entrusted your child to our community. Please know that we will do our very best to take good care of them.

Blessings –

Troy Williamson
Director of Upper School

Residential Life Staff



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Community Expectations

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

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

We ask that each residential student at Menaul School AND his or her parent or guardian agree to read, understand, follow, and support the rules and expectations of the school as outlined in both the Student/Parent Handbook AND this Residential Handbook. Both handbooks have agreement forms stating that student and parents/guardians have read, understood, and agree to follow and support the contents. Students and parents/guardians are asked to sign both of these agreements as part of each year's registration process.

Core Values

The Menaul School community believes in educating for life and to that end holds these core values at the heart of all of our activities:

- **DIVERSITY**
Believing in the central importance of diversity – racial, ethnic, economic, intellectual, cultural, and personal – we provide an educational experience which opens understanding of our global community.
- **RESPECT**
Inspired by God's grace, love, and compassion, we honor each other as diverse, unique, and worthy individuals.
- **INTELLECTUAL CURIOSITY**
Promoting critical thinking, we foster life-long learning through the development of intellectual curiosity, free and open inquiry, and teamwork for living in an ever-changing world.
- **RESPONSIBLE LEADERSHIP**
Cultivating a sense of call to responsible citizenship based on community service, environmental stewardship, non-violence, and peacemaking, our students can transform the world.
- **SPIRITUAL GROWTH**
Nurturing moral development in a community grounded in the Christian tradition, we encourage exploration, understanding, and respect of other traditions

Parent-Student-School Communication

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

Students can receive letters/packages while living on campus. If you wish to send something to your child, please address it according to the following format:

Students Name
c/o Menaul School
301 Menaul Blvd. NE
Albuquerque, NM 87107 USA

Illness: If your child needs to be taken to the doctor, the Residential Life Coordinator will contact you to explain the reason and the course of action that needs to be taken. **Please see page 14 for details regarding Medical Insurance.**

Jurisdiction

Enrollment in Menaul School represents a commitment by students to uphold and comply with the school's standards of student conduct throughout their Menaul School career. We expect students to honor that commitment at all times, in and out of school, and for parents to hold their children accountable. While Menaul School personnel will normally not assert disciplinary jurisdiction over student behavior outside of the academic year (i.e., summer) when students are in the care of their parents, students must recognize that they represent Menaul School at all times, including weekends and vacations. Consequently, the school retains the prerogative, as a condition of enrollment, to respond at any time to student conduct that brings discredit to the school or threatens the health or safety of other students. This is particularly relevant in terms of the school's substance abuse policy.

Compliance with Applicable Laws

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

Adjusting to Boarding Life: What Parents and Students Should Anticipate

Adjusting to boarding life normally takes a period of three to six weeks to acclimate being away from home, time zone changes, and living in close quarters with other teenagers. For many the loss of the comforts of home and dealing with new rules and regulations are major challenges.



Students are encouraged to confide in their dorm parents, teachers, or administration when they are feeling upset or ill as well as when they need advice. There may be a tendency for students to want to call home whenever there is a problem or situation. While the parent should listen, the parent should direct the student to speak to one of their dorm parents regarding their concerns. Parents are encouraged to honor the new time zone changes and **not** call their child during the hours between 10:00 p.m. Mountain Standard Time – 6:30 a.m. Mountain Standard Time.

Daily Routine: Upper School
Weekdays

Time	Activity
7:45 – 8:00 a.m.	Wake – up (shower, prepare for class)
8:25 a.m.	Leave Dorm for the day
8:30 – 8:55 a.m.	Breakfast
8:55 a.m.	School day begins
4:20 p.m.	School day ends
4:30 – 5:15 p.m.	Student activity or sport
5:30 p.m.	Dinner
6:00 – 8:00 p.m.	Study Hall (Monday-Thursday)
8:00 – 9:30 p.m.	Dorm Activity/Personal Time
9:00pm	Sundays/Curfew/Must be in Dorm
9:30 p.m.	Clean room/Dorm Chores/prepare for bed
11:00 p.m.	In Own Room (Sunday – Thursday)

During school hours the students are not permitted to return to their dorm rooms. They are required to lock their doors and take everything they will need for the day with them, including clothes for P.E. and/or Sports.

Weekends

Time	Activity
8:00am-12:00pm	Continental Breakfast (not mandatory to attend)
12:00 p.m.-12:30pm	Lunch
12:30 p.m.-5:30 p.m.	Free time/Group Activities/Shopping
5:30 p.m.	Dinner
6:00 – 11:00 p.m.	Personal Time/Group Activity (Friday/Saturday)
11:00pm	Curfew/Must be in Dorm
11:30 p.m.	Prepare for bed (Fri/Sat)
12:00 midnight	In Own Room (Friday & Saturday)

Cell Phones

Cell phones are not allowed during the school day. *If a student is caught with their cell phone during school hours, it will be confiscated, and the School Handbook rules will apply.* Cell phones used during study hall, meals, classes, or after lights out may be confiscated. Cell phones may be used during free time. Cell phones may not be used as a translator during school hours. Refer to the Parent/Student Handbook.

Study Hall

Study Hall is held for 2 hours Monday through Thursday, with the exception of holidays. In addition to the specific requirements listed below, students must follow all expectations of Evening Study Hall. The first quarter all new students are required to attend Study Hall in the Media Center. If they receive a 3.25 or higher on their report card, they will be allowed to study in their room or respective dorm. Grades will be evaluated after each quarter (each nine (9) weeks) and Study Hall privileges may be revoked or retained. Students are permitted to start Study Hall earlier if they chose to.

If a student has a GPA below a 3.25 study hall in media center is mandatory from

6:00 p.m. – 8:00 p.m.

- Students should be in their appropriate place of study and ready to work by the time Evening Study Hall begins.
- Students should check out with the residential faculty member on duty before they leave to study anywhere except their own dorm room.
- During Study Hall, students must maintain quiet hours in the dorm to allow everyone the best study environment possible.
- Students with academic difficulty and new students will be required to attend supervised study in the Media Center.
- Late study hours will be granted at the discretion of the residential faculty. This is a privilege, not a right, for a student who has utilized regular study time effectively and needs extra time.
- All residential students, including seniors, are expected to be in their dorm or a supervised study area during Evening Study Hall.

- Students may not watch movies/TV shows or play games or activate social networks on computers during study hall hours, unless homework is completed, and it is approved by the Dorm Parent on duty.

Afternoon/Extracurricular Activities

Students who are planning on attending a College or University are highly encouraged to participate in activities other than studying. Colleges/Universities require not only good grades but also want to see that the student is well rounded, offering the future school more than just excellence in academics.

Involvement in your school activities and community help you grow and make you an attractive candidate for admission into Colleges/Universities.

Sports and Activity options: Football, Volleyball, Basketball, Track and Field, Math Club, Band, Jazz Band, Drama, Choir, and many other club offerings.

Community Involvement

According to Wikipedia, “community service is performed by someone or a group of people for the benefit of the public or its institutions”. (http://en.wikipedia.org/wiki/Community_service)

At Menaul School, community service is an integral part of our Presbyterian Reformed tradition. As the Head of our Religion Department says, “The Presbyterian tradition emphasizes mission, taking faith and knowledge into the world to transform the world.”

True to our Presbyterian heritage, Menaul students are encouraged to be part of the broader Albuquerque community by serving a minimum number of community service hours as follows:

- Freshman (9th Grade): required 10 hours by the end of the school year.
- Sophomores (10th Grade): required 15 hours by the end of the school year.
- Juniors (11th Grade): required 20 hours by the end of the school year.
- Seniors (12th Grade): required 25 hours by the end of the school year.



General Behavior Guidelines – Students & Guests

During the school day residence halls are closed and students may only return with special permission from the Residential Life Coordinator.

In General:

- Be respectful of each other’s cultures, space, and property. Always ask permission before using someone else’s things.
- English is the common language used on campus and in the classroom.

- Bedtimes are Sunday – Thursday at 10:30 p.m. Friday and Saturday at 12:00 midnight. This means you are ready for bed and not taking a shower, doing laundry, or on your computer or phone.

- Showing up for mealtime is a requirement not an option. However, you may sign out from dinner on Friday and Saturday nights.
- If you are sick and not feeling well, you must **personally** notify the dorm parent on duty. If determined, you are too ill to attend school you will need to surrender your electronics to the dorm parent on duty for the school day.
- Phones, iPods, computers, and any other electronic devices are not allowed during Dinner.
- Girls are not allowed in a boy's room and boys are not allowed in a girl's room. You are welcome to visit with each other in the lobby at Barber Hall (girls dorm).
- If you are leaving campus for any reason, you must first check with your dorm parent on duty, then sign out on the sign out sheets.
- Please do not play your music loud. If the walls are vibrating, then the music is too loud. Please be considerate of others who may be studying.
- **All food MUST be kept in sealed plastic containers. If the Dorm Parent or Residential Life Coordinator finds any food NOT in a sealed plastic container, you will lose the privilege to have food in your room.**
- **If food is left out or open during the day, you will lose your privilege to eat in your rooms.**
- **Take-Out Food may NOT be ordered during the academic day.**
- **No cooking in Girls Dorm or HPC past 9:00pm.**
- **Laundry Room closes at 9:00pm.**
- Please keep your window curtains closed at night.

Dorm parents and/or the Residential Life Coordinator will perform room and dorm inspections at **RANDOM TIMES**. Students' rooms are to remain clean and in good order. A student can be placed on room restriction and electronics confiscated for 24 hours for having an unclean room. Students will be required to clean their rooms before leaving school for breaks. Each day before class or a field/activity trip, students are encouraged to maintain their room in the following condition:

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

The only visitors permitted to spend the night in the residential halls are day students and admission candidates who must first have permission from the Residential Life Coordinator and the appropriate dorm parent. Parents and friends must provide their own accommodations. No person or persons from outside

the Menaul School community may visit resident rooms unless specifically authorized by the dorm parent. Faculty/staff and advisors may visit residential halls until 10:00 pm.

Students with off campus guests should obtain a pass from the Dorm Parent in advance of their visit. If guests arrive unexpectedly, the Dorm Parent cannot approve the visit. Immediately upon arrival at Menaul School, all guests of students must be introduced to residential faculty. Guests may visit until 6:00 p.m. on Sunday – Thursday and until 9:45 p.m. on Friday and Saturday. **The student must stay with his/her guest at all times and assumes responsibility for the actions of his/her guest as long as he/she remains on campus.** Guests must stay in public areas unless given permission by the dorm parent to visit a student’s room. Visitors must obey all school rules while on campus. No student may have a guest on campus on weekdays before the end of the academic day or their last commitment without special permission from the Residential Life Coordinator.

Discipline Process

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

For a full discussion of the Discipline Process at Menaul School, please see Section 7 of the Student/Parent Handbook.

Residential rule infractions include, but are not limited to:

- Missed Meals and/or Study Hall/Tardy to Meals and/or Study Hall (more than 5 minutes late)
- Failed Room Inspections
- Boy caught in girl’s room or girl caught in boy’s room
- Failure to notify the dorm parent on duty before leaving campus
- Staying up past “lights out” time (more than 5 minutes past “lights out”) and being outside of your dorm without permission:
- Being caught with drugs, alcohol, or tobacco in your room or on your person

Note: Menaul is a drug, alcohol, and tobacco free campus. Drugs, alcohol, and tobacco may not be used, kept, or stored on campus anywhere at any time.



The following serves as a general “progression” of consequences with more serious infractions (e.g. drugs, boys in girl’s room, etc.) starting farther along the progression than less serious infractions.

Menaul School Dormitory Discipline Guidelines

Offense Type	1st Offense	2nd Offense	3rd Offense
E-Cig/Tobacco products	Dean Referral, sign a Behavioral Contract and email sent to parents	Dean Referral, three days of In-School-Suspension, and email sent to parents	Sent to Discipline Committee (DC) which may result in “expulsion”
Violation of Appropriate Relationships Policy or Public Display of Affection	Verbal Warning	Room restricted; electronics removed for 48 hours	Dean Referral, sign a Behavioral Contract and email sent to parents
Offensive Language	Verbal warning	Room restricted	Dean Referral, sign a Behavioral Contract and email sent to parents
Intimidation/Bullying/Harassment/Racism	Dean Referral, sign a Behavioral Contract and email sent to parents	Sent to Discipline Committee (DC) which may result in “suspension” or “expulsion”	N/A
Stealing	Sent to Discipline Committee (DC) which may result in “suspension” or “expulsion”	N/A	N/A
Ignoring Staff Directives	Room restricted; electronics removed for 48 hours	Dean Referral, sign a Behavioral Contract and email sent to parents	Sent to Discipline Committee (DC) which may result in “suspension” or “expulsion”
Disrespect	Room restricted; electronics removed for 48 hours	Dean Referral, sign a Behavioral Contract and email sent to parents	Sent to Discipline Committee (DC) which may result in “suspension” or “expulsion”
More than 5 min. late to Breakfast/Dinner/Study hall	Electronics Confiscated for 24hrs.	Electronics Confiscated for 24 hrs. and dormed the following Saturday.	Electronics Confiscated for 24 hrs. and dormed the following Saturday and Sunday.

****Please note****

All students occupying a room where a violation takes place face the same consequence as the offender.

Pre-Workout Powder and Energy Drinks

Pre-Workout Powder and Energy Drinks are **NOT ALLOWED** at Menaul School. This is considered a drug and may not be used, kept, or stored on campus anywhere at any time.

Illness/Injuries Requiring Medical Attention:

Menaul School purchases International Travel Medical Insurance for every international student enrolled at Menaul School.

Each student will be given a plan summary during a verbal presentation at the beginning of the school year. In addition, the parents/guardians of each student will receive a copy of the plan summary.

The International Medical Group provides the following benefits:

Plan Highlights

- 1) Individual deductible is \$100 (e.g. – if a visit to the doctor costs \$120, the student pays \$100, and the insurance plan pays \$20.)
- 2) “In-network” the plan pays 90% of eligible expenses up to \$5,000 and then 100% up to the plan’s maximum limit of \$50,000.
- 3) “Out of Network” the plan pays 80% of eligible expenses up to \$5,000 and the 100% up to the plan’s maximum limit of \$50,000.
- 4) Presbyterian Hospital and University of New Mexico Hospitals (UNMH) are considered “in-network”.



Every time the student needs medical care, they need to present their insurance card to the provider. These cards are given to the Residential Life Coordinator to keep in students file at the beginning of the year. **Students need to take their insurance cards with them every time they seek medical care.**

International students and their families are responsible for ALL medical costs not covered by the health insurance provided by Menaul School.

Prefects

Each year, several Juniors and Seniors who are residents of Menaul School are selected to serve as school prefects. This distinction is reserved for boarding students who, by their sophomore year, have exhibited exemplary leadership, a clean discipline record, and true interest in improving Menaul School through direct action. During their term of service, a prefect will be expected to perform his and her duties with professionalism, candor, and a willingness to put others before themselves.

The primary duties of a prefect are to mentor new students and model student compliance with school regulations. Prefects are student leaders who serve as role models of the school's core values. They work with students, faculty, and staff to make Menaul School a place where all feel safe, respected, and welcome.

Menaul School Packing Checklist:

For some of you, this is your first experience living away from home. Therefore, we encourage students to make the dorm rooms as similar to their rooms at home as possible. Favorite posters, photos of family and friends, and a favorite pillow or blanket are a few of the comforts of home students may want at Menaul.

Student dormitory rooms have some basic items that every student needs for safety, comfort, and the ability to function within a residential community.

Living in a dormitory community with other teenagers will help you develop important life skills as well as independence.

Below you will find an outline of what items your room will have, items you will need to bring, items you may want to bring, and most importantly, items you should not bring.

Dormitory Furnishings

The school provides internet access and the basic furnishings for residential living.

- Window blinds and/or curtains
- Air Conditioners
- Standard size twin bed and mattress
- Desk
- Chair
- Dresser
- Closet space

What to Bring

Bedding

- Twin sheets
- Blanket
- Pillows
- Bedspread/Comforter
- Sleeping Bag

Toiletries

- Towels/Washcloths
- Shower Caddy
- Shower sandals/flip flops
- Personal toiletries (shampoo, body soap, toothbrush, toothpaste, deodorant, razors, hairbrush, nail clippers, etc.)

Clothes

- Uniforms
- Winter jacket/Gloves/Scarf/Winter hat
- Raincoat/Umbrella
- Sweatshirts
- Athletic Wear
- T-Shirts
- Shorts (no shorter than a credit card length above the knee)
- Pants/Jeans
- Fancy Clothes (Males: coat and tie Females: Dresses)
- Belts/Nice Shoes
- Swimsuit
- Socks/Underwear
- Sneakers/Tennis shoes

Storage/Laundry

- Clothes hangers
- Clear, under-the-bed storage bins
- Sealable Containers for Snacks
- Laundry Bag/Hamper
- Laundry Detergent/Dryer Sheets
- Laundry Marking Pen (please put your name on all of your belongings)

Desk/Technology/School Supplies

- Alarm Clock
- Desk Lamp
- Cell Phone
- Camera
- iPod/iPad
- Headphones
- USB/Flash Drive
- School supplies (pens, binders, notebooks, highlighters, stapler, etc.)
- Stamps/ envelopes/address book
- Calendar/assignment book/planner
- Backpack/tote bag
- 3-prong power strip and surge protector
- Flashlight

Food/Food items

- Snacks (with sealable containers to store)
- Drinks (water/sports drinks/ soda)
- Reusable mug/cup
- Water bottle

Items you don't need, but many students like to have

- Decorations (decorations must be hung so as not to damage walls or paint or create fire hazards)

- Pictures from home
- Books for pleasure reading
- Board games and a deck of cards
- Sunscreen and sunglasses
- Sports equipment
- Musical Instrument

Things to Leave At Home

- Candles/incense
- Lighters and matches
- Hot plates, including George Foreman Grills
- Immersion coils
- Space heaters
- Toasters/toaster ovens
- Irons
- Microwave
- Small Refrigerator (Seniors only)
- Television
- Gaming systems and DVD players
- Power tools
- Firearms or paint guns (including bb guns, air guns, hunting rifles, ammunition, bows, arrows, or knives)
- Computer screen bigger than 22”
- Fireworks or explosives
- Mercury thermometers
- Stringed or Christmas lights
- Pets of any kind
- Alcohol, tobacco, e-cigs, illegal drugs, energy drinks, pre-workout supplements

Electronics

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

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

school. **Menaul School is NOT RESPONSIBLE FOR LOSS OR DAMAGE TO ELECTRONICS BROUGHT TO SCHOOL.**

Roommates, Furniture, Room Security and Privacy

Part of boarding school life is learning how to live with someone else. Sharing a room is a new and challenging experience for many students. This takes commitment and understanding from both parties. Each student is assigned a roommate and a room by the residential life staff. Prefects and seniors MAY have their own room, if available. Any other exceptions need approval from the Residential Life Coordinator. The residential hall is the “school home” for students. Respect for privacy of others is a cornerstone of boarding school life. Students cannot go in a room assigned to another student unless that student is present or has given permission. If a student is found in violation, the situation will be treated as trespassing.

Upon arrival, students will go through their assigned room with the appropriate Dorm Parent, assess the condition of the room and note any existing damage on the complete the “Check In/Check Out” form. Students may not move the furniture in their rooms without permission of the Dorm Parent. Due to fire and safety standards, windows and doors in the rooms must not be blocked. **Students will be charged for any damage to the furniture in their rooms or damage to the room itself (e.g. carpet, doors, walls, etc.) that they are responsible for.** The amount of the charge will be determined by the Residential Life Coordinator in consultation with the Facilities Manager and the Business Office.

Lock your room door each time you leave your room. It is extremely important for you to lock your door every time you leave your room, to create a boundary for others. If you choose not to lock your door, Menaul School is not responsible for replacing any items that were taken from your room. A **\$20.00 deposit** is required when you receive a key for your room. When you turn the room key in at the end of the year, you will receive the **\$20.00**. Screens must not be tampered with or removed; resident will be charged **\$25.00** for the replacement or repair of the screen. Windows are not to be used for entering or exiting residential halls. **No pets** of any kind are allowed in student rooms.

Students are encouraged not to lend, borrow, or trade personal items and/or money. Borrowing without knowledge of both parties is considered stealing. Menaul School is not responsible for loss of a student’s personal property for any reason. This includes articles that have been lent, traded, stolen, or sold. **DO NOT** keep large sums of cash in your room. Secure your cash with the Residential Life Coordinator, the Business Office or in the bank of your choice.

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

Leaving Campus



New Mexico is a fascinating place and residential students are encouraged to get away from Menaul's campus and explore as much of our city and state as their schedules will allow. **With Dorm Parent's approval**, students, in groups of at least two, may take the city bus or Uber/Lyft to places in Albuquerque if they have no school commitment. Groups should stay together at all times. On Saturday and Sunday students may leave campus anytime of the day, after they have completed their commitments and received permission from the Dorm Parent on duty. Students must sign in and out at the residence

hall and be in contact by phone. Students must be back in the dorm by 9:00p.m. on Sundays, unless approved by the Dorm Parent.

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

Off Campus Weekend Activities

There is always an abundance of fun and exciting opportunities for students to experience on the weekends. Whether it's a shopping excursion to Talin Market World Food Fare or a trip to some of New Mexico's finest Art's and Craft's Festivals, there is always something to do.

For those who love the outdoors, the residence life program offers many unique experiences associated with New Mexico. Students will experience the Sandia Mountains, Santa Fe National Forest, Petroglyph National Monuments, Carlsbad Caverns, White Sands National Monument, Horseback Riding, and white water rafting on the Rio Grande River.

Menaul also encourages students to attend a few cultural events each semester. Choices in Albuquerque include performances at the KIMO Theater and Indian Pueblo Cultural Center. Students might also choose to attend a New Mexico Isotopes Baseball game or New Mexico Lobo's Football game.

Extended Leaves and Transportation Expectations

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

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

Weekend leaves: Students are free to leave campus after 5:00 p.m. at the end of the school week or after any required activities, sports practices, work, and/or dorm commitments. Students must obtain

permission from the Dorm Parent/Residential Life Coordinator on duty. Students must return from weekend leave by 9:00pm on Sunday. Failure to do so will result in consequences.

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

Holiday Transportation: Before and after specific breaks and holidays, the school will transport students to and from the Albuquerque International Sunport. Please check with the Residential Life Coordinator before booking your plane tickets to ensure you have the correct days of leave and return. After you book your plane ticket, please send a copy to the Residential Life Coordinator.

Additional time off for family vacations, etc...: Any additional time off taken during the school year must be approved by the Upper School Director and each student's individual teachers. It is highly discouraged for students to miss additional days of school, especially if the student is in poor academic standing and has had numerous "sick" days.

School Vacations & Dorm Closings

During the school year there are three long vacations: **Thanksgiving, Christmas, and Spring Break. The dorms are closed during these breaks and boarding students must leave the dorms.**

NOTE: Students making plans to leave AFTER the dorms have closed OR to return BEFORE dorms are open, MUST arrange to stay somewhere other than Menaul School. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

All international students must have their travel plans approved by the Residential Life Coordinator at least two weeks before each of these three vacations begin. Options for boarding students during these breaks include:

- Visit his/her family in their home country.
- Stay with a relative/guardian in the U.S.
- Participate in a home stay/Go home with a day student.
- Approved travel with groups of students – see www.studentuniverse.com
- Students are not permitted to stay overnight in hotel or Air B&B accommodations without their parents or other approved adult. Especially students of different sex.

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

NOTE: All privileges (both on campus and off campus) are granted at the discretion of the Dorm Parent and Residential Life Coordinator and are subject to good academic and behavioral standing. Students who abuse these privileges may lose them. Leaving campus without proper permission may result in dismissal.

Students are not allowed to leave early or return late from weekends or vacations unless it is approved by the Upper School Director.

End of Year Check Out

Packing and Storage:

When a student leaves Menaul School he/she is responsible for his/her own belongings: packing, shipping, and/or storing them. If a student desires storage, arrangements can be made, at the student's expense, at a local storage company. All boxes must be sealed and labeled for shipping should the student not return to school. Boxes must be limited to 50 lbs. each. Liquid/aerosol items should not be stored as the storage facility is not temperature controlled. Menaul School assumes no responsibility for lost or damaged personal property while in the storage facilities. **Storage/shipping of personal property must be completed one (1) week prior to your departure.**

Rooms:

At the end of the year the appropriate Dorm Parent and Residential Life Coordinator will go through each room with the student(s) assigned to that room noting normal wear and negligent damages. If there is any notable damage to the student rooms, the students involved, and their parents will be responsible for the total cost of repair. Any damage assessed to the common areas will be charged equally to every student in the residence hall unless the individuals admit their responsibility.

Rooms must be cleaned thoroughly before students will be permitted to leave. This means the room will be returned to the same condition it was in at the beginning of the school year. Seniors will not receive their diplomas until after room check-out. Students leaving belongings and trash in their rooms will be assessed a cleaning fee of \$100.00. This amount will be charged to each student assigned to the room.

NOTE: Boarding students who are expelled/dismissed from Menaul School are responsible for packing & shipping their personal belongings as well as cleaning their room before they leave. The appropriate Dorm Parent will oversee this process prior to the student leaving campus.

Dining Hall Expectations

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

- **Class days – Breakfast is required for all boarding students. Students must be in the dining hall by 8:30a.m.**

- **Uniforms are required on school days**
- **Lunch: Students may not go to the residential halls on class days**
- **Dinner/Weekend Meals: Casual dress unless otherwise stated.**
- **All absences should be cleared through a dorm parent.**
- **No hats, cell phones or iPods are allowed during Lunch or Dinner.**

Casual clothing must be modest and appropriate. This means cleavage, stomachs, behinds, and underwear must not be visible.

International Student Program & Support

International Students' English as a Second Language Program (ESL):

International students are placed in the ESL program according to their level of English proficiency. In some cases, students may not require any ESL support. In order to promote opportunity for language development, students are placed in mainstream courses, even as they are enrolled in the ESL program. The progress of each student is carefully monitored throughout his/her course of study at Menaul School. As with many university ESL programs, ESL support at Menaul School is required until the student reaches a level of English proficiency (verbal and written) enabling them to exit the program.

Current research and experience have proven that second language learners improve faster and with more accuracy when they have specific ESL training in conjunction with mainstream courses. The ESL teacher works with the Academic Office to determine the support needed as the student progresses. After students have exited the ESL program, many other sources of extra help and support continue to be available to them. **Students are strongly encouraged to speak English at all times to further enhance their vocabulary.**

International Student Passports, I-20s, & IDs

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



Periodically throughout the school year, the student may need to use their passport for test taking, large purchases, etc. It is the student's responsibility to return the passport to the Residential Life Coordinator.

Student Banking

If a student needs cash, one of the dorm parents or Residential Life Coordinator will take the student to an ATM machine to withdraw the amount needed OR if the student's account is with the business office, they should go to the business office to withdraw money. **Menaul School is not responsible for the loss of money. Large amounts of money (over \$50) should NOT be kept in student rooms.**

Driving School

If you would like to obtain a New Mexico driving permit/license, there are a few driving schools in the area. To obtain a permit/license takes about 10 weeks so you must sign up no later than February 1st.

Medication Policy

All medications, prescriptions, over-the-counter medications, homeopathic therapies, supplements and/or vitamins must be turned in to their Dorm Parents during the orientation process. Students are not permitted to keep these in their rooms. The Dorm Parents will dispense them when needed.



A student who is prescribed an inhaler for **asthma** should keep the inhaler on his/her person at all times. Menaul's Athletic Director requires a second inhaler if they are participating in a sport.

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

All **prescription medications** must be presented in the original container with the correct instructions on the label, intact and legible. If the dosage instructions change at any time after the label is printed, a new physician's order must be submitted to the Residential Life Coordinator before the change in administration of the medication can be made. The physician may fax the order to the school at (505) 344-2517.

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

We take violations to the Medication Policy seriously and offenders will be referred to the Residential Life Coordinator and Dean of Students.



I/We have read the Menaul School Residential Handbook and understand the policies and expectations as stated.

Parent/Guardian Name _____

Signature _____

Date _____

Student Name _____

Signature _____

Date _____ **Grade** _____ **Advisor** _____

This page must be turned in to the Residential Life Coordinator at the completion of orientation and prior to the start of school.