



# MENNONITE COLLEGIATE INSTITUTE

EST. 1889

*“Our purpose is to educate young people in an Anabaptist Christian context, seeking to develop their God-given potential in terms of physical, intellectual, aesthetic, emotional, social, and spiritual well-being; and to develop in them an appreciation of our Mennonite heritage. Our aim is that our students accept Christ as Lord and that they be disciples who express Christian hope by serving others, promoting peace, and providing Christ-like leadership within the church community and secular world.”*

## **MCI Mission Statement**

## **Dormitory Handbook 2019-20**

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## Introduction

For many years, the MCI dormitory has been a place where students have had the opportunity to live and learn as a community. We hope to offer you as the student an opportunity to develop meaningful relationships with fellow students and staff members. We truly believe, that if you choose to engage fully in the everyday life of community - from contributing to the cleanliness, to creating spaces where people can feel seen and known – your experience in the dorm can be one of the highlights of your teen years!

We're thrilled to have you committed to this community and look forward to growing together this year! We hope and pray that each of you find moments in the year that will contribute to your education, maturation and growth as a disciple of Christ.

### Respect

In the dormitory, one of our core values and the base for our community will be *respect*. To live in a community like this, it is imperative that we learn to respect one another not just despite our diversity, but because of our diversity. All of our structures will be based on the understanding that we trust and respect one another, until that is broken. It is important to MCI that we are a safe environment for all students to feel protected and nurtured emotional psychologically, physically and spiritually.

We want to invite you to learn what it means to respect your peers, and the dormitory staff. At times, due to broken trust or infractions dormitory staff may need to conduct campus searches and reserve the right to do so at any time. It's important to note that this is only necessary when there is a lack of respect or trust.

## Dormitory Staff

At the MCI dormitory, you can expect to have a team of Deans that take on the primary responsibility of guiding dorm life. This team will be led by the Director of Student Life. This team will be responsible for all dorm life, from planning special activities, to leading bible studies, mentoring you as students, and giving general leadership to dorm life. They are excited to journey with you throughout the year on a personal, interpersonal and spiritual level. Throughout the day, teachers may also serve as "deans" at times, whether that be at meal duty or occasionally on weekends. However, the majority of responsibility still lies with the dormitory team.

Deans will be responsible for daily discipline if needed and will be sure to include parents and the student life director when needed. *Please take some time to read the MCI Code of Conduct which outlines a bit more of our philosophy of discipline.*

There are 'dormitory suites' on campus that provide the opportunity for a few of our dormitory staff to live on campus permanently. This allows there to be 24-hr adult supervision on campus. We ask that you as students please respect their area and recognize that this is their home. During school hours the dormitory mezzanine will be off limits so that staff can have some space. Students are asked to not ask them for personal needs unless she/he is on duty, or in the case of emergency.

### Student Leadership in the Dorm

Our dormitory student leaders have offered and been selected to provide leadership in their respective dormitories. You can expect them to be a support for you as students and be a part of planning/providing some fun activities throughout the year.

## Facilities and Guidelines for Their Use

Dormitory rooms are grouped into modules, or *mods*, with four to five double occupancy rooms in the west wing and six double occupancy rooms in the east wing. Each room features two floor level twin size beds, two study desks with book shelves, two closets, a column of open shelving, and a large mirror. A washroom is adjacent to every student room. Each module also has its own mod lounge.

Some specific guidelines for using facilities follow:

### Beds

*Please do not move bed boxes or mattresses. Each student needs to provide a twin-size mattress cover for his or her bed.* These should be quilted covers with elastic edging all around, like fitted sheets. We suggest medium priced covers as these tend to retain their shape better than the cheaper ones do. Mattresses that are stained will cost the resident student \$60 for cleaning and \$350 for replacing.

### Posters and Room Decorations

Room decorations should be posted only on the tack boards unless fun tack is used. Fun tack should not be used on the ceiling. Please take care when removing articles posted with fun tack, since careless removal may result in damage to the paint.

All articles or pictures displayed in the room are expected to conform to Christian standards of decency. Pictures with provocative poses, pictures of drugs or drug paraphernalia, or alcohol or tobacco advertisements and logos, are unacceptable. Any picture or room decoration deemed unacceptable by the staff will be removed and disposed of.

### Pets

In the interest of public health, no pets are allowed at school or in dormitory.

### Cleanliness

We expect students to keep the dormitories, mods, and individual rooms to a certain standard of cleanliness. You are all responsible to keep your own room and washroom clean. If you are sharing a washroom, you are expected to take turns cleaning these facilities and to do so on a regular basis. Similarly, the members of each mod are responsible to keep their mod lounge clean and tidy. Dormitory staff will conduct room checks on a regular basis to ensure that regular cleaning is completed.

Students are expected to remove muddy shoes or boots at the entrance doors.

Students who, at the time of their departure, leave messy rooms or mod lounges will be assessed the following cleaning fees.

<i>Rooms</i>	<i>\$50 per room</i>
<i>Bathrooms</i>	<i>\$40 per room</i>
<i>Mod lounges</i>	<i>\$80 per lounge</i>

### Energy Conservation

The temperature in each mod is controlled by a central thermostat. Please ask dormitory staff for any changes to thermostat settings that may be required. Remember to turn off lights, stereos and appliances when you leave your room or mod. We ask that you conserve water by not running your faucet or shower for extended periods of time. Fans, lights, and alarms should be turned off when leaving for the weekend. There are recycling boxes that are to be used for paper, aluminum, plastic, glass, and cardboard waste products.

## Laundry Facilities

Coin operated laundry facilities and irons are available. Please use washers and dryers only between 3:45 and 7:55 p.m.; and between 9:30 and 10:45 p.m. Also, please use the irons only in the laundry room.

## Appliances and Equipment

For community health and safety there are a number of items that are not permitted in student rooms. Please see the list of permitted and prohibited items.

### **Permitted**

Radio  
Stereo  
Computer  
Hair Dryer  
Hair Curler  
Hair Straightener  
Small Personal Items

### **NOT Permitted**

TVs  
DVD Players  
Toasters  
Microwaves (Mod Lounge only)  
Any appliance with an open element  
Gaming Consoles/Systems

## Fire Prevention

To minimize the risk of fire, students should unplug curling irons and hair straighteners when not in use. Similarly other appliances should be treated with an eye to safety. For the sake of fire prevention, open fires—candles, incense sticks, smoking or fireworks—are prohibited in the dormitory. Students who light fires or smoke in any school building will be fined \$100, and subject to additional disciplinary action.

Tampering with smoke detectors or fire alarms is a serious offense. Fire doors are for emergency exit only. Students are to enter and leave the building via the main doors. Exceptions may be granted for special purposes, such as moving in or out of dorm.

## Keys

At the time of registration, each student is issued a room key. If students lose their key they will be issued a new key. Students will be charged a \$20 rekeying fee for each key they lose. All rekeying charges will be assessed to their account in June.

Any school keys not authorized need to be returned to the dormitory supervisor or the school principal. If students are caught with a set of unauthorized keys, they will be subject to additional disciplinary action.

## Security

In the interest of security, students are encouraged to bank large amounts of money or give them to dormitory staff for safekeeping. Cheques can be cashed at the Access Credit Union; the dormitory will not cash cheques. We also encourage students to get into the habit of locking their rooms, particularly during longer absences.

Unauthorized entry into locked spaces (rooms, storage, windows, buildings, etc.) is a serious breach of safety, respect and trust and as such will be taken very seriously by administration. Depending on the severity, fines, suspension or expulsion are all appropriate responses to incidents of unauthorized entry into locked spaces.

Incidents of theft should be reported to the dormitory staff. The school will not be responsible for property that is lost or stolen.

*\* We invite students to treat facilities with special care so that future students can enjoy the dorm as much as you are now enjoying it!*

## Damage Policy

As we've already mentioned, we want to live in a community that values respect. One of the ways we can respect each other, is to respect the space we are living in. We recognize that there will be accidents, and in the case of accidental damages the school will repair the damages at no cost to the student.

However, if damage occurs intentionally, or through carelessness and vandalism we will charge the student(s) responsible the full cost of repair as estimated below:

Plastering and painting .....	\$5 - \$100
Desk top repair/replacement .....	\$20 - \$50
Cork board repair/replacement .....	\$15 - \$40
Light cover replacement .....	\$20
Door sleeve repair .....	\$20
Closet shelf repair .....	\$20
Drawers repaired/replaced .....	\$15 - \$25
Bed board .....	\$30
Cleaning carpet – room .....	\$20
Cleaning carpet – mod .....	\$80

Unfortunately, there will be times where damage occurs where the person chooses to remain unknown. In these cases, the damage will be assigned in the following order:

<b>Area of Damage</b>	<b>Person(s) Responsible</b>
Within a dormitory room	Occupant(s) of the room
Within a bathroom	Occupant(s) of the bedrooms accessible to the bathroom
Within a Mod/Mod lounge	All members of the Mod
Dormitory hallways/stairwells	All members of the Male or Female Dorm
Dormitory Lounge or Mezzanine	All female & Male members of the Dorm

At the time of registration students will be asked to provide a **\$250 damage deposit**. Students will work with a dormitory staff member to record any damage on a 'Room Damage Form' upon moving in. We recommend that students report damage or breakage to a dormitory staff as soon as it happens so that they are not assessed unnecessary damages at the end of the school year.

*Students will be billed the full cost of repair to damages as outlined above*

## Routines and Expectations

When living in a community such as the one here at MCI, we want to make sure there is freedom to create some of your own norms. However, there will also be certain routines that is important we follow! Below we've outlined what a typical day in dorm 'could' look like.

7:45-8:15am	Breakfast (Mandatory to sign in at minimum)
8:15am	Cafeteria closed
8:40am-3:40pm	Academic Day
4:00-5:30pm	Sports or Musical Practices   Free Time   Recreational Activities
5:30-6:00pm	Supper
6:00-7:55pm	Sports or Musical Practices   Free Time   Recreational Activities
8:00-9:15pm	Study Period
9:15-9:30pm	Hall Duty   Mod Duty   Room Cleaning
9:30-10:30pm	Free Time   Snack   Evening Activities
10:15pm	Kick-in (To Male/Female Dorm)
10:45pm	Kick-in to own room
11:00pm	Lights out

### Study Period (8:00-9:15pm)

We've tried to create time and space for students to work on schoolwork. This hour and fifteen minutes is a mandatory period in every day. In the case that students will be gone during study, we encourage them to create space to complete homework. This often occurs during busy sports seasons, or musical season.

### Free Time

Students are free to go downtown in Gretna between 3:40 and supper (5:30) as long as they tell a supervising staff member where they are going. If visiting anyone or desiring to go to Altona after school, **permission must be granted by a supervising staff member**. All students are expected to be on campus for supper.

After supper students are once again free to exercise or go downtown in Gretna provided they inform dormitory staff, but must be granted special permission to visit someone or use their vehicle. Students are expected back on campus by 7:55 p.m.

### Evening Activities

Throughout the week there will be some regular activities, which could include a 'Wednesday Night Activity', small group bible studies, or other planned activities. Often these will occur between Study Period and Kick-in. We encourage you all to be a part of these activities, but this is an optional event for all students.

### Snack | Free Time

During this time, students are all expected to remain on campus. Students are fully responsible for being on time and in dormitory for study and snack time. Students will be expected to be in their rooms by 10:45pm every night, unless otherwise outlined.

## The Student Lounge

The dorm is equipped with a large co-ed lounge area. This space has been provided to create a safe space for students to hang out. In the lounge students will find a pit area which is a great place to simply relax, or have group activities; a study corner where students can sit and study, read, or just hangout with friends; and the 'café' for students to play games, have a coffee or tea, and simply relax.

The second floor mezzanine area is equipped with a pool table, ping pong table, air hockey, and three musical rehearsal rooms. Providing a great space to get your mind off school, and hang out!

### TV | DVD Player | Gaming

The lounge is equipped with a stereo, TV, and gaming inputs. If you'd like to host a movie night, watch a sports game, or TV show, feel free to check in with the dormitory staff. Censorship is at the discretion of the MCI staff.

## Meals & Cafeteria

Meal times are a great opportunity for you to build relationship with one another. It's common that students will find a table, or space that they always tend to sit. We would encourage you to use this as a space to get to know more people, sit at different tables. Get out of your comfort zone, you'll be surprised by the connections you can build as you fellowship over a meal. Remember to be polite and considerate of one another when waiting in line, and enjoying meals together.

## Manners and Dress

We expect all students to participate in every meal. Students are expected to always be wearing a shirt and shoes, and presentably dressed. Pajamas, house coats, short shorts, slippers and hats are all unacceptable in the cafeteria. *No bare feet or sock feet in the cafeteria!*

## Meal Rates for Visitors

Breakfast: \$5 | Lunch: \$7 | Supper: \$10

Individual desserts, snacks or beverages: \$1

## Meals off Campus

Students wishing to leave the campus for supper on a weekday evening or night are expected to arrange this with the dormitory staff at least a day in advance. This is out of respect for the cooks that are preparing the meals, and making sure all appropriate arrangements are made with the parents and staff.

*Note: If you have special dietary needs, you must inform the kitchen/MCI in September.*

## Visitors

All visitors are expected to report to the dormitory office, and will be expected to abide by all campus regulations during their visit.

## Visiting Time

*Weekdays:* 3:40-7:55pm

*Weekends:* Visitors are welcome to stay until kick-in

*\* Exceptions will be made only when cleared by supervising staff prior to the guest's arrival.*

## Overnight Visitors

If drive-in students wish to spend the night in dorm, they must get clearance from a supervising staff and their parents. You will be charged a flat rate of \$20/night, which includes supper, the overnight stay, and breakfast the following morning.

If you wish to stay in dorm for several days or weeks due to co-curricular involvements (ie. Sports, musical...) you will be assessed a prorated charge for room/board. You will be asked to sign-in and out of the dorm at the Dormitory Staff office.

*NOTE: Overnight visitors must be either a drive-in or day-in-the-life student. Friends from outside the MCI community are not welcome to stay overnight.*

## Meals

Visitors will be charged the individual meal costs as outlined in the 'Meals & Cafeteria' section.

## Emergencies

### Fire Precautions

Please note the position of all fire alarm stations and all emergency exits. These exits are to be used in emergencies only. The dormitory staff will review an emergency plan with students upon their arrival. Please

**DO NOT** play with the fire safety equipment at any time. These are there to keep you safe in the case of an emergency, tampering with them could cost someone their life.

*Tampering with safety equipment fine: \$500*

### Medical Emergencies

First aid supplies and medications are available at the dean's office. We ask that students inform dormitory staff in any case where medical attention may be required. Parents will be notified as soon as possible.

## Prescription Medications

In all cases, it is important that dormitory staff have been advised upon what medications a student is allowed to have in their room. Parental agreement is also required. In most cases we ask that all medications be kept in a secure space in your dormitory rooms, but in some cases it may be necessary for the deans to keep the medication secured in their office.

## Cleaning Duties/Expectations

Students are all expected to assist with a variety of duties to help keep our spaces clean, and welcoming. Below are a few outlined duties that all students will be a part of.

### Kitchen Duties

Students will take turns being in charge of kitchen duty. These duties are expected to begin promptly after every meal. Students that intentionally skip out on these duties will be subject to added duties throughout the week.

### Mod/Hall Clean Up

Every evening at 9:15pm, students will be expected to help keep the dormitory clean via a number of different duties. These duties include cleaning of the halls, vacuuming and cleaning the res lounge, cleaning their own rooms, and mod clean-up. Dormitory staff will help direct this process, and give clarity of expectations to the students.

## Students' Vehicles

The general understanding is that vehicles are to be used only for coming to school and returning home. For all other purposes, students will be asked to follow the '*conditions of use*' section.

### Vehicle Registration

You will be required to register your vehicle at the beginning of each week by simply signing in with a Dormitory Staff. This will allow the dormitory staff an actual update on which vehicles, and how many vehicles are expected on campus each week.

*NOTE: At the beginning of the year, we will ask parents to sign a form outlining their permission for vehicle usage. If this changes throughout the year, parents will be asked to contact the dormitory staff.*

### Conditions of Use

*Weekday Usage:* For any trip during the week, students will have to be authorized by parents and a dormitory staff. We recommend that students plan shopping trips, or other outings for Fridays after 3:30pm or on weekends.

*Lending/Borrowing:* Students are not permitted to lend out their vehicle – even for driver education - without the authorization of parents and/or dormitory staff.

*Recreational Vehicles (Motorcycles, dirt bikes, four-wheelers, snowmobiles, etc.):* While under school jurisdiction students wishing to give rides on or borrow any recreational vehicle must have the consent of parents and dormitory staff.

### Parking

Students are asked to park in any space other than the parking reserved for staff & visitors. In the case that a student would like to leave their vehicle on campus for extended time periods – such as spring break – they will be asked to leave their keys in the dean’s office.

*NOTE: Violation of any of the above conditions may result in an immediate suspension of vehicle privileges and/or the confiscation of keys for a period of time.*

## Dress Code

During school hour’s students are expected be in uniform. After school, students are asked to dress in a clean, neat and modest manner. As members of a community that lives and studies together we want to be respectful to those we live with, and visitors that come to MCI.

For male students, this means no short shorts. For females, this means no short shorts, spaghetti straps or clothing that exposes the midriff. It is considered inappropriate to be working out or walking around school without a shirt on for males, or in a sports bra for females. Clothing that displays inappropriate logos, or profane language will be asked to be taken home or be confiscated.

Students must be wearing shoes, or flip-flops at all times. Bare feet are only acceptable when outdoors. No roller blades, skate boards or scooters are allowed in the school.

## Weekends

### Staying in Dorm

We encourage all students that live near the school to go home for weekends. It’s a great opportunity to connect with friends, family and just feel refreshed for the next week. However, on weekends where the dormitory is not closed, we welcome students to spend the weekend here. This may create the perfect space to ‘catch your breath’, prepare for an exam, or attend a sporting event. We want to make sure student still find time to participate actively in their home churches, and family life.

### Signing in/out for Weekends

*Thursday Deadline:* All students will be expected to indicate their weekend plans by Thursday supper time to their respective RA.

### Staying with a Friend

All dormitory students that are planning to spend the weekend with a friend or relative - instead of going home – will be expected to inform their RA with a phone number and address. Students will also be expected to give clear parental consent for any plans other than going home. This information needs to be confirmed with dormitory staff.

### Weekend Activities

We encourage to students to get creative and help initiate activities on the weekend. These could include going to a movie in Winkler, shopping in Winnipeg, going to a concert, or some sort of group activity on campus. Students are encouraged to plan these together with the supervising staff member. Movies or T.V shows are only to be shown if approved by the supervising staff member.

*Leaving Campus:* If students wish to leave campus, they must clear it with the supervising staff member. If they plan to travel further than Winkler, we will expect them to have parental permission.

### Weekend Mealtimes

Saturday Brunch: 10:30am  
Sunday Breakfast: 8-9:00am  
Sunday Lunch: 12:00pm  
Suppers (Fri, Sat, Sun): 5:00pm

### Cleaning Responsibilities

All cleaning will be coordinated by the supervising staff member. We ask that students have an open and willing attitude towards keeping the dormitory, kitchen, and lounge area clean on weekends!

### Weekend Kick-In/Lights Out

On campus by: 10:30pm  
Kick-in to Dorm: 11:30pm  
Lights out: 12:00am (midnight)

### Sunday Mornings

We encourage students to attend Gretna church at 10:45am on Sunday mornings.

### Returning after a Weekend

On any regular weekend we ask that students return anytime prior to *10:15pm*. If they will be returning in time for supper, they need to make that clear when signing out with their RA, so that the kitchen staff can be ready for them.

During closed weekends we ask that students not arrive before 6:00pm on the day before classes resume. Note, there will be no suppers available on a closed dormitory weekend. If a student plans to return to the dorm on the morning of class resuming, they must be sure to notify the dormitory staff beforehand.

## Disciplinary Consequences & Procedure

### Philosophy

Our mission is to educate students in a Christ centered community, that allows students to recognize their full potential in all aspects of life. This learning happens in relationship with God, and the people around them – teachers, staff members, community members and fellow students. As a result of living and learning in community, our choices are not just based on how it affects us as individuals, every choice we make can affect those around us, and we hope to foster a community that leads to authenticity and healthy Christian character.

When we make disciplinary decisions, we will do our best to be acting out of care for the individual(s) involved, and the greater community, with an emphasis on restoring healthy relationships. Please refer to the code of conduct for a full explanation of

### Potential Disciplinary Actions

In the event that a student has broken the trust, or code of conduct as outlined above disciplinary action will be taken. It's important to note that our goal is to restore relationships of trust and turn discipline into an opportunity for learning. However, we must take into consideration the impact one's actions have on themselves and the community.

Students that break the code of conduct will be dealt with in conversation with an MCI staff member. Any first offence will be dealt with in relationship and seen as a learning opportunity. In the case that students become repeat offenders, a behavioural contract will be drawn up together with the student. The emphasis is on addressing the root issue and learning to live in respect for the students/community around them. If students cannot abide by their agreed upon contract, students can expect a suspension or expulsion in extreme circumstances.

Below are a few exceptions to the above paragraph, which will result in immediate action.

- *Illegal Activity:* In the case that students are involved in any illegal activity (ie. Drugs, Alcohol, Weapons etc.) on MCI campus or at any MCI functions, it will result in an immediate suspension, and the potential for expulsion.
- *Property Damage:* Any student(s) that intentionally damage school property will be expected to pay the full cost of repair and may be subject to subsequent suspension or expulsion.
- *Harming Others:* Any student that intentionally harms a fellow student will be subject to suspension and/or expulsion.
- *Entering the Opposite Sexes Dormitory:* Any student found entering, hosting, or assisting an opposite gender visitor will result in immediate suspension and/or expulsion.

## Summary of Potential Fines

Damage to or defacing school property.....	full cost of repair
Tampering with fire & safety equipment.....	\$500
Climbing on to the roof.....	\$100
Smoking in buildings .....	\$100
Crawling through Windows/Popping doors.....	\$50 (+damages)
Chewing tobacco.....	\$25
Smoking outside on school property.....	\$25
Water damage.....	\$25
Loss of room key/keys not returned.....	\$20
Text & Library Books not returned.....	\$10/book (+replacement)

*NOTE: In the case of a fine, students parents will be contacted.*