



ELITE PREPARATORY ACADEMY

ACCREDITED BY THE
NEW JERSEY ASSOCIATION OF INDEPENDENT
SCHOOLS

REGISTERED BY THE
NEW JERSEY STATE EDUCATION
DEPARTMENT

Elite Preparatory Academy Dormitory Guidelines

At Elite Preparatory Academy (EPA), we firmly believe that living in our dormitories presents a remarkable learning opportunity for students. Our school values diversity fosters trust among students, and ensures teacher support. The sense of belonging to our closely connected campus is akin to being part of a big family. As we learn, grow, and forge new experiences together, we uncover the best within ourselves. The memories crafted during our high school years at EPA will remain cherished for a lifetime.

Daily EPA Schedule:

- **7:00 AM:** Get up
- **7:15 AM:** Breakfast
- **7:45 AM:** School bus pick-up
- **8:00 AM:** Student Council Meeting
- **8:30 AM:** First class of the day
- **3:45 PM:** School ends
- **4:00 PM:** Return to the dormitory; Free activities & clubs
- **6:00 PM:** Dinner
- **7:00 PM:** Homework and study
- **9:00 PM:** Free activity
- **10:30 PM:** Return to room
- **11:00 PM:** Room check - Bedtime

Public Areas and Usage Hours:

Common Areas for Recreation: Enjoy designated public areas, such as the Main Hall, Game Room, Gym, Dining Hall, and Balcony.

Operating Hours for Public Spaces:

- Monday-Thursday: 4:00 PM - 10:30 PM
- Friday: 4:00 PM - 12:00 PM
- Saturday: 8:00 AM - 12:00 PM
- Sunday: 8:00 AM - 11:00 PM

Quiet Hours and Room Access: From 10:30 PM, observe quiet hours and return to your room. Avoid loud music and disruptions.

Public Area Daily Duty Rotation: Two students will be assigned daily duty for tidying common areas after dinner and study sessions.

Room Cleanup and Rotational Responsibility: Maintain cleanliness by disposing of garbage daily. Each room will operate on a rotating basis, with a designated student overseeing garbage disposal for the week.

Academic Focus and Responsibilities:

- **Prioritizing Academic Excellence:** Actively participate in classes and attend study hours for academic growth.
- **Organizational Habits for Success:** Keep a tidy living environment, including orderly clothes, clean desks, and emptied trash.
- **Study Hall Hours:** During study hall time from **7:00 PM to 9:00 PM**, students are encouraged to study in the designated study hall area. Should a student opt to study in their own room, **the room door must remain open.**
- **Limitations on Entertainment:** Limit gaming time to weekends, with screen sizes under 32 inches. Living room TV off by 11:00 PM on school nights and 12:30 AM on weekends.
- **Homework Responsibility:** Manage assignments actively. Check school email and platforms regularly. Seek help from teachers if needed.

Health Protocols:

- **Follow Health Precautions:** Wear a mask if feeling ill to safeguard yourself and others.
- **Report Health Issues:** Promptly inform the school nurse of any illness and notify the dormitory supervisor if unwell in the dormitory.
- **Promote Safety and Hygiene:** Adhere to illness procedures and maintain cleanliness in public spaces and personal rooms.

Visitor and Mixed-Gender Visitation Policies:

- **Respectful to Guests:** Visitors should obtain prior permission and follow designated areas and visiting hours.
- **Mixed-Gender Visitation:** Mixed-gender visits are a privilege. Respect boundaries, maintain appropriate behavior, and **leave the room door open during visitation hours.**

• **Room Safety:**

- Unauthorized access will result in consequences for the intruder. Prior permission is essential; otherwise, any resulting damages or losses will be the responsibility of the

unauthorized entrant. The collective viewpoint of the room residents will determine the extent of the consequences.

- **Bicycles and Personal Items:** Store bicycles in designated areas. No pets, including fish, are allowed.
- **Electronic Equipment:** Multiple plug adapters and extension cords are prohibited.
 - **Electrical Equipment:** Avoid using potentially dangerous electrical devices like halogen lamps and cooking equipment.
- **Energy Conservation:** Turn off all electrical devices when not in use to conserve energy.
- **Material Standards:** Avoid explicit drug or alcohol advertisements, sexually suggestive or offensive materials, and biased symbols or images.
- **Room Aesthetics:** Prevent mold growth by refraining from using tapestries or flags. Curtains should be shorter than the floor length. Posters or pictures on walls should not exceed 50% of wall space. Vinyl wallpaper is prohibited.
- **Wall Attachments:** Prohibit nailing metal fasteners into walls, ceilings, doors, or tables.
- **Furniture Arrangement:** Ensure furniture arrangement allows visibility and accessibility from the entrance. Avoid obscuring windows with furniture or curtains.
- **Flammable Items:** Strictly prohibit candles, incense, electrical cooking ware or other flammable items in the dormitory. Possession is considered a severe violation of school rules.
- If serious violations are suspected, the school reserves the authority to conduct room searches in the presence of faculty members and an observer.

Kitchen Usage and Safety:

At Elite Preparatory Academy, we want to ensure that students can safely utilize the kitchen facilities while residing in the dormitory. Please follow these guidelines for your safety and the safety of others:

- **Cooking Hours:** The kitchen is accessible for cooking during designated hours. These hours are:
 - Monday-Sunday: 4:00 PM - 9:00 PM
- **Supervision:** Always use the kitchen in the presence of a responsible adult or dormitory staff member. Never leave cooking unattended.
- **Appliance Usage:** Utilize kitchen appliances, such as cooktops, microwaves, and toasters, responsibly. Follow manufacturer instructions and ensure proper functioning before use.
- **Fire Safety:** In case of a fire, know the location of the fire extinguisher and fire alarms. If a grease fire occurs, do not use water; instead, cover the flames with a lid or use a fire extinguisher.
- **Cleanliness:** Keep the kitchen area clean and tidy. Wipe down surfaces after use and promptly clean spills to prevent accidents.
- **Knife Safety:** Handle knives with care. Always cut away from yourself and keep fingers clear of the blade.
- **Hot Surfaces:** Be cautious of hot stovetops, oven doors, and handles. Use oven mitts or towels when handling hot cookware.
- **Food Storage:** Store perishable food items in the refrigerator and ensure they are properly labeled with your name and date. Dispose of expired or spoiled food promptly.
- **Allergies:** Be considerate of allergies. If you use shared utensils, clean them thoroughly to avoid cross-contamination.
- **Emergency Contact:** Keep a list of emergency contacts in the kitchen, including dormitory staff and medical facilities.

- **First Aid Kit:** Familiarize yourself with the location of the first aid kit in the kitchen in case of minor injuries.
- **Report Issues:** Report any faulty appliances or safety concerns to the dormitory supervisor immediately.

Remember that the kitchen is a shared space, so always be considerate of others and clean up after yourself. Following these guidelines will help maintain a safe and comfortable environment for everyone.

Anti-Bullying Policy:

At Elite Preparatory Academy, we are committed to providing a safe and inclusive environment for all students in our dormitories. Bullying of any form will not be tolerated. Bullying includes but is not limited to verbal, physical, or online harassment, intimidation, or any behavior that creates a hostile, intimidating, or uncomfortable atmosphere.

We expect all students to treat each other with respect, kindness, and empathy. Bullying of any nature goes against our values and principles. If you experience or witness any form of bullying, please report it to the dormitory staff immediately.

Consequences for Bullying:

Bullying behavior will be taken seriously and addressed promptly. Consequences for bullying may include, but are not limited to:

- Verbal warning and counseling
- Parent/guardian notification
- Loss of privileges
- Mandatory anti-bullying education
- Disciplinary action, up to and including suspension or expulsion

We encourage open communication among students, parents, and staff to create a safe and nurturing environment for everyone.

Leaving the Dormitory and Transportation:

To ensure student safety and accountability, observe the following procedures when leaving the dormitory:

- **Leave with Permission:** Students must not leave the dormitory without permission.
- **Request Leave:** Fill out a Google Form to request leave, including departure and return details.
- **Dean's Approval:** Extended leave requires Dean of Students' approval, with communicated departure and return times.
- **Return Obligations:** Adhere to approved return dates for a smooth transition.
- **Weekend Departures:** Weekend departures require weekly Google Form submission.
- **Sunday Return Time:** Return by 9:00 PM on Sundays for weekend leaves.
- **Parental Consent:** Parents must complete a form for independent transportation during leave.

Addressing Disputes and Concerns:

At EPA, we prioritize open communication and conflict resolution:

- **Mature Conflict Resolution:** Approach conflicts maturely and respectfully.
- **Student Council Assistance:** Reach out to the Student Council to mediate conflicts.
- **Dorm Parent Communication:** Report concerns to the dorm parent for guidance.
- **Escalating to Dean of Students:** Elevate unresolved issues to the Dean of Students for assistance.

Zero Tolerance:

- **Prohibition of Drugs and Alcohol:** The possession, use, or distribution of drugs and alcohol within the dormitory premises is strictly prohibited.
- **Consequences for Violation:** Violation will result in immediate suspension or expulsion.

Activities and Student Leaders:

School Unity: At EPA, we stress organized unity, valuing group interests above personal ones. The Student Council and Clubs, closely intertwined, share connections, with the Student Council endorsing club benefits. The Student Council core members can be replaced by irrational or self-serving behavior. Clubs appoint representative leaders for Student Council meetings, ensuring shared concerns are heard and addressed.

Student Leader Selection: Each room elects a leader, representing student interests and enrolling them in the Student Council. The Student Council president and vice president are elected by past students, who then select the remaining members.

Club Establishment Standards: Clubs require a minimum of three members, a clear goal, and a well-defined plan. The Student Council evaluates new clubs, granting approval for event funding and venues. Clubs are expected to provide regular reports on their activities and specifics to the Dean of students.

Campus Activities: Weekly 'Steak Nights' and weekend outings or exhibitions promote involvement. We strongly support school-initiated events. If students wish to organize outings, they need class input, club president's endorsement, and teacher approval.

I, [], have read, understood, and agree to abide by the Elite Preparatory Academy Dormitory Guidelines. I acknowledge that it is my responsibility to adhere to the rules and regulations outlined in this document to benefit a safe, supportive, and harmonious dormitory environment.

Furthermore, as a parent or guardian of [], I have reviewed the Elite Preparatory Academy Dormitory Guidelines and understand their contents. I am committed

to supporting my child in following these guidelines to ensure a positive and enriching dormitory experience.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Elite Prep Academy Student Driving Privilege Guidelines

At Elite Prep Academy, we acknowledge the importance of providing certain privileges to our high school students, including the opportunity to drive to school. To ensure safety, responsibility, and adherence to established regulations, the following guidelines have been established for students who wish to exercise the driving privilege:

1. Possession of a Valid New Jersey License:

- Students must possess a valid and current New Jersey driver's license to be eligible for the driving privilege.

2. On-School Premises Driving Restriction:

- Students are not permitted to drive to or from school premises. This restriction is under an agreement with the Board of Zoning of Hopatcong Town, aimed at managing traffic flow and ensuring the safety of all stakeholders.

3. Installation and Monitoring of Dash Cameras:

- Students who wish to exercise the driving privilege must install a front and inside dash camera in their vehicles.
- These dash cameras will be subject to monthly checks by the **Dean of Students** to ensure proper functioning and compliance with guidelines.

4. Parental Waiver:

- Parents or legal guardians of students seeking the driving privilege must sign a waiver acknowledging their understanding of and agreement to the driving guidelines and restrictions.

5. No Passenger Policy:

- Elite Prep Academy students granted the driving privilege are strictly prohibited from providing rides to other students. **This zero-tolerance policy** is enforced to maintain order and ensure the safety of all students.

We believe that granting students the driving privilege carries the responsibility of ensuring the well-being and security of our school community. By adhering to these guidelines, students create a safe and orderly environment that aligns with our commitment to excellence.

Please review and acknowledge your understanding of these guidelines by signing the attached form. Your cooperation is appreciated as we work together to maintain the highest standards of safety and conduct at Elite Prep Academy.

Student Driving Privilege Acknowledgment

I, [Parent/Guardian Name], the parent/legal guardian of [Student's Name], hereby acknowledge that I have read and understood the guidelines outlined in the "High School Student Driving Privilege Guidelines" provided by [School Name]. I further agree to abide by the rules and regulations outlined in these guidelines and confirm my consent for my child to exercise the driving privilege according to these terms.

I understand that the school has established these guidelines to ensure the safety and well-being of all students and stakeholders. I acknowledge that the school has implemented measures, such as dash camera installation and monthly checks, to enhance safety and security.

I also acknowledge that the school holds the right to enforce disciplinary actions in the event of non-compliance with the driving privilege guidelines.

I hereby release Elite Prep Academy, its administrators, teachers, staff, and affiliates from any liability or responsibility in the unfortunate event of an accident, damage, or injury that may occur while my child is exercising the driving privilege to and from school. I understand the school has no control over external factors and situations beyond its premises.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____