

Dakota Adventist Academy

Men's Dorm

Handbook

2017-2018

Dakota Adventist Academy
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Deans

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Welcome to Dakota Adventist Academy!

We are glad that you have chosen to come to our school and be a part of our dorm. We hope you will enjoy your stay here and get the most out of your Christian Education. As you join the Dakota Adventist Academy family, you will be facing new challenges and meeting new people.

The success of this year will depend to a large degree on how you choose to handle these new challenges. As your deans, we want you to know that we are here to assist and guide you in the choices you make. It is our goal to help each student find a closer relationship with Christ and to build a life around Him. The guidelines in this book were made to help you live comfortably in a dormitory environment. Four of the most important goals of our dormitory are: 1) to foster a Christ-centered atmosphere; 2) to respect everyone in the dorm; 3) to never compromise integrity; 4) to avoid all drama. You need to take time to become familiar with all the information contained within these pages because it is your responsibility to know and understand the contents of this handbook. If you should have any questions, the deans will be glad to answer them for you!

Philosophy

It is our desire through direct leadership and support to make every attempt to foster Christian growth in the lives of the young people who stay here. We believe that residence hall life is very special. It is made so because you have chosen to attend Dakota Adventist Academy and live in the dorm. It is also special because it is one of the few places where you can find so much diversity under one roof – this creates a residence hall where every walk of life is brought together and all aspects of life's experiences – physical, mental, social and spiritual – are captured and treasured. Through these experiences, we are able to build lasting relationships with our friends and our Savior while learning how to survive both in this world and in the world to come. Our goal is that together we can prepare ourselves for today while keeping our focus on tomorrow.

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Cell Phones

Having a cell phone at Dakota Adventist Academy is handy to communicate with family and friends during the day. However, they can be a distraction at night when we need our rest. Cell phones must be turned into the dean's office by 10:00 pm Sunday-Thursday nights. Friday night phones must be turned in by 10:30 pm. Saturday night we will allow all students to keep their cell phone overnight, unless their phone has been confiscated for any reason. Phones can be picked up in the morning when the deans' office is open. (This year, worship in the mornings is at 7:30 am, and the office will usually be open just prior to the morning worship.) Seniors with privileges will be able to keep their cell phone overnight, every night, as long as they abide by the policies. Also, when a student is on the DFI list, they must turn in their cell phone prior to the evening Study Hall after Dorm Worship. On Sabbath, cell phones may be picked up after lunch.

Common Areas

- Common areas in the dorm are defined as the lobbies, recreation room, kitchenette, and chapel.
- Guests may use common areas after they have checked with a dean or while they are staying in a guest room.
- Lobbies are the preferred gathering area for guests who wish to mix with groups of students.

Communication

To guarantee a successful year, it is extremely important to communicate any questions, concerns, issues, or problems to the dean immediately. Many times a minor problem can turn major if communication does not promptly occur. The deans are willing to work with you, if you are willing to work with us.

Contraband

Contraband is any item listed as unacceptable (can be found in the safety section of the handbook) for the dorm or that compromises safety.

Things not to have in your rooms:

- Nothing should be found in your room that does not meet Dakota Adventist Academy's standards.
- Items included in the **Safety** section of this handbook
- Video games are not to include M-rated games, role play games or shooter games.
- We do not want a home theater set up in your room.
- Alcoholic beverages, tobacco or nicotine products, e-cigarettes, vaporizers, hooka sticks, any drugs (illicit/prescription/over-the-counter, etc.)
- Meat products are not allowed in the Kitchenette - either to be prepared or warmed up.
- Weapons (No knives of any length should be brought into the dorm.)

Guidelines for unacceptable posters and room decor:

- posters which display icons, accessories, logos, advertisements, and written messages which are in opposition to SDA Christian principles, or which identify with groups or subcultures known to be in opposition to Christian or health principles.
- posters advertising or promoting the 'drug culture' including alcohol, tobacco, illegal drugs
- posters of musical bands, groups, or individuals who promote examples of any of the above things
- any decorations attached to the windows
- any display of empty soda cans (this will tend to attract unwanted mice/bats/insects, etc.)

Contraband will be taken and not returned until a parent or legal guardian comes to collect it from the dean.

Dean on Duty

Dean Staff and Coach Martin will alternate early and late shifts each day. Dean Staff is off duty on Tuesdays and Coach Martin is off duty on Thursdays.

Both deans will alternate duties on the weekends. The dean who is on duty for the weekend will be on duty afternoon on Friday, Sabbath and Sunday unless the deans announce a scheduling change.

Please keep in mind that this schedule is tentative, and is subject to change. If a dean is needed, please check the dean's office door for who is on duty. If you need to go on Sick List, double-check on the dean's office door who is on duty before knocking on any doors.

Décor

We want you to feel at home at the dorm.

Please note the following guidelines:

- Posters may only be hung using poster putty or removable mounting putty only.
- Do not use duct tape, pins, nails, or anything that will leave residue or holes in the walls.
- Decorations must not be in opposition to SDA principles (see **Contraband**)
- No writing on the walls or windows
- If you choose to disregard the above policy on room décor and use push pins, nails, duct tape or any other damaging method to hang decorations in your room you will be subject to a major fine for vandalism of school property as well as meeting with the Administrative Council to determine your consequences.

Dorm Lobby

This is a public area, and is frequently visited by school staff, and campus visitors. Please help the deans by keeping this area free of backpacks and overall clutter. Encourage village students to do the same.

Dorm Store

There will be a dorm store located in the Rec. Room. The store is scheduled to be open right after worship in the evening on weeknights from 8:00-8:10 pm.

Dorm Visitors

- All visitors must check in with the dean on duty upon arrival at the dormitory.
- No visitors are allowed beyond the fire doors in the hallways without permission of the dean on duty.
- No opposite gender visitors will be allowed beyond the fire doors (exception: immediate family).
- Visitor(s) allowed in the hallways and rooms may only stay for a few minutes.
- No visitor may spend the night in a resident's room (exception: same gender immediate family under the age of 18 with prior arrangements with the dean on duty).
- No visitors will be allowed in the hallways or residents' rooms past lights out.
- All visitors spending the night must be in the dorms when the doors are locked. Doors are locked and alarmed at 11:00 p.m. or ½ hour after lights out, whichever comes later.

Dress Policy

Dorm attire is to be of good taste. Clothes are not optional in the dorm. You must be dressed at all times, especially when in the hallways and lobby. Shirts are required at all times in the public areas of the dorm. Shorts are acceptable.

Sabbath dress includes dress pants (no jeans allowed) and a buttoned up shirt with an accessory required. The accessory can be one of the following items: a tie, sport coat, vest, or sweater for Church and Sabbath School. This does not include sweatshirt material, jean material, t-shirts, shirts with slogans, flip flops, or athletic shoes. Vespers attire is dress pants and a buttoned up shirt.

Exercising Outdoors

Walking or jogging around the circle is allowed, but you must first obtain permission from the dean on duty and then sign out at the desk before doing so. While exercising, you must stay in the circle around the school unless you have special permission otherwise.

The faculty housing area is off limits unless you are invited to someone's house and the Dean has approved the visit.

Girls' Dorm

OFF LIMITS!!! Visiting the girls' dorm is strictly prohibited. Major discipline will occur for any student caught in the opposite dorm without direct permission from both the boys' & girls' deans on duty.

Guest Rooms

- During the school year, guest rooms are reserved for use by families of current students, guests of Dakota Adventist Academy, and guests of the Dakota Conference of Seventh-day Adventists. Exceptions may be made by applying to the Administrative Council.
- Rooms are for short visits only.
- Rooms are for guests and their immediate family. Opposite gender students who are immediate family may be invited to visit if the dean on duty gives consent.
- Gatherings of students who are not immediate family may be permitted if the door is left open.

Home Leaves

Home leaves are scheduled on the calendar. Students and parents must plan for trips, medical appointments, and visits to the homes of other students or relatives at these times. Emergency leaves will be handled on an individual basis.

Home leaves officially begin at 1:30 pm. The dorms will close at 2:30 pm of the same day and will reopen at 6:00 pm on the day the leave ends. (The dorm will not be open prior to 6:00 pm on the day home leave ends for any reason; please plan accordingly.) You must go directly to your dorm when you return. Dorm students are expected to be in their dorms by 9:00 pm on the day the leave ends.

Unless prior arrangements have been approved, the students may forfeit privileges such as being instantly removed for failure to meet the above time appointments.

When a student is going to another student's home, the dean needs permission from parents of the student and an invitation from the host/hostess before the student leaves.

You must fill out a Campus Leave Request by Lights Out 2 nights prior to home leave. Sign out at the desk prior to walking out the door.

Kitchenette

The dorm is equipped with a kitchenette for your use; however, the use of it is a privilege and not a right. It may remain locked during classes. If you wish to use the kitchenette, ask the dean on duty. Misuse of the kitchenette, stealing of food, destruction of the appliances or cooking equipment, or failure to clean up after use of the kitchenette will cause the kitchenette to be closed until further notice from the deans.

If you wish to prepare or keep food in the kitchenette it must meet certain qualifications: The food must not have meat, be caffeinated, or alcoholic. To ensure that food is not left to rot and spoil in the kitchen every week the kitchen will be cleaned and spoiled or forgotten food will be disposed of.

Late returns

Doors will be opened for students or visitors:

- Returning from school events using school transportation.
- Who are late returning from regularly scheduled events (i.e. work, class). (If no emergency existed, disciplinary action may be taken.)
- Students who are late returning from an overnight leave (if prior arrangements have been made or in case of an emergency).
- If acceptable prior arrangements have been made.

Doors will not be opened for students or visitors:

- When it was reasonably possible to be on time.
- When prior arrangements could have reasonably been made.
- When specific instruction concerning return times has willfully been disregarded.

Laundry Room

There are machines located in the laundry room between the 2nd and 3rd halls. Please help us keep the laundry room clean by taking your clean clothes back to your room, picking up trash, and cleaning out the lint screens after using the dryers. Students on strict study hall may NOT use the laundry room during this time. The laundry room will be closed approximately 30 minutes prior to sundown on Friday evenings and will remain closed through the Sabbath hours. Please do not overload the machines, this is so that they continue to function and the access to the machines may remain at no charge. Ironing is to be done in the laundry room only, but please take your iron back to your room when you finish.

Lights Out

All students have lights out at 10:00 pm, except for those have Senior Privilege (10:30 pm). Students not on Senior Privilege will have late lights until 10:30 pm, and students on Senior Privilege will have late lights until 11:00 pm. Lights out will be at 10:30 pm on Friday nights, and midnight on most Saturday nights.

- Dormitory doors will be locked and alarmed at 11:00 p.m. or ½ hour after lights out, whichever comes later. (See **Late Returns**)
- Lights out may be delayed during weekends when significant numbers of parents and/or guests are on campus.

The consequences for failing to follow the lights out/late lights policy will be as follows:

1st offense: Warning

2nd offense: Off Senior Privilege.

3rd offense: Insubordination and subject to discipline by the Administrative Council.

Mail

Mail will be delivered once a day to the dorm. Outgoing mail must be in the mail slot in the atrium area by 8:30 am daily. Stamps may be purchased from the business office from Mr.

Chapman during normal office hours. Please do not ask the office staff to give you your mail; it will be available by Dorm Worship and by suppertime on Fridays.

Media

Any media, for example: music, magazines, and movies need to meet the standards we uphold at Dakota Adventist Academy. Movies are not allowed to be watched on the campus of Dakota Adventist Academy outside of the dorm; this includes outdoors and inside. The only media permitted during Study Hall is music. Any media that is being used after lights out will be confiscated immediately, no questions asked.

Music

Music should be played at a reasonable level, not be heard outside of your room. If you cannot control your volume, the dean will take the device and return it to your parents at their earliest convenience. This includes laptops with speakers.

Only Sabbath music should be played on Sabbath, and please be extra cautious of the volume during the Sabbath hours.

You may have a musical instrument in your room; however it should not be played if it will disturb others around you. There are special practice rooms in the music department.

The consequences for not following the Music policy are the following:

- 1st offense: Lose the device for 1 week
- 2nd offense: Lose the device until the next home leave and off Senior Privilege.
- 3rd offense: Lose the device for the semester.
- 4th offense: Lose the device for the school year.

There will never be a time during the school year when the number of offenses will reset. If you choose to play your music too loud, you have made the choice to lose the device.

Overnight Leave Policy

Students leaving the dorm overnight must fill out a campus leave request no later than 2 days before departing. On the day of departure, please notify the dean and sign out at the desk before departing.

No student should plan to go home on a weekend when they have school or work responsibilities to meet.

Privacy

You have the right to your privacy, however, the deans reserve the right to enter and search a room whenever it is deemed necessary, whether you are present or not. Please keep your door locked when you are not in your room. A student should never enter anyone else's room without permission from the student who lives in the room. DAA is not responsible for any of your items that are lost or stolen this year. Again, it is your responsibility to take care of your belongings.

Recreation Room

The recreation room is for your enjoyment and relaxation during the week. The room will be open during the day, and will close at the end of recreation each evening. The recreation room will be closed approximately 30 minutes before sundown on Friday evenings and will remain closed through the Sabbath hours. Use of the recreation room is a privilege and not a right. Should misuse occur, the dean reserves the right to close the room indefinitely. Please keep the recreation room clean by picking up trash and limiting clutter.

Room Assignments

Room assignments are made at the end of the year with the student's room check grades having a major influence. Throughout the summer, changes will possibly have to be made to room assignments, as we sometimes will have new students register late in the summer, etc. New students will be assigned rooms. Room changes during the year must be made through the dean.

Room Check

Each student's room will be inspected 2 days per week to ensure health and cleanliness, and to reduce pests. Each inspection is graded on a 100-point scale, with scores 80 or better considered passing.

The consequences for not following the Room Check Policy are:

- 1st Offense: Warning
- 2nd Offense: Room Check everyday for a week
- 3rd Offense: Early morning wake-up for cleaning
- 4th Offense: Issue taken to Administrative Council

The room check offences will be reset after each home leave.

Room Check Slip	
Date	_____
Room	_____
_____	bed made
_____	floor clutter
_____	vacuum/sweep
_____	sink clean
_____	lights off
_____	desk clutter
_____	shelves/mirrors
_____	trash empty
_____	toilet clean
_____	shower clean
Total	_____

Room Key & Key Card

Each student is assigned a room key at the beginning of the school year. There is a \$5.00 deposit fee for the keys. There is a \$5.00 fee for replacement of a lost key. The key must be returned at the end of the year. All of the side doors are going to be locked at all times, it is important to keep your key card with you. There is a \$5.00 fee for replacement of lost keycard.

Room Maintenance & Damages

You will have a form to fill out when moving in and when moving out of the dorm to keep track of damages. You are responsible for damages that are not declared on your form during check-in, regardless of who you may claim inflicted the damages on your room. Lock your room and the bathroom door to help prevent someone else from entering your room while you are not present. Depending on what damages are incurred on your room, you may be assessed appropriate charges

by Mr. Chapman. If someone else damages something in your room, report it as soon as possible to the dean. Your room must be checked by a dean when checking out of the room for damages and cleanliness. At the start of the school year, each dorm student has to pay a \$100 dorm room deposit. Depending on the state of your room upon check out, you could receive all of your deposit back or none of the deposit.

If anything is broken or needs repair in your room, please communicate these needs to the dean immediately so a maintenance work order can be filled out. Please note that the deans are the ONLY authorized people who may fill out work orders. Thanks for your patience while these requests are processed and completed by our fearless maintenance crew of Mr. Davis and Mr. Peterson!

Safety

There is a fire escape plan on the back of your door for emergency purposes. Please review this and become aware of how you should exit the building during an emergency. There will be drills throughout the year. Please make sure you are clothed with shoes and jacket when exiting the building. Please exit in a timely and quiet manner. The drills are required by state law. Failure to exit the building during a drill or an alarm will result in a \$50.00 fine. Fire extinguishers, hoses and fire alarms are for fires only. A fine of at least \$50.00 will be assessed for illegal use of the above and a cleaning charge may also apply.

Things which should not be found in your room for safety reasons:

- electrical appliances other than small refrigerators and microwaves
- halogen lamps
- heaters
- hot plates, frying pans, or rice cookers
- smoldering or open flame devices (candles, incense, lighters)
- firecrackers or other explosive devices
- weapons of any kind

Do not block or barricade your room door shut. If the deans discover that you have blocked or barricaded your door, you will be subject to discipline at the discretion of the deans/Administrative Council.

Screens and Windows are not an exit route unless in an extreme emergency. They have been sealed and riveted, not only for our convenience, but also for your protection. Should you tamper with or remove any seal or rivet in the screen or the window you will be subject to serious discipline. A fine of \$50.00 will be assessed and the repair cost for the screen and/or window as well as an inquiry by the Administrative Council.

Sick List

If you are feeling sick, you need to contact the dean by 7:00 am so they can evaluate whether or not you need to be placed on sick list. If you start feeling sick during the day, you must find the

Dean on duty to be evaluated for sick list. When on sick list, you must stay in your room the entire day. Light meals will be brought to you. You may be removed from sick list and all missed classes will be considered unexcused if you are found out of your room or if other students are found in your room for any reason.

Signing In and Out

Students may leave campus as outlined in the student handbook. Before leaving campus, you must receive permission from the dean on duty and sign out at the desk. Students are not allowed to ride in a car with another student. Only on home leaves and open weekends when you are going home are you allowed to ride with a student driver, and then only with written parental permission from the driver and the student riding.

Stealing

Taking something from another student that does not belong to you is stealing. The deans have a low tolerance for stealing, and first offenses can result in a visit to the Principal or Administrative Council. Please report stolen items to the dean or RA immediately. The best safeguard is to keep your belongings in your dorm room, with your doors locked when away. In addition, we strongly encourage you not to have valuable items or large amounts of cash with you or in your dorm rooms. This can be safely kept in your student bank in the Business Office, available for all students. The deans are not responsible for lost or stolen items.

Study Hall & Evening Schedule

To ensure that you are afforded every opportunity to excel academically, a study hall is provided Sunday through Thursday evenings in the dormitory. The dorm should remain quiet from 8:00-10:00 pm to ensure a productive study atmosphere. The schedule is as follows:

7:45 pm - 8:00 pm	Worship
8:00 pm - 8:10 pm	Dorm Store
8:10 pm - 8:55 pm	Relaxed Study Hall
8:55 pm - 9:10 pm	Workout Time/ Break
9:10 pm - 10:00 pm	Strict Study Hall
10:00 pm	Lights Out (Turn in cell phones)
10:30 pm	Senior Privilege (Turn in cell phones)

Relaxed Study Hall

This is a time when you can eat something if you are hungry, get assignments from others, work in study groups, and ask the dean questions as needed. During this time, anyone on the DFI list will have a strict study hall, thus forfeiting these relaxed privileges.

Strict Study Hall

All students are required to return to their rooms for alone time, studying by themselves, and getting things accomplished. If you need tutor assistance or other special requests they must be approved by the dean or RA. Those on Senior Privilege (who are not on the DFI list) may have this portion of study hall as relaxed instead of strict.

Off-campus visitors are not allowed in the dorm after worship in the evenings study hall is scheduled.

Trash

Trash dumpsters are provided behind the dorm. Please assist us in keeping the dorm hallways free of trash. All trash from your rooms must be taken out to the dumpster, not placed in a dorm trash can. This will cut down on mice and insects in the dorm. If you are found to be placing your trash in a trash can in the dorm or hiding your trash, you will be receiving a 0 out of 10 on that day's room check.

Video Games

- Students are allowed to bring video game consoles with them to the residence halls, however each student is required to register with the dean the consoles that being brought onto the campus.
- Students are not allowed to play the video games after lights out.
- Sabbath is a time that is set aside for communion with our Lord and it is expected that students will not be playing video games during Sabbath hours.
- Students who earn a spot on the DFI list are not permitted to have a console until they have successfully raised their grades.
- Students are not allowed to play rate M games or shooter games.
- Any student violates these expectations will lose his video game console for a week. Upon a second infringement of the rules, the student will have to take the game console home and leave it there.
- A student that has lost the video game privilege who goes to another student's room to play video games will set in motion the following steps:
 - The student who lost their privilege will lose the privilege for an additional week
 - The student whose equipment is being used will lose his console for a minimum of 2 days.

Worship

This is a time to give your brain a rest, and spend some quality time with God and all of your neighbors in the dorm. This is a required meeting each evening from Sunday through Thursday nights at 7:45 pm. In addition to a worship thought, announcements may be made that are important for your stay at the dorm.

***The deans
reserve the right
to make changes
to the 2017- 2018
Dakota Adventist
Academy Men's
Dorm Handbook
at any time during
the 2017- 2018
school year as
needed!!!***