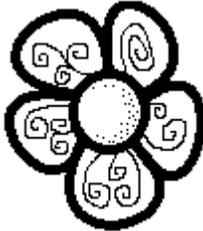


Dakota Adventist Academy

Girls' 



 **Dorm**

2017 – 2018 Handbook

“Charm is deceitful and beauty is passing, but a woman who fears the Lord, she shall be praised.”

Proverbs 31:30

 **Dear Student,**

Welcome to Dakota Adventist Academy! We are so glad that you have chosen to come to our school and become a part of our family. You each add something new and beautiful to our home and we are excited to have you with us. We hope you will enjoy your stay here and grow closer to Christ in the process.

As you begin this new school year at DAA, you will be making new friends, creating new memories, and learning a lot of new things. You will also be facing new challenges because, like any family, we will experience our share of ups and downs. Your personal experience at DAA will depend heavily 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 however we can. We want you to have a great dorm experience and a successful school year, but most of all we want you to have a closer relationship to Christ. This handbook was put together with a lot of prayer and created to help everyone live comfortably together in a dormitory environment. Our most important goal is to have a **Christ centered dorm**, but we also want to be sure to **respect everyone and never compromise our integrity as Christian women.***

Please make sure to read through the handbook and become familiar with it. We will all be responsible to know and understand the contents of this handbook so that we can make our home a safe and welcoming place for everyone. If you have any questions, the deans will be more than happy to answer them for you!

Mindy Juhl
Head Girls' Dean
(605) 290-6618



Rachel Pamphile
Assistant Girls' Dean
(617) 459-1688



Christ Centered

Our Philosophy:

It is our desire, through direct leadership and support, to help you grow, not only as young women, but also as Christians. We believe that dorm life is very special because it is one of the few places where you can find such diversity under one roof. Everyone adds a beautiful piece to the puzzle and it creates a home where every walk of life is treasured and allowed to grow. Through the experiences we share, we are able to build lasting relationships with our friends and our Savior. Together we learn how to accept and love one another while gaining tools to live, both in this world and in the world to come. Our goal is to work together to prepare ourselves for today while keeping our focus on tomorrow.

Worship:

It is important to keep ourselves connected to Christ on a daily basis. 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. Take this time to remember who God is and how much He loves you. Announcements may be made that are important for you to hear as well. Because of the importance of our time shared with God, worship is a requirement. Students late to worship will be given a warning, if it happens a second time they will be up to the dean's discretion to implement a consequence.

Conflict:

Unfortunately, as humans we all make mistakes and there will be times when we don't get along with each other. As children of God, we have to remember that there is a proper way to deal with conflict. Disagreeing with people and getting upset is something that you will have to deal with, not only here in the dorm, but throughout the rest of your life. We want to help you learn to approach conflict in the correct manner so that our home can be a safe and happy place for everyone.

The Bible has a lot to say about how to deal with conflict. We are first to approach disagreements with a Christ-like attitude. "You have heard that it was said, an eye for an eye and a tooth for a tooth. But I tell you, don't fight back against someone who wants to do harm to you. If they hit you on the right cheek, let them hit you on the other cheek, too...I tell you, love your enemies. Pray for those who treat you

badly...If you are nice only to your friends, you are no better than anyone else. Even the people who don't know God are nice to their friends." (Matthew 5:38, 39, 44, 47)

We also have to remember that our disagreements may come from a misjudgment. Everyone has a different story and the Bible tells us that we need to be careful not to judge others. "Judge not, that you be not judged." (Matthew 7:1) We have all made mistakes in our lives. We should encourage each other and offer forgiveness the same way Christ offers forgiveness to us.

If you do get into a conflict that is hard to resolve, no matter who is at fault, please follow the guidelines given to us in Matthew 18. If you have a disagreement with someone, go and talk to them about it. Don't make a big show about it. Do not spread rumors or talk about it with people who have no part in it. Keep it between you and the person you are having conflict with. If you are able to resolve it, that is wonderful. If you can't solve it, then tell a Dean and have them join in the conversation. If it continues to be a problem, then the Deans will take it to a higher authority. Please be sure to face any confrontations with prayer and sincerity. If we can all follow these rules, then we and our home will be a much happier place. If you would like more information about conflict/resolution please contact one of the Deans.



Respect Others

Privacy:

You have the right to your privacy, so we should all do our best to respect each other's space. Never enter anyone else's room without their permission even if they are your suite mate. For your own protection, do not keep valuable items or large sums of money in your room (use the student bank) and lock your door when you are not there. While we cannot be responsible for lost or stolen items, we will do all we can to help you recover losses that occur. Report all losses immediately to the Dean. The Deans do reserve the right to enter your room at any time as it is our job to make sure everyone is being safe and respectful of other people's property.

Desk Area:

The desk workers or Dean on Duty will be answering the telephone and making announcements in the dorm. Please remember the desk is a work area and not a gathering place. Noise should be kept to a minimum.

Volume:

Music/Media should not be heard outside of your room. Please do not bring oversized speakers or sub woofers, as you might be tempted to "try them out". Students whose music can be heard outside their room will be warned once. If it occurs a second time they will be removed by dean.

Only Sabbath music should be played on Sabbath. Please be extra cautious of the volume and selection of your music 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 for this.

Please remember to be respectful of others by not shouting or screaming in the Girls' Dorm.



Respect our Home

Room Assignments and Care:

Room assignments are made at the end of the year based on your room grades, respect of property, and respect of neighbors. New students will be assigned. If you would like to make a room change, please contact the Deans and they will discuss it.

You are responsible for damages to your room. If someone else damages something in your room, report it as soon as possible to the Dean. Your room must be checked by the Dean when checking out of the dorm for damages and cleanliness. Do not use anything that would puncture holes in the walls (i.e. thumb tacks, nails, hooks, etc.). You may use scotch tape, command strips, or other non-damaging methods if you would like to put up posters or pictures. Do not hang anything on the windows.

Trash:

Trash dumpsters are provided behind the dorm. Please assist us in keeping your rooms and hallways free of trash. All trash from your rooms should be taken out to the dumpster, not placed in a dorm trash can. This will cut down on mice and insects in the dorm.

Room Check:

Your room will be checked for cleanliness every Tuesday, Thursday and special weekend Fridays when announced. If your room score is low (6 or below) twice in the same week, all of your electronics will be turned in for 7 days. If your room score is low for all three checks, a thorough cleaning will be required Sunday morning before going on any special outings.

Laundry Room:

There are machines located in the laundry room between the 2nd and 3rd halls. Please help us keep the laundry room clean. The laundry room will be closed approximately one hour before sundown on Friday evenings and will remain closed through the Sabbath hours. Each evening the laundry room will close at 9:00pm for strict study hall. There is no charge for using the laundry machines. Ironing is to be done in the laundry room only! Please make sure to take your iron back to your room when you are finished.

Kitchenette:

The dorm is equipped with a kitchenette for your use. However, the use of the kitchenette is a privilege and not a right. Misuse of the kitchenette such as stealing food, destruction of the cooking equipment, or failure to clean up, will cause the kitchenette to be closed until further notice from the deans.

If you wish to prepare or keep food in the kitchen it must meet certain qualifications: The food must not include meat, caffeine, or alcohol. To ensure that food is not left to rot and spoil in the kitchen, every week the kitchen will be cleaned and gross food will be disposed. If you do not want your food to be used by others, please label your food with your name.



Respect Yourself

Study Hall:

To ensure that you are afforded every opportunity to excel academically, a study hall is provided Sunday-Thursday evenings in the dormitory. Please let significant others and friends know that only parents can speak with you from 8pm-10pm.

The schedule is as follows:

7:45pm-8:00pm	Worship
8:00pm-8:05pm	Dorm Store
8:05pm-9:00pm	Relaxed Study Hall
9:00pm-9:50pm	Strict Study Hall
9:50pm-10:00pm	Lights out prep
10:00pm	Lights out

Relaxed Study Hall-

This is a time where we encourage you to take showers if you played hard at rec, eat something if you are hungry, get assignments from other ladies, work in study groups, or ask the Dean questions if you need to.

Strict Study Hall-

At this time, all students are required to return to their rooms for check again. This is a time to be alone, study by yourself, and get things accomplished. If you need tutor assistance or other special requests, it must be approved by the Dean.

Curfew:

Freshmen, Sophomores, and Juniors must have lights out at 10pm. Seniors must have lights out by 10:30pm. Lights out will be announced for Saturday evenings. Students with lights remaining on after the designated time will be given one warning. A second infraction will be up to the dean's discretion to implement a consequence.

Sick List:

If you are feeling sick, you need to call the Dean or stop in the office by 6:45am so we 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 get evaluated. For the

health of everyone else in the dorm, when on sick list you must stay in your room the entire day and light meals will be brought to you. If you are found out of your room or with others in your room, you will be removed from sick list and all missed classes will be considered unexcused.

DFI:

Students on DFI will be more closely monitored and have restricted study halls.



Integrity

Dress Policy:

As Christian women it is important that we hold ourselves to a high standard. We need to treat our hearts and our bodies with respect. Just because the world has a skewed view of what modern women should look like, does not mean that we need to dress the same way. The Bible speaks often about women being modest. That being said, it doesn't say anything about us looking plain or grungy. So, let's strive to look our best while keeping our integrity and God-given morals intact. Clothes should be of good taste. Nothing revealing, transparent, or too short. Clothes are not optional in the dorm. You must be dressed at all times, especially when in the hallways and lobby. Shorts, skirts and dresses need to be knee length, and modest shorts to rec. You may wear sleeveless as long as your straps are three fingers across. Sabbath Dress includes dresses or skirts, and appropriate tops. Vespers attire may include dress pants or leggings as long as leggings are worn with a dress that reaches mid-thigh.

Contraband:

The things that we put into our minds often come out of our mouths. Christ has given us a standard to live by, not because He wants to rule over us, but because He cares about us. He wants us to live our lives to the fullest and experience the true joy that only He can give. It is hard to do that when we fill our minds with things that direct our focus off of Him. Because we, the Deans, also want what's best for you and because we want our dorm to continue to be a safe, Christian environment, some items will not be allowed in the dorm. Contraband will be taken and not

returned until a parent or legal guardian comes to collect it from the Dean.

Things not to have in your rooms:

- Alcoholic beverages, tobacco products, or other drugs
- Magazines, books, movies, and music that are not in accordance with the school philosophy
- Posters having symbols dealing with the occult
- Posters advertising or promoting the 'drug culture' including alcohol, tobacco, illegal drugs
- Posters that treat the human body as an object
- Posters of musical bands, groups, or individuals who promote examples of any of the above things



Safe Environment

Emergencies:

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 and exit in a calm and timely manner. The drills are required by state law.

Fire extinguishers, hoses, and fire alarms are for fires only. At least a \$50 fine will be assessed for illegal use of the above and a cleaning charge may also apply.

Please keep hallways clean and do not block or barricade your dorm room door as it is a fire hazard and could result in consequences determined by the dean. Screens and windows are not an exit route unless in an extreme emergency. They have been sealed and riveted not only for your convenience but also 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 will be assessed and the repair cost for the screen and/or window as well as an inquiry by the Administration Council.

Precautions:

Please do not have any of the following in your room for safety reasons:

- electrical appliances other than small refrigerators and microwaves
- halogen lamps
- heaters

- hot plates, electric skillets and grills
- smoldering or open flame devices (candles, incense, lighters)
- firecrackers or other explosive devices
- weapons of any kind

Signing-In and Signing-Out:

Students may leave campus with the correct permissions. Before leaving campus, you must receive permission from the Dean and sign-out at the desk. Students are not allowed to ride in a car with another student unless they are an immediate family member. 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.

Dorm Visitors:

For the safety of our students -

- 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, with Dean’s permission).
- Visitor 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 for 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.

Lights Out -

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

Doors will be opened for students or visitors:

- If you are returning from school events using school transportation.
- If you are late returning from regularly scheduled events (ie: work or class). (If no emergency existed, disciplinary action may be taken.)

- If you 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 been made.
- When specific instruction concerning return times are intentionally disregarded.

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.

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.



Happy and Healthy

Girls' Club:

We want our home to be a fun and laughter filled environment. Our Girls' Club leaders will be responsible for coming up with some fun activities for us throughout

the year. We will be voting on Girls' Club officers and they will work together to help us have an exciting school year.

The Girls' Club positions are as follows:

-President

The Girls' Club President will be the leader of Girls' Club and work directly with the Deans. She will be in charge of making sure all activities are well put together and that everyone is doing their job to make the program run smoothly and safely. If you have any ideas or requests for Girls' Club, talk to the President and she will bring it up to the Deans and other Girls' Club officers.

-Social Vice President

The Social Vice's main responsibility is fun and games. The Social Vice needs a creative mind and a caring spirit. She will be helping develop the fun side of our activities and but will also be there to encourage those who feel left out.

-Spiritual Vice President

The Spiritual Vice will be making sure that all the activities we do are within our Christian standards and beliefs. She will also be there any time someone needs spiritual uplifting or prayer.

-Treasurer

The responsibility of the Treasurer is to work with the financial side of our activities. She will keep a careful check on any money spent or earned. She will also help the Deans with the Dorm Store.

-Secretary

The Secretary will take careful notes during all Girls' Club meetings and will be responsible to create and post notices or flyers of any upcoming events.

-Sergeant at Arms

The Sergeant's job is to simply make sure all meetings continue in a calm and timely matter. The Sergeant is not there to create more stress, but to alleviate stress whenever possible. She will need to be able to react to situations with a calm spirit and a peaceful attitude. The Sergeant does not need to be loud or obnoxious, only firm and assertive. She should be someone that others can respect and look up to.

-Village Representative

The Village Rep is a student that lives off campus and represents the rest of the village girls.

Dorm Store:

There is a dorm store located in the Rec room of the Girls' Dorm for your dining pleasures and late night hunger pains. This will be open for you to purchase items after evening worship. Cash will be the only method of payment for purchases in the dorm store.

Mail:

Mail will be delivered once a day to the dorm. Out going mail must be in the mail box in the office window by 8:30am daily. Stamps may be purchased from the business office during normal office hours. Please do not ask the office staff to give you your mail; it will be available on the deans' desk in the afternoon.

Dean on Duty

Ms. Juhl and Miss Rachel will alternate early and late shifts each day. Ms. Juhl is off duty on Tuesdays and Miss Rachel 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.

Health:

It is important to stay as healthy as possible. Staying healthy not only increases your own personal happiness, it also keeps your brain sharp and gives you more energy.

Here are some things to remember in order to stay healthy:

- Start your mornings by spending personal time with God.
- Drink a lot of water.
- Get a good night's sleep.
- Avoid large quantities of sugar and junk food.
- Avoid caffeinated beverages.
- Spend time outside.
- Exercise daily.

Exercise is important and we encourage you to enjoy the outdoors as much as possible. Please make sure you first get permission from the Dean on duty, then sign-out at the desk anytime you go for a walk or jog around the circle. While exercising, you must stay in the circle around the school unless you have special permission. The faculty housing area, the barn, and the maintenance building are off limits unless you have the Dean's permission.

Home and Weekend Leave Policy:

Home leaves are scheduled in the calendar. Students and parents should 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 1:30pm. The dorms will close at 2:30pm of the same day and reopen at 6pm on the day everyone is due back. You must go directly to your dorm when you return. Dorm students are expected to be in their dorms by 9pm. If earlier or later arrival is necessary, please contact the Dean prior to returning.

Unless prior arrangements have been approved, the students may forfeit privileges for failure to meet the above time appointments. No student should plan to go home on a weekend when she has school or work responsibilities to meet.

When a student is going to another student's home, the Dean needs permission from parents and an invitation from the host/hostess before leaving. Before you leave, you must check with the Dean and sign-out at the desk.

Senior Privileges:

Senior girls who are on Dean's List are allowed -

- Relaxed study hall in Rec room, when appropriate
- Car privileges for town trips (Up to two trips a week per dean's discretion/no classes missed)
- Keep cell phones all night

Cell Phones:

Cell phones from those not on Dean's List must be turned into the dean at 8:10pm, Sunday-Friday. On Sabbath, they will be available after lunch.

***The deans reserve the right to make changes to the 2017-2018 Girls' Dorm handbook at any time throughout the year.**

