
Highland View
Academy



Hartle Hall Dorm
Manual

2019-2020

Welcome

Highland View Academy welcomes you to be an active and positive member of our family. It is the mission of the faculty and staff to provide you with an exceptional experience during your time as a student here. It is our wish that this time spent here at HVA will forge you in the God-centered man you are meant to become.

“There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self.”

-Ernest Hemingway

Mission Statement

The Deans are here to provide students with a structured, positive environment that will help guide students into making positive life decisions that develop boys into men. The Dean's mission is to help mentor the residents of Hartle Hall into strong, disciplined, Christian men. To this end, it is expected that residents take an active part in this endeavor through the healthy balance of work, school and entertainment and giving full cooperation to the Deans, Faculty and Staff.

Dean's Objectives

1. To mentor, guide and discipline the boys of Hartle Hall into men.
2. Provide positive, educational atmospheres for students to succeed.
3. To be available for the student's needs: educational, physical and spiritual.
4. Ensure the safety of the residents.

Home Leaves, Overnight Request Form and Day Trips

Home Leave is a monthly occurrence at HVA. Students are expected to leave the dorm no later than 4:00 PM on the day of home leave and not expected back on campus any earlier than 4:00 PM when leave ends. During leave the dorm will be locked and no students will be let in or allowed to stay during this time. Residents shall not leave early or return late over home leaves. Finally, the last meal served when home leave begins is lunch. There is no supper served the day that students arrive back to HVA from leave so please plan accordingly. Home leave dates can be found at <http://www.hva-edu.com/calendar.php>

Overnight Request Form is an online form that will be emailed to each resident the week of home leave. Students **must** fill out the form accurately and entirely to be approved to leave. The form will be available at all times in such case that a student has an unplanned leave. Parents/guardians will also have access to this form as well. *Additionally*, parents/guardians **must** physically sign students out when picking them up unless directed otherwise by the Dean.

Day Trips are informal leaves from campus. Students may only leave campus with approved hosts. This list includes parents/guardians with legal custody, siblings and faculty. Any additional host **must** abide by the Chesapeake Conference requirements for transporting students as outlined in its handbook and be approved by the parents/guardians of the student. A Dean's approval is still required. Students may not transport students.

Parents/Guardians wishing to allow their student to take their own vehicle must txt the Dean's number to excuse their student. Student drivers must follow all rules laid out in the HVA handbook.

Attendance

Worship. Highland View Academy is a Seventh-day Adventist institution. As such we honor the Sabbath hours and expect those students living with us to do the same. Residents are expected to attend all

Vespers, Worship, Sabbath school and Church events. Appropriate attire is required and will be communicated to students in advance (See Academy Dress Code). It is important that students realize that they represent Hartle Hall, the Deans, and HVA at every function and should conduct themselves politely, professionally, and positively. The three rules of attendance for Church/Vespers/Chapel are:

1. Show up on time (5 min. early)
2. Sit up and be respectful (not slouching/sleeping, on phone.)
3. Listen (Don't distract others).

Academics. Education is a valuable part of a student's life and a vital part of success is showing up on time. Class begins at 8:00 AM Monday through Friday. As part of the Dorm vision of student success, students are expected to be ready by 7:30 AM. Students should plan on leaving the dorm no later than 7:50 AM. Students will not be allowed back in the dorm after 8:00 AM and should leave with all materials needed for the day. For further details about morning routines, please see the section on "**Cellphones**"

Absences/Tardiness. Students who show a pattern of absences or tardies, whether to worship or class, will face fines (see handbook section on attendance). Additionally, boys will face restrictions which will include but may not be limited to: losing out on dorm privileges, Boys club events, phone

privileges or anything else determined by the Deans to help remedy the situation. Parents will be notified should a pattern arise.

Discipline

Students are asked to behave in an appropriate manner. Students must realize that their actions not only reflect themselves but also their family, their dorm and their school and as such must act accordingly.

The following behaviors are completely not tolerated:

1. Vandalism
2. Violence
3. Fighting (real or play)
4. Hazing
5. Bullying
6. Sexual harassment
7. Smoking, Drug, Alcohol or tobacco use.
8. Gambling
9. Cursing/Crude Language or Jokes
10. Racial slurs

For the above offenses fines may be issued in accordance with the HVA handbook. Additionally, any media (photos, video, or music) that includes content of any of the above areas will not be tolerated.

Students must also not perform any tattooing or piercing while living in the dorm. This includes while on school trips.

*This handbook is considered the first warning to all students and therefore students acknowledge that they have read and understood all of the material.

Housekeeping

Residents are responsible for keeping their rooms, hallways, and bathrooms clean and orderly.

Residents must remember they are using school property and should care and respect it.

Room Check. Room check is a visual inspection of the resident's room by the Deans to ensure the room is orderly and a clean place to live. Room checks will take place **each day** and are graded pass/fail.

Students must have their bed made every single day. Students who fail to make their bed and/or fail room check must fix it to the Dean's approval. Failure to do so will result in further disciplinary actions.

Chores. Residents will have chores to complete in order to help out their fellow residents keep the dorm clean. Deans will release chore lists and schedules as needed. Chores not completed will result in loss of privileges.

Rooms. Window screens must remain in place at all times, except in case of emergency exit. Tampering or removing screens will result in a fine.

Furniture must be left in its intended purpose.

Rooms must be returned to original configuration and cleaned before moving out. Failure to do so will result in a cleaning fee.

Students are responsible for all damages to their room.

Students wishing to alter the bunks/lofts in anyway must get permission from Dean.

Laundry

Students are responsible for paying for their own laundry as well as keeping track of their clothes. HVA is not responsible for clothing that is missing/stolen while left unattended. Cost per 1 load is \$2.50 (wash and dry). It is important not to overload the dryer as this will result in clothes not fully drying.

Items to Bring

Bible

Backpack

Shower/Bathroom necessities.

Flip flops

Towels and linens (twin)

Blankets and pillows

School Supplies (See list provided by Administration.)

Casual clothing

Cold weather gear

Dress clothes, dress shoes and belt. (Sabbath attire requires a shirt tucked in and tie, or suit coat and dress shirt tucked in. Khakis or dress pants required as well.)

Gym clothes and shoes

Hangers

Laundry bag and laundry detergent

Trash can

School uniform

Alarm clock - students will not have phones for alarms

Bathing suit

Recommended gear (not required)

Safe/lockbox

Cell phone

Bike, helmet and lock. Helmets are required with bikes, skateboards, unicycles, etc.

Computer

Flash drive

Snacks

Mini Fridge

Microwave

Headphones

Prohibited Items (Contraband)

TV, DVD player, Blu-ray player (we have our own)

Bluetooth or similar speakers

Explicit media

Hot plate

Electric Grill

Space Heater

Popcorn popper

Halogen Lamps

Pets (fish are acceptable)

Candles, matches, lighters, incense, fireworks

Alcohol, drugs, tobacco and all related paraphernalia

Weapons of any kind (including but not limited to: firearms, knives, bludgeoning tools, etc.)

Power tools

Clothes iron

Electric blankets

Electronics

Cellphones.

Students will be allowed to bring cellphones to school provided they are willing to abide by the following rules:

All cellphones will be registered and numbers given to the Deans.

Cellphones will be turned in at 10:00 PM Sunday-Friday

Students who do not turn in their phones will lose their phone for a week.

Cellphones may be picked up Monday-Friday between 7:10-7:40 AM provided the student is ready for school. Students must be in school uniform to pick up phone. Students not ready before 7:40 will get phones back after afternoon classes. Students

leaving after 8:00 AM will get phones back the following morning provided they are on time.

Students may pick up their phones after Church, or lunch depending on the week, on Saturday.

Phones will not be used during religious services.

Students breaking cellphone/electronic rules will be subject to the following:

1st offense loss of phone for a week.

Parents notified

2nd offense, the phone will be lost for a month.

Parents notified.

3rd offense the phone will be taken indefinitely.

Parents will be notified.

Students who turn in “dummy phones”, phones that are broken, fake or out of service in an attempt to conceal another phone, will lose their phone for 1 month and may face additional disciplinary action.

Students on academic downgrades (One D or F) will turn their phones at the beginning of study hall and will get them in the morning.

Laptops. Students are allowed to check out Google chrome books from the school. Laptops will follow the same rules as phones for turning in and picking up. Students wanting to bring their own laptops will need to register them with the Dean.

IPad, Tablets and similar devices. These items will be treated the same as laptops or cellphones. Students bringing such items do so at their own risk.

Video Game Systems. Video Game systems, such as Xbox, PlayStation, or Nintendo Switch, etc. will not be allowed on campus unless allowed by the Dean.

T.V.s and Monitors. T.V.s and monitors are not allowed in dorm

Speakers. Speakers and/or subwoofers are not allowed. Speakers brought to school will be taken and sent home. Students using speakers will lose phones for 1 week.

Music. As a rule, music must be listened through headphones at all times. Phones playing games or music on their phones out loud will be subject to forfeiture.

Finances

Residents are discouraged from keeping money and other valuables in room. Students may open a bank account with Business Office if desired.

If residents choose to store valuables in room, a lock box or safe is recommended. A copy of the key **must** be kept with the Dean.

Hartle Hall is not responsible for any lost or stolen items, nor the safe-keeping of any items.

*While stealing is not tolerated on campus, the Deans are not responsible for anything that is stolen or broken by students.

Dorm Store is a store inside the dorm that residents may access. Food and necessary items will be sold with the profits benefitting Hartle Hall and supplementing events. Residents may have a small tab at the dorm store but Deans reserve the right to add fines to Dorm Store Tab for dorm-related behavior issues (swearing, being late, un-finished chores, etc.)

Right of Access

HVA Administration and Deans reserve the right to access any dorm room for inspection for any reason and **without** advanced notice. This includes access to personal items including but not limited to electronic devices.

Room Occupancy

The rooms in Hartle Hall are designed for double occupancy. Students who request a room by

themselves will have an associated fee of \$1,350.00 for the academic school year.

Roommate Conflict

Hartle Hall is committed to making resident life and enjoyable and positive experience. When dealing with students from all walks of life the possibility arises that students may not get along who are assigned as roommates. The Deans should be contacted of the conflict and reasonable efforts should be taken to remedy the situation. If the situation cannot be reasonably solved the Deans will make arrangements to move the students apart.

Safety

First Aid.

Deans have access to first aid kits in case of accident or injury. All medical needs or concerns should be brought to the attention of the Dean on duty immediately. Additionally, Maryland State law dictates that Deans may not dispense any medication (over the counter or prescription) without written consent of a physician in the required form.

Fire safety.

Flames, candles and incense are not allowed in the dorm. Candles are not even permitted in resident rooms as decoration. These items will be confiscated.

Do not cover any light source as this is a fire hazard.

Accumulation of trash and other material poses a fire hazard as well. Please do not overfill trash cans and please empty trash on a regular basis.

Take care of all appliances and make sure surge protectors are being used.

Fire drills will be conducted from time to time.

Tampering with fire alarms and or smoke detectors is illegal and will result in fines.

Weather Emergencies/Tornadoes.

In the event of a tornado, or a tornado warning residents will be instructed to do the following:

- Exit room and close door
- Take cover in an interior corridor away from windows
- Evacuate large lounge areas and large rooms with unsupported spans
- Cover heads to protect against flying debris
- Remain quiet and await instruction.
- Residents should remain under cover until “all clear” signal is given.

Evacuation

If the need arises to evacuate the building, residents will be alerted through either the fire alarm system (for fires), or through the intercom system (other emergencies)

Every time the fire alarm system is activated, residents must immediately evacuate to the center of campus beside the flagpole.

In the event of an emergency, the fire alarm and intercom system will be used to advise residents of the appropriate measure to take.

*Window screens are to remain in place, except in case of serious emergency exit.

Evacuation route map is located on the inside of every room door. It is a violation to cover or remove this sign.

Study Hall

During study hall, students are expected to be quiet and productive. During this time, RAs will be in their respective halls making sure that students are working on school work and not distracting others. Students wishing to work together on projects or other related items must get approval from RA and continue to stay focused on their task. Those unable

to stay focused will be asked to return to their respective rooms apart from each other.

Study hall hours are from 8:00 PM-10:00 PM Sunday-Thursday. Study hall is not the time for congregating in the lobby, hallways, or rooms; goofing off, playing games, being loud etc.

Residents must be in their rooms, the study room, or the computer lab with permission during study hall. No other location is acceptable.

Students must be considerate of others who are trying to focus on school work and must remember to keep the dorm quiet during study hall.

Students on “Down Grades” (1 “D” or “F”) will turn their phones in for the evening starting at study hall. Arrangements must be made ahead of time if notes or other necessary materials are on any device. Students on “Down Grades” will also meet in a designated spot to study for the duration of study hall. This study room will be totally quiet. Failing to report here will result in further restrictions.

Grades are checked every Friday or as deemed necessary by the Dean.

Transportation

Senior residents are allowed to have cars while they are residents at HVA.

Residents must register vehicle using the vehicle registration form.

Residents must park their vehicles in the designation parking area as instructed by the dean.

Residents may not bring any passengers in their cars (siblings are the only exception and parental notification must be obtained)

Students **MUST NEVER** drive other students, village or dorm on day trips. *The exception to this rule would be homeleave and parental permission must be cleared by both sets of parents.

All vehicle keys will be held by Deans.

Residents who violate this policy will lose the privilege to use a car while living at HVA.

Violations

Below is some of the pre-determined violations and penalty. (Damage/Labor costs may also be included separately)

Lost room key-\$50

Setting off false alarm- \$100 and possible suspension

Discharge of any explosive device(s) -\$250 possible suspension/expulsion

Tampering with fire safety measure -\$100

Open flames-\$100

Possession of contraband -\$50/item

Covering fire/escape routes- \$25

Visitors

Visitors are asked to sign in at the front desk or check in with Dean on duty. Visitors may not visit residents during the following times:

- Weekdays during study hall or after lights-out
- Friday evening during vespers
- During Sunday school events
- Any other time at Dean's discretion

Ladies are allowed in Hartle Hall lobby and porch provided they get both Dean's approval.

All visitors are required to follow all dorm rules.

Overnight Guests

Residents may have guests overnight on weekends at the Discretion of the Dean on duty. Resident must give at least 24 hour notice. If guest is under 18

parental/guardian permission must be given. Guests are expected to abide by all rules.

Village students may at times stay in the dorm as well.

All guests staying in the dorm will be assessed a fee as well as paying for their meals.

Weight Room

Use of the weight room is a privilege and care should be taken to ensure the room is kept in proper and safe order.

Use of the weight room is limited to 2 or more boys at all times

Weight room shall remain locked when not in use.

Abuse of the weight room policy or care of the weight room will result in closure of the weight room until a determined time established by the Deans.

Students caught breaking into weight room will face discipline and or fines

Please return weights to proper places, wipe down machines after each use.

Closed Friday evening until Saturday evening to observe Sabbath hours.

Computer Lab

Computer lab use is a privilege and proper care of the room and equipment should be taken in order to maintain the computer working order.

Students **SHALL NOT** eat or drink in computer lab. Students found drinking or eating will be asked to throw food out or remove it. Students may also lose the use of the lab.

During study hall hours no games should be played in computer lab. Using the computers for anything other than school work during study hall time will result in losing the privilege of the computer lab.

Students must obtain permission from Dean to use computer lab during study hall.

Closed Friday evening until Saturday evening to observe Sabbath hours.