

SAA

**BOYS
DORM
HANDBOOK
21-22**

Boy's Club

All male students, dorm or village, are part of Boy's Club and are invited to attend all activities. Activities include Sunday nights, movies, game nights, dorm Olympics, mall trips and other announced outings. Fees may be included to cover costs. As all boys are invited to attend activities, all boys should participate in fundraisers and events. Officers are elected at the beginning of the year and are responsible for planning activities for the dorm as well as a banquet. Positions include President, Vice President, Activities Coordinator, Chaplin, and Village Representative.

Dean on Duty

The dean on duty schedule is posted by the Dean's office door. Please take note of who is on duty so that you can contact the right person. The Deans have other responsibilities along with the dorm, so please make sure to be conscious of their schedules.

Exits

Students are required to use the main lobby doors at all times. The doors will be unlocked 15 minutes before breakfast and remain unlocked until 10:00 p.m. during the week. Each floor has an emergency exit door, which are to be used only for emergencies. Anyone entering or leaving the building in an unauthorized way is subject to discipline and a fine. Random room checks will be performed at irregular times to ensure your safety and presence.

Communication

It is important that students communicate to the Deans issues, concerns that come their way. When a student comes to speak to a Dean, it is an implied confidentiality, unless the information is important to the student/someone else's safety or well-being.



WELCOME

We want to thank you, parents / guardians for entrusting your student to our care. We want to welcome you to the Boy's dorm (Hawthorn Hall). Our prayer for this school year is to live in harmony, make great memories and draw closer to Jesus Christ.

God's Blessings,
Deans



CONTACT INFORMATION

We at Sunnydale recognize the need for you to be able to contact your student, especially in an emergency. You can reach your student by calling any of the following numbers:

Sunnydale Adventist Academy: 573-682-2164

Deans Office: Ext.237 (can leave messages)

Lobby: Lobby Ext. 238

Dean's Cellphone/Nighttime emergencies: TBD

Email:

Dean Edy: einfante@sunnydale.org

Dean Chase: cshiremna@sunnydale.org

Dean Quigley: pquigley@sunnydale.org

PURPOSE



It is the goal of SAA to provide an environment and experience through which students may improve their abilities to exercise self-discipline. It is mutually agreed that every student who presents himself for admission to this school thereby pledges to observe willingly all regulations and Christian principles upon which SAA is operated.

Students should be conscious of the complexity of the many personalities in a dormitory and should go the extra mile in doing their part in helping make dorm life enjoyable. It is a pledge of the dormitory staff (Deans, RA's, and workers, Boy's Club officers) to treat each resident and staff with respect. We ask the same from all residents, and encourage an atmosphere of respect.

We have done our best to put everything that you need to know in here, but updates and changes may be made as deemed necessary.

Study Hall Program

Academic achievement is a top priority at SAA. It is the purpose of the dormitory study hall programs to evaluate the student's academic performance, require necessary study time during study hall, and provide tutoring when possible. The long-term goal of the dormitory study programs is to teach students how to study and maintain habits that will be self-motivated and conducive to success over their academic career. Study hall regulations and procedures will be announced in the dormitories.

There are two types of Study Hall Programs:

Structured Study Hall: Students with an F or 2 D's

Monitored Study Hall: Students who maintain grades C- or above

Light Out Policy

Each night the dorm will have an announced lights out, meaning a time where students are required to return to their rooms, be quiet, have their lights off, radios off or playing softly, and all activities ended. (In bed)

All Freshmen/Sophomores/Juniors are required to return to their rooms 15 minutes before lights out.

All seniors are required to return to their rooms by 10:00 pm

Times for Lights Out:

Freshmen/Sophomores	9:45 PM
Juniors	10:00 PM
Seniors	10:15 PM
Weekends (everyone)	10:30PM or otherwise announced

Dormitory Worship

Dormitory worship is a part of our school program and is required of all dorm students. Any village students, who are still on campus, are required to attend dorm worship. This is a 15 to 20-minute time slot where the deans, RA's, or fellow students take time to lead out in a worship thought to close the day. Prayer groups, prayer requests, and Bible studies may be part of worship. Sundown worship time on Friday and Sabbath evenings will be posted. Student participation is encouraged, but only attendance is required. Dorm students who are out of the dorm must make prior arrangements with the dean to miss worship.

Cell Phone Policy

All cell phones must be properly registered with the dean, at that time the dean will put the student's names on the back of their phone. All cell phones must be turned in to the RA or the Dean every night at the scheduled time to be locked in the office. If you fear damage to your student's phone you may consider buying a case for it. Students are not to use another person's cell phone without the approval of the dean. No inactive cell phones are allowed on campus. Cell phone usage and carrying is a privilege and if abused can be revoked by the dean.

The deans reserve the right to search all student phones, as they deem necessary.

Cell phones pick up times:

Weekdays around 6:45 am
Weekends: TBA

Cell phones turn in times:

Freshman & Sophomores: 9:00 p.m.
Juniors: 9:30 pm
Seniors: 10:00 pm



MOVING-IN TIPS

In order to help your move into the dormitory be a smooth one, we have come up with the following suggestions and reminders:

- Make sure your key works and that your room has no major problems before moving in.
- If you are putting down a carpet it cannot be tacked, glued, or taped to the floor.
- No permanent decorations and fixtures such as painting, wallpaper, stickers, etc.
- Posters and pictures should be kosher (Christian emphasis) and hung with **poster putty only**.
- Please do not drive nails or drill holes into the walls, doors or any other part of the room.
- Do not tape or otherwise hang personal items on the doors.
- Do not remove furniture or other items from your room.
- Hallways need to be free of personal items or trash.
- Large instruments must be kept in the music department.

The following list of items complies with state and federal regulations and should not be found in the dormitory:

- Chains or knives over 3 inches long or toy weapons.**
- Weapons of any kind, such as batons, pellet and bb guns, paint-ball guns, etc.**
- Halogen lamps**
- Candles or candle warmers, irons, incense, lighters, matches, or any combustible materials.**
- Firecrackers or explosive materials.**
- Appliances, such as hot plates, toaster ovens, toasters, coffee makers, etc.**
- See the school handbook for other suggestion and guidelines.**
- The Deans have the right to send home anything that is perceived inappropriate.**

If you have any questions or concerns, please feel free to call or stop by the office at any time.

All rules apply to any SAA student who enters the Boy's Dormitory. Visitors are asked to follow the same guidelines

Suggested Items to Bring From Home:

Bedding (twin sized)

Trash Can

Desk Lamp

Laundry Soap

Clothes Hangers

School Supplies

Towel/Washcloth

Cleaning Supplies

Optional Items to Bring From Home:

Stereo

Computer (one per student)

Fan

Mini Fridge (one per room)

Microwave (one per room)

Items to Leave at Home:

Pets	DVDs/Videos
Fireworks	Game Systems
Jewelry	Cooking Appliances
Weapons	TV/VCR

Deans

The deans are here to help the students and aid in their spiritual, social, and academic development. Deans will be available for counseling and questions. At least one dean is always on duty. He may not be accessible at every moment of the day. Desk monitors can locate a dean if the need arises.

Dorm Store Items

Each dorm has a dorm store for the convenience of its residents. The profits from the sales will be used for projects to be determined by the deans.

Laundry Room

Washers and dryers are available for students to use on their assigned day between the hours of 6:30AM and 9:30 PM. Students need to supply their own laundry soap, fabric softener, dryer sheets, etc. Report any problems with the machines to the appropriate Dean as soon as possible. Please do not leave your laundry unattended. Also please remove your laundry from the machines promptly. Each Sabbath the laundry room will be closed. It will be closed from Friday evening before sundown till Sunday morning.

The Deans reserve the right to close it at any other time they deem necessary.

Lobbies

It is our desire that your residence hall become your home away from home; however, we do need your help in keeping our lobbies looking as nice as possible. No eating/drinking is allowed in the lobby. Furniture is to be treated with care and not to be removed. You are required to be fully dressed when entering the main floor/lobby at all times. No personal items are to be left in the lobby.

SERVICES

Announcements

A residence bulletin board will contain information to keep you up to date on last minute changes in schedules and guidelines, upcoming events, or reminders of things that you need to complete. A weekend schedule will be posted every Friday of each week. You are responsible for all information posted on the bulleting board

Repairs

We ask that all residents help make us aware of repairs that need to be done by filling out a repair request form. This includes any repair in your room as well as throughout the dormitory. Please do not attempt to contact maintenance or to do repairs on your own.

Exercise Room Policy

The weight room is located in the basement of the dorm. The weight room is available between 8:00 am-9:00 pm. Safety is the main concern, please use all equipment appropriately. No audio is to be heard out loud, music is to be used with headphones.

Cleaning Supplies

Students are to provide their own cleaning supplies. A vacuum cleaner is available for student use.

Residence Assistants (RA's)

An RA helps the dean in dealing with situations that arise in the dorm. Some of their duties include: keeping the halls and lobbies quiet during study hall, taking record at meetings, and working with the deans to help students with various other problems. They are an extension of the dean's authority, and should be treated with the same respect.

ROOMS

Key Policy

Report immediately when you have lost your key. Duplicating keys is prohibited: a duplicated key will not be accepted for deposit return.

Major Violations:

Unauthorized key duplication

Possession of a key other than what was checked out to you

A room key may be worn around a student's neck on a school issued lanyard only.

Appliances

The only appliances allowed are fridge/microwave, water heater/boiler, small sized rice cooker. This includes and is not limited to: hot plates, kitchen appliances, irons, coffee makers, sandwich maker etc. No burners, open flames, stoves are allowed. Fans and space heaters may be used if approved by the dean.

Furniture

All rooms have beds, closet, desk chairs, dressers and desks. Residence hall furniture is not to be removed from your room. Please make every attempt to keep your furniture in good condition. Remember you will be charged for any other act that damages the furniture or walls.

Room Cleanliness Check

All rooms in the residence hall are to be kept neat and clean. A room cleanliness check will be taken to make sure that this is accomplished. There will be no room check during the first two days of school. Room check policies will be more explained during orientation.

Roommates

All our dorm rooms are equipped for 2-3-person occupancy.

EVERYONE WILL HAVE A ROOMMATE

TRANSPORTATION



Personal Vehicles

All students who would like to have a car on campus must register the vehicle with the Main Office and the Dean and present the necessary documents. Keys must be left with the dean.

MEDIA/ELECTRONICS



Computers & Games

Personal gaming systems are not allowed
(i.e. Xbox, playstation, cube, DS, etc.)

Stereo systems must fit within 18in" d x 24" w x 24" h.
MP3 players are allowed on campus and are not allowed to be used in classes or at work without a work supervisor's approval. School trips and open campus are appropriate times to use a MP3 or other music device, misuse will lead to confiscation of the item(s).

Computers must be appropriately registered with the dean. Each resident may bring one computer only. The primary purpose of having a computer is for academic activity. Any misuse of your computer may result in the loss of your privilege to have a computer in the dorm. Computer/laptops/tablets may not exceed 27 inches in size. No projectors allowed. No TVs allowed.

STUDENT HEALTH

If you should feel that you are not able to function throughout the day due to illness, please follow these guidelines:

- . Let your RA or dean know if you are not feeling well at any point during the day, especially before lights out.
- . Report to the dean's office by 6:45 AM. The nurse or dean on duty will evaluate you and determine what medication to give and if you will attend classes that day.
- . If you become ill later in the day, report to the main office in the administration building. They will contact the dean on duty to determine what actions should be taken.
- . If you are put on sick list at any point during the day, your work and/or classes will be excused from that point on. The deans will not excuse you from classes or work that you have skipped without taking the proper steps.
- . When you are put on sick list, you are required to stay in your room for the remainder of the day, with the exceptions for the bathroom and the dean's office.
- . You may use your phone only to call your parents.
- . A dean or RA will check on you periodically throughout the day to bring you food and medication as needed.
- . Visitors are limited to your roommate and the dean/RA on duty. Please don't share your germs.

We will do whatever we can to help you recover quickly, including doctor visits as needed. If a student is found to be doing activities that are not conducive to being sick, they could receive unexcused absences for classes missed. Parents need to schedule medical visits during home -leave times. We will take residents to the doctor for emergency cases, and on demand medical care.

Medication

All medicines, prescription or over-the-counter, must be placed in the care of the deans. The dean on duty will give out daily medications at posted times. Over-the-counter medications will be given out by the deans or nurse as needed.

General Miscellaneous Rules

No eating in the lobby

All food must be stored in sealed plastic containers to avoid attracting insects and mice.

The kitchenette is available for students at most times during the day. Students are responsible for cleaning up after themselves.

Daily room check is a part of dorm life.

Be prepared to have deans, dorm RA's, and maintenance visit your room if necessary.

If a dean or RA must enter your room for any reason during the day, they are required to lock your door when they leave.

(Keep your room key with you at all times)

Lobbies and outside the dorm must be cleared of personal items by 1:00PM on Fridays or at other announced or posted times.

Deans must approve all visits from female guests.

Lost & Stolen Item Policy

SAA, its staff and faculty are not responsible for any personal items that are lost or stolen. The faculty and staff will do their best to help a student locate any missing items, but it is the students' responsibility to keep their dorm rooms locked and their backpacks and other personal items accounted for. All personal items should be marked with the student's name. All missing items should be reported to the Dean's at the time the item goes missing.

Food and Drink

We strongly suggest that you do not bring caffeinated drinks and flesh foods into the dorm. If you choose to bring flesh foods into the dorm, it is for you only and not to be distributed. All food must be stored in plastic containers. It is prohibited to bring food or drink into the dorm for the purpose of selling it. Energy drinks are prohibited.

Weekend Services

When students are on campus they are expected to attend all weekend services. Any exception needs to be cleared with the dean on duty.

Music/Movies/TV/Media

The purpose of our media policy is to help educate students to make good choices in the music and other media they choose to engage. Christian standards should be used in the selection of any of these forms of media. Media that are satanic, pornographic, immoral, anti-Christian, drug related, focus on the negative, depression, suicide, anti-government, and any that include inappropriate language, or promotes violence are prohibited here at SAA.

If you have any questions about what is appropriate, ask the dean.

Movies and television are not allowed in any form. Please be sure that any prohibited media be removed from any media devices such as computers, video iPods, Mp3 players, cell phones, and other electronic devices.

The deans reserve the right to search any device, including computers, MP3 players, or other handheld devices, for inappropriate materials, as they deem necessary. Students should not be in possession of movies or TV show files or DVDs, or have access to Internet while at school on personal devices



VISITORS & LEAVE REQUEST

Visitors

The dormitories are the residence of our students. Permission must be obtained from the dean if a visitor wishes to visit a student's room. The front lobbies are available in each dorm for visitation privileges. Overnight guests must make arrangements with the dean several days prior to the intended visit.

Dorm Hours

Picking up or dropping off students needs to be at approved time. Please do not ask to pick up/drop off students from 11:00PM until 6:30AM. *The front doors of the dorm are locked and alarmed from 10:00PM until 6:30AM.*

Signing in/out

Any time you leave to go off campus you need to get the dean on duty's permission and sign out at the front desk; when returning you must sign in. Negligence in signing in or out can result in forfeit of next leave request or possibility of a fine.

Campus Leave

A student must obtain permission for all campus leaves, including staff homes, from the dean on duty. Both the driver and the dean on duty must sign each student out of the dorm. Drivers MUST come in to the dorm to pick up their student and initial the sign out sheet. A student then must sign in on return to the dorm. Requests for leaves other than home (with parents) will be evaluated on a case-by-case basis.

Criteria to be considered in granting a request include how often a person requests to be off campus, attendance and grades, cooperation, etc., much as a parent would review a similar request.

Weekend/Overnight Leave

SAA does not allow overnight stays other than in the care of the parent/guardian.

Home Leave

Students are to communicate their leave plans with their dean by the Tuesday evening preceding the home leave. Home leave normally runs Sunday to Sunday. Returning home leave Sundays, the dorm will open at 2pm.

Travel Plans

When scheduling student travel, PLEASE verify the school's schedule and communicate the proposed itinerary with the Administrative Office before purchasing tickets. Any leave that will require the student to miss classes or work must be arranged with the administrative office.

Timeline

All leaves end at 9:00 pm. You must return to the dormitory by this time. Should you return later than 5 pm-a phone call is required.

AWOL

Absent Without Official Leave: means that a student has left without notifying a dean, or has left after official check in. An AWOL can have serious consequences.



GENERAL GUIDELINES

Dormitory Guidelines

Guidelines are needed in order for dorm life to run smoothly. Please talk to a dean rather than disregard any guidelines that you feel are unreasonable. Guidelines may be changed or updated at any time.

Dorm Atmosphere

Boy's dormitory is required to be "quiet time" 24 hours a day. No running, roughhousing, wrestling, yelling etc. Residents are to respect others rights to a quiet environment at all times. Sounds from rooms (music, speakers etc) are to be played at a level that does not disturb others. Music is not to be heard outside your door.

Ownership

Because each individual will use the facilities in the dorm, everyone will be responsible for cleaning and maintaining it. Students will have assigned tasks that will rotate throughout the year. Dorm cleanup is usually done on Sunday mornings. This is to help the resident understand ownership in the dormitory

Hazing and Other Irregular Activities

Any resident who take part in, or conspires to engage in hazing will be subject to discipline review. Also, anyone who knowingly commits to any act to that injures, degrades, or intends to injure a fellow student will be subject to discipline.

Dress Code

All students must dress according to school policy. Public areas in the dorm (halls, lobby, laundry room, weight room, chapel, guest hall, offices) students must be dressed with at least appropriate shorts and a t-shirt (including undergarments) **NO JEWELRY ALLOWED!**

Nudity is not allowed, only in the privacy of your room while changing, or actively showering in your shower stall. Student privacy must be respected, please conduct yourself in a manner that will make others feel safe and comfortable.

Please see SAA Handbook for which covers dress code guidelines