

Sunnydale Adventist Academy

Girls Dorm Handbook

2021-2022

Welcome!!

We want to thank you, parents / guardians for intrusting your girls to our care. Girls, we want to welcome you to the girls' dorm (Rosewood Hall). Our prayer for this school year is to live in harmony, make great memories, and draw closer to Jesus Christ.

God's Blessings,
Dean Sandy Eisele – Girls' Dean
Dean Hailey Johnson – Assistant Girls' Dean

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. 241
 Main Office: (8 am – 4pm) Ext. 200

For daytime calls, the schools main number will help you locate your student.

Email: seisele@sunnydale.org Dean Sandy Eisele

Email: hjohnson@sunnydale.org Dean Hailey Johnson

Please feel free to contact us with any concerns you may have. We feel communication with our parents is extremely important in order for us to work as a team for your student's success.

Moving In Suggestions

In order to help your move into the dormitory be a smooth one, here are suggestions and reminders:

- Make sure your key works and that your room has no major problems before moving in.
- If you are using throw rugs, they cannot be tacked, glued, or taped to the floor.
- Posters and pictures need to be in keeping with our Christian standards and hung with **poster putty or command strips only**.
- Hallways need to be free of personal items or trash.
- Large instruments must be kept in the music department.
- Egg shell mattress pad, if desired.

Not Allowed:

- Permanent decorations and fixtures such as painting, wallpaper, stickers, etc.;
- Driving nails or drilling holes into the walls or doors;
- Tape, pictures, or anything on the doors and door frames;
- Removal of furniture or other items from your room. Mattresses stay on bed frames.

To keep our dorm safe, the following items are not allowed:

- Chains, knives over 3 inches long, and 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.

Note:

The dorm will supply an iron to be used only in the laundry room.

What to Bring:

- Modest clothing – avoid tight-fitting, low cut, too short, or transparent clothing of any kind
- Shorts –modest (mid thigh)
- Skirts – modest
- Bed linens
- Toiletries
- School materials
- Trash can
- Laundry basket and **HE Laundry soap** – (Front Load Washers)
- Alarm Clock (not a cell phone)

What NOT to Bring:

- Large stereo systems – see electronics guidelines.
- TVs
- Jewelry of any kind
- Nail polish Except light to clear pink & clear color (Any unnatural colors)
- DVDs, video files, or unapproved devices.

Questions? Ask a Dean at any time.

See the school handbook for other suggestions and guidelines.

The Dean has the right to confiscate anything that is deemed inappropriate. If you have any questions or concerns, please feel free to call or stop by the office at any time.

All rules and guidelines apply to all Sunnydale Academy students who enter the Girl's dorm. Visitors are asked to follow the guidelines of the dorm as well.

Dormitory Guidelines

Students come from differing backgrounds and with a variety of personalities. 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.

General Guidelines

- **No eating or drinking (other than water) in either the front or back lobbies.**
- All food must be stored in sealed plastic containers to avoid attracting insects and mice.
- The kitchenette is available throughout most of the day. **Students are responsible for cleaning up after themselves.**
- Do **NOT** cook meat in the dorm.
- All doors and exit windows are alarmed. Setting off these alarms for an unnecessary reason is not acceptable. Use only the front doors unless there is an emergency.
- Daily room check is a part of dorm life.
- Be prepared to have deans, dorm RA's, and maintenance visit your room if necessary.
- Failing room check may result in loss of privileges such as cell phones, recreation, senior privileges, and fines.
- 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)
- The Dorm Store is available upon request to the deans. Try and keep your request around meal times. It is opened after worship and dorm clean up most nights.
- Lobbies and outside the dorm must be cleared of personal items by 4:00PM on Fridays or at other announced or posted times.
- Personal items that are left in public areas, when not appropriate timing, such as the dorm lobbies, TV or exercise rooms, chapel, hallways, or outdoors, will be removed and locked up. A fine will be charged for getting belongings back.
- Deans must approve visitors.
- **NO COLORING, DYEING, BLEACHING, WEAVING, etc. of hair allowed in the dorm. YOU WILL BE FINED if you do.**

Dorm Hours

Hours to pick up or drop off a student are 8:00AM until 8:00PM. Please call the dean if your plans do not allow you to arrive between these times.

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. Please make prior arrangements with the dean for overnight guests.

Campus Leave

A student must obtain permission for all campus leaves, including staff homes, from the dean on duty. Each student must be signed out of the dorm by both the driver and the dean on duty. If the Dean on duty hasn't met the driver before, then the driver will be asked to bring in his / her driver's license. Driver's **MUST** come in to the dorm to pick up their student and sign the sign-out sheet. On return the driver must sign student back into the dorm by stating date and time of return and initialing sign out sheet.

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 responsibilities must be arranged with the administrative office.

Home Leave

Students are to communicate their leave plans with their dean by the Sunday evening preceding the home leave. Home leave normally starts on Wednesday at noon, but PLEASE verify with the school calendar as not all home leaves are the same. When returning from a home leave, the dorms will open at 2:00PM.

Weekend/Overnight Leave

Please communicate with the dean by Tuesday evening preceding a weekend or overnight leave. Only weekend / overnight leaves to own immediate family are allowed. Overnight leave sheet must be filled out.

Key Policy

- Lost key charge is \$25, plus re-keying charges if necessary.
- Duplication of school keys is not allowed.
- A student may only have school keys in their possession that they have been authorized to use.

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

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. **NO MEDICATION OF ANY KIND IS ALLOWED IN STUDENT'S DORM ROOM.**

Girl's Club

All female students at Sunnydale are members of the Girl's Club and are invited to attend all activities. Activities include Sunday nights, movies, game nights, Saturday morning breakfasts, mall trips, and other announced outings. Fees may be included to cover costs. As all girls are invited to attend activities, all girls 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, Secretary/Treasurer, Chaplin, and Village Representative.

Lost & Stolen Item Policy

The faculty and staff of Sunnydale 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 deans at the time the item goes missing.

Money may be placed in the student's bank account in the ad building or may be given to the dean to place in their file in the dean's office. We encourage this so money will not come up missing.

Electronic Devices

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.

Headphones / earbuds are allowed at school. Misuse will lead to confiscation of the item(s).

Computers must be appropriately registered with the dean. The primary purpose of having a computer is for academic activity. **No Movies or TV shows are allowed on personal computers**, if found your computer will be confiscated for a time or you may lose your computer privilege and not be allowed to have a computer at school.

The deans reserve the right to search any device, including computers, MP3 players, cell phones, tablets, thumb drives or other handheld devices, for inappropriate materials. All electronic devices must be registered with the dean. This includes all user names and passwords for phones, computers, iPads, iPods, MP3 players and etc. **Failure to do this may result in device taken away.**

Students should not be in possession of Movies or TV show files, DVDs, or thumb drives with movies or shows on them, etc.

Laundry

Washers and dryers are available for student use between the hours of 6:45AM and 9:00 PM. Each student needs to supply laundry soap, fabric softener, dryer sheets, etc. We have High Energy washing machines, and **we ask that students only purchase HE laundry soap.**

Exercise Room Policy

The exercise room is located on the first floor in the back of the dorm. The doors are alarmed until 6:10AM for those who would like to work out in the mornings, and the doors are closed by 9:00PM unless the dean gives special permission. Exercise videos and personal equipment is allowed, but the dorm is not responsible for lost or damaged items.

Kitchenette Policy

Girls are free to use the kitchenette; all supplies are to stay in the kitchenette. You are to clean up after yourselves. Failure to do these things may result in the kitchenette being locked for a time.

TV Room Policy

You are allowed to eat in the TV room as long as you pick up after yourself. Use of the TV room is a privilege; if the room is found messy it will be locked for a period of time. Students should not be in the TV room during work or class time.

Dormitory Room

All our dorm rooms are equipped for two-person occupancy. The Girls' Dean makes the room assignments.



Changes in Dormitory Room

All changes or remodeling of a dorm room must be approved by the Girls' Dean, Dean Eisele. Damage or changes to the room will incur a fee for fixing and returning the room to its original state.

Cleaning Supplies

Each student is to provide their own cleaning supplies. A vacuum cleaner is available for student use. Room check is taken daily.

Study Hall

With the way our daily schedule is made up, you will find that you have some free time. This is a time for you to get your homework done, study for tests, do any projects that has been assigned, and get ready for your next day. If we find that you are not using your time wisely and are missing assignments and falling behind you will then be placed in a study hall. Tutors are available for help if wanted.

Dorm Worship

Following recreation every night, dorm girls, 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. Student participation is encouraged. Dorm students who are out of the dorm must make prior arrangements with the dean to miss worship.

Quiet Time

Following worship each weeknight will be starting quiet time. It is a time to go to your room, finish homework / study, get showers, and get ready for bed.

Cell Phone Policy

All cell phones must be properly registered with the dean. The dean will put the student's name on the back of their phone, **students name must remain on their phone or lose of phone privilege will accrue.** All cell phones must be turned in to the Dean every night to be locked in the office. If you fear damage to your student's phone you may consider buying a case for it.

- Only one cell phone per student is allowed, active or not

CELL PHONES:

PICK UP PHONES:

All students in good standing may pick up their phones in the dean's office in the morning from **6:50am –7:00am**

If you choose to not pick it up in the morning, then you may pick it up around 5:30pm (supper time)

TURN IN PHONES:

Freshmen, Sophomores, and Juniors turn phones in at 9:00pm.

Seniors turn in phones at 10:00pm

Having or carrying your cell phone during the day is a privilege, not a right. Abuse of this privilege, such as inappropriate texting or images, having phones out during classes may revoke this privilege.

This privilege may also be taken away if:

You fail room check, have low grades, have missing assignments, more than one working phone or been given disciplinary action.

The deans reserve the right to search all student phones. Students who have lost their phone privileges may come to the dean's office and use their phone to call parents, when deans are available, when their conversation is done the dean will return phone to their file.

Lights Out Policy

Each night the dorm will have a time where you are to be getting ready for bed, a time when you are required to be quiet, have lights off, radios off or playing softly, and all activities ended. (In bed)

	In Room	In Bed
Freshmen / Sophomores:	9:45 PM	10:00PM
Junior:	10:00 PM	10:15PM
Seniors:	10:15 PM	10:30 PM

Weekends (everyone): 10:30PM or otherwise announced

Dress Code

Clothing in the dorm should be modest and comfortable. Girls should be appropriately dressed at all times as to not embarrass themselves or others.

General Rules

Skirts and Dresses most be modest.

All shirts must be modest. They should be modest and must past the "lean test," meaning if you lean forward and show bra and/or cleavage, the shirt is not appropriate. When wearing tank tops or camisoles under other shirts they should also be modest. They should not need to be adjusted and pulled up regularly.

Short's in-seam modest, mid-thigh. While spandex is appropriate for some sports practices, it does not count as length for shorts.

For work and school attire, shoes must be closed toed as well as closed heel, meaning no sandals, flip-flops, slippers, crocks, or clogs, etc.

For vespers and church attire, dress shoes with open toe or heel are appropriate, no flip-flops or other casual foot attire.

Swim wear: there are times throughout the school year that we as a school go swimming and swim wear is needed. A one-piece modest swim suit is acceptable (chest covered and most of back) or a two piece that looks like a once piece modest swimsuit is acceptable (chest covered and most of back).

Nail polish and make-up must be of a natural, light color. It should not draw undo attention; it should enhance your natural beauty. Hair must be a natural color with no extreme styles or multiple colors

Banquet Attire: See student handbook

School Day attire: (7:00 am – 4:30 pm)

- pants / jeans / shorts (Ladies may wear dresses or skirts)
- shirt: blouse, Nice casual (shirt or top), dress shirt / sweater / SAA or UC apparel
- Closed toe and heel shoes
- **No** athletic style or camouflage clothing
- **No** unapproved: t-shirts, sweatshirts, or hoodies
- **No** holes or frays

- **No** slides outside of the dorm
- Clothes must be modest, clean, and in good repair

Church & Vesper Attire

Church attire is required for Sabbath and religious events. These activities are more formal, and therefore we strive to look our best.

- dresses / skirts modest length (longer is safer)
- dress pants & blouse
- dress shoes
- dress style sweater, jacket, or coat

NO Skin tight pants, dresses, or skirts

If a student is asked to change out of unacceptable attire, the article of clothing may be taken by the dean and kept until the end of the year.

Please review the school handbook for all dress code information.

Dorm Life

The Dorm is your home away from home. As we grow we have to take on more responsibilities, being part of the dorm will require you to do that.

- 1) **Dorm Rooms** – It is your responsibility to keep clean and neat. Deans will do room check daily and loss of privileges will occur if not kept clean. Keeping your door locked to your room will help you in keeping your belongings safe.
- 2) **Dorm Clean Up** - The dorm is our home and we are responsible for keeping it clean. Each girl will be put into a group to take their turn in cleaning the dorm during the week. On Sundays everyone will pitch in and help to do a deep clean to start the week off fresh.
- 3) **Café Duty** - We all like to eat and pitching in to help clean up is required for evening and weekends. After supper there is a group each day to help finish up the duties. This will be on a rotation basis. Also help in the café on weekends is also needed. This again will be on rotation basis. Weekend duties start Friday at supper time and goes through Sunday supper.

In Case of Sickness

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.
- Health screening will start at 6:30 AM. The dean on duty will evaluate you.
- If you become ill later in the day, while in class, ask your teacher for permission to go 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 classes will be excused from that point on. The deans will not excuse you from classes that you have skipped without taking the proper steps.
- When you are put on sick list, you are required to stay in your room or a room designated by the dean, with the exception of bathroom use. Once evaluated, if deemed healthy you may resume normal activities,
- You may use your phone only to call your parents. You will not keep your phone if you are on sick list, unless special privilege is given.

- A Dean or RA will check on you periodically throughout the day to bring you food and medication as needed.
- Visitors are only the Dean/RA on duty. We don't want you to share your germs.
- Outside food is not permitted, only what is supplied by the cafeteria or deans.
- The deans are willing to turn in any homework, reports, or projects that are due in class that day.

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.

A Reflection of You

By: Debbie Wagner-Hassinger

Lord, help me to be a reflection of You
In all that I am, in all that I do.

Lord, help me to be Your reflection today
In all that I think, in all that I say.

For now, I know and am known only in part,
But You see the secrets of the heart.

Lord, help me to be humble and meek,
Every minute, every hour, every day, every week.

Lord, help me always press on to the mark;
That I may not walk alone in the dark.

For Lord, I know, I am here for Your glory.
Help me be obedient in proclaiming Your story.

Lord, help me to be a reflection of Your light.
To do what is honest, good, just and right.

Lord, help me to be worthy of your name,
So when others look at me we will look just the same.

Lord, help me to be a reflection of You
In all that I am, in all that I do.

Proverbs 3:5-6 NLT

Trust in the Lord with all your heart, do not depend on your own understanding. Seek His will in all you do, and he will show you which path to take.