

# Dakota Adventist Academy

## Men's Dorm Handbook

2023-2024

**Dakota Adventist Academy**

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## Deans

**Stephen Staff**  
Head Boys' Dean

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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. By lights out students will be expected to put their cell phones in a designated location, to verify that they are not being used after lights out. If an issue arises the student will need to turn in their phone at lights out for a period of time, determined by the deans. If this continues to be a problem the deans will discuss with the student further disciplinary actions. Please refer to the student handbook for more information.

## 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.
- 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

### **Dean on Duty**

Please keep in mind that the 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, or call the dean's phone. 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 Committee (ADCOM) 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. There will be a time in the evening when you may purchase items from the dorm store. You may find the dean on duty and if they are able they can open the dorm store outside of those times.

### **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. You must be dressed at all times when in the hallways and lobby. Shirts are required at all times in the public areas of the dorm.

### **Exercising Outdoors**

Walking or jogging around the circle is allowed, but you must first obtain permission from the dean on duty. 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**

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 ADCOM.
- 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**

Students are free to leave for home leave after they have completed all their academic requirements and have gone through the check out process with the dean. The dorm opens up at 6:00 pm. If a student needs to arrive back earlier arrangements must be made with the deans before the student leaves for home leave. Dorm students are expected to be in their dorms before lights out on the day the leave ends, unless prior arrangements have been made.

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.

### **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. Food left in the kitchenette is not the responsibility of the deans, and may be thrown out to prevent it from going bad.

### **Late returns**

Doors will be opened for students or visitors:

- You will need to contact the dean on duty.
- If you are going to arrive after lights out make arrangements ahead of time.

### **Laundry Room**

There are machines located in the laundry room between the 2<sup>nd</sup> and 3<sup>rd</sup> 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. 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.

### **Leave Requests**

If you are going to leave campus you need to have permission from your parents and the parents that you are going with. Please make arrangements at least a day in advance to the trip.

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

### **Lights Out**

All students have lights out at 10:00 pm, except for those who have Senior Privilege (10:30 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:

- 10:30 p.m. Sunday-Thursday
- 11:00 p.m. Friday
- Midnight Saturday

**Mail**

Mail will be delivered by the dean. Do not ask the office staff to give you your packages or to ask if you have received any letters. Packages from home will be delivered straight to your room. If you receive a package from an online shop. It will be opened by the dean, with you present in the deans office.

**Media**

Any media, for example: music, magazines, and movies need to meet the standards we uphold at Dakota Adventist Academy. Any media that is being used after lights out can be confiscated.

**Music**

Music should be played at a reasonable level, not be heard outside of your room. This includes laptops with speakers.

On Sabbath you may listen to Christian music. If you are playing secular music your device may be confiscated.

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.

**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.

**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 lights out. 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. Throughout the summer, changes will possibly have to be made to room assignments as a result of an unforeseen reason. The dean will do their best to meet your request. 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.

If you do not pass room check you will need to pass it before lights out and your score will need to be 90 or higher.

If the dean notices that your room is a mess they can ask you to clean it even if it is not a room check day.

## 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

When moving in there will be a form filled out to track damages to the room before you moved in. 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. 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. Thanks for your patience while these requests are processed and completed.

## 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. Fire extinguishers, hoses and fire alarms are for fires only.

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	_____

*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 coffee makers
- 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/ADCOM.

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 ADCOM.

### **Sick List**

If you are feeling sick you will need to speak to your dean. If placed on sick list you will need to stay in your room for the day. Meals will be brought to you and the deans will check on you throughout the day.

### **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. Students are not allowed to ride in a car with another student, with the exception of home leaves. Permission needs to be obtained from both sets of parents, before they will be allowed to leave.

### **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. 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.

## Evening Schedule

8:00 pm - worship

8:30 pm - dorm Store open

8:45 pm - 9:45 pm - Study Hall (Quiet Time)

9:45 pm - 10:00 pm - time to get ready for bed

During the study hall students are expected to be in their room with the door open. This is a time for study. If you have completed your studies before this hour you may do other activities in your room, but it should remain fairly quiet.

Students wanting to work together during this time need to talk with the dean to make arrangements.

Students struggling with focusing on their own may be asked to come to the lobby or the dean's office to work on homework, so that they can receive assistance.

## 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.

## Video Games

- Students are allowed to bring video game consoles with them to the residence halls.
- 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 will not play rated M games.

Note: When we have guests present we ask that you respect those guests by not having video games in the recreation room.

## 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. 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 2023-2024 Dakota Adventist Academy Men's Dorm Handbook at any time during the school year as needed.\***

**I have read and understand that I am responsible for the contents in this handbook for the school year.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**