



**INDIANA**  
ACADEMY

FAITH  
KNOWLEDGE  
SERVICE

**MEN'S DORM  
HANDBOOK  
2023-2024**





## Introduction

*“Brothers are like streetlights along the road, they don't make the distance any shorter, but they light up the path and make the walk worthwhile.” – Unknown*

Welcome to the Indiana Academy Men’s Dormitory! It is our goal as Deans to provide a safe “home away from home” for your spiritual, emotional and intellectual growth. Our primary goal during your stay here is to lead you to a stronger personal relationship with Jesus. It is also the mission of us Deans to provide an environment where you can **study effectively, learn responsibility and practice integrity**. In addition, we want our residents to learn social skills that will lead to stronger and healthier interaction with their fellow residents, friends, family and society in general. It is our prayer that during your time at Indiana Academy, you will grow and learn skills that will help you find success not only in this life, but most importantly will point you to the glory of the eternal life yet to come.

**Residents of the Men’s Dorm at Indiana Academy, are expected to know, understand and follow the expectations and policies outlined in this Dorm Handbook as well as the expectations and policies outlined in the Indiana Academy Sourcebook. Success in the Dorm and at Indiana Academy will be entirely up to you and the choices you make.**

## **Dorm Philosophy**

**Respect.** When a resident disrespects another person or place, the mistake will be corrected and learned from with the goal being to not make the same mistake twice.

If you live in this Dorm, you understand and accept the following:

- We are all brothers in God.
- We ALL make mistakes.
- When we do, we say “I’m sorry.”
- When we do, we learn from it and strive not to make the same mistake twice.
- When someone makes a mistake against us, we forgive.
- We pray for each other.
- We do all this because we love as God first loved us.

## In Closing

Dear Residents,

As you read through this Dorm Handbook, we understand that it may feel overwhelming at first. However, we assure you that life in the Dorm will soon become second nature, and you'll come to appreciate the safety and security these expectations and rules provide. Just like your home and the world we live in, boundaries exist here to keep us all safe and happy.

In contemplating the rules, we can't help but draw a parallel to God's law, which offers us a glimpse of His love for us. While some may see it as a mere list of regulations, it truly serves as a blueprint for safety and genuine happiness through the teachings of Jesus Christ.

Beyond the expectations and boundaries that help the Dorm run smoothly, we want you to grasp the underlying philosophy on which the Dorm operates. Here, everyone and everything matters, and each individual holds value in their own unique way. By focusing on the Dorm Philosophy, you'll better understand and meet the expectations of living here.

Our sincere hope is that your time in this Dorm will be filled with fond memories and that the relationships you build here will endure a lifetime. Remember, we are always here to assist you. Your Resident Advisors (RAs) and Deans are here to serve you in any way possible.

May this year be one of great success academically, socially, and above all, may it be a time of impact, transformation, and spiritual growth.

Sincerely,

Dean Ricci and Dean Welch

## Dorm Policies, Procedures and Expectations

### Addressing the Deans

The Deans are to be addressed as Dean Ricci and Dean Welch.

### Bicycles

Bicycles are not to be stored in common areas of the Dorm. It is your responsibility to find proper storage for your bike. If you have a question, please ask a Dean.

### Bulletin Boards

There is a dormitory announcements tv in the lobby. This is where important school and dormitory announcements will be posted. ***It is expected that each resident will be responsible for the information posted.*** A Dean must approve all material that is posted. Please do not remove anything from the bulletin boards or ***draw on the white boards*** without a Dean's permission. *This Week at IA*, a schedule of weekend events and activities, will be posted on Thursday of each week detailing what is going on that weekend.

### Cell Phones/Personal Media Devices

Per Indiana Academy policy, **ALL** residents will be required to turn in their cell phones (and any personal media device) upon arrival to campus. The phones will be stored in a secure and locked area until the resident leaves campus. See IA Sourcebook for complete policy.

### Check-In/Out and Moving Procedures

When you move into a room, you will complete a Check-In form with a Dean or RA. This form will list the existing damage in the room (if any). This protects you, the resident, from being charged for any damage to the room or its contents that you yourself did not cause. Any damages to the room prior to you moving in should be listed in complete detail on the form at move-in time. Failure to list damages at this time may result in fines upon you moving out of the room.

## Computers

Personal computers of any kind are not permitted. Computers are available for student use through the IT department and are available at select times to be checked out from the Dorm Front Desk.

## Standard Daily Dorm Schedule

### Monday-Thursday

6:30am	Dorm Opens (Alarms Off)
6:45am-7:00am	Sick List Check
7:00am	Breakfast
7:25am	Campus Open
10:00am-5:00pm	Room Cleanliness Checks
12:00pm-12:20pm	Chapel
12:20pm-12:55pm	Lunch
5:35pm-5:55pm	Dinner
6:00pm-7:00pm	Recreation
7:00pm	Campus Closed
7:10pm-7:20pm	Dorm Worship
7:20pm-7:40pm	Dorm Store Open/Prepare for Study
Hall	
7:45pm-8:45pm	Strict Study Hall
8:45pm-9:30pm	Study Hall
9:30pm-9:55pm	Prepare for Lights-out
10:00pm	Lights Out (Freshman/Sophomores)
10:30pm	Lights Out (Juniors/Seniors)
10:30pm	Dorm Closed (Alarms On)

### Friday

TBA pm	Room Cleanliness Check
5:35pm-5:55pm	Supper
7:00pm	Vespers
After Vespers	Closed/Quiet in Dorm
10:00pm	Lights Out/Dorm Closed

permission. It is the resident's responsibility to gain a Dean's permission to have a visitor as well as the behavior of the visitor while on campus.

Parents, please be sensitive to the privacy of Dorm residents when visiting your son. **If a mom or sister wants to visit in a resident's room, they must first obtain permission from the Dean on Duty BEFORE proceeding to your son's room.** If a Dean is not in the office, please visit in the Lobby until the Dean arrives.

### Overnight Visitors

A Dean must approve any overnight visitor. Overnight visitors will follow **all** dorm rules and policies. Parents of any village student wishing for their son to stay in the Dorm must notify the Dean and be approved of in a timely manner. There will be a \$10 charge for village students staying the Dorm overnight. Again, the resident takes responsibility for the behavior of the visitor while in the Dorm.

### Village Students

The Dormitories are closed to village students at 7:30pm on weeknights, after Vespers on Friday and after the Saturday night activity on Sabbaths unless given permission by the Dean on Duty.

- **Village students are required to attend Dorm Worship if in the Dorm during worship time.**

### Weapons

Weapons of any kind are not permitted in the dorm. This includes but is not limited to guns, knives, martial arts weapons, swords, and spears. Ask the Dean if you have a question as to what a weapon is. Better to ask for permission rather than ask for forgiveness.

or equipment outside or inside the dorm entrance at any time. Do not leave items in the hall, including cleats and sports equipment.

### Study Hall

Study Hall, as its name suggests, is a time set aside for studying. In order for this to take place, an atmosphere that is QUIET is the most conducive to effective learning.

7:45pm – 9:30pm on Sunday – Thursday is Study Hall in the Dorm. Strict Study Hall will run from 7:45pm – 8:45pm. During this time, silence will be expected and enforced. Residents must stay in their own rooms. You are allowed to leave with permission from your RA.

At 8:45pm, “relaxed” Study Hall begins. During this time, with permission from your RA, you may choose to study with someone else in another room or have a study group. Any other activity during Loose Study Hall must be approved by the Dean on Duty. Quietness is expected and will be enforced.

### Theft

Theft is unacceptable in our community. If you are discovered to have stolen any property, you will receive immediate discipline, which will include restitution to the individual(s) you stole from and you will be referred to the Administrative Committee for further discipline.

### Vehicles on Campus

Please see the IA Sourcebook for the complete vehicle policy. All residents are required to turn in their car keys to the Dean on any arrival to campus. Keys will be released to the resident when deemed appropriate by the Dean on Duty. Failure to comply with the Vehicle Policy can result in loss of vehicle privileges.

- **Indiana Academy assumes no responsibility for damage to or loss of cars parked on campus.**

### Visitors

All non-student visitors must check in with the Dean on Duty upon arrival in the Dorm. Visitors (mothers and fathers included) are not allowed in the resident’s rooms at any time without a Dean’s

### Sabbath

#### **Campus Closed/Quiet Time in Dorm till Sabbath School**

9:15am-9:35 am	Breakfast (Cafeteria)
9:45am	Sabbath School (Dorm Closed)
10:50am	Church (Dorm Closed)
Just After Church	Lunch (Dorm Open)
After Lunch-4:00pm	<b>Quiet Time in Dorm</b>
5:30pm-5:50pm	Supper
Based on Sundown	Hallowed Moments
TBA	Saturday Night Activity
After Activity	Campus Closed
11:30pm	Dorm Closed
Dean’s Discretion	Lights Out (Alarms On)

### Sunday

8:00am	Dorm Open (Alarm Off) Campus
Closed	
10:00am	Brunch
TBA	Boy’s Club Activity (as scheduled)
4:00pm	Supper

- **TBA = To Be Announced**
- **Advance notice will be given when these schedules change.**

### Dean on Duty

The Dean on Duty will be posted on the Office Door. Please make a note of who is on duty daily so that you can contact the correct Dean as needed. The Dean on Duty, if not in the Dean’s Office, can always be reached by calling his cell or by calling 3235 from a campus phone.

### Dean’s List

Residents who have a GPA of 3.5 or above, a good Dorm program (room cleanliness, little to no discipline issues, active in Guy’s Club and good worship attendance) and an earned grade of “A” in attendance and citizenship will earn Dean’s List status.

The “Dean’s List” will be posted every 4 1/2 weeks in the Dorm. “Dean’s List” residents will receive special privileges during Study Halls and in the Dorm program. Specific Dean’s List privileges will be determined by the Deans.

### Dean’s Office

The Deans’ office is located on the first floor of the dorm next to the lobby. The Dean’s office should not be occupied without a Dean present or without approval from the Dean.

### Decorations

All decorations that are contrary to the values and ideas of Seventh-day Adventist beliefs are not allowed in the dormitory.

- **Posters and pictures are to be hung with poster putty only. NO TAPE!**
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### Desk Area

The Dorm Desk area is off limits to non-Dorm staff.

### Dorm Chores

Each night (Saturday-Thursday), RAs will rotate responsibility to each room to sweep steps, vacuum halls, take out trash and clean bathrooms. **Dorm Discipline**

It is expected that all residents comply with the expectations outlined in this Handbook and the IA Sourcebook. If a resident is in need of disciplinary action, the Deans will meet to investigate and discuss the issue and appropriate action will be taken which could include be taken to the Administrative Discipline Committee. All Dorm discipline issues can result in a Conduct Notation that will affect your school Citizenship grade and your standing as a student at Indiana Academy.

### Dorm Hours

The Dorm is not staffed like a hotel with 24-hour front desk service. Therefore, the dorm does have Dorm Hours. They are as follows:

Monday – Friday	6:30am – 10:00pm
Saturday	8:00am – 11:30pm
Sunday	8:00am – 10:30pm

### Sick List Procedure

The Dean and/or nurse will be available from 6:45am-7:00am, each weekday, to assess each student’s needs as it relates to sick list. If you feel sick, you need to come to the Dean’s Office during these times if you need to get on Sick List. If the Dean determines you are too sick to attend school, you will be placed on sick list for the day. Being on sick list means:

- You are to be in your room, resting, all day with no visitors.
- You may use the bathroom and shower
- You may not roam around the dorm infecting others.
- You will wear a mask when out of your room and interacting with others.
- All your meals will be provided in your rooms (including no ordering take-out food). If sickness involves stomach or digestive issues, student will be placed on a restricted diet.
- **Being tired, sniffles and tummy aches do not put you on sick list.**

### Sleepovers

Sleepovers on Friday’s and Sabbath’s are allowed only with the Dean’s permission. Please remember this is a privilege and not a right.

### Space Heaters

You may bring a portable space heater during the colder months. These portable space heaters should be ceramic style or fan-forced air. **NO OIL/GAS OR EXPOSED HEATING COIL-STYLE HEATERS.** All space heaters will be reported to the Dean when brought into the Dorm and must have emergency shutoffs.

### Sports Equipment

Sports equipment of any kind is not to be used inside the dormitory.

Please remove your cleats/muddy shoes when entering the building. Please do your best to clean your muddy cleats/shoes outside before entering the dorm. Do not leave cleats or any shoes



- Trash Empty (or close to empty)
- Smell
- Sink and mirror area clean
- Clothes off floor and put away
- Closet area neat and organized
- Surfaces clean and dusted
- Vacuumed

**Roommates are responsible for the overall cleanliness of the room. You are a team. Work like one!**

### Roommates

You will share a room with a roommate during your time at Indiana Academy. It is expected that you will do everything in your power to get to know and live peacefully in community with your roommate. However, sometimes, even the best of friends just are not compatible as roommates. To that end, there will be no roommate changes before the first 4 1/2 weeks. After that, all roommate changes must be approved by the Deans. All roommate change requests must be made to the Deans detailing the reason or reasons for the request.

- **Just because a request is made does not mean it will be granted.**

### Room Searches

We Deans want you to know that we value your privacy. We will do our best to respect “your space.” However, we reserve the right to conduct room searches at any time with or without notice. If there is a room search, you may or may not be present at the time. To ensure fairness, there will always be two faculty members involved in any room search.

### Selling

Selling goods and services is prohibited. Exceptions can be made with the Dean’s permission.

- **Please respect the residents, Deans and their families by respecting these Dorm hours.**

### Dorm Phones

The Dorm has 3 phones that with free long distance to the continental United States. There will be a 15-minute time limit per phone call when there are residents waiting to use the phone.

### Dorm Store

A Dorm Store is provided for the benefit of the residents. All items are sold on a cash basis only. The Dorm Store will be open at the Dean’s Discretion.

### Dorm Surveillance

There are video cameras placed throughout the Dorm for your protection. Do not tamper with any video camera.

### Dorm Worship

Dorm Worship is held Sunday through Thursday nights in the dorm lobby.

Sunday = Family Worship  
 Monday = Guy’s Club Pastor  
 Tuesday = Hall Worship  
 Wednesday = Guest Speaker  
 Thursday = Dean’s Worship

### Downgrades

If a resident receives 2 D’s or 1 F, or any Incompletes during any 4 ½ week grading period, they will be considered on the Downgrades List. Those on this list will be in a special Study Hall program each night as well as lose certain privileges in the Dorm program until their grades are raised again before the next grading period.

### Dress Code

It is expected that residents are always in the appropriate dress code. Some dress code terminology for you to know:

### **Vespers Dress**

Dress slacks or khaki pants, collared, tucked-in button-down dress shirt, or turtleneck.

Dress socks/shoes

- **Tie, Sweater or Dress Coat Optional**

### **Sabbath Dress**

Dress pants, Collared, tucked-in button-down dress shirt,

Dress socks/shoes

- **Tie, Sweater or Dress Coat Optional**

Please see the Student Handbook for Indiana Academy's complete dress code policies.

### **Drugs and Substance Use**

Illegal drug and substance use, smoking or vaping and alcohol use, is not permitted. Please see the IA Sourcebook for Indiana Academy's Drug and Substance Policy.

### **Electrical Appliances**

All electrical appliances must be approved by the Dean and must be fire code compliant.

### **Emergencies**

If you have a medical or other emergency during the day, notify the nearest adult (Dean, Teacher, Staff Member) or send another student to do so.

If you have a medical or other emergency while in the dorm, notify your RA, another RA, or the Dean on Duty, whichever one is closest to you at the time of the emergency.

### **Exits**

Students are required to use the main door for entry and exit.

- **The side door is for emergency exit only.**

All doors have alarms that will be armed at lights out every evening. The alarms will be deactivated in the morning the

Programming, assist in Dorm activities, run Dorm Store, support Dean.

**Secretary of the Treasury** = Lead Dorm Store operations and management, manage Dorm funds, assist in Dorm activities, support Dean.

**Parliamentarian** = Maintain order during meetings, worship, activities and Study Hall, assist in Dorm activities, run Dorm Store, support Dean.

**Village Representative** = Communicates Dorm activity news to village students.

### **Resident Assistants**

"RA's" serve as the assistants to the Deans. RA's are in charge of making sure Study Halls run effectively and smoothly, mentor residents, enforce Dorm policies, complete room cleanliness checks, plan Dorm worship and activities, tutor, spiritually mentor, as well as other duties as assigned by the Dean. Reasonable requests by the RA to a resident are expected to be followed.

### **Room Cleanliness Checks**

A Room Cleanliness Check will be completed Monday-Thursday by Deans or RA's anytime from 10am-5pm. You will receive a Room Score of 0-10. A score of 6 or below is failing. If a room is failed, the resident is expected to have a score of 8 or higher before study hall, as checked by the RA. If you fail, you must make your room a 9-10 by lights out.

(3) failing room scores in a 4 ½ week period will result in "GI Cleaning," a deep cleaning of the room by the roommates supervised by the RA or Dean and loss of Dean's List privileges (if applicable) for 1-week or until the GI Cleaning is completed.

There will be no Room Checks on weekends or home leave days unless directed by the Dean. Rooms will be graded on:

- Door locked
- Lights off
- Made bed

To allow for others to call in and out, calls will be limited to 15 minutes unless no one is waiting.

### **Program Attendance**

Every resident is expected to attend and be on time for all classes, work appointments, worship services and other school functions unless away from campus on an approved leave. Tardies and absences will be written up and will affect your Dorm Program as well as Citizenship grade.

- **Being in the building is not attending. You need to be in your seat and fully present.**

### **“Quiet Time”**

The following times are considered “quiet time” in the Dorm:

- Friday nights after Vespers.
- Sabbath mornings before Sabbath School.
- Sabbath afternoons after lunch till 4pm.
- Any other time designated by the Dean on Duty.

During these times:

- 1) All efforts will be made by residents to ensure peace and quiet throughout the dorm.
- 2) No audible music or piano/instrument playing will be heard.
- 3) All residents will use their “indoor voices.”

### **Residence Hall Clubs**

Guy’s Club offers a variety of activities and outings for you residents throughout the year. Every year officers will be elected and will serve as club organizers. The officers and duties are:

**President** = Plan and implement Dorm activities and support other officers, run Dorm Store, Support Dean

**Vice-President** = Assist President with Dorm activities, run Dorm Store, support Dean.

**Pastor** = Responsible for Monday night Dorm Worship and occasional school chapels and or vespers, Dorm Spiritual

following day. You are not to leave the Dorm after lights out without Dean’s permission. Entering or exiting the Dorm while the alarm is on, or tampering with or disabling the alarms in any way will result in disciplinary action.

- **Entry Doors are not to be propped open at any time without Dean’s permission.**

### **Fighting/Hazing/Harassment**

Fighting of any kind (*including wrestling and play-boxing*), whether in anger or in a joking or playful manner, is not tolerated and will result in immediate discipline which could include dismissal from Indiana Academy. **Hazing, initiations, bullying or intimidation or harassment of any kind or form (including digital/on-line) will not be tolerated and will result in immediate discipline with possible dismissal from Indiana Academy.**

Anyone who knowingly commits any act or uses any language that offends, injures, degrades, or intends to injure a fellow student or faculty member psychologically, emotionally or physically will be subject to immediate discipline, including dismissal.

- **If you are being harassed in any way, please talk to an RA, teacher, or Dean.**

### **Fire Safety, Alarms and Drills**

Any type of fire-starting materials (lighters, matches, etc.) are strictly prohibited. Open-coil appliances and heaters, including, but not limited to, exposed burners (including popcorn poppers without self-contained heating units), grills (charcoal, indoor, or propane), hot plates, immersion coils, pottery water warmers, power tools, stoves and camping stoves, and toaster ovens. UL-listed rice cookers with automatic shut offs may be used in residence hall rooms but are restricted to use on a level surface such as a counter-top or desktop. The rice cooker should not be left unattended during use. When not in use the rice cooker should be unplugged and stored away.

Fire or open flame materials, or high heat producing devices, including, but not limited to, burning candles, charcoal and propane grills, slow cookers, fireworks, halogen lights and lamps, incense and incense burners, wax burners, and sun lamps.

Unauthorized activation of Fire Alarms will result in severe discipline.

Fire Drills will take place on a regular basis. The appropriate exit information is posted on each room door. Please become familiar with these Dorm and Fire Exit routes so that you will know where to go in case of alarm. Education and training for other emergencies such as tornado, intruder on campus or in Dorm, or medical emergencies will be provided throughout the year.

### **Fire Extinguishers**

Unauthorized discharge of a Fire Extinguisher will result in severe disciplinary action and a fine.

### **Ordering Food**

**ALL** food delivery **MUST** be approved by a Dean **PRIOR** to ordering and **MUST** be delivered by 7:40pm Sunday – Thursday, before sundown on Fridays and after sundown – 11:45pm on Sabbaths. **Failure to follow this policy can result in confiscation of food AFTER payment and loss of ordering privileges in the Dorm. YOU MUST TIP 15% FOR ALL DELIVERIES.**

### **Girl's Dormitories**

Are off limits without the Dean's permission. If you need to go to the Girl's Dormitories, please call the Girl's Dean to gain permission and then ask the Dean on Duty.

### **Home leave and Breaks**

The Dorm and Campus will be closed during Home Leaves and Holiday breaks. It is required that you make arrangements to leave the Dorm/campus during these times. The dorm will close at 2pm on Home Leave Day and will reopen at 4pm on the day of return.

charge to the student. However, if the student caused the damage, the student could be charged for the repair/replacement. Please do not let a POSSIBLE charge keep you from reporting something. Your honesty can often excuse a fine.

### **Medication**

Prescription medication will be held and dispensed by the Dean and/or nurse between **6:45am and 7:00am** in the office. It is the student's responsibility to get their daily meds.

### **Music**

The purpose of our music policy is to guard this Dorm and most importantly, you the student, against music that leads many away from Jesus. If a resident is found with music that is inappropriate according to the guidelines listed in the IA Sourcebook, the music/player will be confiscated.

### **Open and Closed Campus**

You do not have access to the campus at all times, Please be aware and follow the open and closed campus times

### **Pest Control**

Indiana Academy endeavors to give its residents a clean place to live. But we need you to partner with us in this endeavor. To that end, please do not leave any food or drink uncovered. If you do have any issue with pests in the dorm, please notify a Dean immediately.

### **Pets**

No pets are allowed in the Dorm. Fish are the only exception but must be approved by the Dean prior to move in. Violation of this policy will result in discipline and a fine.

### **Dorm Phone Usage**

The Dorm has phones available for use without charge for domestic calls. Time limits on phones will be enforced as needed.

If you are not in the Dorm at the time of a call, a message will be taken for you and available on the message board in the Lobby.

## Lobby

Please treat the lobby and all furniture, decorations and other items in it with respect. Do not move, borrow or remove anything from the lobby without Dean's permission.

- **No playing of the lobby piano from 10pm-9am without headphones.**

## Locked Rooms

Unfortunately, not all residents have the same morals or code of ethics. Though we strive for an atmosphere of Christian brotherhood, we must face the realities of a broken world. It is for this reason, that it is **STRONGLY** recommended that you leave your room ALWAYS locked and to take your room key with you wherever you go. If you have valuables that you want kept safe, please see the Dean.

## Lost and Found

Found items will be kept in the dorm-store room. The bin will be "up for grabs" on home leave day each month. Any unclaimed item will be then donated to Goodwill.

## Mail

Your Address is:

*Your Name*

Indiana Academy

24815 State Road 19

Cicero, Indiana 46034

Incoming mail will be collected by the Dean and distributed by the Dean or RA's. Outgoing mail should be dropped off in the mailbox inside of the Administration Building (below the faculty mailboxes.)

## Maintenance Requests

If you notice something that needs fixing, please report it to the Dean on Duty as soon as possible so that it can be taken care of. If the damage is simply normal "wear and tear", there will not be a

- **All breaks are clearly indicated on the School Calendar on the IA Website.**

## Hygiene

It is expected that you will stay on top of keeping yourself, your laundry and your room clean. Please be respectful to your God for giving you a healthy body and respectful to your neighbors by regularly brushing your teeth, showering (**WITH SHAMPOO/SOAP**), wearing deodorant and doing your laundry.

## Insubordination

It is expected that you will comply with all reasonable requests from the Dean or RA. Failure to do so will be considered insubordination and will result in disciplinary action.

## Keys

You will receive a room key when you are assigned a room in the dorm. (*Note: No copies are to be made of any key and only originals will be accepted at Checkout.*) If you lose your key, there will be a \$15 re-keying fee, which the student must pay **IN CASH** prior to receiving the new key.

- **The locks in the Dorm are old but function. It is dishonest and shows a lack of integrity to use your key to try to gain access to any room that is not your own. Any attempt to do so will have consequences.**

## Language

Foul language is inappropriate and has no place in a civilized, Christian society. If you don't know if what you are about to say is inappropriate, play it safe and don't say it.

## Laundry

Washers and dryers are provided for the residents free of charge. Unclaimed laundry will be removed and donated to charity. ***The Dorm assumes no responsibility for clothing left unattended.***

An ironing board is available in the Laundry Room. An iron can be checked out from the Dean's Office. Please iron clothes on an ironing board only in the laundry room or rec room only.

- **The Laundry Room is closed during Sabbath hours.**

### Leaving Campus

There are normally 3 different situations when you might be leaving campus:

- 1) Any school sponsored trip
- 2) Weekend/overnight leaves with parents, approved friends and relatives.
- 3) Day leaves with parents, approved relatives, approved friends and faculty.

**Each of these situations requires the resident to follow a procedure to ensure the Deans are aware of your whereabouts and that you have proper permission to leave campus. The procedure is as follows:**

#### **For School Sponsored Trips:**

- 1) The trip supervisor will complete a form to be submitted to the Administrative Committee. Once approved, a copy of this form will be given to the Dean. If a resident is listed on this form and is NOT going on the trip, it is the resident's responsibility to notify the Dean.
- 2) There is no need to sign out of the Dorm or complete a Leave Slip for school sponsored trips.

#### **For Overnight or Weekend Leaves (including home leaves):**

- 1) A leave slip must be filled out and turned into the Dean **NO LATER THAN 24 HOURS PRIOR TO LEAVING.**
- 2) **WRITTEN PERMISSION** from the parent and a **WRITTEN INVITATION** from the host adult must be received at least **24 HOURS PRIOR TO LEAVING.** This can be in person, or fax, or a picture of a written note signed and dated and emailed or texted to the Dean
- 3) A copy of the leave slip signed by the Dean will be returned to the resident confirming that he has permission to leave campus. **The resident MAY NOT leave campus until he receives a signed leave slip or verbal confirmation from the Dean.**

- 4) The approved driver must come inside the Dorm and sign the resident out.
- 5) Upon returning to the Dorm, the student must be signed back in.
- 6) Any driver taking you off campus must be 21 years old or an immediate family member.

#### **For Day Leaves:**

- 1) Written permission from the parent or guardian, signed and dated and sent via text or email, must be received prior to the leave. ***(Off Campus Leave Permissions List filled out at Registration can fill this requirement)***
  - 2) The Dean on Duty **MUST** give permission for student to leave before leaving.
  - 3) The approved driver must come inside the Dorm and sign the resident out.
  - 4) Upon returning to the Dorm, the student must be signed back in.
  - 5) Any driver taking you off campus must be 21 years old or an immediate family member.
- **The student must return in time for Dorm Worship (unless with a parent.)**
  - **A student must sign out to go to the ABC, good will, as well as the church when not part of an organized school activity.**

#### **Lights Out**

Lights out is scheduled for 10:00pm (weeknights) for Freshmen and Sophomores and 10:30pm (weeknights) for Juniors and Seniors. All movement between rooms (except bathroom needs) is expected to stop after light out. Lights Out on weekends is at Dean's Discretion.

- **If you need extra time for schoolwork after lights out, you must get permission from your RA and the Dean, and you must work in the lobby.**