



**Boys Dorm Handbook**  
**2023-2024**

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## **Our Mission**

*“For all of our kids to be safe, saved, and successful.”*

To provide a safe haven for our students to learn, live, and obtain a knowledge of Christ. Success will come by giving our students the tools and skills they need to face the challenges of today’s world and make plans for a great future.

## **Philosophy**

We want the Boys’ Dormitory at Holbrook SDA Indian School to be a “home away from home” for our boys. We strive to provide a family type atmosphere where everyone feels safe, accepted, respected, and loved.

## **Notice**

Any student taking up residency in the dormitory relinquishes some personal rights including but not limited to right of entry. HIS reserves the right for the Deans or school administration to enter and inspect a student’s room and personal possessions whenever reasonable cause or necessity calls for it.

*\* Residents are responsible for the rules listed here and/or specified by the Deans, but also for rules listed in the Student Handbook*

## **No Tolerance Policy**

**The following four items have a no tolerance policy:**

1. Exiting out of your window at any time.  
Sneaking out of the dorm via doors and windows after lights out.
2. Bringing drugs/alcohol into the dorm or the use of drugs/alcohol.
3. Allowing any females into your room.
4. Bullying

**Violating any of the above listed items may result in being asked to withdraw from the school or expulsion!**

## **Keys/Theft (Grades 5-12)**

If you would like a key for your room, a \$10 deposit will be required. Keep your key with you at all times and make sure to lock your room when leaving to avoid theft. You will receive your \$10 back at the end of the year when you return your key.

## **Items NOT Allowed in Dorm:**

- Firearms or weapons
- Illegal drugs (*i.e. marijuana*)
- Alcohol/tobacco products, vapes, pipes
- Unregistered electronic devices (*i.e. cell phones, tablets, laptops*)
- Bluetooth speakers
- TVs, Radios, DVD players
- Household appliances such as: microwave, mini fridge, space heater
- No outside food items allowed (*These rules are in place to encourage eating at appropriate times and to prevent rodent and insect infestations.*)
- Clothing/Items with negative themes that go against Christian beliefs (*i.e. skulls, magic, vulgarity, anime, rock bands, rappers, crudeness; refer to deans if questionable*)
- Pets
- Toys from home (*may get lost, broken or stolen*)
- Jewelry (*may get lost, broken or stolen*)
- Lighters, matches, candles, incense (*anything with an open flame*)
- Rubbing alcohol
- Razor blades, scissors, or sharp objects
- Chewing gum

## **Items Allowed in Dorm (with restrictions):**

- Drinks (*water, sports drinks without caffeine, juice*)
- Prescription Medicine/Medication (*must be kept in Deans' office*)
- Aerosol Sprays (*i.e. colognes, air fresheners, etc. must be kept in the Deans' office*)
- Hand Sanitizer
- Gaming consoles (*Xbox, Playstation, Nintendo*) (*Only can be used on weekends*)

## **Money**

A secure area is available in the dorm to hold money. It is highly recommended that you use this to your advantage so that money is not lost or stolen. Students will need cash for laundry (\$1.00 for washer and \$1.00 for dryer). Any extra funds for dorm store snacks or town trips is left to the discretion of parents/guardians.

**The dorm is not responsible for any lost or stolen items.**

## Rec Rooms

This is your place to relax and have fun. Elementary and Junior High/High School have separate rec rooms.

- **The rec room for grades 1<sup>st</sup>-4<sup>th</sup> is located in the elementary area.**
- **Grades 5<sup>th</sup>-12<sup>th</sup> will use the rec room located at the center of the dorm.**

Please use your specified rec room only, unless the dean on duty gives specific permission.

We need to respect our rec rooms. Respect for these areas means routine cleaning after use, putting away of all rec room games, toys, electronics, furniture, kitchenware and dishes. The rec rooms should be left as clean as when first used. All games borrowed from the office must be returned in the same condition.

**Destruction of property will not be tolerated.**

**Damage/loss of items will be automatically charged to the student's bank.**

## Hallways

There are hallways and areas in the dorm that are exclusive to certain age groups. Areas are listed below:

- High School Hallway- Grades 8-12 Only
- Junior High Hallway- Grades 1-7 Only
- Elementary Area- Grades 1-4 Only
- Weight Room- Grades 8-12 Only

These restrictions are strictly enforced for the safety of our students.

## Study Hall Expectations

It is our goal that study hall be a time for **studying**. In order for this to take place, we must have an environment that is quiet and conducive for learning.

This is a time when total silence is to be observed and no moving around in the dorm is allowed. Residents must stay in their own rooms with their door open and need to ask the dean if they need to use the restroom.

**No cell phones allowed during study hall. Devices will be turned in to the deans before study hall and given back when study hall is over.**

## Chapel/Church Behavior

The chapel is a special place where students can connect with God. We invite our students to be fully engaged in our weekly worship encounters. We ask that our students leave food and drinks out of the chapel. Please be respectful and attentive. During the presentation, no laughing, laying down on the pews or talking. Cell phone use is prohibited during this time. **Attendance to morning and evening worship is required.**

**Morning Worship 7:00-7:10am**

**Evening Worship 7:00-7:30pm**

**Sabbath Morning Worship 10:00am-12:30**

## Church Attire

Dress codes are listed in the Student Handbook and should be adhered to at all times.

*Friday vespers-* casual dress

*Sabbath church service-* Nice pants, collared shirts, dress shoes are encouraged. Not allowed: hats, ripped jeans, shorts, slides. (Students will be rewarded for being nicely dressed and well behaved in church.)

## Sabbath Observance

Sabbath is a time for us to come away from the busy schedule of the week. In the dorm, we hope that Sabbath can be a time for relaxation, conversation and reflecting on God's blessings. During these hours, the dorm will have a more relaxed, peaceful environment. The dorm store and laundry room will be closed from sundown Friday to sundown Saturday.

## Music

You are allowed to play music on your registered electronic devices as long as you use headphones and the volume cannot be heard from those headphones. **Bluetooth speakers are NOT allowed. This is to show respect to others.**

## Food & Drinks

No food from outside the dorm is allowed. Drinks that are allowed from home (Water, Gatorade, Fruit juice ONLY). Please make sure your trash gets into the trash cans. Any food left out in the dorm will be confiscated and discarded. These rules are in place to encourage eating at appropriate times and to prevent rodent and insect infestations.

**Snacks and drinks from the dorm store are not allowed on commons or in the gym.**

## **Bed Times**

Elementary: 8:00pm

Jr. High: 9:00pm in your own rooms

High School: 9:30pm in your own rooms

## **Cleaning Schedule/Chores**

Everyone will play a role in keeping our dorm clean. The chore schedule will be posted every Sunday for the new week. Please perform your chore well. If it is not done well, you will receive a negative mark on the rewards system and will need to perform the chore again. If chores are performed correctly, positive marks will be received via the rewards system for coupons.

## **Sign-out Sheet**

Any resident who wants to leave campus with a relative or friend must have this person on their **Pick-up List**. The individual must be at least 21.

The resident must notify the Dean on duty when they are leaving and sign the sign out sheet in the front lobby. Their leave must not interfere with any Dorm or school functions.

**For more on sign out procedures, please refer to the student handbook.**

## **Coupons**

Students are able to earn coupons in 4 different ways:

1. Room Check (Grade of 80% or better)
2. Planner (Grade of 80% or better)
3. Chores
4. Behavior

Coupons are worth \$.50 each and can be used in the Dorm Store or for laundry. Also if you have 5 coupons, you can cash them in for a town trip with one of the designated drivers.

## Cell Phone Policy 2023-24

Having and using a cell phone is a privilege at Holbrook Indian School. HIS seeks to educate students on the proper use and dangers of electronic devices. All personal electronic devices must be registered at the dorm on registration day. After registration day, they must be registered with the dean as well. HIS will not be responsible for replacing stolen, broken, or lost devices. If students meet all of the requirements of our policy, they will be allowed to use their electronic devices during the allotted times.

### Allotted times that students may have their devices:

#### Monday- Thursday

**7th-12th:** 6:00pm until bedtime

#### Friday- Sunday

##### **7th- 12th Grade**

- **Friday-** Students will receive their phones at 1:00pm when they come to the dorm. They must turn them back in at bedtime.
- **Saturday-** Students will receive their phones when they return to the dorm after church. They must turn them back in at bedtime.
- **Sunday-** Students can have their phones from 8:00am until bedtime.

- **Cell phones/Tablets are not allowed for Grades 1<sup>st</sup>-6<sup>th</sup>.**

### Reasons that a student might have their phone privileges

revoked: *Administration will determine when the student will receive their device back.*

- Student is struggling academically (*Grades below 70*)
- Student is on a special schedule, either for academics or behavior (*determined by Administration*)
- Student is on a behavior contract (*issued by AdCom*)

### Violations that may incur a media offense:

- Turning in your device late
- Sharing your device with a 1<sup>st</sup>-6<sup>th</sup> grader
- Inappropriate use (*loud music, inappropriate videos, etc.*)
- Device used without permission (*i.e. in the classroom, cafeteria, chapel, study hall, church and any other public space*)

**1<sup>st</sup> Offense-** All devices will be taken away for 1 day

**2<sup>nd</sup> Offense-** All devices will be taken away for 1 week

**3<sup>rd</sup> Offense-** All devices will be taken away for 1 month

**4<sup>th</sup> Offense-** All devices will be taken away until the end of the semester

### Major Infractions

- Having a hidden or unregistered phone will result in, at minimum, one month loss of **ALL** devices.
- Using the school's **WiFi** on your device without administrative permission will result in, at minimum, one month loss of **ALL** devices.

### Times to turn in devices every night:

- Jr. High: 9:00pm
- High School: 9:30pm

### Other Notes

- Electronic devices such as TV's, tablets, laptops, and video gaming systems require approval for students to have them on campus.
- **Headphones\*** Students are required to be able to hear instructions from adults and staff at all times.
- **Music\*** Volume of music played must be so that only the listener may hear it. Christian, classical, and other uplifting music genres are encouraged. The administration/deans have the right to ask students to remove any music from their device that they deem inappropriate.

## **Dorm Business Hours**

Below you will find the dorm hours, please refer to this document to inquire about checking students in/out during school hours, before or after a break and for evening dorm hours. We would like to respect the dorm hours at all costs and understand that sometimes we will need to make exceptions, but this will not be our standard practice.

- If you are checking out a student during the day and you know this ahead of time, please make sure that your student is packed and leaves their stuff at the front office or outside the dorm prior to going to class. This will eliminate special trips to the dorms to get their stuff when you pick them up.
- If you are checking a student out and bringing them back after hours, please make sure to drop off your student before the dorm closes.
- If you check-in your student before the dorm opens (i.e. middle of the day) please have them leave their stuff outside of the dorm or in the teachers' workroom at the front office.

## **Dorm Operating Hours:**

### **Mon-Friday**

6:00am-7:15am  
3:15pm-5:00pm  
6:00pm-10:00pm

### **Saturday**

8:00am-9:30am  
12:15- 12:45pm  
5:00pm-5:30pm  
6:30pm-10:00pm

### **Sunday**

8:00am-12:00pm  
1:00pm-5:00pm  
6:00pm-10:00pm

## **Vacation and Home Leaves:**

### **Thursday/Fridays (Pick up):**

1:00pm-4:00pm

### **Sunday/Monday (Drop off):**

2:00pm-10:00pm

