



## **Girls' Dorm Handbook**

**2023-2024**

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## **Mission**

To create a safe haven emotionally, physically, and spiritually where girls are free to be themselves and learn to trust in Jesus.

## **Values**

We want to treat each other like a healthy family: supportive, uplifting, responsive, tending to each other's needs and holding each other accountable to our actions.

## **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.

\*Subject to change at the discretion of the Deans

## **No Tolerance Policy**

The following four items have a no tolerance policy:

- Exiting out of your window at any time. Sneaking out of the dorm via doors and windows after lights out.
- Bringing drugs/alcohol into the dorm or the use of drugs/alcohol.
- Allowing any males into your room.
- Bullying
- Physical Aggression towards peers or deans/staff

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

## **Dorm Hours**

### **Monday-Thursday:**

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

### **Friday:**

6:00 am-7:15 am  
1:00 pm-5:00 pm  
6:00 pm-10:00 pm

### **Saturday:**

7:00 am-9:35 am  
12:15 pm-12:45 pm  
5:00 pm-5:25 pm  
6:30 pm-10:00 pm

### **Sunday:**

7:00 am-12:00 pm  
1:00 pm-2:00 pm  
4:00 pm-5:00 pm  
6:00 pm-10:00 pm

## **Curfew**

- Grades 1 - 4: 8:00 pm
- Grades 5 - 6: 8:30 pm
- Jr. High: 9:00 pm
- High School: 10:00 pm

## **Devices**

Having and using a cell phone or any other electronic device is a privilege at HIS. If students meet all of the requirements of our policy, they will be allowed to use their electronic devices during the allotted times. Students need to be mindful of when they use their electronic devices.

For any devices turned in late, shared with grades 1-6, inappropriate use (loud music, inappropriate videos, etc.), the following penalty system will be enforced:

- 1<sup>st</sup> Offense: Devices will be taken away for 1 day
- 2<sup>nd</sup> Offense: Devices will be taken away for 1 week
- 3<sup>rd</sup> Offense: Devices will be taken away for 1 month
- 4<sup>th</sup> Offense: Devices will be taken away until the end of the semester

For those with unauthorized Wi-Fi access or those with an unregistered device, the following penalty system, which applies to all devices, will be enforced:

- 1<sup>st</sup> Offense: Devices will be taken away for 1 month
- 2<sup>nd</sup> Offense: Devices will be taken away until the end of the school year

Cell phones are not allowed for Grades 1 - 6.

In order to encourage and support the student's academic performance, HIS staff has the right to revoke electronic device privileges. This includes, but is not limited to, students with failing grades.

## **Device Turn In Times**

- Junior High 9pm
- High School 9:45pm

\*Devices must be turned off even while charging.

## **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.

While using headphones you still need to be able to hear instructions.

Bluetooth speakers are NOT allowed.

No electric guitars or keyboards are allowed

## **Elementary Rooms**

Grades 1 - 6 are required to leave their doors open at all times unless given special permission by a dean. This rule is in place to ensure the girls' safety and compliance with expectations.

\*Example of exception-Changing clothes

## Room Check

Room check is done in the morning Monday-Friday. You are expected to keep a neat and orderly room at all times. You will find a checklist in your room that lists the following areas that should be completed each day:

- Make beds
- Vacuum floor
- Dispose of open food
- Organize and declutter desk and dresser
- Put all clothing in appropriate places
- Empty trash
- Lights off
- Windows closed

Receiving a score below 80% for the week is considered a failing score. There will be a mandatory deep cleaning of all dorm rooms on Sundays.

\*If you arrive late on Sunday you will need to have your room deep cleaned by bedtime on Monday.

### **Consequences of not having a clean room are as follows:**

**1st offense**-not passing room check 2 weeks in a row will earn a call to parents.

**2nd offense**-One week of not passing room check will earn the loss of extra things in your room and you will be left with a week's worth of clothing, bedding, and hygiene supplies. No food or snacks will be allowed in the room until you have earned the privilege back.

**3rd offense**-meeting with Mr. Campos

## Maker Space Guidelines

- 7th-12th will need to check into the Maker Space with the Dean on duty
- 1st-6th grade can only check into the Maker Space with a Dean as an activity or a reward

## Snacks

No food is allowed in the dorm except snacks from the dorm store. Grades 7 - 12 may eat in their rooms, but all open snacks must be disposed of every night. Grades 1 - 6 may not have any food or drink packets in their dorm room. 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.

## Sign-out Sheet

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

You must notify the dean on duty when you are leaving and sign out with the dean. Your leave must not interfere with any dorm or school functions.

\*If you are unable to return to school by 9pm when taking your student home for weekends or breaks, please make sure to plan to return your student to school first thing the next morning. The Dorm opens at 6am.

**For more on sign-out procedures, please refer to the Student Handbook.**

## Prohibited Items

- Non-battery operated strings of lights
- Firearms or weapons
- Illegal drugs (i.e. marijuana)
- Alcohol/tobacco products
- Unregistered electronic devices (i.e. cell phones, tablets, laptops)
- Bluetooth speakers
- Gaming consoles (Xbox, PS4, Nintendo)
- TVs, stereos, DVD players, DVDs
- Outside food
- Clothing/Items with negative themes that go against Christian beliefs (i.e. skulls, magic, vulgarity, rock bands, rappers, crudeness, anime; refer to deans if questionable)
- Pets/Insects/Birds/Frogs etc...
- 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)
- Pornography
- Permanent markers (Sharpies)
- Rubbing alcohol, mouthwash with alcohol, or hand sanitizer
- Ripped jeans/cut off shirts
- No slits above the knee in skirts or dresses
- No rollers on the bottom of shoes
- Electric guitars or keyboards

\*Exception for jewelry is special occasions when wearing traditional regalia.

## **Items Allowed in Dorm**

- Water, Gatorade or fruit juice
- Prescription medicine/medication (must be kept in the Nurses Station)
- Aerosol sprays (i.e. Axe, hair spray, Lysol; must be kept in Nurses Station)

If you have any further questions or concerns, please speak with a dean.

## **Chapel/Church Behavior**

The chapel and the church are special places where students can connect with God. We invite our students to be fully engaged in our weekly worship encounters, and abide by our dorm worship covenant. We ask that our students leave food and drinks out of the chapel and church. Please be respectful and attentive. During the presentation, no laughing, laying down, or talking. Cell phone use is prohibited during this time. Please refer to the Worship covenant posted in the Lobby for specific expectations.

## **Worship Dress**

Dress codes are listed in the Student Handbook and should be always adhered to. Friday night vespers are casual dress. For Sabbath service nice slacks, jeans, dresses, or skirts may be worn. No leggings are allowed.

## **Sabbath Observance**

Sabbath is a time for us to come away from the busy schedule of the week. In HIS Dorm we hope that Sabbath can be a time for relaxation, conversation, and Bible study.

- The dorm bank, Maker Space, and laundry rooms will be closed from sundown Friday to sundown Saturday.
- Please do not play secular (non-Christian) music on the Sabbath.



## **Reward System**

A reward system is in place consisting of the following:

- Dorm store and fundraiser credit
- Laundry money
- Maker Space
- Town trips
- Various activities (riding horses, swimming, game nights, etc.)
- My Sister's Closet

\*Reward system may change/stay tuned

## **Money**

A secure area is available in the dean's office to hold money. It is highly recommended to use this to your advantage so that money is not lost or stolen. Students will need cash for laundry. Any extra funds for in-dorm snacks and town trips are optional, to the discretion of parents/guardians.

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

## **Laundry Room**

The laundry room is open from 6:00am to 10:00pm. Washing machines and dryers cost \$1 each.

Please do NOT leave clothes in the laundry.

Clothes left in the laundry room for a week will go to Sister's Closet and have to be purchased back.

## **Keys/Theft**

Students in grades 7 - 12 will have keys for their rooms. You will give a \$10 key deposit as you receive your room key. 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 deposit back at the end of the year, if the key is still in your possession.

## **Bathrobes**

If you are in grades 1 - 6, you will need to use a bathrobe when you go to take a shower. We will sell bathrobes for \$10 per bathrobe, which will be yours for the year and which you will be able to take home with you at the end of the school year.

**Laptop Use**—Laptops are only to be used for school work, Maker Space projects and only under the direct supervision of an adult.

## **Hangouts/Play Area**

This is your place to relax and have fun. Elementary and Junior High/High School have separate areas for recreation. The play area for grades 1 - 7 is located in the elementary hallway. Grades 8 - 12 will use the high school hangout room located in the high school hallway. Please use your specific area only, unless the dean on duty gives specific permission. Both of the hangout rooms should be left as clean as when first used.

Games must be put back after use and items must be returned in the same condition as when taken out.

Destruction of property will not be tolerated. Damage/loss of items may be charged to the student's bank.

## **Lobby**

The lobby is a place to visit, study, and accommodate guests who come to HIS Dorm. Please help us by observing these simple rules:

- No sitting on the end tables or any other table in the lobby.
- Furniture is not to be repositioned
- Please do not borrow from the lobby. All items are to be used in the lobby only.
- Wear appropriate clothes in the lobby at all times.
- The tables may be used for eating.
- No eating on the couches.
- Items left in the lobby will be added to Sister's Closet where they can be retrieved by paying a retrieval fee.

## **Hallways**

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

- School Hallway- Grades 8- 12 Only
- Elementary/Junior High Hallway- Grades 1 - 7 Only

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

## **Study Hall Expectations**

It is our goal that study hall will be a time for studying. In order for this to take place, we must have an environment that is quiet and conducive to effective learning. Those on the failing list must complete study hall with the Assistant Dean in the Maker Space or school graphic arts room.. Students who are not on the failing list will participate in a 30 minute study hall for the 1st quarter of the school year. After that those not on the failing list or those on the Dean's list may have free time. Those on the Dean's list will be allowed to be in the hangout room instead of in their rooms as long as the noise level is kept to a minimum.

If you need to use a laptop during study hall, you must make arrangements with the dean prior to the beginning of study hall.

Students should not be on their phones during study hall nor have headphones out. It is acceptable to receive phone calls from parent or guardian only.

## **Dean's List**

New this year we are introducing the Dean's List. After 1st quarter, if you maintain a B and above you will not be required to have a set study hall. You will, during study hall, be allowed to use the hangout room in your hallway during that time as long as the noise level remains at a minimum. Grades come out once a week and as long as you maintain B's and above on all subjects you will be allowed to use Dean's List privileges.

## **Study Hall Times**

### ***1st Quarter/Everyone***

8:00pm-8:30pm

### ***Quarters 1-4/Failing List***

8pm-9pm

### ***Quarters 2-4/Anyone with a C and Junior High Students***

8pm-8:30pm

### ***Quarters 2-4/Deans List***

No study hall as long as grades stay at a B or above.