



DORMITORY HANDBOOK

2017-2018



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Welcome

The dormitory at Sandy Lake Academy is available for students from out of town wishing to attend Sandy Lake Academy and is located on the school's spacious property. Students who choose such accommodations in our dorm will be assigned a dorm room, and in most cases, will have a roommate.

The deans strive to provide a comfortable, homey atmosphere with Seventh-day Adventist standards and will endeavor to preserve the dignity and privacy of the students who are living in the dorm. The deans will consider the physical, emotional, social and spiritual needs of each individual and will provide guidance to the best of their ability.

It is understood that the principles and behavior spelled out within the *Sandy Lake Academy Handbook* apply within the dorm as well. Obligations of citizens of the Dormitory will be explained at the beginning of each year and in this handbook. Regulations not in print, which are adopted from time to time by the deans, and publicly announced, have the same authority as those in print.

The Dormitory residence provides a comfortable atmosphere away from home, where students will meet all kinds of people and learn how to get along with them. Dormitory living develops a purposeful sense of direction through self-reliance and self-control. Students are expected to be good neighbors. They are not to enter another person's room without an invitation.

Though seldom necessary, the deans reserve the right to enter and examine a student's room and its contents whether or not the student is present. Room checks for cleanliness and order are regularly made.

Students are expected to be courteous and to cooperate with the program and to practice manners appropriate to their age. **We are not obligated in any way to provide room and board to any student who is not willing to cooperate with dormitory life and their dean.**

Permission forms must be signed and submitted to the dean along with the \$60.00 deposit BEFORE each student will be allowed to move into a room.

Please Sign and Submit to the Dean

Signing this form is mandatory for those wishing to reside in the dormitory. Refusal of students and/or parents to sign this form will mean the student will be refused permission to live in the dormitory.

We have read the conditions outlined in the Sandy Lake Academy Dormitory Handbook and agree to fully cooperate.

Student (please print)

Student (signature)

Parent(s)/Guardian(s)

Signed in my presence:

Dean

Date

Please sign - Student Copy

Signing this form is mandatory for those wishing to reside in the dormitory. Refusal of students and/or parents to sign this form will mean the student will be refused permission to live in the dormitory.

We have read these conditions and agree to fully cooperate.

Student (please print)

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Signed in my presence:

Dean

Date

Week Day Schedule

7:30-8:00 Breakfast & Put Together a Sack Lunch

8:00 Morning Worship (Friday's worship may be held at school assembly)

8:10 - 8:20 Prepare to Leave for School

8:20-3:35 School

4:00-4:30 Chores/duties

5:30-6:00 Supper

6:30-8:45 pm Study Hall (Sun. – Thurs.)

8:45 Evening Worship

9:15-10:00 Preparation for bed

10:00 Lights Out/ Everyone in their own room/Washer & Dryer Turned Off
Room Check

When permission is given to be away from the dorm, curfew (be back in the dorm) will be: Sun. - Thurs. 9:15 pm., Sat. 10:30 pm.

Weekends

The schedule on Fridays after school, Sabbaths and Sundays will be flexible. It may be necessary from time to time for the deans to modify this program to meet the needs of their families or the dorm students. This is at the discretion of the deans.

Students may go home for the weekend but we know that this is not always possible. The deans will plan some weekend activities. During certain weekends, as listed, students are required to go home. Students who cannot go to their own home on these weekends will need to make arrangements to stay with someone else who has been approved, with expressed written permission (e-mail acceptable), by their parents in advance.

These weekends will include the following:

- Thanksgiving Weekend
- Remembrance Day weekend
- Christmas Break
- February Long Weekend
- March Break
- Pine Tree Music Clinic Weekend
- Easter Weekend
- Victoria Day Weekend

Students must be out of the dorm by 1:30 pm on holidays and not back until 5:00pm but not later than 8:45 pm on the last day of the holiday, unless prearranged by the dean.

Parents are asked to notify the dean well in advance of bus, plane or train times that their child will be traveling.

Meals

The students will be provided with three nutritious vegetarian meals each day. On school days, this will include a sack lunch. Snacks on special occasions may be provided by the deans.

Food in the kitchen is not the property of the students until it is served to them at meals. Students may not "raid" the refrigerator or cupboards. The kitchen is considered closed after each meal cleanup. No food or drinks (except water) are to be taken to students rooms. Dry snacks in-between meals are to be provided by students or parents and stored in an air tight container in the student's room.

In keeping with the health principles of the Seventh-day Adventist Church, students are encouraged to eat only at meal times. *Students may not bring in food to sell for profit.*

Between meal times, the kitchen is closed to students for the purpose of socializing. Occasionally, students may obtain permission from the dean to use the kitchen to cook and/or bake. They will be expected to leave the kitchen clean and tidy (i.e. Wash and put away all dishes, wipe the counters and tables, sweep the floor). Meat will not be prepared, served, or stored in the dormitory.

Payment

In order to cover the cost of having a student live at the dormitory, the fee required is \$450 per month. This must be paid by the 1st of each month. This fee covers the cost of food, heat, water, electricity and other expenses. If damage over normal wear and tear happens during the year, the student will be charged the repair cost.

A room deposit of \$60.00 (Cash Only) will be collected at the beginning of the year. The room deposit will be refunded when the room is inspected at the end of the school year and is found to be in satisfactory condition and when the room key is returned at the end of the school year.

Room deposit funds will be used by the deans to cover the cost of trips and parking when taking the student to the airport, the hospital, appointments, etc. Should these funds be depleted during the school year, and the room is found to be in unsatisfactory condition at the end of the year, the expense of repairing the room will be charged to the student.

Contact phone numbers/e-mail addresses

Deans: Heather and Ken Harrington
Email: 3bythesea@bellaliant.com Phone: 902-444-0976

Dormitory Management Committee Chair,
(subject to change)

Sandy Lake Academy: 902-835-8548
Principal, Maureen Westhaver
Admin Assistant: Tracy DeMerchant

Dorm Related Misunderstandings

Students living in the dorm will find the rules and discipline different from home. Consequently, it is important that misunderstandings be cleared up as quickly as possible. Any student or parent wanting to discuss a concern, misunderstanding, or difficulty in the student/Dean relationship should do the following:

1. The student will talk with the dean involved privately. If no resolution...
2. Parents/Guardians will arrange to meet with the dean to resolve the problem, either in person (please make an appointment in advance) or with a phone call. If no resolution...
3. The student/parent/guardian can arrange a meeting, either in person or on a conference call, with the Dormitory Management Committee. Please contact the committee chairperson. If no resolution...
4. Parent or student may request the matter be discussed by the school board/discipline committee as is appropriate. Arrangements can be made through the principal or board chairperson.

All complaints to the school board/discipline committee must be in writing. **A concern cannot be considered at any step unless the previous step has been taken.** *As an example, the student/parent/guardian cannot request a meeting with the Dormitory Management Committee unless they have first met with the deans to discuss the concern.*

Vehicles

Use of a motor vehicle is a privilege. Students whose parents approve may bring a vehicle for the purpose of transportation from their home to school and back only, on weekends and holidays and to and from a job (with express written permission of their parents/guardians). With the dean's permission, students may sometimes be allowed to use their vehicle for trips to town or for appointments. The vehicle is to be parked in an approved area. Vehicle keys are to reside with the dean until the approved time of usage. The student must carry appropriate insurance. No other student may ride in the vehicle without the express written permission from both sets of parents/guardians.

Chores

Students will have chores assigned to them on a regular basis. Students are expected to do their part to keep the dorm clean and their rooms tidy by keeping their bed made, clothing in appropriate places, personal belongings kept in their room, bathroom clean and tidy, etc. Room and dorm area inspections will take place regularly.

Worship

All students are expected to attend morning and evening worship. Worship will be held jointly in the student Lounge. **Attending Friday night vespers is mandatory unless you are on an approved leave. If you are at the dorm, Sabbath services are mandatory wherever students choose to attend, providing they are taken for the day by a host family and it is approved by the deans. Otherwise, students will accompany the deans to church and Sabbath activities, including Sabbath afternoon walks/outings.**

Sick Days

If a student is sick enough to stay home from school, they may not decide half way through the day that they can attend classes. The student needs to stay in their room all day and throughout the evening. Meals will be taken to them. If they need to see a doctor, the dean will make arrangements to take them to the walk-in clinic.

Music, Internet and Leisure Activities

Students should choose music and reading material in harmony with Christian values. Small electronic devices for listening to music may be used in the dorm rooms. Students will use headphones or keep music so low that others outside the room cannot hear it. However, if the music is heard outside the room, the electronic device may be confiscated. The deans have the right to confiscate music/music devices, reading material, videos, DVDs, computer or video games and systems or electronic devices that they feel are inappropriate or are being used inappropriately. Monitored internet usage is available in the dorm at the discretion of the deans.

Photographs taken in the dormitory apartments are not to be posted on the internet. Being respectful, if you post pictures taken outside or in joint common areas, you must have permission from the people in the photograph to post it anywhere. Any photo that compromises individuals' privacy, modesty, school and church values are not to be posted. **Loss of electronic devices will accompany infractions.**

Students will not bring personal TV's to the dorm. There is a television available in the student lounge for appropriate programs. **Programs must reflect our Christian standards; therefore, there will not be violence, sexual content, witchcraft or any occult themes. They should be rated PG.**

DVD movies may sometimes be part of the weekend program, but only movies that are approved by the deans in advance. Non-appropriate games and gambling are not a part of dorm life.

Dress

Dress standards will be the same at the dormitory as at the school. Of course, appropriate, casual attire, not suitable for school, will have its place in the dorm apartment areas. Girls: Revealing attire may not be worn outside their dorm room. Guys: Must be fully dressed when they come out of their dorm area. *Deans have the right to ask students to change out of immodest clothing.*

Sabbath attire should be appropriate. Young Ladies: Modest dress, skirt or dress pants with a dress shirt/blouse/sweater. Young Men: Dress shirts, ties and dress pants are appropriate.

Sabbath Observance

Each student should plan in advance to have their room clean, laundry washed and dried, and chores completed 2 hours before sunset on Friday.

Student Lounge & Visitors

The student Lounge is for the enjoyment of everyone. No girl and boy couple can be in the Student Lounge alone. There must be at least one other person present and the door to the dean's office must be opened during Student Lounge use. People who do not live in the dorm must have permission from the dean to visit there. Following "Behavior Standards", "Public Display of Affection" and "Sexual Harassment" guidelines in the Student Lounge are essential, as they are in the rest of the dormitory. Students are expected to respect the room and its contents, being careful not to damage anything. Fixing damage to anything in the Student Lounge will be the financial responsibility of the student(s) who has caused the damage.

Visiting students must sign-in on the sheet provided at the lounge entrance, besides receiving permission from the dean to visit in the lounge.

On rare occasions, visiting students may receive permission from the dean to visit a dorm resident's room for a brief time.

Phone Usage

During worships, cell phones are to be turned off, unless the deans give permission for them to be used for worship-related research or activities. Cell phones, and other hand held devices may be used in church only as a bible reference.

Students in grades 9-11 will turn in their phones to the dean after worship and may retrieve them at breakfast the next morning. Students in grade 12 will be allowed to keep their phones at all times. All students will be allowed to keep their phones overnight on weekends, provided they are used appropriately. They may be confiscated at the dean's discretion.

Parents are requested to keep in mind the entire dorm schedule when making phone calls so that the daily routine will not be disrupted, especially on school days/evenings.

Visitors

Visitors should visit in the Dormitory Student Lounge. The deans reserve the right to limit visitors or to deny visiting privileges to any visitors that they feel are a hindrance to the program.

At this time, there is not a guest room available at the dorm for visiting parents and family.

Study Hall

To help the students develop good study habits, time is set aside so the student can devote their energy to their studies. Study hall will be from 6:30 – 8:45 pm on Sunday to Thursday evenings. Weekend Study Hall will be scheduled as well, but times may vary to accommodate different weekend activities.

Students must spend Study Hall time quietly in their own room, or at designated group study areas, with the dean's consent. If a student has no homework, they may read or do some kind of silent activity that would show consideration and respect to their roommate or they may receive permission from the dean to watch approved television in the student lounge. Some students may wish to retire for the night before study hall is over.

Please get permission from the dean(s) to get help from anyone other than your roommate. These help sessions will happen in a separate place other than your room, so as to respect your roommate's study time.

Lights Out

Students are to be settled for the night with their lights out by 10:00 P.M. on school nights. No visiting is permitted after this time. Room check will be at 10:05. On weekends, lights out and room check will be appropriate to the situation.

All laundry must be finished and the washer and dryer must be turned off by

10:00 p.m. Saturday to Thursday nights. On Friday evening, the machines must be turned off two hours before sundown.

Outings

Shopping outings will be scheduled so students can purchase needed items or just window shop. As well, the deans will schedule other outings for recreation, entertainment, education, etc. Students will be expected to attend scheduled outings, unless separate supervision is available at the dorm. Social outings will not take place on school evenings, (Sunday – Thursday), unless approved by the deans.

Students may leave the school property only with persons approved by their parents and in consultation with the dean. Of course it is expected that no outing will interfere with the school or dormitory schedule.

Public Display of Affection

The purpose of attendance at Sandy Lake Academy is to acquire a Christian Education. Inappropriate or excessive outward display of affection towards another person is not acceptable. The following guidelines are set out for couples. Students are expected to use common sense along with these guidelines to determine proper Christian behavior in any circumstance.

- Holding hands is permitted (but not in each other's' lap):
- Student Lounge guidelines:
 - A third person must be present.
 - Sitting beside is permitted.
 - Bodies are not to be on another body. (neither leaning or laying upon)
 - Arms around not permitted
 - Blankets generally are not permitted in the lounge. The dean may occasionally permit it; however, sharing of blankets is not permitted.
- Consequences:
 - Social Bounding – No contact (for a specific period of time).
 - No outings together.
 - No riding in the same vehicle.

- Not in the same room together, except at school, church or at a special function, dean approved and supervised.
- Suspension or expulsion from the dorm.

Deans and school faculty have the right and responsibility to bring to the attention of the students any inappropriate behavior and to take all necessary steps to safe guard the good name of the students, the Seventh-day Adventist Church and Sandy Lake Academy.

Behavior Standards

We expect that students *choosing* to live at the dormitory will follow Christian standards and that any difficulties that may arise can be reasonably worked out.

However there are a few things for which there will be zero tolerance, including:

- Sneaking out of the dorm / leaving the School grounds without permission of the dean. (*Permission **must** be obtained for any outings*).
- Drug, alcohol, tobacco or e-cigarette usage.
- Possession or use of occult and satanic items such as Ouija Boards, role playing spiritualistic games, poker cards, or books of the same.
- Sexual misconduct.
- Tampering with building wiring, fire alarms, extinguishers, smoke alarms and door alarms.
- Sneaking into girls/boys living area.
- Blatant insubordination.

Other areas that will bring disciplinary action include:

- Gambling and betting.
- Using profane language.
- Vandalism.
- Dishonesty, theft, lying or willful deception regarding violation of dorm regulations.
- Bullying
- Making or possessing unauthorized keys for the dorm, dorm vehicles or

academy.

- Disrespect shown to dorm parents or tampering with their personal property.

Sexual Harassment

We are committed to providing a dorm environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so deans may take appropriate action. Reports should immediately be made to the Dean, Dorm Management Committee Chairperson or School Board Chairperson. Students who sexually harass others are subject to discipline, up to and including expulsion from the dorm. Deans who engage in sexual harassment are subject to discipline and will be reported to the proper authorities.

Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behaviour. It includes offensive graffiti, jokes and gestures.

Sexual harassment occurs when the offensive behaviour or material creates a hostile dorm environment. If submission to offensive sexual conduct is made a condition of benefits or activities, it is sexual harassment.

Dorm Room Care

Upon arrival, your dorm room will be inspected. When you leave at the end of the school year, your room will be inspected again. Any major damage, over and above average wear and tear, will be charged to the student. Your room is to be left neat and clean before holidays and before summer holidays. All personal belongings are to be taken home for the summer unless arrangements have been made with the dean.

You are expected to look after the dorm room and living areas available to for your use. **Please keep all personal belongings in your room, returning them there after you use them.** This includes all toiletries, which are to be kept in a container in your room and not in the bathroom. If these items are

found left in the bathroom, they will be taken and you will need to see the dean. You should own a laundry basket to put your dirty laundry in. You may keep wet towels in the bathroom, hanging on a rack to dry. (It is not advisable to put wet towels in your laundry basket). Keep your belongings neat and tidy in your room. Room, hallway and bathroom checks will be conducted regularly.

Each student living in the dorm is required to do a daily chore. It is our hope that by caring for the dorm facility students will take ownership of the building and treat it as they would their home.

The dean will regularly perform room checks each week.

No boots or shoes are to be worn in the dorm. They must be removed at the door when you enter the dorm, and then carried to your room.