

# Dakota Adventist Academy Girl's Dorm Handbook



*“She opens her mouth with wisdom, and the teaching  
of kindness is on her tongue.”*

**Proverbs 31:26**

2020 - 2021

## Dear Students,

*Welcome to Dakota Adventist Academy! We are so glad that you have chosen to come to our school and become a part of our family. You each add something new and beautiful to our home and we are excited to have you with us. We hope you will enjoy your stay here and grow closer to Christ in the process.*

*As you begin this new school year at DAA, you will be making new friends, creating new memories, and learning a lot of new things. You will also be facing new challenges because, like any family, we will experience our share of ups and downs. Your personal experience at DAA will depend heavily 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 any way we can. We want you to have a great dorm experience and a successful school year, but most of all we want you to have a closer relationship with Christ. A lot of prayer went into the creation of this handbook, and it is our desire that it will help everyone to live comfortably together in this dormitory environment. Our most important goal is to have a **Christ centered dorm**, but we also want to be sure to **respect everyone and never compromise our integrity as Christian women.***

*Please make sure to read through the handbook and become familiar with it. We will all be responsible to know and understand the contents of this handbook so that we can make our home a safe and welcoming place for everyone. If you have any questions, we will be more than happy to answer them for you!*

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# Christ Centered

## **Our Philosophy:**

It is our desire, through direct leadership and support, to help you grow, not only as young women, but also as Christians. We believe that dorm life is very special because it is one of the few places where you can find such diversity under one roof. Each girl is special, unique, and adds a beautiful piece to the puzzle. The dorm creates a home where girls from every walk of life are treasured and allowed to grow. Through the experiences we share, we are able to build lasting relationships with our friends and our Savior. Together we learn how to accept, love, and be patient with one another while gaining tools to live, both in this world and in the world to come. Our goal is to work together to prepare ourselves for today while keeping our focus on tomorrow.

## **Worship:**

It is important to keep ourselves connected to Christ on a daily basis. 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. Take this time to remember who God is and how much He loves you. Important announcements may be made during worship time. Worship is a requirement since time shared with God is valuable and relevant to our spiritual growth. Students who are late to worship will be given a warning; if lateness happens a second time it will be up to the dean's discretion to implement a consequence.

## **Conflict:**

Unfortunately, as humans we all make mistakes and there will be times when we don't get along with each other. As children of God, we have to remember that there is a proper way to deal with conflict. Disagreeing with people and

getting upset is something that you will have to deal with, not only here in the dorm, but throughout the rest of your life. We want to help you learn to approach conflict in the correct manner so that our home can be a safe and happy place for everyone.

The Bible has a lot to say about how to deal with conflict. We are first to approach disagreements with a Christ-like attitude.

*“You have heard that it was said, an eye for an eye and a tooth for a tooth. But I tell you, don’t fight back against someone who wants to do harm to you. If they hit you on the right cheek, let them hit you on the other cheek, too...I tell you, love your enemies. Pray for those who treat you badly...If you are nice only to your friends, you are no better than anyone else. Even the people who don’t know God are nice to their friends.”* (Matthew 5:38, 39, 44, 47)

We also have to remember that our disagreements may come from a misjudgment. Everyone has a different story and the Bible tells us that we need to be careful not to judge others.

*“Judge not, that you be not judged.”* (Matthew 7:1)

We have all made mistakes in our lives. We should encourage each other and offer forgiveness the same way Christ offers forgiveness to us.

If you do get into a conflict that seems difficult to resolve, no matter who is at fault, please follow the guidelines given to us in Matthew 18. If you have a disagreement with someone, go and talk to them about it. Don’t make a big show about it. Do not spread rumors. Keep it between you and the person you are having conflict with. If you are able to resolve the conflict, that is wonderful. If you can’t solve it, tell a dean and bring them to join in the conversation. If it continues to be a problem, the deans may take it to a higher authority. Please be sure to face any confrontations with prayer and sincerity. If we can all follow these rules, then we and our home will be a much happier. If you would like more information about conflict/resolution please contact one of the deans.

# Respect Others

## Privacy:

You have the right to your privacy, so we must all do our best to respect each other's space. Never enter anyone else's room without their permission even if she is your suite mate. For your own protection, do not keep valuable items or large sums of money in your room (use the student bank) and lock your door when you are not there. We will do all we can to help you recover losses that occur but we will not be held responsible for any losses or thefts. Report all missing property immediately to the dean. Remember that the deans reserve the right to enter your room at any time as it is a dean's job to make sure everyone is being safe and respectful of other people's property.

## Desk Area:

The desk workers or dean on duty will be answering the telephone and making announcements in the dorm. Please remember the desk is a work area and not a gathering place. The telephone and intercom are tools of the workers and not public domain. Noise, especially in the area of the front desk, must be kept to a minimum.

## Volume:

Music/Media should not be heard outside of your room. Please do not bring oversized speakers or sub woofers, as you might be tempted to "try them out". Students whose music can be heard outside of their rooms will have a one-time warning. If this occurs a second time the devices will be removed by dean. Only light Christian music should be played on Sabbath. Please be extra cautious of the volume and selection of your music during the Sabbath hours.

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 for this.

Please remember to be respectful of others by not shouting or screaming in the Girls' Dorm.

## Respect our Home

### Room Assignments and Care:

Room assignments are made at the end of the year based on your room grades, respect of property, and respect of neighbors. New students will be assigned at the start of the year. If you would like to make a room change, please contact the deans and they will discuss it.

You are responsible for damages to your room. If someone else damages something in your room, report it as soon as possible to a dean. Your room must be checked by a dean when checking out of the dorm, for damages and cleanliness. Do not use anything that would puncture holes in the walls (i.e. thumb tacks, nails, hooks, etc.). You may use scotch tape, command strips, or other non-damaging methods if you are putting up posters or pictures. Do not hang anything on the windows.

### Trash:

Trash dumpsters are provided behind the dorm. Please assist us in keeping your rooms and hallways free of trash. All trash from your rooms should be taken out to the dumpster, not placed in a dorm trash can or in the halls. This will cut down on mice and insects in the dorm.

## **Room Check:**

Your room will be checked for cleanliness every Monday - Friday. If your room score is low (8/12 or below) you will be required to raise it to a 12 by the end of the day. If your room score is low for three out of the five room checks in a week, a thorough cleaning will be required Sunday morning before possible outings being offered for that day.

Individuals with a perfect room score all week long will be allowed one room check pass to use the following week.

## **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. The laundry room will be closed approximately one hour before sundown on Friday evenings and will remain closed through the Sabbath hours. Each evening the laundry room will close at 10:00pm. There is no charge for using the laundry machines.

Ironing is to be done in the laundry room only! Please make sure to unplug and take your iron back to your room when you are finished.

## **Kitchenette:**

The dorm is equipped with a kitchenette for your use. Please note that the use of the kitchenette is a privilege and not a right. Misuse of the kitchenette such as stealing food, destruction of the cooking equipment, or failure to clean up may cause the kitchenette to be closed until further notice from the deans. Please be sure to sign in before using the kitchenette to aid in accountability. If kitchenette is left a mess, the offender could lose privileges and/or provide a deep cleaning of the kitchenette during a scheduled time assigned by the dean.

If you wish to prepare or keep food in the kitchen it must meet certain qualifications: The food must not include meat, caffeine, or alcohol. To ensure that food is not left to spoil in the kitchen, every week the kitchen will be cleaned and aged food will be disposed of. If you do not want your food to be used by others, please label your food with your name. If food has a name label on it, please respect that person's desire to keep it to herself.

# Respect Yourself

## Study Hall:

To ensure that you are afforded every opportunity to excel academically, a study hall is provided Sunday-Thursday evenings in the dormitory.

### Relaxed Study Hall-

This is a time where we encourage you to take showers if you played hard at rec, eat something if you are hungry, get assignments/ class notes from other ladies, work in study groups, or ask the dean questions.

### Strict Study Hall-

At this time, all students are required to return to their rooms for check again. This is a time to be alone, study by yourself, and get things accomplished. If you need tutor assistance or other special requests, it must be approved by the dean.

## Curfew:

Freshmen, sophomores, and juniors lights out requirement is at 10:00pm. Seniors must have lights out by 10:30pm. Lights out will be announced for Saturday evenings. Students with lights remaining on after the designated time will be given one warning. A second infraction will incur the dean's discretion in implementing a consequence.

## **Sick List:**

If you are feeling ill, call the dean or stop in the office by 6:30am so we can evaluate whether or not you need to be placed on sick list. If you start feeling sick during the day you must find the dean on duty to be evaluated. For the health of everyone else in the dorm, when on sick list you must stay in a sick list assigned room the entire day and light meals will be brought to you. If you are found out of your room or with others in your room, you may be removed from sick list and/or all missed classes, past due assignments, and tests will be considered unexcused.

## **DFI:**

Students on DFI will be more closely monitored and have restricted study halls. On days that they do not have a 7:00 engagement (PE or Bible class), DFI students are expected to report to 0-hour (7-7:45) study hall in the lower circle.

# **Integrity**

## **Dress Policy:**

As Christian women it is important that we hold ourselves to a high standard. We need to treat our hearts and our bodies with respect. Although the world may have a skewed view of what modern women should look like, this does not mean we need to lower our dress to that standard. The Bible speaks often about women being modest. That being said, it doesn't say anything about us looking plain or grungy. So, let's strive to look our best while keeping our integrity and God-given morals intact. Clothing should be in good taste -- nothing revealing, transparent, or too short. Clothes are not optional in the dorm. You must be dressed at all times, especially when in the hallways and lobby. Shorts, skirts and dresses need to be knee length, while modest athletic

shorts may be worn to intramurals and rec. You may wear sleeveless tops as long as your straps measure at least three fingers across.

Sabbath and Vespers Dress includes dresses, skirts, dress pants or leggings (as long as leggings are worn with a dress that reaches mid-thigh) and appropriate tops.

## **Contraband:**

The things that we put into our minds often come out of our mouths. Christ has given us a standard to live by, not because He wants to rule over us, but because He cares about us. He wants us to live our lives to the fullest and experience the true joy that can only be found in a relationship with Him. It is difficult to do that when we fill our minds with things that direct our focus away from Him. Because we, the deans, also want what's best for you and because we want our dorm to continue to be a safe Christian environment, some items will not be allowed in the dorm. Contraband will be taken and not returned until a parent or legal guardian comes to collect it from the dean, if returned at all.

### **Things not to have in your rooms:**

- Alcoholic beverages, tobacco products, or other drugs- Magazines, books, movies, and music that are not in accordance with the school philosophy
- Posters bearing symbols dealing with the occult
- Posters advertising or promoting the 'drug culture' including alcohol, tobacco, illegal drugs
- Posters that treat the human body as an object
- Posters of musical bands, groups, or individuals who promote examples of any of the above things

# Safe Environment

## Emergencies:

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 a jacket when exiting the building and exit in a calm and timely manner. The drills are required by state law.

Fire extinguishers, hoses, and fire alarms are for fires only. At least a \$50 fine will be assessed for illegal use of the above and a cleaning charge may also apply.

Please keep hallways clean and do not block or barricade your dorm room door as it is a fire hazard. Doing so could result in consequences at the hands of the dean. Screens and windows are not an exit route unless in an extreme emergency. They have been sealed and riveted not only for your convenience but also your protection. Should you tamper with or remove any seal or rivet in the screen or the window you will be subject to appearing before Administration Council and discipline. A fine of \$50 will also be imposed along with the repair cost for the screen and/or window. Refrigerators, microwaves and other small appliances must be plugged directly into the wall. You may use power strips for laptops, phones and the like, but not an item that heats up or cools down per fire code.

## Precautions:

**For safety reasons please do not have any of the following in your room:**

- Electrical appliances other than small refrigerators and microwaves
- Halogen lamps
- Heaters

- Hot plates, electric skillets and grills
- Smoldering or open flame devices (candles, incense, lighters)
- Firecrackers or other explosive devices
- Weapons of any kind, etc.

## **Signing-In and Signing-Out:**

Students may leave campus with the proper permissions. Before leaving campus, you must receive permission from the dean and sign-out at the desk. Students are not allowed to ride in a car with another student unless they are immediate family members. Only on home leaves and open weekends with written parental permission, when going home are you allowed to ride with a student driver.

## **Dorm Visitors:**

**For the safety of our students –**

- All visitors must check in with the dean on duty upon arrival in 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 and with dean's permission).
- Visitors who are 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 for 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.

### **Lights Out –**

- Dormitory doors will be locked and alarmed at 11:00 p.m. or ½ hour after lights out, whichever comes later.

- Lights out may be delayed during weekends when significant numbers of parents and/or guests are on campus.

### **Doors will be opened for students or visitors:**

- If you are returning from school events using school transportation.

- If you are late returning from regularly scheduled events (i.e.: work or class). (If no emergency existed, disciplinary action may be taken.)

- If you are late returning from an overnight leave (if prior arrangements have been made or in case of an emergency).

- If other acceptable prior arrangements have been made.

### **Doors will not be opened for students or visitors:**

- When it was reasonably possible to be on time.

- When prior arrangements could have been made.

- When specific instruction concerning return times are intentionally disregarded.

## **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 Administrative Council.*

- Rooms are for short visits only.
- There is a guest room fee of \$50 per night. (Dorm rooms are free of charge to parents of current students)
- 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.

## **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.

# **Happy and Healthy**

## **Girls' Club:**

We want our home to be a fun and laughter filled environment. Our Girls' Club leaders will be responsible for coming up with fun activities for us throughout the year. We will vote on Girls' Club officers at the beginning of the year, young ladies who will work together to help us have an exciting school year.

**The Girls' Club positions are as follows:**

**-President**

The Girls' Club President is the leader of Girls' Club and works directly with the deans. She is in charge of making sure that all activities are well put-together and that everyone is doing her job to make the program run smoothly and safely. If you have any ideas or requests for Girls' Club, talk to the President and she will bring it up to the deans and other Girls' Club officers.

**-Social Vice President**

The Social Vice's (VP's) main responsibility is to organize fun and games. The Social Vice needs a creative mind and a caring spirit. She helps to develop the fun side of our activities. She is also the one to lead in encouragement of those who might feel left out.

**-Spiritual Vice President**

The Spiritual vice (VP) will be making sure that all the activities we do are within our Christian standards and beliefs. She will also be there any time someone needs spiritual uplifting or prayer.

**-Treasurer**

The responsibility of the Treasurer is to work with the financial side of our activities. She will keep a careful check on any money spent or earned. She will also help the deans with the Dorm Store.

**-Secretary**

The Secretary will take careful notes during all Girls' Club meetings and will be responsible to create and post notices/ flyers of any upcoming events.

**-Sergeant at Arms**

The Sergeant's job is to simply make sure all meetings continue in a calm and timely matter. The sergeant is not there to create more stress,

but to alleviate stress whenever possible. She is present to react to situations with a calm spirit and a peaceful attitude.

The sergeant does not need to be loud or obnoxious, only firm and assertive. She should be someone that others can respect and look up to.

**-Village Representative**

The Village Rep is a student that lives off campus and represents our club members who live outside of the dorm.

## **Dorm Store:**

There is a dorm store located in the rec room of the Girls' Dorm for your dining pleasures and late night hunger pains. You are welcome to purchase items in the dorm store throughout the day/evening when deans are available. Cash will be the only method of payment for purchases in the dorm store.

## **Mail:**

Mail will be delivered once a day to the dorm. Outgoing mail must be in the mail box in the office window by 8:30am daily. Stamps may be purchased from the business office during normal office hours. Please do not ask the office staff to give you your mail; it will be available on the deans' desk in the afternoon.

## **Dean on Duty:**

Dean Taylor will be on duty Monday and, Wednesday. Dean Harrison will be on duty Tuesday and Thursday.

The dean who is on duty for the weekend will be on duty starting Friday through Sunday, unless the deans announce a scheduling change.

Please keep in mind that this schedule is tentative, and is subject to change. If a dean is needed, please check the dean's office door to see who is on duty.

## **Health:**

It is important to stay as healthy as possible. Staying healthy not only increases your own personal happiness, it also keeps your brain sharp and gives you more energy.

### **Here are some things to remember in order to stay healthy:**

- Start your mornings by spending personal time with God.
- Drink plenty of water.
- Get a good night's sleep.
- Avoid large quantities of sugar and junk food.
- Avoid caffeinated beverages.
- Spend time outside.
- Exercise daily.

Exercise is important and we encourage you to enjoy the outdoors as much as possible. Please make sure you first get permission from the dean on duty, then sign-out at the desk anytime you go for a walk or jog around the circle. While exercising, you must stay in the circle around the school unless you have special permission. The faculty housing area, the barn, and the maintenance building are off limits unless you have the dean's permission.

## **Home and Weekend Leave Policy:**

Home leaves are scheduled in the calendar. Students and parents should plan for trips, medical appointments, and visits to the homes of other students or relatives at these times. Emergency leaves will be handled on an individual basis.

Home leaves officially begin at 1:30pm. The dorms will close at 2:30pm of the same day and reopen at 6:00pm on the Sunday everyone is due back. You must go directly to your dorm when you return to campus. Students are expected to be in the dorm by 9:00pm. If earlier or later arrival is necessary, please contact the dean as a courtesy prior to returning. Please make contact regarding late arrival before 9:00pm. Unless prior arrangements have been approved, the students may forfeit privileges for failure to meet the above time appointments.

No student should plan to go home on a weekend without prior arrangements when she has prior school or work responsibilities.

When a student is going to another student's home, the dean requires permission from parents and an invitation from the host/hostess before leaving. The Dean must personally be contacted by both parties prior to going. Before leaving campus, you must check out with the dean and sign-out at the desk.

Home leaves may change or be altered during the year if state mandates change or new school policies occur.

## **Cell Phones:**

Dorm students are allowed only one cell phone which along with other wearable smart electronics, must be registered with the deans. Students known to be using a "decoy" or second phone will be subject to major discipline. Students are not allowed to use their phones after lights out. Students who are late to morning or evening worship will lose their phones for the immediate 24-hour period. Upon a second offense, the phone will be taken for two days. Phone privileges may be lost for a day, two days, a week, two weeks, a semester or the school year, at the discretion of the deans and the principal.

**\*The deans reserve the right to make changes to the 2020-2021 Girls' Dorm Handbook at any time throughout the year.**

