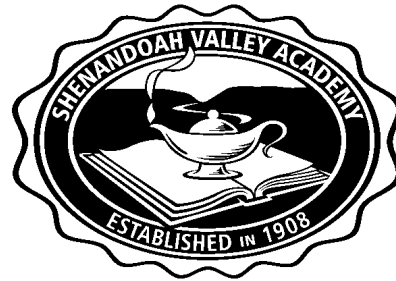


Dorm Handbook



2010-2011

Head Deans:

Gerry Davis
Kelly Menhardt

Assistant Deans:

Nick Buchholz
Rita Miller

School Address:

Shenandoah Valley Academy
234 West Lee Highway
New Market, VA 22844

School: (540) 740-3161

Fax: (540) 740-3336

Contact Numbers:

Boy's Dean on Duty: (540) 333-6167

Girl's Dean on Duty: (540) 333-6168

Cell Phones

Students must register their cell phones with the Dean. This includes the serial number, phone number, and description.

All cell phones are to be turned in before lights out. Underclassmen by 9:45 p.m. and upperclassmen by 10:15 p.m. (DFI cell phones will be collected before study hall.) Cell phones may be picked up at the front desk when the Dean on Duty arrives in the morning. Phones are collected on Friday night and can be retrieved after the church service on Sabbath. Phones are not collected on Saturday night.

Misuse of cell phones will result in the phones being taken from the students at the discretion of the Dean. Parents will be informed at the Dean's discretion. Continual misuse may result in actions taken by the Deans' Council.

Check In/Out Procedures

Your room has been inspected as to the condition of the room and noted in the Check In/Out form. There is a \$100 room deposit.

When moving out of the room, each resident is to check out with the Dean. You will need to sign the Check In/Out form. Failure to check out properly will result in the following charges: \$50 for checking out without the Dean's approval, and \$100 for cleaning, painting, packing, and moving belongings left in the room. Additional charges may be added for any damage done to the room.

Day Leaves

With permission from the Dean and others involved, students may wish to visit with families in the community or go to New Market. Before a student is allowed to go off campus with someone or by themselves, they must have the Dean's, parent's, and host parent's permission. This is done by the parent approving names on the student's "Drivers List." When you return, the driver must accompany you back into the building and sign you back in. **Approval by the Dean must be given before the student is scheduled to leave. (See Sign-Out)** See Student Handbook for complete information.

Deans

The Deans carry the cell phone when they are on duty. The cell phone number and a notice of which dean is on duty is posted on the walls inside the main lobby.

Dean's Office

We want you to feel that this is your home away from home and that you can always talk to the Dean when you need to. We want to invite you to come and visit us.

There are no students allowed in the Dean's Office without permission from the Dean. The Dean's office is a place to go whenever you have concerns or suggestions.

DFI

Anyone on DFI will be in strict study hall for approximately 1 ½ hours. Grades for determining DFI students will be updated every week. Students on DFI at the end of first semester will remain on DFI at the beginning of second semester.

Disrespect

Every person deserves to be treated with respect. We will make every attempt to treat you with respect at all times and we ask that you treat us and others the same way. If at any time you feel the Deans, the dorm staff, or others are mistreating you in any way, please let someone you feel comfortable talking to know. Also please make the Head Dean aware of the situation. Please exercise patience in dealing with these situations.

Dorm Staff

The staff has been hired to serve you and to make the operation of the dorm a smooth one. Remember, the Head Dean and Assistant Deans are available for counseling at any time they are needed. The student staff is an important part of our dorm life too. They are an extension of the Deans to perform the basic duties, which maintain order and consistency within the dorm. The dorm staff includes RA's (Resident Assistants) and their subs, desk monitors, and janitors.

Dorm Visitation

No female students are allowed in the Boy's Dorm and no male students are allowed in the Girl's Dorm, unless they have received **proper permission from the Deans**. No female visitor will be allowed on the Boy's Dorm steps and no male visitor will be allowed on the Girl's Dorm steps. Family members will be allowed to go to the dorm room after they check at the desk and have the desk monitor announce visitors on the hall.

Dress Code

The dress code is discussed in the school handbook. Please make yourself familiar with it. There are many clothes that look great on you that are also modest, but don't comply with our dress code. It is not about right and wrong. It falls merely under the organizational preference of SVA.

Electrical Appliances

Electrical appliances such as hot plates, electric frying pans, and popcorn poppers (items with an exposed element) are not allowed because of possible fire. These items will be taken if found.

Refrigerators and microwaves are allowed. There will be a monthly charge of \$5 per item. Irons are never to be used in the room. Irons and ironing boards are in the laundry room. Extension cords may be used as long as they are UL Listed.

Exercise and Fitness Room

No free weights are to be used without a partner and unless permission is given from the Dean.

Fire and Safety Codes

If the fire alarm goes off, the students should leave the residence hall immediately and not return until told to do so. Fire regulations require that the stairways and halls be free from obstructions at all times.

Food

Any food in a student's room should be kept in a sealed container at all times so as not to attract insects or rodents. **Flesh foods and caffeinated drinks are not to be brought onto campus or into the dorms.** If found these items will be disposed of immediately. Students are not to bring food or drinks into the dorm for the purpose of selling them.

Gossip/Rumors

The spreading of rumors or gossip is always hurtful to anyone involved. We strongly encourage all students not to develop such a degrading habit. Remember to treat others the way that you would like to be treated.

Guests

Guests are welcome to visit on weekends. Guests are not allowed to stay in the dorm during the regular school week. Exceptions must be made with the Dean. (All non-residents are required to get permission from the Dean before entering the dorm.)

Janitor Supplies

Residents should bring their own janitorial supplies for cleaning their rooms and bathrooms (girls' dorm only). Vacuum cleaners will be supplied in the girl's dorm. Please put back after use in their proper place.

Janitors

Because the residence hall is your home away from home, each student is responsible for helping to maintain a clean living space. Few people enjoy cleaning, but all can take pride in a clean and attractive residence hall. Room checks will be conducted on a regular basis.

Jewelry

Jewelry is not a form of accessorizing at SVA. No jewelry is to be worn in the dorm. If it is seen, you will be asked to give it to the Dean, who will return it to your parents on home leave days. We don't want to see it when you walk in the door. When you are on campus or on a school related activity, no jewelry is to be worn.

Please do not attach a key to a necklace and think it is okay to wear. The only type of chain a key may be worn on is a small, beaded chain or lanyard.

Keys

Door keys will be obtained from the Dean. Keep your key with you at all times. There will be a \$25 charge for failure to return a key when you check out or change rooms. If the key is lost, there will be a \$25 charge to have it replaced. No taping or magnetizing on doors. There may be a \$1 fee every time the Dean has to unlock your door after the first 4 weeks.

Kitchen

The kitchen is available to you for get-togethers, eating together, when families come to visit, etc. We are glad that we have it for your use. However, it is also your responsibility to keep it clean. Please wash your dirty dishes, put them away, wipe off the counters and tables, and sweep and mop the floors when done. There are to be no leftovers in the kitchen. Thank you for keeping the kitchen clean for the next resident who wishes to use it.

Laundry

There are laundry rooms on certain floors of the residence hall. The laundry rooms are locked during Sabbath hours. **Make sure you label your laundry with your initials.** Also, it is important to read washing instructions on the back of your clothes and follow accordingly. Separate clothes before washing them so that your whites remain white and the color of your clothes will remain the same. If you need help, please see the Dean.

Lights Out

With the busy schedules of the academy, sleep is an important factor in helping you become successful in all areas. Lights are out for the dorm at 10:00 p.m. for underclassmen and 10:30 p.m. for upperclassmen. No one is to be out of their rooms after lights out.

Lobby

The lobby of the residence hall is provided for all residents and guests to enjoy. Remember that the lobby is a public place, so dress and behavior need to be appropriate. No one should sit on tables or on the arms of the furniture. Do not mark on the furniture in any way. Feet should be kept off the furniture.

No screaming or yelling is appreciated in the lobby. Any spills need to be cleaned up thoroughly. Personal items should not be left in the lobby.

Locked Doors

All students are strongly advised to keep their doors locked when no one is in the room. The school cannot be responsible for your personal items or money. If a student has a large amount of money, it is advisable for him to place it in a bank account in the Business Office. **Do not enter someone's room without having permission to do so!**

Mail

Mail is delivered to the residence hall by the **Deans' Staff Only**. They will place the mail in your mail box. To mail a letter, drop it off in the mail box slot located across from the Business Office in the Ad Building. Stamps may be purchased in the Student Center. Your address at the school is:

"Your name"
C/O Boy's Dorm/Girl's Dorm
Shenandoah Valley Academy
234 West Lee Highway
New Market, VA 22844

Maintenance

Please report anything broken in rooms to the Deans.

Medical Supplies

The Deans keep first aid items (band-aids, first aid cream, ice packs, etc.) for students' use. No prescriptions or any over-the-counter medicine is permitted in the dorm rooms at any time. These items will be kept with the Deans and administered according to doctor's orders.

Open Campus/Closed Campus

Open Campus means you are free to be on the part of campus immediately in front of the dorms and student center. The basketball court behind the boys' dorm is for their use only unless supervised by a staff member. Students should not be in the area behind the dorms unless walking to and from Rubbermaid.

Closed campus is defined as a time when you **MUST** be checked in at the appropriate dorm or a scheduled school activity.

Overnight/Weekend Leaves

When a student wishes to leave campus overnight with someone other than a parent, make arrangements ahead of time. An invitation from the host must also be given to the Deans.

During the week, no overnight passes will be issued other than to a student's own home. If you are going off with your parents, you still need to fill out an overnight pass. No overnight stays with the opposite gender will be allowed. See student handbook for additional details.

Personal Devotional Time

The strength to live a Christian life is possible only through an ongoing relationship with God. A student should not think that corporate worships and church will give him/her adequate spiritual nourishment. The Deans urge each student to take time to meditate and study in his/her room.

Pets

You are only allowed to have fish. The Department of Health has expressed that reptiles are not permitted because they carry diseases. No dogs or cats are permitted for students.

Resident Assistant (RA)

Each student should take the time to get to know their RA. They are good friends, resourceful people, and worthy of the respect and compliance due as the Dean's Representative. The RA plays a major role in the success of the residence life program.

The RA is on duty 24 hours a day. Each RA will uphold the standards of Christ and be available whenever needed by their fellow residence hall students. The RA is a part of the management team for the dorm. It is not a required position. It is an earned one.

Room Carpets

You are welcome to put area rugs in your room, but please do not install them permanently, i.e. glued, tacked, or taped.

Room Changes

Residents need to stay with their assigned roommates for the 9-week period. If you want to change after 9 weeks, see the Dean. Do not move until you have permission from the Dean.

Room Decorations

All decorations will be subject to the Dean's approval. Do not put up stickers on anything. In selecting decorations for your room, remember they should reflect the Christian standards of SVA. Objectionable posters, pictures, and other types of décor will be confiscated and sent home at the end of the school year or not returned at all. Do not cover your walls with cutouts from magazines. Only use tacky tacky or wall putty. Do not use tape when putting things up in your room.

Room Furniture

The furniture in the students' room is for their use and enjoyment. The students are completely responsible for its very best care. Should anything in the room be damaged, no matter who did it or how it happened, the occupants will have to pay the cost of replacement.

Sabbath

During the Sabbath hours, activities, the music listened to, the conversation, and dress should honor the commandment to "Remember the Sabbath day and keep it holy." Sabbath is a time to set other things aside and walk and talk with our Creator.

Screens

Screens are on the windows to stay! A fine up to \$130 will be issued if the screens are removed or damaged.

Sick List

Unfortunately, there are times when we are under the weather. Anyone feeling the need to be on the sick list must see the Dean between 6:45 a.m. and 7:30 a.m. If a student becomes sick during the day, he/she must see the Dean on duty before being placed on sick list. If you are not able to walk down to the office, please call and a dean will come to your room. *Do not send another student to request to put you on sick list*

NO one but the Deans or the School Nurse can put a student on sick list.

If you are placed on sick list, you are room bound for the entire day even if you get better during the day. Meals will be delivered to your room.

Sign-Out Cards

Sign-out cards are provided for students so the desk worker or the Dean will know where to find you if the need arises throughout the day. You **MUST** sign out when leaving campus with the Dean's approval.

Sleeping in a Friend's Room

Students are allowed to spend Saturday nights in someone else's room. They must first get permission from the Dean and notify their RA so that in case of an emergency and during night checks you are accounted for.

Stereos/Music Devices

We are glad to have you listen to music in your room, but please take care that it cannot be heard outside your room. When many people play loud music, it does not make a harmonious sound and can be distracting to those who are studying or are trying to sleep.

Please keep your music to what is appropriate for a Christian environment. Music, cover, titles, or lyrics that are satanic, vulgar, prompts suicide or depression, drugs or alcohol, or include swearing are inappropriate. Any inappropriate music will be confiscated and destroyed. **The Dean determines if music falls within the guidelines of the school policy. If you are unsure and have questions, please contact your Dean.**

Violations will be handled as follows:

First incident – Verbal warning

Second incident – Written warning

Third incident – Confiscated for 2 weeks

Fourth incident – Confiscated through end of year.

Study Hall

With all that goes on in the Academy, it can sometimes be difficult to find time for studies. Study Hall is provided to ensure that each student is given proper time to prepare for classes. It is important that each student learns good study habits and makes use of the time so that he/she may achieve grades he/she can be proud of. All students need to be in their rooms throughout Study Hall. **"I don't have any homework," is not an option. There is always more knowledge to be gained and study hall is the forum to obtain it.**

Telephones

Please limit your calls to 15 minutes on our public phones. Please allow the monitor on duty to answer all incoming calls.

Town Days

There will be coed town trips (Harrisonburg) scheduled on Sundays. You must have the Dean's approval to go to town. Don't forget to **Sign Out**.

Trash

Please empty your trash every day! Do not set trash, take-out trays, pizza boxes, etc. in the hallways. It is your responsibility to take your trash to the dumpster. **Bathroom, laundry, and lobby trash cans are not for the trash from your room.**

Television

The television is for your use and enjoyment. Programs will be selected and monitored by the Deans.

Video Gaming Systems

No gaming devices (XBox, GameBoy, etc.) are allowed on campus.

Village Students

The village students are welcome in the appropriate dorm any time during the day. They are welcome to stay for the dorm worships in the evenings. Village students are held responsible for all rules while they are visiting in the residence hall. **Village students must get permission from the Dean to spend the night in the dorm.**

No female students are allowed in the Boy's Dorm and no male students are allowed in the Girl's Dorm unless they have received **proper permission from the Deans.**

Worship

Sunday - Thursday worship begins around 7:30 p.m. in the dorms. **All students are required to be present.** It is expected for everyone to behave with reverence at this time. Worship times may vary due to school events or practices.

Note:

The Dean reserves the right to deal with, as needed, any items of misconduct not already covered within this handbook and to make changes.