



Dorm Handbook

"Ye are the light of the world." Matthew 5:14

Welcome

Dear Dorm Student & Family,

Thank you for your interest in Pine Tree Academy (PTA). PTA is a Seventh-day Adventist Christian School, and has a definite purpose in the development of one's spiritual needs. Students who show respect for God and the Word of God, who maintain a reverent attitude during religious exercises, and who observe the regulations of the school, are welcome. As a dorm student, there is an expectation that students will respect themselves, their dorm mates, and the space and property of others. In addition, dorm students will be expected to adhere to the official school handbook. It is our desire that your time spent at Pine Tree Academy will help you grow physically, emotionally, academically, and spiritually.

We look forward to getting to know each of you throughout the course of this school year.

Sincerely,

The Deans

Governance

The purpose of the Pine Tree Academy (PTA) housing program is to provide an opportunity for students in grades 9-12, who are unable to commute, to attend PTA. The school welcomes all applications but cannot guarantee placement, and also has the authority to change housing arrangements when necessary.

Please note the following:

- Student housing falls under the authority of the PTA administration, and is assisted by the housing committee, which is appointed by the PTA board
- Deans are hired by the principal as classified personnel and function under the school administration
- Deans have authority to oversee and discipline students living in the dormitories
- If necessary, the school administration can prescribe temporary suspension from the dormitories
- A recommendation for the dismissal of a student from the dormitory must be approved by the housing committee
- Appeals should go first to the administration, then the housing committee, and then the board

- The housing committee will set the dormitory housing policies
- The student grievance procedure, found in the PTA handbook, applies to the dormitory setting

Expectations

ROOM ASSIGNMENTS & MAINTENANCE

At the start of the school year, the dean will do a room inspection with the student. This would be the opportunity to document any room flaws or repairs that need to be made. It will also ensure that there is a record of the state of the room before the student moves in.

Students will not change room assignments without making arrangements with the dean. Deans reserve the right to make room assignment changes as necessary.

Common rooms and dorm rooms are to be kept clean, and orderly. On a daily basis, dormitory room floors and closets should remain clutter free, beds should be neat, and trash should be properly taken care of. Deans should inspect daily, with a detailed inspection reserved for once a week.

Deans will assign chores to students. These assignments must be completed in a timely manner.

The defacing of any part of the dormitory is not acceptable, and students will pay for the replacement or repair of any damages. Also, using screws, nails, thumbtacks, etc., on walls is not permitted. Deans have the responsibility to approve, or remove, any items that are not appropriate, or consistent with school standards.

Room furnishings are to remain in their respective rooms. Students should not bring items that need to be stored. If anything in the dormitory needs to be fixed, please tell a dean and they will fill out a work order.

Rooms should be left in as good of condition, upon checkout, as the beginning of the school year. The dean will use the same inspection process as at the beginning of the school year. Any damages will be marked and given to the business office for reconciliation.

ACADEMIC STANDARDS & STUDY HALL

Regular study hall should occur Monday-Thursday from 3:15 - 5:00 PM if the student is not working and, if necessary, later in the evening. If a student has a D, F, or Incomplete in any class, study hall will be supervised by the dean on the 1st floor (until the grade has been brought up to a C). Study halls should be quiet and conducive to studying.

CURFEW & BEDTIME

Students must be in the dorms immediately after any organized school program.

Bed time should occur no later than 11:00 PM on Friday nights, midnight on Saturday nights, and 10:00 PM on school nights.

FIRE SAFETY

Deans will conduct regular fire safety drills and discuss evacuation plans with all student residents.

There should not be the use of candles, incense burners, lighters, or any other material with fire-starting capability. Other electric equipment must be approved before bringing into the dorm.

If smoke detectors go off, immediately exit the building through the nearest door leading outside. On the first floor level, use either the front door, or entryway door. Once outside, immediately proceed to the designated meeting spot. Once there, attendance will be taken and only when the "all clear" signal is given by a dean may students go back inside.

SAFETY

Safety is a top priority at PTA, and steps will be taken to keep the students, faculty, and staff safe.

Students must enter and exit primarily through the 1st floor doors. Basement doors are to be used for emergency purposes, moving days, or with a dean's permission.

No student is allowed to enter the 2nd floor of a dean's apartment. The opposite sex must not be in a student's quarters. Deans may knock, announce, and enter a student's living quarters without the permission of the student.

Bedroom doors need to remain unlocked at all times.

Skateboards and BMX bikes are permitted on-campus only with staff supervision and all proper protective gear (helmets, elbow-, wrist-, and knee-pads). Rollerblading, snowboarding, and similar activities follow these same guidelines.

SABBATH

PTA, as a Seventh-day Adventist School, is dedicated to observance of the Sabbath as a memorial to God's creative and redemptive power. While in the dorm, students will attend both Sabbath school and church services at the church the dean chooses, or attend another Adventist church with adequate, dean-approved supervision. When attending Sabbath school and church, students are expected to dress in an appropriate manner (which means as well or better than school attire) that shows respect for our Creator, and for our school.

Students will participate in Saturday afternoon activities that will make Sabbath a special, spiritual day. All dormitory living, which includes activities both within or outside of the dormitory, falls under the rules of the PTA handbook, including diet, dress, and social behavior.

Dorm students are encouraged to work at an after-school job; however, students are expected to uphold Sabbath observance by not work during the Sabbath hours (sunset Friday through sunset Saturday).

MEDICAL APPOINTMENTS

Routine medical and dental appointments should be arranged while the student is at home during regularly scheduled leaves. Emergency medical and dental problems can be cared for by local physicians and dentists.

MEDICATIONS

If a student needs to take medication in the dormitory, or school, the student's parent and physician must fill out a form. Medication should be kept in the current prescription container with the student's name on it. Medications, herbs, and vitamins are not to be shared by students.

Medications will be kept in the dean's apartment and administered at the appropriate times. All changes must be updated immediately.

Failure to take prescription medicine or abusing medical regulations may result in disciplinary action by the dean or by the school administration.

SICK LIST

Students must have an elevated temperature, or other obvious symptoms, to stay in the dorm during class time. If a student is sick, s/he must remain in the dorm until it is deemed in the student's well-being to resume normal activities. If the student is truly sick, no television, video games, phone calls (except to parents), school activities, recreational events, or student visits will be permitted. Deans will notify both the school office, and the parents/guardians of the student, if a student is too sick to attend classes. If necessary, the school nurse will be consulted.

Students may be restricted to their rooms at the discretion of the dean and/or school administration. In some cases, if necessary, a student may be sent home.

ELECTRONIC DEVICES/CELL PHONES

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately.

All cell phones/electronic devices must be catalogued by the head dean. Students will be expected to sign a contract stating that they have given the dean all of the names of their electronic devices.

Electronics/cell phones are a privilege and will be used during the hours that the dean allows. Cell phones/electronic devices of dorm students should NOT be brought to the school since there is a no-tolerance policy for cell phones in the school building.

If a cell phone/electronic device is used at a time that has not be specified by the dean, it may be confiscated.

Refusal to surrender the phone or electronic device when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.

First Offense - the dean will give a verbal warning to the student.

Second Offense - the device will remain in the possession of the dean until appropriate consequences can be established.

Third Offense - the device will not be allowed in the dorm.

The phone may only be picked up by a parent.

In the case of an emergency, the deans are always available by phone.

Internet access for study time will be available between certain hours of the day, to be determined by the deans. Only appropriate material is allowed on computers. Abuse of personal computers/laptops may result in the suspension of using this equipment. Deans have the right to investigate the contents of any computer in the dormitory. Students must give the deans their respective computer passwords.

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All use of electronic equipment is a privilege that may be curtailed or prohibited, if necessary. In certain situations, a student's electronic equipment may be temporarily confiscated by the dean, or school administration, until removed to a student's home.

WHAT NOT TO BRING

In addition to other items already mentioned, please do not bring the following items to the dormitory:

Jewelry

Alcohol/Drugs

Weapons of any type

Tools

MEDIA

Music, movies, and games (hereafter referred to as media) played in the dorms must be in harmony with the Christian principles of PTA. Any items rated "Parental Advisory", M

(Mature), and A (Adults Only), and the like are inappropriate. Media and games that are Satanic, pornographic, immoral, anti-government, negative in nature, promoting violence, including inappropriate language, focusing on depression and suicide, are forbidden. Anything of this nature will be confiscated, a written warning will be issued, and parents/guardians will be notified. Volume must be quiet, so as not to be heard in another student's room. Respect for your roommate is a must. Only Christian music is to be played during Sabbath hours.

Deans and school administrators have the right to question and check media at any time. Media from any source is subject to approval of the dean and must be stored in a visible place. Hidden materials may be confiscated.

Leaves

Home leaves are weekends/vacations during which dorm students must vacate the dormitories. Most home leaves are over long weekends or holidays. Listed below are the 2017-2018 home leaves. Students will leave the dormitory on the first day of the home leave at the end of that school day.

September 1-4	Labor Day
October 6-8.....	Columbus Day
November 17-27	Thanksgiving Break
December 21-January 1	Christmas Break
January 12-15	Civil Rights Day
February 16-25	Winter Break
March 16-19.....	March Break
April 13-22	Spring Break
May 25-28	Memorial Day
June 9-10.....	Graduation

On home leave weekends, students are expected to check out between 1-2 p.m. on Friday and arrive between 6-8 p.m. on Sunday evening.

In June, freshmen and sophomore dormitory students must be checked out of the dormitory by Friday afternoon of graduation weekend, at 1 p.m. Seniors and juniors will be expected to check out by 2 p.m. after commencement.

ACCOUNTABILITY

Deans must know where you are at all times. Except for going to school in the morning, and returning in the afternoon, students must sign in and out of the dorms. Leaving campus must be approved. Arrangements to leave campus must be made in advance. When leaving, a student must sign out with the dean. No student is allowed to leave with anyone other than an immediate family member under the age of 21 without special permission from the PTA Administration and written permission from parents. Students must sign in with the dean when returning to campus from a home leave.

TRANSPORTATION

Deans will provide as much transportation as possible for dormitory students. When not possible, however, licensed dormitory students may drive themselves to work, or other educational commitments, with both parental and administrative approval.

Students with cars will be assigned parking spaces at the dorm. If the student is found to be irresponsible with a vehicle, the discipline committee/school administration will provide a consequence that may include the revoking of his/her driving privileges.

"Permission to Drive" forms must be filled out when students want to use their cars. Forms are with the deans. Student drivers must also file a "Driver Transportation Form" in the school office. Parents must complete a PTA "Transportation Form" giving a written list of adult drivers with whom the student has permission to ride, and what circumstances are acceptable. Students are generally expected to stay in on a school night.

VISITORS

All visitors must clear their visit with a dean. Non-family visitors must get permission from the dean prior to entering the dormitory. Dorm rules apply to all visitors. Visitors need to check in with the dean both upon arrival and departure.

There are to be no overnight sleepovers on school nights - either at the dorm or a village student's home. Any exception requires a 24 hour prior decision by a dean. Students with a D, F, or Incomplete should not have off-campus visits.

Weekend overnight guests may visit with a dean's permission. A \$5.00 charge will apply to a person per night to cover costs. If more than one meal is eaten, a higher fee may be charged.

Families are welcome to visit their children in the dormitory. We cannot, however, provide overnight housing. Any family needing housing should contact a local motel for lodging.

HOME LEAVE

Students are expected to leave the dorms on home-leave weekends and vacations. If the student does not go home, he/she must make arrangements to stay at a friend's house. Parents are to pick up their child when the dorm closes and return them when the dorm reopens. The dorm closes at 1:30 PM on Friday, and reopens between 6:00 - 8:00 PM on the evening before classes resume. Any exceptions must be approved by the deans prior to the home leave weekend. Students should plan on eating supper with their families on both of these days, as no supper will be served in the dorms.

NON-HOME LEAVE WEEKENDS

If a student leaves on a non-home leave weekend, the student must work out the details with the dean prior to leaving. The deans have scheduled events throughout the weekend, and may not be immediately available if students and/or parents stop in without warning.

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