

Upper Columbia Academy Dorm Handbook

Welcome to Upper Columbia Academy! We are excited about the upcoming school year and are glad that you have chosen to share it with us. We look forward to getting to know you better and helping you grow in the character of Jesus. Principles of Christian conduct are upheld at Upper Columbia Academy. Love, honesty, kindness, compassion, respect, courtesy, reverence, purity, and obedience are emphasized. The Bible and Spirit of Prophecy Counsel form the basic standards maintained in this school.

Our greatest desire is to have an atmosphere that will not only strengthen you physically, mentally, and socially, but will also guide you on your own personal walk with Christ.

In an effort to make our residence hall a safe and comfortable place, we have put together this booklet. We hope that you will use it as a reference guide for some common questions and that it will help you know what is expected of you.

The residence hall is your home while you pursue a Christian education. We trust that by working together, your stay here will be filled with His joy, and you will have many happy memories of your time at UCA. Please come to us with any questions, comments, or concerns that you have—we are here to help you!

Your Deans

Dean of Women

Dani Rivera

(509) 245-3635 (Office)

Associate Dean of Women

Jessie Sheese

(509) 245-3636 (Office)

Taskforce Dean of Women

Shine Alvarado (509) 245-3638 (Office)

Clair Barrutia (509) 245-3638 (Office)

Women's Deans-on-Duty Cell

(509) 879-6946

Dean of Men

Joe Hess

(509) 245-3641 (Office)

Associate Dean of Men

Joe Rivera

(509) 245-3678 (Office)

Taskforce Dean of Men

Mark Abrio (509) 245-3648

Josh Balance (509) 245-3648

Men's Dean-on-Duty Cell

(509) 879-6124

Rooms

Appliances. In accordance with fire code, residents may not use any of the following in their room:

- a. Halogen floor lamps
- b. Electric heaters*
- c. Hot plates
- d. Incense
- e. Candles
- f. Toasters
- g. Any item with an open flame

We will confiscate any of these items and you will be asked to take them home. If the item returns to the dormitory during the school year, we will confiscate it until the end of the year.

Microwaves and refrigerators, as well as appliances like electric kettles, rice cookers, and coffee makers are allowed in rooms. You may have an iron, but it may only be used in the laundry rooms.

*Electric heaters are permitted as long as they include safety features and automatic shutoff.

Changing Rooms. Students must stay in their assigned room until the first home leave. Any necessary room changes will be dealt with individually. **Any roommate changes must be cleared with the head dean PRIOR to making any moves.** Dorm furniture is not to be moved to a different room.

Checkout Procedure. When a resident moves out of a room, the room must be checked by the dean. At this time, the room will be assessed for damages and cleanliness. Failure to get checked out appropriately will result in a \$100 charge.

Decorations/Posters/Magazine Pictures. Posters or pictures of nude or partially clothed bodies are inappropriate room décor, as are pictures of guns, drugs, weapons, and violence. Pictures of music groups, actors, and celebrities should reflect Christian principles. If you have a concern whether or not something is appropriate, ask the dean for guidance. Posters and pictures should be put up with 3M Command strips or poster clay not scotch tape or tacks. **Deans may check rooms from time to time, unannounced, and may confiscate inappropriate posters and/or pictures.**

There can be no live Christmas trees due to our fire code. Keep paper decorations to a minimum.

Furniture. Every effort is made to provide two beds, two chairs, two desks, and two dressers. **Beds must remain assembled and mattresses stay in their frames.** All beds can be bunked. No waterbeds are allowed. Moving furniture or mattresses without permission is a \$25 fine. (See section entitled Room Renovations for additional information.)

Keys. One dorm room key is provided for each dorm student. No copies are to be made. Should you lose your key, deans should be notified. A new key will be issued for a \$25 replacement fee. Rooms should remain locked at all times to protect your belongings.

Maintenance Requests. The deans make every attempt to keep the residence hall in good repair. If you see something that needs to be fixed, please report it to your dean. Maintenance personnel are kept very busy with the responsibilities placed upon them. They will make every effort to respond to our requests as soon as possible. If the damage is from normal wear, there will be no charge to the student. However, if the damage is caused by the student, they will be charged for labor, materials, and vandalism fees. See fine list on pages 15 & 16.

Night Check. Residents are required to be in the residence hall Monday–Thursday at 7:45pm for worship. From this time until morning students are not to leave the dorm unless permission is granted by the dean. Friday and Saturday night curfews are immediately following the scheduled programs. If a student is out on approved leave with parents (but not staying overnight,) they must be back in the dorm by 10:00 pm on Friday, 11:00 pm on Saturday and 9:00 pm on Sunday. **It is the resident's responsibility to be in their own room for all checks.**

Personal Property/Confiscation. Upper Columbia Academy does not assume liability for any student personal property when brought to campus or when confiscated, such as: stereos/stereo speakers, jewelry, posters, firearms, bikes, etc.

Resident Assistants (RAs). A Resident Assistant (RA) is a “student dean” placed on each hall. Some of their duties include: assisting the deans, helping to provide a safe and healthy environment, some cleaning, some maintenance, as well as helping with student needs. They represent the deans and should be treated with respect. If you feel that you have been mistreated by an RA, please let the dean know.

Right of Entry. UCA reserves the right for a residence hall dean or their representative to enter and inspect a student’s room whenever it is deemed necessary. A student accepts this authorization when they rent a room in the residence hall.

Rooming Alone. There is the option of rooming alone, based on availability of rooms. However, the school charges \$100 per month for this privilege. Anyone on scholarship is not be eligible for rooming alone.

Room Assignments. It is the desire of UCA to provide all students with clean, properly equipped rooms without additional costs to parents. Returning students may reserve a room for the next year. Room reservations for returning students will be determined by your room cleanliness grades, from the highest average score to the lowest. If you maintain a room score average of 8 or better, you may choose to stay in the same room the following year. New students will be assigned rooms by the deans on a first come, first served basis. Room requests are not guaranteed. Some modifications may be necessary in the final placement by deans.

Room Check. Room checks occur on Monday, Wednesday, and Friday in the Boys’ Dorm and Tuesday, Wednesday, and Friday in the Girls’ Dorm. The deans look for: bed(s) made, clothing put away, clean under the bed, desk clean, floor vacuumed, sink/mirror clean, trash emptied, lights off, door locked (pass/fail issue), smell, and overall neatness and appearance of your room. A room score of 5 (Girls’ Dorm) or 6 (Boys’ Dorm) or below is a failing score. Consequences for failure to maintain room cleanliness are:

- Boys’ Dorm – after the fourth room fail residents must

score a 10 on room check in the designated amount of time. One hour of community service will be given for any room check that does not meet this standard. After the fifth room fail two hours of community service (C.S.) will be given and parents will be contacted. After the sixth room fail the resident will complete a GI clean and three hour of C.S.

- Girls' Dorm – After the second room fail in one week or the third room fail in a month, residents will complete a GI clean.

A GI clean is the removal of all items in the room (excluding furniture), thorough cleaning, and neat replacement of all items. A dean will check at several points during the GI clean to ensure everything is properly cleaned and organized.

Room Renovations. Your room should reflect your personality and add to your happiness and comfort while attending UCA. You are responsible for its care including: the walls, furniture, doors, windows, screens and flooring. All decorations should reflect Christian character and life-style. Please observe the following when planning to decorate your room:

1. Girls' Dorm Only - No room is to be painted without permission from the dean. Paint color must be pre-approved. There must be an adult present while the room is being painted. All painting must give a professional appearance. It must be neatly trimmed and edged. Paint should not be spilled on the floors or run up on the ceiling. Third floor rooms may not be painted.
2. Please use poster clay or 3M Command Strips to hang posters on the wall. Tape, tacks, nails, and glue are not permitted, as it will mar the walls and door finishes.
3. Students may bring furniture from home only with prior permission from the deans. If students wish to have their own beds, they and their parents are responsible for carefully moving the dorm beds to the storage area. When the student leaves, or at the end of the school year, they will need to put the school beds back in the room.

Leaving Campus

Closed Weekends. We ask students to remain on campus during closed weekends. This is because UCA has special events happening such as Family Weekend, Week of Prayer, Amateur Hour, etc. in which student participation and support is important. There are approximately ten closed weekends during the school year. At times, a parent may need their child to be home on a closed weekend, which is allowed as long as the student has completed and Absence Request Form (available in the deans' offices and front office). **Once students return to campus from a weekend off campus, their leave is officially over, and they may not leave again unless they check out with the dean.**

Home Leaves/Vacations. Students are expected to leave campus during all scheduled home leaves and vacations, as both the dormitories and the cafeteria are closed. Scheduled home leaves begin officially at 12:30pm on the scheduled day of leave and end at 9pm on the day of return. If students are going to be later than 9pm, please call the dean and make arrangements. **The dormitories will officially close at 1:30pm the day of home leave and will not re-open until 5pm on the return day. Students whose rides do not coincide with these times will need to find faculty or friends to stay with until their ride arrives, or until the dormitory opens.**

Open Weekends. On open weekends students may leave campus for overnight leave to their own home or another established home (adults 25 or older) with proper permissions. They must leave after their last class or work appointment on Friday and return by 9pm Sunday. Open weekends are a privilege. Failure to follow dorm guidelines may result in the loss of your open weekend privilege. **Once students return to campus from a weekend off campus, their leave is officially over, and they may not leave again unless they check out with the dean.**

****Due to Covid 19, students are only allowed to go to their own home overnight until further notice.***

Permissions. Students must always receive permission from their parents/guardians to leave campus unless leaving on a school event or with a staff member. If students request to go off campus with someone other than their parents, permission from their parent and an invitation from the family they wish to visit must be submitted to the dean, either in person, by email addressed to the dean, or by phone. Many times students ask to go off campus with people not associated with UCA. In accordance with our insurance policy and school regulations, **no student will be allowed to leave with anyone under the age of 21 with the exception of siblings** (with no other student passengers). When leaving for an overnight leave, students may ride with other students and persons under 21 with specific parent permissions. **NOTE: UCA cannot and will not screen drivers listed on permission sheets or given by parental directives. Full responsibility lies with the parent or guardian giving permission.**

Signing Out. Students must sign out at the front desk and see the dean for permission whenever leaving campus (**including faculty homes**).

Town Days and Walking.

Students are allowed to leave campus by foot or bicycle with permission from the dean, though must always be in groups of two or more. They should always walk on the side of the road with oncoming traffic (the left side,) so that they can see vehicles approaching.

Even numbered days: Guys walk east towards Liberty

Odd numbered days: Guys walk west towards Bradshaw Rd.

Girls' days and directions are the opposite.

All students must be back on campus before dusk and must refrain from walking on the railroad tracks.

Weekend/Overnight Leaves. Anytime a student leaves the dormitory overnight, a leave slip must be filled out and approved by a dean **before departure**. Weekend leave slips should be turned into the deans' office by 8:00pm Thursday evening. **Never**

leave without the approval of a dean. Falsification of a leave slip will result in disciplinary action. If students wish to extend their weekend leaves, they must speak to the dean on duty. Any classes or work appointments missed must be pre-approved by Ad Council and are due by 5:00 pm on the Monday afternoon before the requested date(s). **PLEASE NOTE: Students should be back to the dorm by 9pm on Sundays after open weekends and on the last day of home leaves.**

****Due to Covid 19, students are only allowed to go to their own home overnight until further notice.***

Leaving campus for the day. Due to Covid-19, UCA is restricting students from leaving campus for day trips unless they have a parent present to transport the students. Students may not drive themselves to their own home or other's homes for the day. A parent must come pick up their child and other students for any trips that are not overnight. Students may still drive themselves home for weekend leaves and homeleaves with parental permission.

Seniors Privileges will begin after September homeleave. Seniors will be allowed to check off campus one evening a week (Monday or Tuesday. Even numbered days senior girls will be able to check off campus and odd number days senior boys will be able to check off campus). We hope to open these privileges up more to seniors as the year goes on based on Covid 19 guidelines.

Dorm Life

Basketballs, Soccer balls, etc. Athletic balls are not to be used in the dorm. This includes bouncing or kicking basketballs, soccer balls, golf balls, etc. Violating this will result in your ball being confiscated.

Bikes and Bike Storage. Please provide your own bike lock. There is bicycle storage for each dorm. Your bike needs to be stored in one of these locations and is not to be stored under stairwells. **Bikes are not to be ridden in the dorm.** Bikes that are violating these rules will be confiscated. Skateboards and rollerblades/skates must also not be used in the dorm.

Cars. If you have a car on campus, it **MUST** be registered with the deans' office and parked in the assigned lot. **It is NOT to be parked in front of either dorm.** If parked illegally, the privilege of having a car on campus or having senior car privileges may be revoked and the student will be fined \$25. **Students may access cars only with deans' permission.**

Cell Phones. Each evening cell phones, personal listening devices (iPods, etc.), and e-readers (Kindles, Nooks, etc.) must be turned in to the designated area five minutes before bedtime. These phones will be monitored by a security camera. Students may pick up their phones any time after 5am. On weekends, students will turn their devices in at 10:25p on Friday night and must turn them in again before Sabbath School if they have picked them up in the morning. They can then pick them up after church. Devices do not need to be turned in on Saturday night. If a student needs to use their phone to talk with a parent or call a dean, they are welcome to pick up their phone, use it, and then return it to its appropriate space. Village students staying in the dorms will be expected to follow these guidelines for their devices as well. Students are responsible for turning their devices in on time. Failure to do so will result in loss of that device the following day. Turning in a 'dummy phone' or possessing multiple phones in order to avoid being without their phone overnight will result in the following discipline: 1st offense – three day suspension; 2nd offense – five day suspension; 3rd offense – dismissal from school. Seniors on Deans' List at 3rd quarter midterm and thereafter will have the privilege of keeping their devices every night.

Students must leave their phones in the dorm during Vespers, Sabbath School, Church, and Week of Prayer worships. If it is seen during worships it will be confiscated. See the 'Media Policy' for more details.

Seniors on Deans' List for 3rd Quarter Midterm and on are not required to turn in their cell phone at night.

Cleats and Barn Boots. Cleats must not be worn in the dormitories. Cleats should be put on after leaving the building

and removed when entering the building. After spending time at the barn, students should thoroughly clean boots before walking through buildings.

Communication from the deans. Teams, email, and bulletin boards must be checked several times daily. Residents are held responsible for checking these locations regularly.

Community Service. Community Service is given by deans and/or RAs for absences and tardies to night checks, worships, and assemblies as well as other minor discipline. Not completing community service in a timely fashion can result in loss of cellphone or other devices until the community service is complete.

Computers. Computer use at UCA is a privilege. Playing computer games after lights out, computer hacking, inappropriate use of the network, accessing inappropriate content on the internet, or using the computer for other activities to the extent that the student's grades or cooperation with dorm policies are negatively impacted are all abusing this privilege and will result in confiscation of the computer. (Please carefully read the media & acceptable use policies.)

Deans. Your deans are here to assist you with all dorm related questions. Please come to us first with any concerns or questions about the residence halls, policies, or issues between residents.

Deans' List. The deans like to celebrate students for having good citizenship, being positive members of campus, and strong role models in the dorms. To be included on Deans' List, students must:

- Have good citizenship (cannot be on social, have any academic integrity issues, suspensions, or violations for disrespect)
- Be Category 1, 2, or 3
- Pass every room check
- Be on time to all worships and assemblies
- Not be on Academic Attendance Contract
- Have no Dress Code or Technology Policy Violations

A new Deans' List will be calculated every 4.5 weeks at every Midterm and Quarter. There are incentives and rewards at each new calculation period, as well as for making Deans' List every period for the entire school year.

Discipline. Residence hall discipline will be administered as outlined in the Student Handbook. Students are responsible for the choices they make. Part of the dorm staffs' commitment is to hold residents accountable for those choices. The relationship of dean and student is the key to successful redemptive discipline.

Dorm Store. The dorm has a store stocked with frozen pizzas, burritos, chips, drinks, and other snack items. The deans have made an effort to find healthier alternatives and reduce sugary items this year. It also supplies some necessary school items.

Dorm Television and Movies. TVs, game consoles, and movies are not allowed in the dorm. There is a TV located in the Lobby in the guys' dorm and in the Front Lobby in the girls' dorm. These areas are open at specific times.

Dress Code. Our students are expected to be tastefully and appropriately dressed at all times. Clothing that conveys a message contrary to the philosophy of UCA such as inappropriate music, sex, drugs and alcohol, tobacco products, and occultism will not be permitted.

If inappropriate dress is worn either to school or church, you may be sent back to the dorm to change your clothes, the garment may be taken and kept until the end of the year, and your tardy or absence due to having to change clothes will be unexcused.

For further guidelines see the Student Handbook.

Appropriate Attire in the Residence Halls.

Boys' Dorm: In the lobby, second floor, and chapel, shirts and pants/shorts must be worn at all times.

Girls' Dorm. In the lobby, deans' office, front desk area, and chapel shirts and pants/shorts must be worn at all times.

Gender. Upper Columbia Academy encourages students to find their identity in Christ. UCA recognizes the tremendous social and peer pressure on adolescents to find identity in other aspects of the human experience such as one’s gender and sexuality. In the case of gender identity, if a student chooses to transition while at UCA, they will be asked to withdraw for their own wellbeing because UCA is not equipped to support this extensive and emotional process.

Fighting. Physical abuse, assault, and verbal threats made to another person, or conduct that endangers the health or safety of others, either on or off campus, will result in discipline and possible dismissal from school. This includes making harassing, threatening, obscene, or sexual inferences over the phone or internet.

Fines. When school property is broken or damaged by a student, the student will be assessed the actual cost of the repair* plus the fine.

It may be necessary, due to time and available manpower, to use the services of a local repairman to repair the damage. The following infractions and accompanying fines are in effect for the current school year:

Exiting by unauthorized means	\$25.00
Removal or damage of window screen	\$150.00
Possession or use of firecrackers	\$100.00
Open Flame/Incendiary Devices	\$100.00
Tampering with smoke detectors or fire extinguishers	\$100.00
Pulling a false fire alarm	\$100.00
Pets in the dormitory	\$100.00
Improper Checkout/Cleaning Fine	\$100.00
Improper Homeleave Checkout	\$50.00
Moving in before Registration Day Charge	\$50.00
Vandalism	\$100.00
Tampering with electrical, internet, or	\$100.00
Replacement of a key	\$25.00
Possession of an unauthorized key	\$150.00
Possession of a master key	\$250.00
Car on campus without permission	\$25.00
Media Violation	See Media Policy

When fine charges are incurred, they are to be taken care of by the end of the quarter. A student's continued enrollment may be affected by the non-payment of fines.

At times, it becomes necessary for the deans to confiscate items. **The deans will use their discretion in deciding which items will be returned. The school accepts no responsibility for lost or stolen items even if the item has been confiscated.**

Firearms. All guns, rifles, martial arts weapons, sling shots, air soft guns, replicas, and starting pistols are strictly prohibited. Many weapons on school property constitute a felony and will be dealt with severely.

Food and Drink. Items brought by individuals into the dorm are not to be sold. Food or drink being sold in the dorm is subject to confiscation. We discourage the use of caffeinated drinks on campus and all drinks offered are caffeine-free. **There are absolutely no energy drinks allowed at UCA.** All food and drink should be kept in sealed containers to prevent unwanted bugs and mice in the residence hall. Food preparation should be done in the residence hall kitchenette. Meat is discouraged in the residence hall and must not be cooked in the kitchenette.

Front Desk. The front desk worker is helpful in locating phone numbers and other general information about the campus. This is also where you will find your mail and messages. The front desk area is limited to the desk worker on duty.

Guest Rooms. At this time, guestrooms are not available in either dorm to limit possible spread of Covid-19.

Guest Policy. Guests are permitted to visit dorm rooms with permission from the dean. Overnight visitors are not permitted at this time.

Hazing and Bullying. "Hazing" refers to any activity done to a person which humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. A student who engages in, or conspires to engage in hazing, or commits any act that could injure, degrade, or disgrace

a fellow student will be subject to serious discipline which may include dismissal.

Kitchenette. There is a kitchenette located on first floor of the girls' dorm and second floor of the guys' dorm that is furnished with a stove, oven, refrigerator, and microwave. To use the kitchenette, a student must leave their key or phone as a deposit at the front desk. When they are finished, the desk worker will check that the kitchen is clean and return the key to the student. This will ensure that the kitchenette will be clean for the next resident's use. All pots and pans should stay in the kitchenette. Preparation of meat is not allowed in the dorm kitchens.

Laundry Rooms. There are laundry rooms located on the center hall of each floor of the girls' dorm and on the first floor in the guys' dorm. Quarter operated washers and dryers are available in this area. Washers require \$0.50 and dryers \$0.25. UCA is not liable for stolen laundry. Remove clothes promptly so that the machines are ready for the next user. The laundry rooms are locked half-an-hour before sunset on Friday evening, and are opened half-an-hour after sundown on Saturday evening. UCA is not responsible for damaged items in washers or dryers. If a resident experiences a problem with a machine, please let the dean know.

Lighting. Overhead lights are provided in the living quarters. These are not to be covered or have bulbs removed, as they should be the main source of light in the room. Black lights, strobes, and disco balls are allowed, but are not to be used during study hall and Sabbath hours. All lights must be turned off when leaving the room.

Lights Out. Lights out is scheduled for 10:00pm on weeknights. Fr/So must be in their rooms with lights out at 10:00pm. Jr/Sr must be in their rooms at 10:30pm. Further study time must be arranged with the dean. No alternate power supplies are to be used after lights out.

Lobby. These areas provide a place in each dorm to relax with friends, and are a public area to be enjoyed by all in a casual

manner. Couples who violate the purpose of the area will be banned from its use. Masks must be worn in lobbies at all time. Lobby hours are:

Monday: Boys Dorm 6-7:30pm
Tuesday: Girls Dorm 6-7:30pm
Wednesday: Boys Dorm 6-7:30pm
Thursday: Girls Dorm 6-7:30pm
Saturday: Girls Dorm 1:30pm-3:30pm
Boys Dorm 3:30pm-Dinner
Sunday: Boys Dorm 11am-2pm
Girls Dorm 2pm-4pm

Mail/Messages. Mail is delivered to your mailbox (Girls Dorm) or room (Boys Dorm) around 2:00pm Monday through Friday. Phone messages and package slips are also put in your mailbox. Packages are safely stored in a cupboard and can be picked up by presenting your package slip to the desk worker (Girls' Dorm). Packages will be delivered to your room (Boys' Dorm).

Masks. Masks are required in dorm worship. Students working in the dorm are required to wear a mask while working due to labor requirements. When having large gatherings in individual dorm rooms masks are recommended but not required.

Media. Each student is required to read and sign the Media Policy when they register. This contract outlines UCA's policies and each student is responsible for knowing and following these rules.

Musical Instruments. Electric keyboards and guitars may be played with headphones. Acoustic guitars can be played at a moderate level that cannot be heard on your hall. All other instruments can be practiced in the music building.

Pets. No pets are allowed in the dorm with the exception of fish. A \$100.00 fine is charged for violation of this policy. Parents and friends who visit residents must leave their pets at home or in their cars until they receive permission from the dean for them to be in the dorm.

Pornography. Degrading or pornographic magazines, media, and posters or any items that promote pornography are inappropriate and must not be in the residence hall or on UCA's campus. Those who possess any of the above will be subject to discipline.

Public Displays of Affection. UCA has a "hands off" policy. This includes holding hands, snuggling, kissing, sitting on each other's laps, and backrubs. Students may be put on "social" for violating this policy.

Sabbath Activities. Students are encouraged to participate in the planned Sabbath afternoon activities. The greater the participation, the more opportunity for the events to be worthwhile and memorable.

Self Harm. Upper Columbia Academy views self-harming behaviors as a symptom of deeper emotional concerns and therefore strives to address the underlying issue instead of focusing on the symptom. If a student is engaging in non-suicidal self-harm, parents will be informed as appropriate. In the case of self-harm that requires medical intervention or has accompanying active suicidal ideation, parents must be informed.

Student Health. When residents are sick, they should come to the deans' office between 7 and 7:45am for evaluation and to be put on sicklist. Do not miss any classes or appointments without permission from the nurse or the dean on duty. If appointments are missed without making prior arrangements, these absences may not be excused. When students are put on sicklist, they are to remain on sicklist for the entire day with only a few exceptions. They are to stay in the sick room except for when using the bathroom, and are not to have visitors without permission from the dean. Once on sicklist, do not return to classes, work, or recreation period without the nurse or dean's permission. Doing so will result in the classes not being excused. When students are on sicklist it is their responsibility to make sure their work supervisor knows that they will be absent from work.

Each morning every student must complete a health assessment. If a student does not pass the health assessment they will be

assessed by the school nurse. Further information about UCA's Health and Safety Reopening Plan can be found on the UCA website.

If you get hurt while anywhere on campus or at a school activity, please report it to the supervising adult and then to the dean. Work accidents should be reported to the work supervisor immediately. An accident report must be filled out within 24 hours of injury.

Study Hall. Study time is provided from 8:15pm to 9:30pm Monday through Thursday and 9:00pm to 9:30pm on Sunday. All residents are expected to be in their own rooms or in the study room for first check. How students can spend their time is dependent on their "category." 'Strict Study Hall' means that a student must be in their room or the study room. 'Relaxed Study Hall' means that students can be in a friend's room or doing laundry or showering with permission from their RA.

Category 1: All grades are As or Bs, so students have relaxed study hall from 8:15-9:30pm.

Category 2: Students have all As, Bs, and Cs, so have strict study hall from 8:15-9pm and then relaxed study hall from 9-9:30pm.

Category 3: Students have one D or more Cs than As and Bs, so have strict study hall from 8:15-9:30pm.

Category 4: Students have two Ds or one or more Fs so have a special study hall called 'Cat 4' in the guys' dorm and GRO (Grade Raising Opportunity) in the girls' dorm from 8:15-9:30pm. Students are to be in their own rooms or the study room for all check-ins or have made prior arrangements with their RA or the dean on duty.

Visitors of the Opposite Gender. Our residence hall is not co-ed. Remember that students of the opposite gender found anywhere in the dorm other than the main lobby or deans' office will be dismissed from school, as well as other persons involved. Members of the opposite gender are welcome to visit in the main lobby during posted lobby hours. **Any member of the opposite gender, including relatives, must receive permission from a dean to visit a student's room.**

Worship Attendance. At UCA, we have the privilege of worshipping together each evening. Dorm worships are held Monday through Thursday at 7:45pm. Vespers is held at 7:30pm on Friday evenings and Sundown Meditation is generally held in the dorms ten minutes before sundown on Saturday evenings. The time and location will be posted weekly. Worship attendance is required by all students unless previous arrangements have been made with the deans. An unexcused absence or tardy will result in the student receiving community service.

Safety

Doors Locked. Outside dorm entrances and exits will be locked and alarmed around 8:00pm on weekdays and after meetings or programs on weekends. Doors will be unlocked in the morning. **Students should keep their rooms locked at all times.**

Exits. In the boy's dorm, the front and back doors are the only exits to be used. In the girl's dorm, the front door and the two doors in center lobby are the only exits to be used. **All other exits in both dorms will be alarmed.**

Fire Hazards/Drills. Smoke detectors are placed in each room for your safety. Fire drills will take place on a regular basis. There is a fire plan posted on the back of the door in your room. Please become familiar with it and know what to do in case of fire. Tampering with fire related equipment or use of incendiary devices will result in a \$100 fine.

Security Cameras. Security Cameras have been placed in the dorm for safety. If you tamper with, disable, or attempt to move the cameras there will be a \$100.00 fine and you will be referred to Ad Co. for discipline. The live feed and activity will be checked throughout the day by a dean. If something has been reported such as hazing or vandalism deans will check the recordings. Deans only have access to the cameras of the dorm of which they are a dean.

I, _____, have read the *Upper Columbia Academy Dorm Handbook* and am responsible for knowing and abiding by its contents.

(Signature)

(Date)