
UPPER COLUMBIA ACADEMY

DORMITORY HANDBOOK

Welcome to the Dormitories at Upper Columbia Academy. We're so glad you're here. This is more than just a place to sleep. It's your home away from home, where you'll study, laugh, grow, and build friendships that last.

Our goal is to support you in every way: physically, mentally, socially, and most importantly, spiritually, as you continue your journey with Christ. The deans and dorm staff are here to help you feel safe, supported, and connected. If you ever have a question or need someone to talk to, we're here for you. Living together means being respectful, kind, and responsible. When we all look out for each other, we create a place where everyone feels valued and at home.

We're excited for all the memories this year will bring!

Dormitory Student Rights & Responsibilities

1. **Respect Others**

Your words and actions impact those around you. Be aware of noise, personal space, and how you treat others.

2. **Care for Shared Spaces**

Kitchens, lobbies, and laundry rooms are for everyone. Clean up after yourself and leave things better than you found them.

3. **Communicate Clearly**

Speak honestly and respectfully. If there's a problem, discuss it and don't let issues build up.

4. **Include Everyone**

Every student matters. Be kind, listen well, and make space for others to feel welcome.

5. **Take Responsibility**

Own your choices. Contribute to a safe, respectful, and positive dorm community.

6. **Get Involved**

Dorm events build connection and community. Show up, participate, and make the most of the experience.

7. **Handle Conflict Well**

Disagreements are normal. Work through them with maturity. If needed, ask an RA or dean to help mediate.

**"Where there is no guidance, a people falls, but in an abundance of counselors there is safety."
– Proverbs 11:14**

CONTACT INFORMATION

DORMITORY DEANS

Women's Deans-on-Duty Cell
(509) 879-6946

Dean of Women - Kim Person
Kim.Person@ucca.org
Office: 509-245-3635

Associate Dean of Women – Samantha Logan
Sam.Logan@ucca.org
Office: 509-245-3636

Assistant Deans of Women
Lisa Petit
Natalia Pons

Upper Columbia Academy Principal – Twila Brown
twila.brown@ucca.org

Men's Dean-on-Duty Cell
(509) 879-6124

Dean of Men – Shandel Lawrence
Shandel.Lawrence@ucca.org
Office: 509-245-3678

Associate Dean of Men – Spencer Weijohn
Spencer.Weijohn@ucca.org
Office: 509-245-3641

Assistant Deans of Men
Ethan Ferro
Nathan Haagenson

Dormitory Student Mailing Address

Upper Columbia Academy
<student name>
3025 E. Spangle Waverly Road
Spangle, WA 99031

Important Dates for Breaks and Home Leaves:

Registration Day (move into dorms)	August 23, 2026
September Home Leave	September 16 – September 20, 2026
October Home Leave	October 21 – October 25, 2026
Thanksgiving Break (dorms close 11/20 at 10 am)	November 20 – December 1, 2026
Christmas Break (dorms close 12/18 at 10 am)	December 18, 2026 – January 3, 2027
February Home Leave	February 10 – February 15, 2027
Spring Break & Mission Trips	March 18 – March 29, 2027
April/May Home Leave	April 28 – May 2, 2027
Freshmen/Sophomore End of School (move out of dorms)	June 2, 2027
Junior/Senior End of School (move out of dorms)	June 6, 2027

UCA Dormitories close during all home leaves and breaks. Students are expected to stay elsewhere during those times. If the student is not returning home during these breaks, alternative arrangements must be made, as the dorms will be closed.

DORM SCHEDULE

Morning Worship: While morning worship is not required, students are encouraged to establish their own personal devotional practices.

Evening Schedules: The campus is open with faculty supervision from the start of classes until 7:30 pm on weekdays. Both dormitories hold worship services nightly, Sunday through Thursday, at 7:45 pm.

On days when sporting events are held on campus, dormitory students are expected to return to their dorms within ten minutes after the game concludes. Worship services will be rescheduled to take place promptly after the students return. Friday and Saturday Night curfews follow the scheduled programs.

If a student is off campus on an approved leave with their parents (but not staying off campus overnight), they must be back in the dorm by 9:00 pm on Friday, 11:00 pm on Saturday, and 9:00 pm on Sunday.

The typical evening dorm schedule is as follows:

7:30 pm	Campus Closes – return to dormitories
7:45 pm - 8:00 pm	Dorm worship
8:00 pm	Study hall begins (Students in Category 4 report to study hall room, turn in all electronic devices)
9:00 pm	Mandatory study hall ends. Dorm is to remain quiet for those who need to continue studying. Note: 9:00 pm is your last chance to put laundry in so it is done by 10:00 pm.
10:00 pm	Dorm laundry room, weight room, cardio room, and rec. room closed
10:30 pm	Lights out. Be in your room with the lights out. The RA will come around and do final room checks. No electronic or cell phone use after this point.

LEAVING CAMPUS

GUIDELINES & EXPECTATIONS

At UCA, we value both student independence and safety. Leaving campus is a privilege that must be done responsibly and with proper permission. These guidelines apply to all locations outside the campus loop, including faculty homes. Students must be in their own rooms for all scheduled checks.

General Expectations

- Never leave campus without dean approval.
- All necessary permissions must be obtained before departure.
- Students must sign out at the dorm front desk and verbally notify the dean on duty when leaving campus.
- Upon return, students must sign back in and again communicate directly with the dean.
- Once a student returns to campus, they may not leave again without restarting the checkout process.

Same-Day Leaves

Students may leave campus during the day with a parent or another approved adult, but students may not drive themselves or others to a friend's house for the day.

Steps for Same-Day Leaves:

1. Dean receives parent/guardian permission.
2. Dean receives an invitation or confirmation from the person who will be picking up the student.
3. Student signs out and verbally checks out with the dean on duty.
4. Upon return, the student signs back in and checks in with the dean.
5. If a student is given permission to drive themselves to a medical appointment, and/or misses any classes, they may be required to provide proof of the appointment to the dean, as well as to the school office if classes are missed. Documentation will be placed in the student's records.

Overnight & Open Weekend Leaves

Any overnight stay off-campus requires an overnight leave slip, which must be completed and approved by the dean before departure.

Steps for Overnight Leaves

1. Weekend leave slips must be submitted by 8:00 pm on Thursday.
2. The parent or guardian must provide permission (including dates, destination, and transportation details).
3. The host must send a direct invitation or confirmation to the dean.
4. Students may leave after their last class or work period on Friday.
5. Students must return to campus by 9:00 pm on Sunday. Staying overnight at a friend's house on school nights is not permitted. However, if a student does not take another student home with them, they may make arrangements with the dean to return Monday morning before their first class or work shift.
6. Upon return, the student signs back in and checks in with the dean.
7. Students may not leave again after returning unless the checkout process is restarted.

Note: If a student will miss class or work due to a weekend leave, the request to have those excused must be submitted to the Attendance Committee by 5:00 pm on the Monday before the planned leave.

Closed Weekends

During Closed Weekends, students are expected to remain on campus due to scheduled community or spiritual programming. While students may be permitted to go to their own home, they may not bring other students with them. Off-campus leave requests for other destinations will not be approved, except in rare cases with prior administrative approval.

Home Leaves & Breaks

Students are required to leave campus during school breaks, as the dormitories and cafeteria will be closed.

- Home leave begins at 12:30 pm on the designated departure day (unless otherwise designated).
- Dorms will close at 1:30 pm (unless otherwise designated) and they will reopen at 5:00 pm on the return day.
- Students must return by 9:00 pm on the designated return day.
- Early arrivals are not permitted. Students must plan accordingly or arrange alternate accommodations.

Student Vehicles & Transportation

Students may drive themselves home for weekends or home leaves only if all required permissions are on file with the school office.

Student Driver Policy:

- All student vehicles must be registered, display a valid parking permit, and be parked in the designated student lot.
- Students may park briefly in front of the dorm for loading and unloading purposes only.
- Students may not drive other students without prior permission from both sets of parents and the dean.
- Students may not drive themselves or others to a friend's house for the day.

Riding with Others

UCA does not screen non-UCA drivers, including those listed on permission forms. Parents/guardians are solely responsible for approving the safety and appropriateness of anyone transporting their student.

- For same-day leaves, students may not ride with anyone under age 21, unless the driver is a sibling and no other students are passengers.
- For overnight leaves, students may ride with someone under 21 only if:
 - Specific parent permission is provided, and
 - There is an approved adult (age 25+) at the destination.

Curfew & Late Return Policy

Returning late to campus without prior communication or approval may result in disciplinary consequences.

Possible Consequences include:

- Loss of off-campus privileges
- Suspension of senior privileges
- Restriction from signing out with guests (except to one's own home with permission)
- Assigned dormitory chores

Permission Communication

All permissions must be received before the student leaves campus. Permissions may be given to deans by parents/guardians via:

- In-person
- Phone call to the on-call dean's cell
- Text to the on-call dean's cell
- Email to the dean

Town Days & Walking Off Campus

With the dean's permission, students may walk or bike off campus to Spangle. They must:

- Travel in groups of two or more (including jogging or exercising).
- Follow designated routes to Spangle and avoid the railroad tracks.
- Return to campus before dusk.

Spangle Town Day Schedule:

Sunday

- Girls: 11:00 am – 1:30 pm
- Boys: 1:30 pm – 4:00 pm

Weekdays

- Girls: Even-numbered days
- Boys: Odd-numbered days

STUDENT ROOMS AND DORMITORY INFORMATION

ACADEMIC STANDARDS AND STUDY HALL

At UCA, academic standards are tied to study requirements to help dorm students succeed. Depending on their grades, students may be required to attend study hall for additional support. The study hall expectations differ between the men's and women's dormitories. More information on academic category levels can be found in UCA's School Handbook.

APPLIANCES

Students are allowed to have some small appliances in their dorm rooms, including microwaves, refrigerators, rice cookers, and electric kettles. Irons may be used, but only in the designated laundry rooms. Electric heaters* are allowed only if they have safety features, such as an automatic shut-off. However, to ensure everyone's safety, the following items are not permitted:

- Halogen floor lamps
- Electric heaters*
- Hot plates
- Incense
- Candles
- Toasters
- Anything with an open flame

If any prohibited items are found, the deans will confiscate them and hold them until the next home leave, at which time the student must take them home. If the items are brought back to the dorm, they will be confiscated again and held until the end of the year.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

All cell phones, personal listening devices, and e-readers (including Kindles and Nooks) must be turned into the designated dorm area each evening, no later than five minutes before lights out. These devices will be secured under camera surveillance and may be picked up any time after 5:00 am the following morning. On weekends, devices must be turned in by 10:25 pm on Friday and may be retrieved after church on Sabbath. Devices do not need to be turned in on Saturday night.

Phones must remain in the dormitory during Vespers, Sabbath School, Church, and all other worship services. Phones seen during these times will be confiscated. If a student needs to contact a parent during a worship service, they must first speak with the dean on duty. Day students attending worship services or staying in the dorm are expected to follow the same guidelines.

Students are responsible for turning in their devices on time. If a device is not turned in as required, it will be held the following day. Students should not attempt to bypass the rules by turning in a "dummy phone" or possessing multiple phones to avoid being without a phone overnight. This will lead to disciplinary action:

- | | |
|---------------------|--------------------------------|
| 1st offense: | Three-day suspension |
| 2nd offense: | Five-day suspension |
| 3rd offense: | Possible dismissal from school |

Computer use at UCA is a privilege. Using computers to play games, hack, access inappropriate material, or engage in any behavior that negatively affects academic performance or dorm conduct is considered a misuse of that privilege. Computer use after lights out is not allowed unless specifically approved by a dean.

Unauthorized use may result in restrictions or confiscation. Students are expected to follow the Media & Acceptable Use Policy as outlined in UCA's School Handbook.

Televisions, game consoles, and movies are not permitted in dorm rooms. A television is available in each dorm lobby during approved hours. Students who have questions about game consoles should speak with the dean. For the consideration of fellow residents, personal speakers are not permitted in the dorms.

Any electronic device, including phones and computers, may be confiscated at any time by UCA staff or dormitory deans.

COMMUNICATION

Students are responsible for staying informed by checking UCA's communication channels. This includes Teams, email, electronic bulletin boards, and the UCA school app. Students should check these daily to stay up to date. To contact a dean, students should use Teams Chat or reach the dean on duty by phone or email. Parents can reach the dormitory deans by phone or email. See Dormitory Dean Contact information on page 2.

CURFEW & BEDTIME

Dorm residents must be in the dorm by 7:30 pm Monday through Thursday. On those days, dorm worship starts at 7:45 pm, and students must stay in the dorm until 6:00 am unless they have special permission from the dean. On Friday and Saturday nights, the dorm curfew is right after the scheduled programs. If a student is on approved leave with parents but not staying overnight, they must return to the dorm by 9:00 pm on Friday, 11:00 pm on Saturday, and 9:00 pm Sunday-Thursday. It is the student's responsibility to be in their room for all checks.

DAY STUDENTS

Day students are expected to follow all dormitory rules and guidelines whenever they are in the dorm, whether they are visiting, studying, or staying overnight. This includes complying with expectations around quiet hours, technology use, worship attendance, and general dorm behavior. All day student rooms must be kept clean and meet established dormitory standards.

Depending on availability, dorm rooms may be available for day students to rent during the school year. Up to four students can share the day student rooms, and they are available at a rate of \$100 per room per month. Day students who choose to stay overnight in the dorm will be charged \$30 per night, which includes supper and breakfast during their stay. Parental permission must be communicated to the dean by 9:00 pm on the night of the stay. Day students visiting the dorm but not staying overnight are expected to leave the dormitory by 9:00 pm, unless they have received prior approval from a dean. Day students who fail to check in as required may lose access to the dorm or the privilege of having a day student room.

DEAN

UCA deans are here to assist with any dorm-related questions or concerns. The deans are available to help with residence hall matters, policies, or issues between residents. Deans can be reached at any time, 24 hours a day, 7 days a week.

DEAN'S LIST

The deans like to celebrate students for demonstrating good citizenship, being positive members of the UCA campus, and serving as strong role models in the dorms. A new Dean's 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 the Dean's List for the entire school year.

DISCIPLINE

At UCA, our dorm community is built on a foundation of respect, safety, and consideration for others. Every student has the right to feel safe, to study and rest in a quiet environment, and to trust that their personal belongings will be protected from theft or damage. We also believe in supporting each student's individuality, allowing them to express themselves without fear of ridicule or harassment, as long as it aligns with the school's faith-based guidelines and respects the rights of others.

Discipline in the residence hall will be administered according to the guidelines outlined in UCA's Student Handbook. Students are responsible for their choices, and part of the dorm staff's commitment is to hold residents accountable for those choices. The relationship between the dean and the student is crucial for effective and redemptive discipline. All residents are granted freedom within the dorm and school rules. However, if boundaries are violated, this freedom may be restricted, limited, or removed.

When dorm policies are not followed, disciplinary actions may be taken to help maintain a safe and respectful community. These actions may include communication with parents, the dean, or the principal, as well as restrictions from town trips, dorm activities, or off-campus privileges. In some cases, cell phones or other electronics may be temporarily confiscated, and students may be assigned extra cleaning responsibilities. More serious or repeated infractions may result in suspension or expulsion. Additional consequences can include loss of senior privileges, limited guest sign-outs (only to one's own home with permission), and further restrictions as deemed necessary by the deans or school administration.

DORM KITCHENETTE USE

Each dormitory is equipped with a kitchenette for student use. The kitchenettes are located on the first floor of the women's dorm and the second floor of the men's dorm. These spaces include a stove, oven, refrigerator, and microwave, offering a convenient place for students to prepare snacks and simple meals.

To use the kitchenette, students are asked to leave their key or phone as a temporary deposit at the front desk. After use, students should clean up and check in with the front desk worker, who will happily return the deposit once the space is left tidy. This system helps keep the kitchenette clean and ready for everyone to enjoy.

To ensure the space stays well-stocked and functional, all pots and pans should remain in the kitchenette. In keeping with school guidelines, the preparation of meat is not permitted in the dorm kitchens.

DORM LAUNDRY

Laundry rooms are conveniently located in the center hallway of each floor in the women's dorm and on the first floor of the men's dorm. To keep things running smoothly, students are encouraged to promptly remove their laundry once it's finished so machines are available for others. The laundry rooms close 30 minutes before sunset on Friday evening and will reopen 30 minutes after sundown on Saturday evening, in observance of Sabbath hours.

While UCA provides these facilities for student use, the school is not responsible for lost, stolen, or damaged items. We recommend staying nearby while doing laundry and checking the machines before use. If a machine isn't working properly or requires attention, please notify a dean so that it can be addressed promptly.

DORM LIGHTING

Each dorm room is equipped with overhead lighting, which must remain uncovered and in working condition as the primary light source for the room. While additional lights such as black lights, strobe lights, and disco balls are allowed, they may not be used during study hall or Sabbath hours. Students are expected to turn off all lights when leaving their rooms, helping conserve energy and maintain a respectful environment for others.

Lights Out is a designated time for rest and to help establish healthy routines. On weeknights, freshmen and sophomores are expected to have lights out by 10:00 pm, while juniors and seniors have until 10:30 pm. After this time, all room lights must be turned off, and no alternate power sources (including lamps, LED strips, or battery-operated lights) may be used. The dorm is expected to remain dark and quiet throughout the night. Students needing extra study time after lights out must speak with a dean to make special arrangements.

Please note: The electricity in dorm rooms is automatically turned off during Lights Out hours. Because of this, students should bring a battery-powered alarm clock.

DORM LOBBY

Dorm lobbies are welcoming spaces designed for students to relax, connect with friends, and enjoy casual social time in a comfortable setting. Students are asked to help maintain the positive atmosphere of the lobbies. Inappropriate behavior or misuse of the space contradicts the intended purpose and may result in the loss of lobby privileges.

Lobby Hours

Monday & Wednesday:	6:00–7:30 pm	Mens Dorm
Tuesday & Thursday:	6:00–7:30 pm	Womens Dorm
Sabbath:	1:30–3:30 pm	Womens Dorm
	3:30–5:30 pm	Mens Dorm
Sunday:	11:00 am–1:00 pm	Mens Dorm
	2:00–4:00 pm	Womens Dorm

DORM STORE

The dorm store offers a selection of snacks and essentials to help students get by until the next home leave. Items include frozen pizzas, burritos, chips, drinks, and a selection of healthier options, with fewer sugary items available. The store also offers a selection of basic school supplies, including notebooks, pens, and toiletries.

DRESS CODE

Students are expected to dress appropriately in the shared spaces and hallways of the dorms.

Men's Dorm:	Shirts and pants/shorts must be worn at all times in the lobby, second floor, and chapel.
Women's Dorm:	Shirts and pants/shorts must be worn at all times in the main lobby, side entrance lobby, dean's office, front desk area, and chapel.

When visitors are announced in the dorms, appropriate attire is required for all students in all hallways and shared spaces.

Cleats are not allowed inside the dorms. They must be removed before entering the building. Students should also clean their boots thoroughly after being at the farm before walking through any building, including the dorms. For specific dress code guidelines, please refer to the UCA School Handbook.

END OF YEAR CHECKOUT

When a resident checks out of a room, the dean will conduct an inspection to assess damages and cleanliness. Failure to properly complete the checkout process will result in a cleaning charge and potential fines.

FINES

Students may be charged fines for various infractions, such as failing to empty the trash in their rooms before breaks or parking in unauthorized areas. Students are also responsible for the full cost of repairing any damage they cause to school property, in addition to the fine. Depending on the urgency and availability of resources, repairs may be completed by a local repair service. For a complete list of fines and charges, please refer to both the Dorm Fees page at the end of this *Dorm Handbook* and the *UCA School Handbook*.

FOOD AND DRINK

Items brought into the dormitory by individuals may not be sold. Any food or drink sold within the dorm will be confiscated. Caffeinated beverages are discouraged, and energy drinks are strictly prohibited. All food and drinks should be stored in sealed containers to prevent pests. Food preparation should be done only in the residence hall kitchenette. When cooking, be mindful and respectful of your fellow residents, keeping noise and odors to a minimum. Cooking meat is not allowed in the dormitories.

FRONT DESK AND INTERCOM

The front desk worker is available to assist residents with general campus information, including phone numbers and directions. Residents can also pick up mail and messages at the front desk.

Access to the front desk area is limited to the desk worker on duty. Likewise, dorm intercoms are to be used only by the on-duty desk worker or a dean. Unauthorized use of the intercom system may result in disciplinary action.

GUEST POLICY

Upper Columbia Academy's dormitories are not co-ed. Females are not permitted in the men's dorm, and males are not permitted in the women's dorm unless the dean has granted special permission. Students of the opposite sex are only allowed in the main lobby or the dean's office during posted lobby hours. Any student found in the dorms with a member of the opposite sex outside of these designated lobby areas will face dismissal, along with any other individuals involved.

On designated transition and move-in days, family members of the opposite sex may enter through the front lobby to assist with move-in, move-out, or pickup. Family members must check in with the dean and remain with their student if entering the dorm beyond the lobby.

Non-student guests of any age must receive prior approval from the dean before entering the dorm beyond the lobby. Out of respect for dorm residents and to maintain a considerate environment, young children and siblings are not permitted beyond the lobby area of the dorm unless special permission is granted by the dean on duty.

Overnight guests who are not enrolled students are not permitted in the dorm without prior approval. Any exceptions must be requested in advance and would only be granted at the discretion of school administration.

HOME LEAVES AND SCHOOL BREAKS

Students are expected to leave the dormitories during scheduled home leave weekends, school breaks, and vacations. During these times, the dormitories and cafeteria are closed. If a student is not going home, their families must make alternate arrangements. Parents are responsible for picking up their students when the dorm closes and returning them when it reopens. Students should plan to have supper with their families on these days, as the cafeteria will not serve supper on the nights the dorms reopen. Any rare exceptions must be approved by the school administration in advance.

MAINTENANCE REQUESTS

The deans are committed to maintaining a clean, safe, and functional dormitory. If you notice anything broken or in need of repair, please report it to your dean right away. UCA's maintenance team works hard to respond to requests promptly.

Students will not be charged for normal wear and tear. However, if damage is caused by misuse, neglect, or vandalism, the student will be held responsible for the cost of materials, labor, and any applicable fines. For more information, see the fine list in the UCA School Handbook.

MAIL AND MESSAGES

Mail arrives Monday through Friday around 4:00 pm. In the women's dorm, mail, phone messages, and package slips are placed in your mailbox. Packages are held securely and can be picked up by showing your slip to the front desk. In the men's dorm, mail and packages are delivered directly to your room.

MEDICAL APPOINTMENTS

Students are encouraged to schedule routine medical and dental appointments during home leaves or breaks. For emergency medical or dental issues, local physicians and dentists, within a 30-mile radius, are available to provide care. The dorm staff will assist with urgent medical transportation that cannot wait until home leave or breaks. Students may be asked to provide proof of their appointment and are expected to return to campus within a reasonable timeframe afterward.

MEDICINE

If a student needs to take medication during school hours or in the dorm, the appropriate forms must be completed with the school nurse before medication can be administered. Health forms are available on the school website.

Medications should be stored in their original prescription containers and clearly labeled with the student's name. Sharing of medications, supplements, or vitamins is not permitted. All medications will be stored securely in a locked cabinet by the dean and given at the designated times. Any changes to medication or dosage must be reported immediately. Failure to follow these guidelines may result in disciplinary action.

MENTAL HEALTH AND WELLNESS SUPPORT

At Upper Columbia Academy, we believe in caring for the whole student: spiritually, academically, and socially. Our on-campus Wellness Center, located in the renovated Olin Peach Power House, offers a safe space for students to seek support. Services may include counseling, stress management resources, and emotional wellness guidance.

While we aim to provide a supportive environment, there are limitations to the level of care we can offer. UCA is not a therapeutic boarding school and does not have the capacity to manage complex or ongoing mental health challenges that require specialized or intensive treatment. When necessary, we work with families to identify appropriate outside resources that can best support the student's needs. If a student shows signs of self-harm or expresses thoughts of suicide, we take those concerns seriously and prioritize their safety. When appropriate, we will involve parents or guardians.

MUSICAL INSTRUMENTS

Students are encouraged to bring musical instruments, though UCA is not responsible for any damage or loss. Electric keyboards and guitars may be played with headphones. Acoustic guitars can be played at a moderate level, provided the sound does not carry beyond the student's room. All other instruments should be practiced in the music building.

RESIDENT ASSISTANTS (RAS)

A Resident Assistant (RA) serves as a “student dean” on each hall. They assist the deans, help maintain a safe and healthy environment, perform cleaning and maintenance tasks, and address student needs. RAs represent the deans and should be treated with respect and kindness. If a student has concerns or needs assistance, the hall RA is your first point of contact. Any issues regarding RAs should be discussed directly with the dean.

ROOM ASSIGNMENTS

UCA is committed to providing students with clean, well-equipped living spaces. Room assignments are based on cleanliness and availability, with different processes for returning and new students.

Returning students reserve rooms based on cleanliness scores from the current year, with priority given to the highest scores. New students are assigned rooms on a first-come, first-served basis, depending on availability. The deans may adjust assignments as needed. Single rooms may be requested for an additional \$100 per month, based on availability. Students receiving financial aid must receive Business Office approval to request a single-occupancy room.

Roommate changes require Head Dean approval. Students are expected to remain in their assigned rooms until after the first home leave. Furniture may not be moved between rooms. If roommates are incompatible, the Room Rights Policy applies: if both are new, the student requesting the move will relocate; if one is returning, they retain the room based on their cleanliness score. In triple rooms (women’s dorm only), all students may be reassigned. If roommates agree to separate, they must decide who will move within 30 days or risk a single-occupancy room fee.

ROOM CLEANLINESS

Room checks take place on Mondays, Wednesdays, and Fridays between 9:30 am and 4:00 pm. During checks, deans evaluate the following areas:

Bed – neatly made

Clothing – put away properly

Under the bed – clean and tidy

Desk – clear and organized

Floor – vacuumed

Sink and mirror – clean

Trash – emptied

Lights – turned off when not in use

Door – locked (required for passing)

Overall neatness – including general appearance and odor

Scoring systems differ slightly between dorms. In the women’s dorm, a score of 5 or below is failing; in the men’s dorm, a score of 6 or below is considered failing. Ongoing failure to meet room check standards may result in disciplinary action, with consequences determined by the deans in coordination with school administration.

ROOM DECOR

UCA provides each room with two beds, two chairs, two desks, and two closets/dressers. Beds must remain assembled with their mattresses in place. Bunking is allowed. Waterbeds are not permitted. Moving furniture or mattresses without permission will result in a fine. See UCA’s School Handbook for associated fines.

Decorations should reflect positive values and align with Christian principles. Items depicting nudity, violence, drugs, or inappropriate content are not allowed. If a student is unsure about the appropriateness of a decoration, they should consult the dean. Deans will conduct room checks and may confiscate inappropriate decor.

Rooms are personal spaces but must be kept clean, including furniture, walls, and floors. Students should follow these guidelines in decorating:

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- Use 3M Command strips for hanging decorations. Nails, tacks, or tape are not allowed.
 - Personal furniture must be approved by the deans. If bringing a personal bed, students are responsible for storing and returning dorm beds.
 - Room modifications, including painting, are not allowed.
 - Live Christmas trees are prohibited. Please limit holiday decorations.
 - Degrading or pornographic materials are strictly prohibited.

ROOM KEYS

Each dorm student receives one key for their room. Copying keys is prohibited. If a key is lost, notify the deans immediately. A replacement key will be issued for a \$25 fee. Once a replacement key is issued, no refund will be provided if the original key is later found. Students are asked to keep their rooms locked at all times. However, charges may apply if deans or RAs need to repeatedly unlock a student's room due to a lost key.

RECREATIONAL EQUIPMENT

Athletic balls (such as basketballs, soccer balls, golf balls, etc.) are not allowed inside the dorm. This includes activities like bouncing, kicking, or rolling them indoors. Balls brought into the dorm may be confiscated.

Students may bring and use non-motorized recreational equipment, such as bicycles, roller skates, and skateboards. Electric bikes, electric scooters, and other motorized recreational devices are not permitted on campus.

All students must wear a helmet when riding bikes, skateboards, or other wheeled equipment. These items may only be used in designated outdoor areas and are not allowed inside buildings.

RELATIONSHIPS - SOCIAL

UCA promotes students building friendships and community through non-physical interactions. UCA's social policy asks students to refrain from actions including holding hands, snuggling, kissing, sitting on laps, and giving back rubs. We encourage students to get to know one another in meaningful and respectful ways. Violations of this policy will result in a 3-day separation for the first offense, a 5-day separation for the second, and a potential suspension for the third offense.

PETS

Pets are not allowed in the dorms, except for a small fish tank (10 gallons or less). Students with fish are responsible for arranging care during home leaves and breaks. Visiting parents and friends should leave pets at home or secured in their vehicle. Violations of this policy will result in a fine.

POLICIES

All Upper Columbia Academy school policies apply within the dorm and must be followed at all times.

SABBATH

As a Seventh-day Adventist institution, UCA is committed to honoring the Sabbath. While in the dorm, students are expected to attend Friday evening vespers, Sabbath School, and church services. Students should follow the school's worship dress guidelines, as outlined in the School Handbook. Sabbath afternoon activities are planned to help students rest, connect, and enjoy the day together.

SAFETY

Outside residence hall doors are locked and alarmed around 8:30 pm on weekdays and after evening programs on weekends. Doors reopen each morning at a set time determined by the deans. Students should keep their rooms locked at all times for safety.

Approved Exits:

- Men's Dorm: Use only the front and back doors.
- Women's Dorm: Use the front door or the two center lobby doors. All other exits are alarmed.

Fire Safety: Smoke detectors are installed in every room. Fire drills will be held regularly. A fire evacuation plan is posted on the back of each room door. Tampering with fire equipment or using incendiary devices will result in a fine and referral to Administrative Council.

Security Cameras: Cameras are installed in dorms for safety. Tampering with or disabling them will result in a fine and referral to the Administrative Council. Dorm deans monitor feeds, and recordings may be reviewed if needed.

Room Checks: Deans may knock, announce, and enter student rooms without prior permission when needed for safety, maintenance, or policy enforcement.

SENIOR OFF-CAMPUS PRIVILEGES

Off-campus privileges for seniors are granted at the discretion of school administration and do not go into effect automatically. These privileges typically begin after the first home leave, once the administration has approved them and communicated a start date to seniors and staff. For senior privileges, seniors may ride only with other students of the same sex. This is a privilege and not a right. Misuse of off-campus time, failure to follow check-out procedures, or other related concerns may result in the privilege being revoked.

Once approved, seniors with all required permissions in place may check out one evening per week (Monday through Thursday) and on Sundays.

Monday – Thursday: 4:50 pm – 7:30 pm

Females may check out on even-numbered days

Males may check out on odd-numbered days

Sunday: 11:00 am – 5:00 pm

Open to both men and women

STORAGE

Each dorm provides designated storage areas for large recreational items such as bicycles, skateboards, skis, and snowboards. These items must be stored in the appropriate dorm locations and not in hallways, stairwells, or personal rooms. Improperly stored bikes or those used in restricted areas may be confiscated.

Skateboards, rollerblades, and similar equipment are not to be used inside the dormitory at any time. Bikes, ski, and snowboard gear should be handled with care when transporting in and out of the building to avoid damage or injury.

STUDENT CONDUCT

UCA is committed to providing a safe and respectful campus for all. Students are expected to treat others with respect. Any form of physical harm, threats, harassment, or endangerment, whether in person or online, will result in disciplinary action and may lead to dismissal. This includes inappropriate language, sexual comments, or threatening behavior shared through speech, writing, text, email, or social media. Hazing is strictly prohibited. Any act that causes humiliation, emotional distress, or physical harm, even with consent, will have serious consequences.

STUDENT HEALTH

Dorm students who feel ill should report to the dean's office between 7:00 and 7:45 am for evaluation and possible placement on the sick list. Students may not miss class or work without prior approval from a dean or the school nurse.

Students on the sick list may be moved to a designated sick room for their care and to prevent the spread of illness to others, including roommates. Meals will be delivered. Students must remain in the sick room all day, except for bathroom use. No visitors are allowed without the dean's approval. Clearance from the dean or the nurse is required before returning to class, work, or activities. Students must also inform their work supervisor if they will be absent due to illness.

If a student begins to feel unwell during the school day, they should notify their teacher and report to the school office for evaluation. The nurse, school office, or dean will determine whether the student should be placed on the sick list and excused from classes.

All injuries must be reported immediately to a supervising adult and to the dean. Work-related injuries should be reported to the student's supervisor. An accident report is required within 24 hours of any incident.

STUDENT PROPERTY RIGHTS

UCA is not responsible for the loss, theft, or damage of personal items brought to campus or for any confiscated property. This includes, but is not limited to, electronics, jewelry, posters, cell phones, and bikes.

By living in the dorms, students agree that dormitory deans or their designees may enter and inspect rooms as needed for the purposes of safety, maintenance, or policy enforcement.

STUDENT SUPPORT AND IDENTITY

Dormitory and academic accommodations at Upper Columbia Academy are designed to support students by gender and within the framework of UCA's existing resources and biblical principles.

Upper Columbia Academy is committed to supporting the spiritual, emotional, and academic growth of every student, encouraging each student to find their identity in Christ. We recognize that adolescence is a time of significant personal development and that students may face a wide range of questions and experiences related to identity. In such cases, families may be encouraged to seek alternative resources or educational arrangements that can better provide for the student's overall well-being.

STUDY HALL

Study time is scheduled in the dorms from 8:15 to 9:30 pm, Monday through Thursday. During this time, all students are expected to be in their own rooms or a designated study area for the first check. The study hall structure is based on academic performance to provide individual support for the success of each student.

- **Category 1:** Students earning all A's and B's have a relaxed study hall and may visit a friend's room, do laundry, or shower.
- **Category 2:** Students with A's, B's, and C's have a focused study hall from 8:15 - 9:00 pm, followed by relaxed time from 9:00 - 9:30 pm.
- **Category 3:** Students with one D or more C's than A's and B's remain in strict study hall from 8:15 - 9:30 pm.
- **Category 4:** Students with two D's or any F's attend a focused academic support session, called *Cat 4* in the men's dorm and *GRO* (Grade Raising Opportunity) in the women's dorm. These students must remain in their own rooms or the study room for all check-ins unless they have made arrangements with the dean or RA.

VEHICLES ON CAMPUS

Dorm students are allowed to have cars on campus but must adhere to the same vehicle guidelines as all students. Cars must be registered with the school office, have a parking permit displayed, and be parked in the assigned student lot.

Parking in front of the dorms is permitted only for quick loading and unloading, not for extended periods. Parking violations may result in a fine and loss of driving privileges.

All car use must be approved by both the student's parent/guardian and the dean, with proper sign-out procedures followed. No other students may ride in or be inside a student vehicle without prior permission from the dean.

WEAPONS

All firearms, rifles, martial arts weapons, slingshots, airsoft guns, replicas, and starting pistols are strictly prohibited on campus. Knives are not permitted unless specifically required for a work assignment, in which case, the work supervisor will supply them. Possessing such items on school property may constitute a felony under Washington State law, specifically RCW 9.41.280, and will be dealt with severely. This includes any other dangerous weapon as defined in RCW 9.41.250. Violations of this policy can result in immediate disciplinary action, including dismissal from school, as well as legal consequences. For the safety and well-being of all students and staff, it is essential that weapons of any kind are not brought onto campus.

WORSHIP

At UCA, students have the privilege of gathering for worship each evening. Dorm worships are held Monday through Thursday at 7:45 pm, with Vespers on Friday evenings at 7:30 pm. Sundown Meditation occurs on Saturday evenings, typically 10 minutes before sundown, with time and location posted weekly. Attendance at worship is mandatory for all students on campus unless prior arrangements are made with the deans. Unexcused absences or tardiness will result in a meeting with the dean to discuss supportive strategies for improving timeliness and attendance.

DORM SUPPLY LIST

WHAT TO BRING TO THE DORM

To help students feel at home and be prepared for dorm life, here's a list of suggested and permitted items. If you're unsure about an item, please check with the deans.

Bedding & Room Essentials

- Twin (single) mattress cover
- Twin sheets
- Pillow
- Blanket and/or comforter
- Bedspread (twin/single)
- Sleeping bag (required for campouts, overnight tours, and retreats)
- Battery-operated alarm clock (cell phones and plug-in clocks cannot be used as alarm clocks)
- Small trash can and liners
- Cleaning supplies

Hygiene & Bathroom Supplies

- Toiletry items (shampoo, body soap, deodorant, toothbrush, toothpaste, etc.)
- Shower caddy or basket for carrying toiletries (recommended)
- Bath towels and washcloths
- Shower flip-flops or sandals (optional)

Clothing & Personal Wear (For information on dress code guidelines, refer to the School Handbook)

- Everyday school and casual clothes
- Dress clothes and shoes for worship services
- Sleepwear
- Undergarments and socks
- Activewear for recreation
- Weather-appropriate gear (raincoat, warm jacket, hat, gloves, etc.)
- Footwear for all occasions (casual, dress, athletic, worship, etc.)

Laundry

- Laundry basket or bag
- Laundry detergent
- Clothes hangers

Study & Spiritual Life

- Bible
- Books to read for leisure or study
- Headphones (required if playing instruments with amplification)

Optional Appliances

- Mini Refrigerator
- Microwave (small)
- Vacuum (strongly encouraged)

Additional Optional Items

- Desk lamp (non-halogen, non-flammable)
- Small fan (for warmer weather)
- Power strip with surge protector
- Curtains - bring your own tension rod; no holes allowed.
 - Boys Dorm - East and West halls are 34.5"w x 51.5"h. The North room dimensions are 71.25"w x 41"h
 - Girls Dorm - Window size: 98"w x 53"h
- Sealable containers for any snacks or dry food
- Rain or winter gear
- Command hooks (the only approved option for hanging items; no holes may be made in walls)

Outdoor & Recreation

- Helmet (required if bringing a bike, skateboard, or rollerblades)
- Water bottle

Health & Safety

- Prescription medications (must be checked in with the dean upon arrival)
- Over-the-counter medications (small, travel-size containers are recommended)

ITEMS TO LEAVE AT HOME

For safety, security, and to maintain a spiritually focused living environment, the following items are **not permitted** in the Dormitories. If you are unsure about an item, please ask a dean before bringing it to campus.

Appliances & Cooking Equipment: *Cooking is not allowed in dorm rooms. Please use the dorm kitchenette for all food preparation. The following appliances are not allowed:*

- Hot plates
- Toasters / Toaster ovens
- Air fryers / Deep fryers
- Electric skillets / Griddles
- Crock pots / Slow cookers / Rice cookers
- Any appliance with a visible heating coil

Electronics & Entertainment

- TVs or personal monitors
- Video game systems and video games
- Personal laptops and iPads
- Bluetooth or plug-in speakers, Google Home, Alexa, or similar smart devices
- Movies, books, posters, or magazines that do not reflect Christian values
- Games, media, or content with violent, graphic, or evil themes
- Sexual, lewd, or inappropriate posters, pictures, or books

Restricted & Dangerous Items: *The following items pose a safety or disciplinary concern and are strictly prohibited:*

- Weapons of any kind (including knives, firearms, airsoft guns, or replicas)
- Alcohol, drugs, tobacco, vapes, and related paraphernalia
- Lighters, matches, fireworks
- Candles, incense, or anything flammable

Personal Valuables: *We recommend leaving valuable items at home to avoid loss or theft:*

- Expensive items, jewelry, or irreplaceable personal items

INCIDENTAL DORM FEES

Airport Shuttle	\$30 each way during standard shuttle times \$60 each way outside of standard shuttle times
Day Student Room (when available)	\$100.00/month
Failure to Remove Trash before Breaks	\$50.00
Necessary Town Trips	\$30/trip
Overnight Dorm Stay (Day, Extension and Part-Time Dorm students)	\$30 per night (includes supper and breakfast)
Unauthorized Pets in the Dormitory	\$100.00
Parking Violation	\$25 per violation
Preapproved Moving in before Registration Day	\$50.00
Replacement Dorm Room Key	\$25.00
Single-Occupancy Room (when available)	\$100.00/month
Additional Fines or Disciplinary Action:	The fines listed are not all-inclusive. Additional replacement costs, fines, restitution, or disciplinary consequences may be assessed depending on the nature and severity of the violation. All incidents are subject to review by the Discipline Committee.

UCA DORMITORY HANDBOOK CONTRACT

Please read each statement below and place your initials in the box to show that you understand and agree. Then sign at the end to confirm your commitment to being an active and respectful member of the Upper Columbia Academy Dormitory community.

Initial each
box

☐

I will respect others. My words and actions will build others up. I will be mindful of noise, personal space, and how I treat people in the dorm.

☐

I will care for shared spaces. I will clean up after myself in kitchens, lobbies, laundry rooms, and other community areas, leaving them better than I found them.

☐

I will work to communicate clearly. I will speak honestly and respectfully, address problems early, and not allow issues to build up.

☐

I will include everyone. I will help create a dorm environment where every student feels welcome, valued, and heard.

☐

I will take responsibility. I will follow dorm and school rules, own my choices, and contribute to a safe, respectful, and positive community.

☐

I will get involved. I will participate in dorm worships, activities, and events that help build connection and community.

☐

I will handle conflict well. I will approach disagreements with maturity and, if needed, ask an RA or dean to help mediate.

☐

I will follow dorm guidelines for campus leaves, curfew, and check-out. I will clear leaves with the Dean on Duty, use approved drivers, and follow curfew times.

☐

I understand academic accountability. If I am placed on Cat 4/GRO, I will follow assigned study hall and other guidelines as outlined in the Dorm Handbook.

☐

I will be responsible for my belongings. I understand the dorm and school are not responsible for lost, stolen, or damaged items.

☐

I will follow safety procedures. I understand the fire policy, emergency exit procedures, and other safety guidelines as outlined in the Dorm Handbook.

☐

I will respect home leave hours. I understand that dorms close at 2:00 pm after classes on home leave days and open at 5:00 pm the evening before classes resume. I will plan travel accordingly.

I have read and agree to all of the preceding provisions of this Dormitory Student Contract and agree to abide by the UCA Dorm Handbook.

Student Signature: _____ **Date:** _____

Student Print Name: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Print Name: _____ **Date:** _____