

**NEWBURY PARK ADVENTIST ACADEMY
A Seventh-day Adventist High School**

**2015- 2016
Boarding/Dormitory
Policies Handbook**



Member of the
Western Association of Schools and Colleges and
Association of the Seventh-day Adventist
Secondary Schools and Colleges

**180 Academy Drive
Newbury Park, California 91320-1199
Phone (805) 498-2191
FAX (805) 499-1165
Web address: www.mynpaa.com**

NEWBURY PARK ADVENTIST ACADEMY DORMITORY INFORMATION
Revised: 07/15/15

Notes

General Guidelines

Student Expectations

1. Students must abide by all school policies while staying in the dorm. This includes student conduct, dress code, etc.
2. Under no circumstances are boys to be in a girl's dorm, or girls to be in a boy's dorm without permission and supervision from the dean.
3. Students in dorms other than their own should stay in the common areas. They should not enter any bedroom that is not their own.
4. It is imperative that your dean know your whereabouts at all times. You must have permission from your dean to leave campus at any time.
5. All dorm students will be expected to participate in school activities when in residence. Students wishing to participate in activities not related to the school must have approval from the dean and the administration.
6. Respect for deans, teachers and administrators is of utmost importance. Disrespectful attitudes or actions will not be tolerated.

Parent/Sponsor Expectations

1. The guidelines have been set in the interest of a successful and safe dorm experience for each student. Please be respectful and supportive of these guidelines.
2. All students (5-day and 7-day) must leave the dorm for all scheduled vacations and school holidays. 7-day students are encouraged to take home leaves for three day weekends.

International Student Sponsor Responsibilities

International student sponsors are encouraged to live within close proximity of the school so that they are able to travel to the school in a timely manner if needed. Sponsors are also encouraged to attend the dorm orientation meeting.

5-Day Dorm Students

1. 5-Day dorm students may be picked up on Fridays between the hours of 12:35 pm and 3 pm.
2. Students remaining after 3 pm will
 - a. be charged a \$25 fee*.
 - b. must follow guidelines of a 7-day student.
3. Students who wish to stay during the weekend
 - a. may have to move to another dorm for the weekend.
 - b. will be charged a \$25 fee per night*.
 - c. must follow guidelines of a 7-day student.
4. Dorms will re-open at 5 pm on Sunday. We ask that your student be returned to the dorm no later than 8 pm. If the student will be late, please contact the dean immediately. Parents and sponsors should not remain in the dorm after 8:30 pm.

7-Day Students

7-day dorm students will be expected to participate in all weekend activities. This includes vespers on Friday evening, Sabbath school and the church services on Saturday morning, and any dorm activities planned for the remainder of the weekend.

Sabbath

Seventh-day Adventists believe that God created the seventh day of the week to set aside our normal weekly activities to worship Him. Sabbath begins upon sunset Friday evening, and ends upon sunset Saturday evening. Please be respectful of this special time.

- a. All chores, cleaning and laundry should be taken care of at least 30 minutes before sundown.
- b. Please do not visit the extended campus stores or

Notes

restaurants during the Sabbath hours.

c. Television or movies are not to be watched during this time. Music should be of religious content, and should not be played out loud.

Visitors

Any visitors to the dorm must check in with the dean upon arrival. Visitors should be aware of and follow the guidelines of the dorm students. Visitors should leave campus after evening worship, or upon the request of the dean. NPAA day students are NEVER allowed in the dormitories.

Student Transportation

1. Dorm students will be allowed to have a vehicle only by administration petition. Personal vehicles are to be used for personal transportation between home and school only. Any other use must be approved by the dean. Access to a personal vehicle is a privilege that may be revoked at any time.
2. **Under no circumstances may a dorm student ride in a student driven car.**
3. The school will provide transportation for medical or dental appointments for 7 day students within a 20 mile radius of the school. Parents, guardians or sponsors will be responsible for transportation outside of the 20 mile radius unless special arrangements have been made with the school prior to the appointment. Do not expect last minute requests to be fulfilled. A charge to cover the cost of gas may be assessed.
4. Transportation to airports and bus stations will be provided for the Thanksgiving, Christmas, and spring breaks. The transportation procedure is as follows:
 - a. Students must make travel arrangements well before the date of travel (at least 48 hours)
 - b. Transportation to major area airports and bus or

train stations will leave at 1pm Friday (or the last day of school). Please plan your departure times accordingly.

c. Please plan your departure/arrival times so that they do not fall on Sabbath hours.

d. Transportation will only be provided to major area airports (LAX, Burbank) bus stations (Greyhound, etc.) or train stations (Amtrak).

e. Any other transportation requests must be made by petition to the dorm administrator *before* travel arrangements are made. A \$50 charge may be assessed.

5. School transportation will only be provided to parent and administration approved destinations.

Medical Emergency Information

1. **Medical Insurance is provided by the parent of the student.**

2. Parents/Guardians will be responsible for the scheduling of non-emergency medical or dental appointments.

3. For elective procedures and appointments the school will only provide transportation with proper notification, and within a certain distance. (See *Transportation*)

Illness

Students who do not feel well should notify their dean immediately. If a student does not feel well they should spend the day in the sick room at the office. If unable to leave the dorm house, the student may remain in the house, with parent permission, but only for the period of one day. If unable to return to normal school activities, the student must be immediately picked up by a parent, guardian or sponsor.

Student Services

1. Laundry facilities will be provided for 7-day dorm students only. **5-day dorm students are to process their laundry at home.**

Dorm Student Daily Schedule

Monday – Thursday

- Breakfast in the Cafeteria - 7:00 am - 7:45 am
- It is each student's responsibility to be on time to his or her first appointment each day. Band members are encouraged to leave the dorm by 6:50 am. All other students should leave before 7:45 am.
- Dorms will be closed and locked between the hours of 7:45 am and 4:00 pm. Students should be sure to bring school materials, projects, PE uniforms, etc. The dean may not be available to open the dorm for you during the day.
- Teachers are available each day after class for students to get extra help. Students with a grade of D, F, or I in any class may be required to meet with their teachers after school.
- Between the hours of 4:00 pm and 6:00 pm the dorms will be open. Any student wishing to go to the extended campus must have permission from the dean.
- Dinner will be served in the cafeteria between 5:30 and 6:00 pm. Students who would like to visit extended campus for dinner must sign out with the dean in the cafeteria and are to return no later than 6:30 pm.
- 7:00 pm - Wednesday Worship in the Chapel
- 9:00 pm - curfew - all dorm students to remain in their own dorm.
- 10:00 pm - room check/quiet time.
- 10:30 pm - LIGHTS OUT.

What to leave at home

Please do not bring any of the following items to the dorm. These items will be confiscated by the dean and may not be returned until a parent conference has been held.

- a. Radios or DVD/Blu-ray players
- c. Video game consoles can only be brought and played with dean's permission. The dean will set guidelines for times in which video games may be played.
- d. Any item that may be used to harm another student. This includes pocket knives and lighters.
- e. Books, magazines, or posters of offensive content or of content inconsistent with the values of a Christian school.
- f. Drugs, alcohol, tobacco, or controlled substances of any kind.

What we need from you

Please be sure that we have received each of the following items before leaving.

- a. Controlled Substances contract
- b. Dorm Handbook agreement
- c. Photocopy (front and back) of student's medical insurance card.
- d. Consent to Treatment

Any violation of the above guidelines could necessitate an administrative/student conference and/or a parent/student/administrative conference.

Dorm Handbook subject to change as needed.

2. Internet will be provided in the dorms. The internet is a privilege that may be revoked if it is misused.
3. Employment opportunities may be provided for the dorm student on campus. **No off campus employment will be allowed.**
4. No mail or packages should be sent to the dorm houses. Please send all items to the school office. Your address is:

Your name
c/o Newbury Park Adventist Academy Dorm
180 Academy Dr.
Newbury Park, CA 91320

5. Meals

- a. Breakfast food will be provided each morning in the cafeteria from 7:00 until 7:45.
- b. Students may order their lunch in the office or purchase their lunch at one of the extended campus restaurants. Students with the premium lunch option will get \$7.00 each day from the office.
- c. Dinner will be served in the cafeteria on Monday, Tuesday, Wednesday, Thursday and Friday evenings from 5:30 pm until 6:00 pm in the cafeteria. Sabbath lunch will also be served in the cafeteria.
- d. All meals will be vegetarian (no meat)
- e. Students may bring food to the dorm. To avoid pest problems food must be stored in the kitchen area.

Students are encouraged to clearly label their personal food items. No meat is allowed in the dorm.

Room Care and Maintenance

1. Check in procedures - Upon check in the student will receive a check-in sheet that details the inventory of the room and its condition. Please review this sheet, you may be held financially responsible for any damages.
2. Check out procedures – Each student will need to check out personally with the dean. Rooms will be checked for cleanliness and damages. You may be charged for any damages to the room.
3. Each student will be responsible for keeping his or her personal space tidy. Rooms will be checked for cleanliness at room check each night. (Random checks will be performed during the school day by the dorm administrator).

Room Search

In the interest of the safety and wellbeing of each student at Newbury Park Academy, we reserve the right to perform room searches at any time.

Vandalism

Students who steal, damage and/or vandalize an item in the dormitory will be subject to a substantial fine that would include the cost of the item as well as the cost of maintenance. They are also likely to be suspended.

What to bring

Each dorm room is provided with a twin bed and a dresser for each student, along with a closet to be shared by the members of the room. Here is a list of items that your dorm student will need to have.

- a. Personal care items (deodorant, soap, toothbrush, etc)
- b. Twin size bedding (not optional)
- c. Pillow and pillow case
- d. Bath and beach towels
- e. Personal clothing and church attire

Please remember that space in the dorm is limited. Students should not bring excessive amounts of clothing and personal items.

Electronic Equipment

Electronic equipment should be considered a privilege to bring on campus and into the dorms. Please remember that misuse of any of the following items may result in confiscation.

- a. The use of Laptop computers/Ipads must be kosher and therefore abide by dorm policy
- b. Cell phones
- c. As with all items brought on campus, music should be of content consistent with the Christian principles upheld by NPAA. Music may be monitored by the dean or administration. Music should be played at low volumes or with headsets.
- d. Electronics of any kind (including cell phones) are not to be used during worships, meetings, dorm activities or study hall periods.

Money and Valuable Items

1. NPAA is not responsible for lost or stolen money. Large amounts of cash may be temporarily secured in the office safe. Students are encouraged to open bank accounts at the local Wells Fargo Bank.
 2. Valuables such as computers and phones are held at student's risk.
 3. The dean has a locked safe in which other items may be temporarily held upon request of the student.
- *Please lock your doors. NPAA cannot be responsible for lost or stolen items