

– WELCOME –

Dean Meyer, Dean Henry, and Dean Ballance want to welcome you to this new school year. This Handbook gives you the policies for dorm life as well as some advice for dorm living.

While you are responsible to know the policies in this booklet, know that rules can and do change throughout the school year at the dean's discretion. If you have questions about any rule or other information in this handbook, please come and chat with us.

We will be in contact with your families often, and not just for the bad stuff; We want them to know what's going on in your life and in our school.

Parents, you are invited to join us this year as prayer partners so that we will have the strength, wisdom, and ability to meet the needs of your boys in a Christ-like manner. Please feel free to contact the deans at anytime. The best way to do that is the Dean on Duty Cell or by email. We also like it when parents come and visit.

DEAN ON DUTY CELL PHONE (707) 547-7016

Email: boysdean@riolindo.org

Aaron Meyer — Email: ameyer@riolindo.org

Jared Henry — Email: jaredhenry@riolindo.org

Seth Ballance — Email: sballance@riolindo.org

Facilities

Guest Rooms

The dorm has several guestrooms and we are happy for families and guests of our students to use them.

- Please make arrangements ahead of time.
- Rooms with private baths are \$35 per night for parents and family members.
- Rooms without a private bath are \$10 per person per night.
- Young women are asked to make arrangements to stay in the girls dorm.

Please remember that the presence of a student's parent does not grant the privilege of a female student going to a boy's room, or a boy student to a girl's room even if they are related. A dean must give permission for any female going up into the dormitory.

If you wish to invite a guest to stay in your room, prior arrangements must be made with the dean and a \$10 fee may be charged.

Laundry Room

We have our own laundry room that you may make use of any time during the week except for after lights out and from sundown on Friday to sundown on Saturday.

Because there are many boys using the laundry room it is important that you have your own laundry basket (with your name on it) and soap. When using a machine, your basket should be either on top or in front of the machine.

If the laundry room is full try again another time. If a machine is FINISHED but the person has not moved it then you may remove it and place it in the correct place.

- If the clothes are in the washing machine, make sure that it has finished its current washing cycle and then place it in an open dryer.
- If the clothes are in a dryer and are completely dry, then you may put them in the basket or on top of the dryer. If the clothes aren't dry yet you should start the dryer again with the appropriate amount of time.

Clothes left for an extended period of time in the laundry room will be donated periodically throughout the year.

Common issues in laundry room:

- When you check the machine for clothes it stops the current cycle. Make sure to restart the machine if you find clothes in there that are not finished.
- Clothes taken out of washing machine soaking wet
 - Make sure to have the washing machine finish with the spin cycle as it helps in the drying process.
- Dryer not working.
 - This occurs because there are too many clothes in the dryer. Try a smaller load or if the clothes are too wet then they are too heavy for the dryer. Put them back in the washing machine on the spin cycle to help dry them out.

Rec Room

Our rec room is fitted with the following entertainment options:

- Pool table, freshly re-leveled and re-felted, please treat it nicely
- Ping Pong tables
- Foosball table
- Wii U
- Playstation 4

Every student has free use of these activities except in the following circumstances:

- Very poor current GPA
- Failing room grades
- Interfering with social life
- Use of profanity in Rec room
- Disrespectful attitude towards others and equipment in the Rec room
- Poor sportsmanship

Consequences for these situations varies depending on the severity and is up to the dean's discretion.

Break it you buy it policy is in effect.

Sleepover Policy

You may only sleep in your own room. On Friday night, the second floor lobby may be reserved in advance for a group wanting to spend the night as a group. Arrange permission with the dean on duty for the weekend before 10 p.m. If you have had trouble with room grades or attendance during the week this privilege will not be available.

Day Students Spending the Night in the Dorm

Day students are welcome to occasionally spend the night in the dorm. The student will be charged for every night that is spent in the dorm. Prior permission from the dean must be given. They must sleep in the day student room.

Garbage

All personal garbage should be taken to the dumpster behind the dormitory. Do not throw your room trash in the bathroom or hall garbage cans. Garbage should not be thrown out of windows or washed down the sinks. If repairs must be made because of food or trash clogging drains, the student may be required to pay a maintenance fee. Each sink has a trap to keep large items from going down the drain. **DO NOT REMOVE THIS TRAP.**

Disregarding these guidelines will result in fines, and repair fees.

Room Checks

Cleanliness is an important part of a student's life. To help our students keep organized, the deans will do room checks every week day (twice weekly for Honor Hall).

Consequences for continuously unsatisfactory room grades could include loss of some of your recreation time, dorm community service, and/or fines and cleaning fees.

Room Condition and Furnishings

The administration of Rio Lindo Adventist Academy has established the following guidelines in regards to residence hall rooms.

It should be understood that all residence hall rooms are the property of the school. Each room is furnished with two single beds, a desk and chair for each student, two built-in wardrobes, dresser units, and a sink.

A thorough room check should be completed by the student on arrival to the dorm. The dean will also do a thorough check and sign your check in paper. Rio reserves the right to charge your account for any destruction or damage to dorm rooms or furnishings.

When you check out at the end of the school year, your room must meet the “Check Out” criteria. Any damages will be charged to the student’s account at replacement costs and possibly additional fines. Improper cleaning will result in a minimum \$100 fine and fees for any damages.

The furniture in your room should not be altered, removed, or exchanged without permission from the dean.

Furniture such as couches, large pieces of furniture, or beds not provided by the dorm must be approved by the deans. Couches cannot be left over the summertime. If you bring a couch, it must be taken when you check out.

Room doors may not be removed and/or cut.

Plumbing and electrical outlets may not be altered.

Curtain rods are not allowed. The dorm provides mini blinds in each room, be careful with them as they can be easily damaged if your are careless when using them.

Posters and other decorations used in the room should be in harmony with the Christian principles of the school.

Nails, screws, and tacks may not be used on the walls. Please use poster putty.

Nothing is to be attached to the doors or any other woodwork in the room without the dean’s permission. This includes stickers.

Residence hall janitorial equipment and supplies are not for personal use. Please provide your own cleaning products and trash bags.

Vacuum cleaners may be found on each hall or the lobby. Please return them to their proper location and in good repair after use. If they are not working please bring them to the dean’s office.

Room Searches

The dean has the right to enter any room at any time and may search a room when necessary.

– ACTIVITIES –

Evening Activities

Typical Schedule Sunday through Thursday night:

6:00 pm-7:20 pm	Rec
7:30 pm-7:45 pm	Dorm Worship
7:45 pm - 8:10 pm	Free time/Dorm store
8:15 pm-10:00 pm	Study Hall
10:00 pm-10:20 pm	Prep for Bed
10:20 pm-10:30 pm	Quiet time in your room

10:30pm

Lights Out (11pm for Honor Hall)

Worship

Worship is an important part of life in our dorm. Worship attendance is required. An R.A. will take record at the beginning of each worship. It is required to be on time for credit. Worship begins at 8:10. Dorm Worship will be in the Boy's Dorm Chapel, unless there is another location announced.

Sunday: Boys Club (time announced)

Monday: Dorm Chapel (7:30)

Tuesday: Dorm Chapel (7:30)

Wednesday: Mid-Week (7:30-8:00) this activity is optional but if you stay in the dorm we encourage you to have a personal worship in your rooms or with friends.

Thursday: Hall worship with your RA (7:30)

There are assigned seats in the Boy's Dorm Chapel.

Study Hall

Study hall begins at 8:15 pm and continues until 10:00 pm.

An all-call announcement will signal the beginning of this study period.

Students must be in their own rooms during this time.

If you would like to study in a group or get help from a tutor, ask your RA. 1st and 2nd floor lobby may be open for those uses. No food or drinks except water are allowed in those locations.

Food deliveries are not accepted during the study hall time. No showers or laundry during study hall.

Lights Out

It is expected that you will prepare for bed from 10:00 – 10:30 pm.

Lights need to be turned off by 10:30 pm

Your doors should be closed but not locked so your RA can check you in, you may lock them after check.

Your R.A. will do a night check at this time.

You should not be using your phone after lights out. If you are, your phone will be taken. If you need to make a call, please see the dean. The deans realize this is the best time for international students to call home. Please come to the first floor lobby to request permission from the deans and use your phone and not keep your roommate and others awake.

– RULES –

Theft

To discourage theft, we strongly urge you to take the following precautions:

- Never leave your room unlocked, even when you are sleeping inside or going down the hall to visit a neighbor or use the restroom and shower.

- Don't leave laptops unattended in public areas.
- Secure your money and valuables. Do not leave them visible in your room.
- Keep a written record of the serial numbers of computers, valuables and personal electronics.
- There are also security cameras in public areas, such as the lobby and halls. These cameras will never be placed in any private areas (bathrooms, and dorm rooms.) The primary purpose of video recordings is for your security in the dorm.

Residents are encouraged to carry personal property insurance for their belongings. RLAA and the Boy's Dorm assume no responsibility or liability and provide no insurance or financial protection for a resident's personal property. If you believe your personal belongings have been stolen, please contact the Dean immediately.

Bullying, Harassment and Hazing

These behaviors are not tolerated in the dorm, or anywhere on this campus. Students have the right to be safe and feel safe in this dorm.

Profanity

Profanity and offensive language is not accepted at RLAA on the campus or in this dorm.

We the Deans desire for this Dorm to be a Godly place for us to live and believe that offensive and profane language takes away from that goal.

Sneaking out

Sneaking out of this dorm is not tolerated. There is a \$50 fine for damaging or removing screens, and climbing into or out of any windows on campus at any time.

Relationships

No sexual/physical intimacy beyond holding hands and short hugs is tolerated at Rio Lindo Adventist Academy.

Dress Code

See School Student handbook

Hats/hoods are not allowed indoors except for the dorm and gym.

Jewelry is not to be worn on campus or any school trips, this includes necklaces, bracelets, rings, piercings of any variety.

Honor Hall

3rd floor of the dorm is Honor Hall.

Requirements are based on the previous quarter of the school year; 3.25 GPA, 8 average room grade, 88% or better in attendance for class and weekend activities. Attitude, and disciplinary action is also taken into account for determining eligibility.

Privileges include 11 pm lights out, relaxed study hall (meaning you can study in other people's rooms on Honor Hall, and take showers etc.), twice a week room check.

Failure to maintain eligibility for Honor Hall may result in moving back to 1st or 2nd floor.

Sick List

Being away from home when you are sick is not a pleasant experience. Here are some guidelines to follow if you are not feeling well.

See the Dean on Duty before your classes begin. Excuses will only be given for later in the day.

If you cannot find the Dean, call the Dean on Duty cell.

If you are having an emergency, call the Dean on Duty cell or come to a Dean's apartment.

An example of a reason to go on sick list: Fever or vomiting. The Dean will take your temperature and contact your parents

Reasons not to go on sick list: You are too tired, feeling a little under the weather, headaches, test anxiety, etc.

When you are on sick list you will stay in your own room except for shower and bathroom use. Visitors are not permitted. If you leave your room (except to shower or use the bathroom) or if you allow others into your room, your classes will not be excused.

When you are on sick list your food will be delivered to you from the cafeteria by a dean or dorm worker. Your friends may not bring food from the cafeteria for you.

Supplies such as crutches and heating pads are loaned, but may require a deposit and must be signed out. There will be a fee for non-returnable items such as ace bandages.

School insurance covers accidents only. This does not include the flu, colds, appendicitis, etc.

Any medical or dental visits should be arranged by your parents and scheduled for when you are home. Medical emergencies will be managed by the deans or school nurse, and parents will be contacted as soon as possible.

Counseling Services

Rio Lindo Adventist Academy employs a guidance counselor. Her office is in the music building. Feel free to approach her or talk to a Dean to set up a time to talk with the counselor. She can help get a student organized, help sort through issues and is always a great listener. There are some cases where you may be required to make an appointment with her (related to relationships, substance abuse, emotional health etc.)

Keys

Please keep your door locked and your key with you at all times.

If your door must be unlocked by the dean because you forgot your key, you will be charged a \$1 unlock fee which must be paid before the door is unlocked. Deans will do their part to make sure all rooms stay locked at all times while you are not there to maintain security of your belongings, but it is primarily your responsibility to keep your room locked and have your key.

A lost key will result in a \$50.00 lock and key replacement charge. The deans have the right to enter any room at any time and to search if necessary.

Home leaves and Holiday Breaks, Leaving Campus

Home leaves and breaks are marked in the school calendar. You and your family should make travel arrangements for them well in advance. Students are required to leave campus during these times, if they are not part of the international homeleave plan.

Everyone must be out of the dorm by 3:00 pm on home leave day. Anyone who is not will voluntarily cleaning the dorm.

You may return on the designated return day (according to the school calendar) after 3:00 pm. Do not return to the campus before 3pm, as there is no school supervision before 3:00 pm on return days.

Any time you wish to leave campus a leave slip must be filled out and given to the Dean. This includes day and overnight trips. Weekend Leave slips should be submitted by Thursday evening.

If you wish to go to any home or location other than your own, you must have written permission (email from your parent, the email will only be considered if it is listed in renweb) from your parents and an invitation from the host family.

If you leave campus without permission, your parents will be notified and the school is no longer responsible for you. There may be a fine and/or other consequences (such as being dorm or campus bound for a period of time).

Faculty homes and river locations are considered off campus and require contacting the dean and signing out at the front desk.

Transportation

The school provides transportation to various cities in Northern California for home leaves. Check with the business office to sign up. Transportation is also provided to and from Sonoma County Airport on home leave days and return days after 3:00 pm until 9:00 pm. Outside of those times you are responsible for your own transportation without prior arrangements

If you leave for the weekend, you must arrange your own transportation to and from the dorm in advance.

Driving services such as Uber, Lyft, and taxis will not be permitted. Only Faculty, Staff, Parents, Guardians, and Family, Friends over 21 with your parents or guardian's permission can take you off campus.

Outdoor Enjoyment

We encourage outdoor activities.

Remember that anywhere other than the main part of campus is considered “Off campus” and you must sign out with a dean. This includes going on the River Run and going to Boy’s Beach.

The paved road around campus is referred to as “the loop”. It is a good place to exercise. You may walk this “loop” in mixed group, from 7 am until rec if there is daylight.

Once it is dark early you must be in a supervised area such as the ball field track. You do not have to sign out to use the loop.

On Friday nights you are asked to return to the dorm directly from vespers. This is not the time for visiting with your friends on campus.

After supper on Sunday through Thursday evenings, you may be in any supervised areas. This may include the dorm, ball field, gym, front of campus (until rec begins) or the loop.

If you wish to go to the river, please follow these procedures for your enjoyment and safety:

- Contact the dean and sign out at the front desk..
- You must go and return in a group of 3 or more.
- You may only go to “Boy’s Beach” not to Church Beach or The Point. (If you do not know the correct location please ask the dean).
- No swimming without a staff member being present.

Trail running may be done in groups of 3 or more.

Fire Policies

Any time the fire alarm sounds, all students must evacuate the dorm and be counted. You must report to your R.A. when you exit, and he will provide you with additional instructions.

Open-flamed appliances, candles, and incense are not to be used in the dorm rooms.

Electric heaters and appliances (those with heating elements) must be approved by the dean or they will be confiscated. Tampering with any heat detection equipment, smoke detection equipment, hoses, fire extinguishers or emergency exits may result in up to a \$500 fine, as well as any replacement/repair costs for anything damaged.

Consequences

Each of you are individuals and deserve to be treated with respect, understanding, and love. Everyone makes mistakes, and you may need to be reminded of dorm policies. Should you choose to disregard a dorm policy, you will be given consequences.

Depending on the situation, your attitude, and the severity of the offense, the consequences may include free labor, fines, loss of privileges, suspension, expulsion, or being dorm-bound or room-bound. In addition

there are some cases in which law enforcement will have to be contacted, and there may be greater consequences than just from the school.

The deans hope that each of you will develop a sense of personal responsibility. Consequences resulting from failure to follow dorm policies always have this goal in mind.

Electronic Media Policy

See School Handbook.

In addition to what is found in the Student Handbook, the Deans may be required to intervene on your use of electronics and media.

Some examples of problems that would require intervention involve pornography, video/computer game addictions, avoiding real life social interaction, poor grades and study habits, and other issues and concerns.

In these cases we will be talking to you, confiscating the problem devices, and contacting your parents. This also may involve school administration or the school counselor.

The deans may have reason to confiscate a phone, situations where this would happen include: consistently bad room grades in a row (phone taken until room clean), using phone after lights out (given back at the discretion of the dean), DFI list (phones handed in after study hall and returned in morning).

Drug Policy:

See School Handbook.

Phoning/texting

See School Handbook.

No phone calls/texts are to be made after 10:30 P.M. on school nights without the deans' permission. The deans realize this is the best time to communicate with families that live internationally. If this applies to you please come to the first floor to get permission from the dean, and make your call in the lobby. This is to respect others quiet rest time.

Rio Lindo Adventist Academy is not responsible or liable for any confiscated item.

– SABBATH OBSERVANCE –

Rio Lindo is a Seventh-Day Adventist Academy that observes the seventh-day Sabbath. This means that we set a part the hours from Friday sundown to Saturday sundown as a special time to be involved in activities that will enhance our Christian experience. You are asked to respect these hours while you are here on our campus.

Food delivery services are not to be used during this time. You are asked to refrain from school study, secular music, etc. Instead, spend the hours in activities that will encourage refreshment and renewal.

Out of respect we have a special dress requirement that is observed for meetings. Please see the Sabbath dress code section in the school handbook. The deans are happy to answer any questions about Sabbath observance that the student may have.

There will be a required Friday evening vespers, Saturday morning Sabbath School, and Saturday morning church service.

Times for the worships will be posted each week. Being late will have consequences such as chores in the dorm or other tasks/punishments/fines. Habitual lateness will have more serious consequences. Being late also will jeopardize your Honor Hall eligibility.

By signing this statement I, a student in the Boy's Dorm at Rio Lindo Adventist Academy, have read, understood, and accepted the guidelines, and am willing to to accept the consequences put forth in the Boys Dorm Handbook for 2018-2019 school year and recognize that changes and additions may occur mid year to this handbook. Changes may be made by updating this document or by announcement from the Deans.

(Print Student Name)

(Sign Name)

(Print Parent or Guardian Name)

(Sign Parent or Guardian Name)

Please turn this form into the Dean's office for your file.