



Auburn Adventist Academy

Witzel Hall Lifestyle Handbook

Welcome to Witzel Hall

We are very pleased you will be part of our dorm family!

The Deans welcome you as a son into this community of many brothers. As a member of this household there are some very important things for you to know. This handbook is a guide for dorm life. If you read it, understand it and follow the guidelines, you should have a great experience.

The handbook will help you understand both what is expected of you and your rights and privileges as a resident of Witzel Hall.

If at any time you have challenges in your dorm life we encourage you to visit with your Resident Assistant(RA) or a Dean. We are here to provide counsel and advice. Clear expectations are required for such a large “family”. Everyone should be treated fairly and consistently. It is also vital to feel that you are supported as an individual. We are here to support you and your authentic expression is valuable!

Our dorm staff is praying you will have a positive experience here in Witzel Hall. Our focus is to support your growth as an individual and to help you experience the benefits of living in a Christ-centered community.

Sincerely,

Dean Klingstrand
Dean Rios



Dean Staff | 2022- 2023

Nathan Klingstrand

Head Boys' Dean

Jonathan Rios

Assistant Boys' Dean

Resident Assistants (RA) | 2022 - 2023

Residential Assistants are in service to each dorm resident. They are an extension of the Dean's authority and are available to help you with any problem you might have. Please seek them for advice or answers to any questions you might have.

Decker Sidaras
1st South RA

Jesse Ndira
2nd South RA

Ian Prada
3rd South RA

Ricardo Palacios
3rd North

Johan Prada
Deans Assistant

Bobby Osei-Bonsu
RA(sub)

HOME SWEET DORM

The Rules

Love the Lord your God with all your heart and love your neighbor as yourself.

Keys to Your Success

- » Self-Discipline
- » Communication
- » Setting priorities/goals
- » Healthy diet and sleep patterns
- » Respect for others
- » Positive attitude
- » Time management
- » Developing your sense of identity In Christ
- » Creating healthy boundaries with friends
- » Choosing good associations

The Facilities

Laundry facilities are available on each floor and in the Weight Room. If you need a lesson on how to do your laundry, please ask an RA or a Dean. Please do not overload the machines.

Bathrooms and showers are cleaned daily by our janitorial team, but your help is needed to maintain cleanliness. Showing respect for our common areas is appreciated. If the garbage is full on your hall please communicate with your RA or the Dean on Duty.

The lobby is our most public common area. Shirts are required, and students are not to sit on the counters. The TV is to be on channels that are sports, news or dean-approved. Sportsman-like conduct is required to play at the ping-pong, foos-ball, and pool table. Please use equipment with care.

Dorm Store

The Dorm Store is open upon request. Occasionally the Dean on Duty is too busy to open it on request and he will tell you a good time to come back. A variety of food items are for sale there. Most items are \$1.00.

Weight Room/Ramp

The Weight Room/Ramp is available for the guys to use during recreation, and also when your schedule permits. It is a privilege to use the weight room. Please put back the weights after your workout. Please sanitize equipment after each use.

The Courtyard

The Courtyard is available for socializing during school hours. Please be courteous of the noise level. After dark, or 7:45 p.m., permission to relax in the courtyard must be arranged with the Dean on Duty. Student girls should not be near the entryway doors. Guys should not be in Girl's Dorm Lobby or around Girl's Dorm.

NESTING

Rooms are assigned by the Deans. Room changes and requests are to be arranged with the dean.

What to Bring to the Dorm

Room Furnishings

Each dorm room is furnished as needed for one or two occupancy. Students are not to take beds apart, or remove mattress covers (unless to wash). Furniture is to stay in the room unless you have made arrangements with the dean.

Students are welcome to bring personal items to help personalize their space. Each student's room should reflect wholesome Christian standards.

Appliances

Microwaves, small refrigerators, lamps and electric blankets (automatic shut-off required) are allowed. Witzel Hall provides an iron and ironing board upon request.

Outlet extenders or power strips are allowed if they have a shut off/breaker built in. Surge protectors for computers are also encouraged and must have auto shutoff feature.

Prohibited Appliances

- » Toasters
- » Electric fry pans
- » Electric hot plates
- » Unprotected light bulbs

Clothing (see handbook for detailed dress code guidelines)

School Clothes: All pants and shorts must be worn at waistline.

Church Clothes: Dress clothes and dress shoes are required. This includes slacks, ties, collared and button-up shirts, and/or a suit.

Personal Computers

Personal computers and school computers are essential in the dorm for academic pursuit. Computers are to be used responsibly and according to the computer use agreement. If technology is misused then appropriate limitations of the use will be decided by Deans Council. All computers and technology on campus are subject to search upon request, as directed by Administration.

Bedding

- » Sheets (2 pair, twin)
- » Pillow, pillow cover
- » Blanket, comforter
- » Mattress pad/cover (optional)

Toiletries

- » Towels/washcloths (2 sets)
- » Soap or body wash
- » Toothbrush/toothpaste
- » Shampoo/Conditioner
- » Deodorant
- » Hygiene items

- » Windex (for mirror/window)

Room Cleaning Items

- » Dust cloths

- » Handi-wipes (sanitizing)
- » Wastebasket

Additional Miscellaneous Items to Bring to the Dorm

- » Robe, slippers for around the dorm
- » Flip Flops
- » Study lamp
- » Bible
- » Study and school supplies
- » Battery powered alarm clock
- » Computer (need proof of insurance)
- » Headphones for personal listening devices

- » Laundry Bag
- » Rain gear/umbrella
- » Bike/bike lock
- » Sleeping bags (especially Seniors and tour groups)
- » Flashlight and extra batteries
- » Fan
- » Hangers
- » Drinking glass or water bottle

What Not to Bring to the Dorm

Please take note of the following list. You will be signing your agreement to these terms during registration. Having these items in your room will result in a \$100 cash fine. Removing a battery from or disabling a smoke detector is also a \$100 cash fine. This list is not exhaustive, and items may be added if they are deemed a fire danger or inappropriate for student use.

Please Leave the Following Items at Home:

- » Lighters
- » Matches
- » Candles
- » Incense

* Drug or Vape items

- » Toasters
- » Electric Fry Pans
- » Electric Hot Pots/Plates
- » Televisions & Game/Entertainment Systems (Senior privilege only)
- » Knives/Weapons (air and paint guns included)

DEAN'S LIST

Beyond knowing who the deans are, it is important to have some familiarity with the dorm program itself. Dean's List seeks to establish accountability and clear expectations, which is the foundation of the dormitory program.

In order to enjoy the benefits of being on Dean's List, a student must maintain acceptable grades (no D's or F's), keep a clean room (check taken Monday, Wednesday, and Friday), attend all required programs, and have acceptable citizenship and attendance for class (60 out of 70 points). These areas are measured and posted weekly (every Monday). When a student has realized all of these expectations, they are eligible for privileges. As parents, your knowledge of this system may give you a tool in understanding how your child is doing and a topic to touch on in conversation. These general expectations can always be altered to specifically address problem areas.

Dean's List is posted weekly and is one way to keep track of your performance as a resident

- » Academics – Maintain C's or better
- » Attendance – be punctual for all appointments (especially dorm worship)
- » Citizenship – treat others/school property with respect (60 out of 70)
- » Room Cleanliness – keep your room/belongings neat (20 out of 30). Check is taken on Monday, Wednesday, and Friday.

Dean's List Privileges:

- » Study Hall is not required (other students are not to be disturbed or distracted)
- » Occasional gym nights (supervised by staff and faculty)
- » Use of recreational dorm facilities during school hours/Study Hall
- » After-worship leaves during the week TV watching in the lobby (sports/news/occasional approved movie)
- » Pool table use
- » Weight room use
- » Car privilege (according to Parental Permission Slip/School Policy)
- » Occasional extra treats

The Philosophy of the Dean's List

This list is based on positive reinforcement; to identify and reward successful students, clean housekeepers, faithful attendees, and good citizens. The deans want to encourage those who are not achieving to improve. Sometimes students are not motivated by Dean's List expectations and an individualized approach must be taken. The deans, with your counsel, will then set additional detailed expectations to help a student establish their own self-discipline.

Creating a culture of academic achievers, good citizens, and spiritually mature young men is a challenging goal. It is our commitment to you to do our best to realize that goal. If individualized expectations need to be set, it will be with the cooperative counsel of parents/deans.

DORM LIFE | SCHEDULES | POLICIES

Weekday Schedule

Recreation & Intramural Program	6:15 PM - 7:30 PM	MON - THU
Dorm Worship	7:45 PM - 8:00PM	SUN - THU
(Tuesday Night RA Worship)		
Study Hall	8:10 PM - 10:20 PM	SUN - THU
Lights Out	10:30 PM	SUN - FRI

Weekend Schedule

Evening Vespers	7:30 PM	FRI
Church Service	11:00 AM	SAT

Meal Schedule

Breakfast	7:AM - 7:45AM	MON - FRI
Brunch	11:00 AM -11:30AM	SUN
Lunch	12 PM -1PM	MON - FRI
	After Church	SAT
Supper	5:00 PM - 5:45 PM	MON - FRI

(these schedules may change due to current pandemic - TBA)

General Schedule Notes

The Dorm will open in time for breakfast and close 2nd Period until Lunch. All visitors must sign in and out at the front desk.

Dorm worship and weekend spiritual programming are required activities. Participation and timeliness will affect citizenship scores. These programs are provided both for spiritual and personal mentorship and growth. We hope that you will find them encouraging and practical. The dorm will be closed during Vespers and Sabbath School/Church time.

The dorm will remain open during evening recreation and intramural programs; however, we encourage you to use these times to enjoy socializing and exercising outside the dorm.

Except for school wide events, the dormitory will remain open on Sundays. If dorm programming or outings are planned, it will be your choice to participate.

Study Hall

Study Hall is required for those who show they need the structure of a required study program. Leisure and recreational activities are not allowed during study hall. Improper use of technology may result in confiscation and limitation of future use.

Tutor Study Hall (2+ Down Grades) – 8:00 PM-9:15 PM in the back of the chapel. Turn Cell Phones in until Morning (RA and tutors available)

Strict Study Hall (1 Down Grade) – 9:20 PM-10:20 PM in student's room with no visitors. (RA and tutors available)

Lights Out

Lights out is at 10:30 p.m. for freshmen, sophomores, and juniors.

- » You should be in your own room ready to sleep at that time
- » Any exceptions must be requested of the Dean through the RA

It is a senior privilege to have the lights out at 12:00 midnight.

- » This privilege must be used responsibly, or it may be lost
- » Common areas must be clear by 11:00
- » Seniors must not disturb the rest of the dorm while enjoying their privilege

Electronic Device Usage Policies

General Media Policy (see school Bulletin for further explanation)

As a private Christian school, we strongly encourage positive choices regarding media. While there are differences in individual taste and values, viewing content should be appropriate. All media should be aligned with healthy biblical standards. If inappropriate content is found to be part of a student's viewing appetite and entertainment, that student may have restricted access or have equipment confiscated until a parent can meet with the dean.

Our Philosophy Statement is present in the online bulletin and speaks to the reasons why we have the media policy that we do. There is a special emphasis on time management, priorities, social development, exercise, academic achievement, and influence. Development growth, decision making skills, and earned responsibility are important concepts that need to be established in the young men who attend Auburn Adventist Academy, and specifically Witzel Hall residents. If you have any questions or need clarification, please talk to the dean.

Just as important as content is quantity. Excessive use of media/electronic devices will result in the restriction of privileges.

- » Personal listening devices and cell phones are allowed in the dorm, but are subject to other campus rules outside of the dorm
- » Speakers are considered a privilege and are not to be heard from outside the room.
- » Music should not have inappropriate lyrics (parental advisory label).
- » Movies shown in the lobby are to be dean approved.
- » Inappropriate media will be confiscated and sent home.
- » No game systems except for seniors with a 3.0 GPA and above.
- » No TV, DVD or Blu-Ray players.
- » Misuse of Internet will result in discipline and loss of privilege.
- » Gaming and movies should not occur during the week (school nights).

Cell Phone/ Electronics Policy

Cell phones and dorm phones are to be used responsibly and under the following conditions:

- » Cell phone numbers must be on file with the Dean.
- » Cell phones and tablets should be on airplane mode during dorm meetings. No texting!
- » Cell phones and other electronics will be collected from individuals while they are in Tutor Study Hall and returned in the morning.
- » Cell phones and other electronics should not be used after lights out. Any emergency communication to or from parents can be directed through the dean on duty.
- » Please keep your phone and electronics in your possession. We discourage allowing other students the use of your phone.
- » Auburn Adventist Academy is not responsible for the loss, damage, or billing of your electronics.
- » Students with low grades, citizenship scores, or difficulty managing responsibilities may lose phone and electronics privileges during the evening or for specified duration of time.

Computer Contract

We recognize that computers are a necessity for learning and communicating. While we want to prepare you for the modern business environment, we also recognize that computers can also be used to waste a lot of time. Personal and Assigned school computers may be used under the following conditions. If you have any questions or need clarification, please talk to a dean.

- » Your computer is intended mainly for schoolwork. If your grades are low and you are spending too much time playing games or watching movies, computer use will be restricted.
- » Computers are not to be used for entertainment after Lights Out.
- » Internet access may only be via the school's service provider.
- » If email, texting, or online social networking is found to be used in a deliberate attack on another student's character or to otherwise bully them, restrictions will be imposed on the offending student, discipline will follow.
- » Failure to adhere to any of these conditions may result in the forfeiture of computer privileges.

Dorm Auto Policy

In order for students to utilize Dorm Auto privileges they must be in good standing with Witzel Hall's Deans List. Please read the specific requirements to obtain vehicle privileges carefully:

- » I will submit a written application to the Dean's office giving parental consent and proof of insurance coverage. Dean's Council must approve this application before I bring my car on campus.
- » I must have and maintain my status on Dean's List to use my vehicle for convenience trips
- » I will park in the parking area assigned to me. I understand that movement of my car without the dean's permission will be considered violation of the car policy.
- » I understand that I am to be the only driver of my car.
- » I will not loiter around the vehicle parking lot.
- » I will not transport other students. For convince sake, students may transport other students for home leaves, breaks, and other time's off with full permission from parents and the dean.

- » I agree not to drive my car in a reckless manner on or off campus.
- » I will check out with the dean on duty each time I leave campus.
- » I understand that unless I am going home, my car is to be used in the immediate Auburn area only; the dean and administration must clear all exceptions in advance.
- » During the week, I must be back in the dorm by 7:30pm, unless the dean has granted specific permission.
- » I understand that weekend use of my vehicle is restricted.
- » I have read the school bulletin and understand my responsibilities as it relates to using my automobile.
- » I understand that any violation of car policy may result in a loss of privilege for the remainder of the school year.

Campus Leave Procedures

Leave procedure when leaving campus at any time:

- » Communicate directly with the Dean on duty with a detailed leave slip
- » Parental permission guidelines to be on file, or communicated by phone
- » Leaves must be in accordance with Academy Bulletin

Home Leaves

During home leaves no one will be allowed to stay in the dorm. All residents must stay with parent(s) or guardians. If plans are made to stay with someone other than your parent(s) or guardian, parental permission needs to be obtained by both parties. Communication regarding transportation, departure and arrival times, and supervision must be clearly communicated directly to the Dean by the parent(s) or guardian. The dorm is typically closed from 4:00 pm on a home leave day and opens again at 12:00 am (noon) on the last day of Home Leave.

Closed Weekends

You will notice closed weekends marked on the Auburn online calendar. Please do not make plans that conflict with organized programming during these important weekends.

Special Leave Procedure

Special Leave Procedure is needed for occasions when classes or required school programs will be missed. Details of leave will be communicated on special leave request form and turned into the Dean prior to the Monday before the requested leave date. Teachers and work supervisor(s) will need to sign the form (see online bulletin for more detailed information).

See online bulletin for **Family Vacation Leave** policy.

Smoke Detector Policy

Removing a smoke detector battery or disabling a smoke detector will result in a \$100 dollar cash fine.

ADDITIONAL RESOURCES

You will find it helpful to further reference Auburn Adventist Academy's online bulletin for details in the following areas:

- » Decorum and Dress Code
- » Medications/Drug Policy
- » Prohibited Activities
- » Harassment
- » Fire Safety
- » Fines and Penalties

\$100 - Unauthorized exit or entry into building or roofs.

\$200 - Vandalism, plus the cost of repair.

\$500 - Fire safety violation.

\$50 - Screen damage/manipulation, plus the cost of repair.

\$20 - Missing mattress cover

\$30 - Disposal fee for Fridges that are not stored properly or left on hall at year end

- » General Computer Use Policy
- » General Media Policy
- » General Auto and Transportation Policy

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Boys' Dean

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