



Blue Mountain Academy

Ellis Hall

&

Unruh Hall

Dorm Handbook

*The Lord is near to all who call upon Him, to all
who call upon Him in truth.*

~ Psalm 145:18~

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Ellis Hall

*Head Dean - Dixie Perez: dperez@bma.us
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Unruh Hall

*Head Dean - Alex Larracuenta: alarracuenta@bma.us
Intern Dean - Miguel Archibeque: marchibeque@bma.us*

Residents,

Welcome to Blue Mountain Academy! We are delighted that you have chosen to join our dorm family. We hope that you will enjoy your time here and get the most out of your Christian education.

As with any school year you will be faced with challenges over the next 10 months. However, the success of this year will largely depend on how you choose to handle these new encounters.

As your Deans and student leaders, we want you to know that we are here to assist and guide you in the choices you make. It is our goal to help you establish and grow a relationship with Christ and to build a life around Him.

The guidelines in this book were made to help you live comfortably and safely in a dormitory setting. Three of the most important goals of our dormitory are:

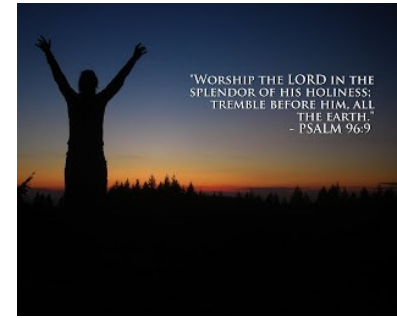
- To have a Christ centered dorm and for each resident to grow in their relationship with Jesus Christ.
- To show respect for each other and demonstrate integrity.
- To have a safe, clean, and welcoming environment.

Please take time to become familiar with all the information contained within these pages. **It is your responsibility to know and understand the contents of this handbook.** If you should have any questions we will be happy to answer them for you.

May the Lord bless you as you begin this year with us.

Sincerely,

Your Dorm Staff



Unruh Hall Bible Theme

E.G. White; Education Chapter 7

“The greatest want of the world is the want of men— men who will not be bought or sold; men who in their inmost souls are true and honest; men who do not fear to call sin by its’ right name; men whose conscience is as true to duty as the needle to the pole; men who will stand for the right though the heavens fall.”

Micah 6:8 NIV

“He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.”

Ellis Hall Bible Theme

Matthew 28:19

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.

Romans 8:31

What, then, shall we say in response to these things? If God is for us, who can be against us?



RESIDENCE HALL DAILY SCHEDULE

6:00 a.m.	Lights on, you begin your day
7:15 p.m.	Report to R.A. on Hall
7:30 p.m.	Worship
8:00 - 9:30 p.m.	Study Hall
10:00 p.m.	Lights out Freshman/Sophomores
10:30 p.m.	Lights out Juniors
11:00 p.m.	Lights out Seniors

After Lights-out: Everyone must be in their own room. Your R.A. will do room check, you are to remain in your room for the night. You should not be in the halls after curfew, except for bathroom needs. You are responsible to get evening medications prior to lights out. All students are to stop all cell phone use at curfew; this is to ensure you get the sleep you need. If found using one, it will be confiscated.

MAN'S & VIRTUOUS WOMAN'S (VW) LIST

In the dorm we want to reward residents that are balancing the demands of work & academic life. Your privileges will be based on the current grades/attendance/discipline, so everyone has a fresh start.

- **List Posting:** Every 4.5 weeks. During study hall from 9:00 p.m. - 9:45 p.m. you may sign out to do personal things like shower or visit friends on your hall, who are on Man's/VW/Deans list. You have all of your off campus privileges. Qualifications include: a unified total room grade of "7" or higher, not on CLR, and no major discipline and no more than one "D".
- **Dean's list:** Posted every quarter. With permission, you may have recreational passes and personal passes during study hall. You may visit the rooms of other students on Dean's list, with permission. Qualifications include all above requirements with GPA > 3.33 and unified room grade of "7" or higher, not on CLR, and no major discipline.
- If you are not on Man's/VW/Dean's list then you may only have a pass to use a computer and must remain in your own room.

STUDY HALL/PASS

Passes must be acquired at least 15 minutes before study hall and shown to R.A. There are 3 computers available in lobby for use on a first come first served basis. During study hall they may be reserved for 30 minute increments. R.A.'s will be walking the halls and writing down what you are studying and offering help.

Any resident that is late to Study Hall and does not have a Dean's pass will be dealt with accordingly.

DFI (grade of D, F, or Incomplete in any course)

You are not eligible to obtain passes to study in other rooms or with friends. You may obtain a pass to study in the lobby. The Dean reserves the right to collect your cell phone/computer if deemed necessary.

CLR (Campus Leave Restriction)

When you are on CLR, you will lose campus leave privileges until you have worked your way off the list. (see handbook for details)

DEAN ON DUTY (DOD)

If you need assistance from one of the Deans, check the desk area to see who is on duty. **If there is an emergency, contact the Dean on duty first.** If they are not available, contact any Dean.

Ellis Hall DOD: (484) 332-7970

Unruh Hall DOD: (484) 345-0205

RESIDENT ASSISTANTS (R.A.)

Resident Assistants (R.A.'s) are the Deans' interns on duty. Their duties include, but are not limited to: room cleanliness check, maintaining quiet on the halls and lobby during study hall, accountability checks, minor discipline, mentoring, and dorm/hall activities. They are following instructions from the Dean and should receive full cooperation and respect.

SICKLIST

All residents must sign up for sick list by 6:30 a.m. at desk. The Dean will check on you at 7:00 a.m. to evaluate if you are ill. Once put on sick list you will remain on sick list for the whole day.

- Doors will be locked and alarms activated for our residents safety. We strongly encourage all family, friends and guests to check-in or out within our business hours.
- Sunday thru Thursday ALL residents are expected to be in the dorm by 9:45 p.m.. On Saturday night, ALL residents are expected to be in the dorm by 10:45 p.m.
- Home leave day the dorm closes at 3:00 p.m. and reopens at 3:00 p.m. on stated day per calendar.

WALK DIRECTION

You may use the one-mile loop (Boys Odd Days / Girls Even Days). Airport and pond area are off limits.

SUMMER STORAGE

Students may store items in the dorm over the summer for \$25.00, payable in advance. The dorms do not assume responsibility for any items placed in storage.

VISITORS

Village students, family members, friends and guests MUST be cleared with the Dean by email, phone or in person before signing into the dorm. If you are planning on spending the night you need to pay and be cleared prior to checking into rooms. It is vital to sign-in with the Dean for accountability and safety, so we are aware you are in the dorm in the event there is a fire or emergency. If any visitors are caught in the dorm without the Deans permission they will be asked to leave. We have rooms for rent at Ellis and Unruh Hall and families are encouraged to visit. Listed below are our renting rates per night.

- Guest Rooms with linens: \$35.00
- Dorm Room with linens: \$25.00
- Dorm Room without linens: \$20.00
(no more than 4 people to a room)

or drinks allowed in the lobby), this is a shared environment and we are all responsible for keeping it clean.

ROLLERBLADES, SKATEBOARDS, and BICYCLES

You are able to use your bike, skateboard or rollerblades as long as you are wearing a helmet. You may not use them in the dorm or after dark.

INJURIES

All injuries must be reported to the Dean immediately.

LEAVING CAMPUS

- All residents must have a signed campus leave form (available at desk) prior to going off campus with ANYONE! This includes staff, family friends, and church members. **Plan ahead!**
- You can only go off campus with parents, staff, and the approved people on your list. All approved people on your list must be 25 or older.
- A Leave Authorization Form needs to be filled out at the desk (date and time) each time you leave and return. The form **MUST** be signed by the Dean.
- Any violation of the above will result in being placed on CLR for one week that includes ALL activities, tours, etc... Parents will be notified.
- Deans reserve the right to deny any trip.

ELLIS AND UNRUH DORM HOURS

Sunday thru Friday 7:00 a.m. - 10:00 p.m.

Sabbath 8:00 a.m. - 11:00 p.m.

ROOM AND WINDOW SIZE

The windows are 96" wide x 42" high. The rooms are approximately 13' x 15'.

WHAT TO BRING

Essentials include: a **Bible**, mattress cover, twin size bedding, (we have twin and twin long mattresses so please call), **battery operated alarm clock**, curtain rods & curtains, laundry supplies, cleaning supplies, hygiene supplies, personal vitamins, a fridge (optional), school materials, desk lamp, fan, cups, utensils, showering/toiletry items.

WHAT NOT TO BRING

The following items are not to be brought on campus: knives, toasters, sub-woofers, amplifiers, movies, heaters, air conditioners, microwaves, hot plates, mini-blinds, popcorn poppers, or any other electrical appliances which could be a potential fire hazard. Anything that burns or has a flame, gambling devices, VCR's, DVD players, gaming systems/games, strobe lights, personalized ironing boards, questionable reading material, posters, as well as games and articles dealing with the occult (such as Ouija boards, dungeons and dragons, etc.) are **NOT** permitted. Firearms (see school bulletin), BB guns, sling shots, nunchucks, throwing stars, or any other martial arts weapons are also not permitted. Any of these items will be taken. Students will be held responsible for all their items in their residence hall room at all times. The deans will not take responsibility for contraband brought into the dorms.



FOOD IN ROOMS

All food should be kept in air-tight containers so that it will not attract insects or rodents. **Flesh foods and caffeinated drinks are not to be stored on campus or in the dormitory.** Any food or drinks in this category will be confiscated and disposed of. Students are not to bring food or drinks in the dormitory for the purpose of selling.

ROOM CHECKS

Rooms will be checked Monday thru Friday. One room grade will be given. You will be expected to maintain a clean and organized room. A passing grade will consist of a "7" or higher. If you receive a "6" or below, you will either need to have a re-check or lose recreation privileges.

ROOM DECORATIONS

All decorations will be subject to the Deans' approval. Stickers/tacks/tape on doors, walls, mirrors, or glass are prohibited. Your room should reflect the Christian standards at B.M.A.

ROOM FURNISHINGS

The furnishings in your room are placed there for your comfort and convenience. You are responsible for their care.

ROOM LOCKS

Be sure to lock your room at all times. A \$1.00 fine will be imposed if you need to be let into your room. You should take precautions to protect your personal belongings. ***The school will not take responsibility for missing articles or valuables.*** It is recommended that you keep your money in the business office or the Dean's safe. Keep your key with you at all times. If you lose your key, you will be charged \$15.00 for re-keying the lock. If you find a key, please turn it in to the Dean or an R.A. immediately. Having unauthorized possession of any master key, residence key, picks, cards, etc. will result in major discipline.

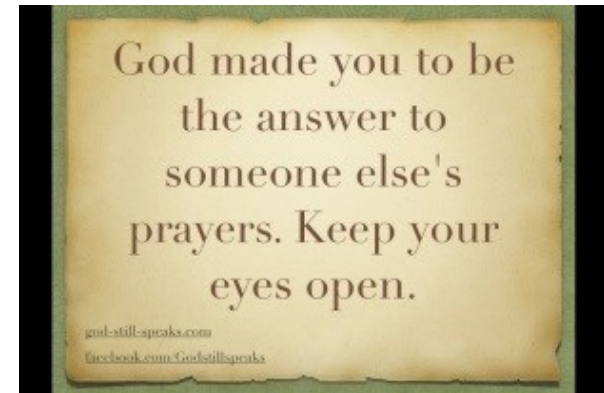
different floor than your own, exit with the residents of that floor, but then when outside make your way to your own group of residents so the RA can verify that you are safely outside the building). Please no talking, running, or playing around at this time. You must clear the building by at least 100 ft. Any tampering with fire alarm equipment will result in immediate discipline and a \$100.00 fine.

INSUBORDINATION

Failure to follow through in what has been requested of you by a Dean, R.A., Sub R.A., or Staff member, whether this request be made in writing or by voice, will be considered insubordination and will result in major discipline.

LAUNDRY

There is a laundry room located in the basement of the dorm. Please respect other people's belongings. Never remove someone else's wash from the machine before the cycle is complete. The laundry room will be locked 30 minutes before sundown and re-opened 30 minutes after sundown on Sabbath. The room will be locked at 10:00 p.m. each night.



LOBBY

You must be dressed modestly when walking through the lobby, **at all times!** All guests, male or female, must check in at desk. Please be sure to clean up after yourself when leaving the lobby area (NO food

CELL PHONES

Cell phones must be registered with the Deans. Cell phones are to be seen and heard **only** in your dorm room, open campus, or during recreation. Misuse will result in confiscation. Repeated misuse will result in loss of privilege. If you are on DF & I, the Dean reserves the right to collect your phone at the beginning of study hall and return it at the end of study hall.

DRESS CODE

Refer to School Handbook

NO FIGHTING, HAZING or PRANKS EVER!!!

This Includes:

- Hitting, slapping, kicking, pushing, tripping, spitting, or otherwise assaulting another person.
- Name calling; unwelcome teasing, ethnic, sexual, racial, or body type insults; threatening, menacing, cursing, or otherwise verbally attacking another person.
- Theft or intentional damage to property belonging to another person.
- Insulting or threatening notes, emails, text messages, graffiti, instant messages, or other forms of communication meant to harm another person.
- Spreading rumors, marginalizing, excluding, or otherwise intimidating another person socially or psychologically.

FIRE ALARMS

A fire escape route is posted in all rooms and will be considered a serious offense if tampered with or taken down. You will be charged \$50.00 fine for tampering with posted escape route plans. If the alarm sounds, leave whatever you are doing and exit to your designated area. Please close your room doors and turn your lights out on the way out of your room. If you are on the phone, you must hang up and leave. Until all the students are accounted for outside and we are sure there is no fire, you may not reenter the building. You may return to the dorm when the alarms are turned off.

In case of a fire alarm, there are certain areas for you to exit, depending10

ROOM SEARCHES

B.M.A. reserves the right to search a student's room and locker with or without their presence at any time.

ELECTRONICS

No TV's, gaming systems, speakers or movies are allowed. Your computers & music should not be heard outside of your room, we are living in a shared environment, please be courteous to those around you. **NO external speakers of any kind,** only headphones, they will be taken and stored until you take them home or your parents pick them up. We want you to enjoy your music. Vulgar and inappropriate music will not be allowed. Any violations of this policy will result in the loss of your computer and/or music device. Those on CLR/DFI should not be on computers after lights out.

- **First Offense:** (music): 1 week.
- **Second Offense:** 3 weeks.
- **Third Offense:** Device will be kept by the Dean and returned to a parent/guardian at the end of the year.

PERSONAL DEVOTIONS

The best way for you to get to develop a relationship with God is for you to spend time with Him. Establish a schedule that will allow you to study, read the Bible and pray each day.

DORM WORSHIP:

- **IN YOUR SEAT** before 7:30 p.m.
- **No cell phones,** they will be collected if seen.
- The Chapel is a place of reverence, please be respectful to God and those around you. No talking, writing, passing notes, or sleeping
- Residents that are late to worship will be dealt with accordingly

SABBATH OBSERVANCE

Remember to guard the sacred edges of the Sabbath by having all ironing done, rooms cleaned, etc. at least 30 minutes before the sun sets on Friday evening.

Attendance is required to ALL Sabbath services unless parents/guardians request to take the resident off campus.

Being respectful in all religious services is vitally necessary for your own spiritual blessings as well as those seated around you.

Remember that the Sabbath is God's Holy Day, and we honor Him in action and in dress. We should always seek to serve others.

WORSHIP AREA

Our worship area is a place where we meet with our Creator once a day. Each evening we all come together as a dorm family for time with God. As you enter the worship area, please speak softly. Always be dressed appropriately. When you are in the worship area, please note the following:

- Be respectful at all times
- Do not bring food, drinks, hats, hair picks, cell phones, personal listening devices, gum, etc. for evening worship
- Absences need to be cleared through the dean immediately in order to avoid discipline

MUSICAL INSTRUMENTS

Musical instruments are not to be played during study hall, before 8:00 a.m. and after lights out.

PROPERTY DAMAGE

If you are responsible for any damage to the dorm, please contact the Dean immediately. The dorm is your home.

ABSENT WITHOUT PERMISSION

Students who leave the campus without making satisfactory prior arrangements with their Dean will be considered absent without permission and will result in serious consequences.

INAPPROPRIATE LANGUAGE & MUSIC

FIRST OFFENSE: fill out an incident report documenting exact words used, filed in personal folder. (Parents will be contacted).

SECOND OFFENSE: Hand write a one page report stating what you said or were listening to and researching the negative effects it has on others, yourself and society. Then you will read your report to your parent.

THIRD OFFENSE: Parents will be notified, possibly need to come to campus for a meeting to discuss your habit.

ALARM SYSTEM

For your safety, the security system will be activated every night. You must remain on your hall until 7:00 a.m. unless arrangements have been made with the Deans.

CARS ON CAMPUS

We recognize it would be helpful to parents to allow their child to use a personal vehicle to travel from home to school and back, but this is considered a privilege. It is recommended that B.M.A. allow any student, with parental request, to use their car to travel to and from home on homeleaves and weekends under the following conditions:

- Only the driver with written and oral parental permission may leave campus.
- Noncompliance will result in loss of car privilege.