

WEIGHT ROOM

- Residents may check out a key to the weight room, provided they sign in with a work out buddy.
- No resident should be in the weight room alone.
- Weight room is never to be left unlocked.
- All posted signage in the weight room must be followed.
- Any violations of the weight room policy may result in long term closure of the weight to all residents.
- Please return all equipment to the appropriate place before leaving the weight room.

Union Springs Academy



Capman Hall Dormitory Manual 2019/2020

TABLE OF CONTENTS

Welcome	2
Mission & Vision Statement	3
Objectives	3
Arrival, Closings & Vacations	4
Schedule	5
Attendance	6
Behavior	7
Boys' Club	8
Communication	8
Discipline	9
Dorm Store	10
Housekeeping	10
Leaves	15
Media	17
Money Matters	19
Personal Property	19
Right of Access	19
Room Occupancy	20
Roommate Bill of Rights	20
Roommate Conflict	21
Safety Matters	22
Study Hall	25
Transportation	26
Violations	27
Visitors	29
Weekday Schedule	30
Weekend Schedule	30
Weight Room	31

Overnight Guests

Boarding residents may have overnight male guests on weekends at the discretion of the Dean on Duty. The host resident must obtain permission early in the evening. A parent of the guest must give his or her written permission before the guest arrives at the dorm. Guests are expected to abide by all school and dorm rules and standards while on campus or under the jurisdiction of the dorm. The guest must sign in and out whenever they leave the building and is expected to pay for any meals consumed at the cafeteria during his/her stay.

WEEKDAY SCHEDULE

Activity	Day	Time
Dormitory Unlocked	Monday – Friday	7 AM
Evening Worship	Sunday – Thursday	7:40 PM
Strict Study Hall	Sunday – Thursday	8 PM – 9 PM
Relaxed Study Hall	Sunday – Thursday	9 PM – 10 PM
Lights Out	Sunday – Thursday	10:15 PM

WEEKEND SCHEDULE

Activity	Day	Time
Vespers	Friday	7:30 PM (or Sunset)
Sabbath School	Saturday	10:00 AM
Worship Service	Saturday	11:00 AM
Vespers	Saturday	7:30 PM (or Sunset)
Lights Out	Friday – Saturday	11:00 PM

VISITORS

Visitors are asked to sign in at the front desk upon arrival. Visitors are welcome in the dorm except during the following times:

- Weekdays: During study hall (unless they are visiting for academic reasons) and after lights out.
- Friday evening: No visitors after 11:00 PM or Dean's discretion.
- Saturday: No visitors before noon or after 11:00 PM or Dean's Discretion.
- Sunday: No visitors before brunch, during study hall (unless they are visiting for academic reasons) or after lights out.

No ladies are allowed in Capman Hall, including the front porch. Exceptions will only be allowed during school functions pre-approved by the Deans Council. Other exceptions may include Hosts, Parents, Faculty, or Staff as necessary. Any female with permission to access the residence halls will be announced in advance.

Appropriate behavior is expected. Visitation in the dorm is a privilege and should be regarded as such. Visitors may be asked to leave if they disregard dormitory rules.

WELCOME

Union Springs Academy (USA) welcomes you to be a part of our very unique family.

The Deans and supportive staff members are committed to providing you a home away from home while you work towards achieving your spiritual and academic goals.

This handbook will provide you with a guide for how our dormitory runs. More importantly, we pray that you will have a positive experience in Capman Hall contribute to the enjoyment of all residents therein.

This year will be full of exciting new experiences and many opportunities to bond with each other and our ultimate mentor, Jesus.

Welcome!

Nick Metcalf, Head Dean of Boys

Samuel Vidal, Assistant Dean of Boys

MISSION & VISION STATEMENT

We will endeavor to provide residents with a Christ-like, safe, healthy and supportive family-like environment. We will work towards achieving the best possible spiritual and educational goals.

OBJECTIVES

1. To be other-centered, following the example of Jesus.
2. To encourage a feeling of residing in a home away from home.
3. Be able to produce responsible and well-disciplined dormitory occupants.
4. Provide quality education through monitoring strict study halls, attendance and status of residents in the school.
5. Provide approachable dormitory Deans and resident assistants for the resident's questions, suggestions and counseling.
6. Provide 24 hour security management for the safety of the residents within the dormitory.

the residence hall or within immediate surroundings outside any residence hall.	
Possession of banned objects including prohibited appliances, candles, incense, electrical extensions, explosives, fireworks, weapons, etc.	\$50 per item
Covering evacuation diagram or excessive wall coverings (more than 20% of wall space)	Verbal warning 1st offense. \$25 for each subsequent offense
Prohibited Items – 1 st Offense	\$20 for return of item(s) at next homeleave
Prohibited Items – 2 nd Offense	\$20 for return of item(s) at end of current school year
Leaves/Signing Out Violation - 1 st Offense	Dorm Bound 1 (one) day
Leaves/Signing Out Violation - 2 nd Offense	See Above, + No Cell Phone
Leaves/Signing Out Violation - 3 rd Offense	See Above, + 500 word essay on safety and signing out

- Residents must park their vehicles in the designated parking area as per the Head Dean. Vehicles may not be parked elsewhere nearby.
- Residents are only permitted to use vehicle for approved weekend leave or homeleaves.
- Residents with cars are not permitted to bring passengers on any ride.
- Any resident who violates any policy regarding vehicle use may lose the privilege to keep a car on campus.

VIOLATIONS

Below is a list of some pre-determined violations and their automatic penalty. (This list does not include damage costs, which will be additional.)

VIOLATION	PENALTY
Moving Furniture	Minimum of \$300
Lost Room Key	\$50
Window Screen Removal/Damage	\$50
Setting off a false alarm	Minimum of \$100
Discharging fireworks, explosives, weapons or other devices that could inflict harm, damage physical property and/or result in disturbance	\$250
Tampering with fire safety and sprinkler equipment (including but not limited to smoke detectors, fire extinguishers, fire doors, exit and safety related signage).	Up to \$500 plus damage costs
Having an open flame or use of open flame devices within	Minimum of \$100 plus damage costs

ARRIVAL, CLOSINGS & VACATIONS

The dorm will be closed for all school vacations. Residents are asked to complete the **Vacation/Overnight Request Form** and secure parental permission prior to departure for all travel plans on open weekends, home leaves and vacations. Residents should plan to return before Lights Out at 10:15 PM on the day the dormitory re-opens. It is necessary to know well in advance if the resident will not be able to return on time due to emergency or unavoidable circumstances.

Residents are not permitted in the buildings while the dorms are "closed." The dorms are only closed a few times during the year, and it is imperative that during those times the staff are permitted to rest.

Residents are not to extend vacations by leaving early or returning late. The Cafeteria will be closed on dorm re-opening days and residents should plan accordingly by making dinner plans or bringing extra money to order take out.

2018/2019 Schedule

EVENT	DORM CLOSES	DORM OPENS
Dormitory Opens		Sun, Aug 19, 2018 at 9 AM
September Home Leave	Wed, Sept 12, 2018 at 3 PM	Sun, Sept 16, 2018 at 4 PM
October Home Leave	Wed, Oct 17, 2018 at 3 PM	Sun, Oct 21, 2018 at 4 PM
Thanksgiving Break	Sun, Nov 18, 2018 at 3 PM	Sun, Nov 25, 2018 at 4 PM
Christmas Break	Wed, Dec 19, 2018 at 3 PM	Wed, Jan 2, 2019 at 4 PM
February Home Leave	Wed, Feb 6, 2019 at 3 PM	Sun, Feb 19, 2019 at 4 PM
March Home Leave	Wed, Mar 20, 2019 at 3 PM	Sun, Mar 24, 2019 at 4 PM
Spring Break	Sun, Apr 28, 2019 at 3 PM	Sun, May 5, 2019 at 4 PM
Graduation Week	Freshmen/Sophomores: After Final Exams	
End of Year	Sun, Jun 2, 2019 at 2 PM	

NOTE:

- **Subject to change.**
- **On Dorm opening & closing days there will be NO supervision for residents before/after the designated hour. It is the responsibility of the parent/guardian to make necessary arrangements for these times.**

During the study hall hours music is acceptable provided it cannot be heard in the halls and does not bother one's roommate.

The use of cell phones is not permitted during study hall. Parents may call the Dean on Duty in case of special need.

Using computers/tablets for anything other than academic purposes during study hall is prohibited.

Food delivery is not allowed after lights out or during strict study hall.

TRANSPORTATION

The use of hoverboards, skateboards, Segways, bicycles or any other wheeled vehicle is prohibited inside the dormitory.

Bicycles

- Must remain outside of dormitory at all times
- May keep locked on bike rack outside.

Use of Vehicles

- Any resident desiring to keep any type of motor vehicle at USA must first obtain permission.
- Residents must submit: **Vehicle Registration Form**, written parental consent, car insurance and driver's license.
- Residents must submit all vehicle keys to the Head Dean immediately upon arrival.

Body Piercings & Tattoos

There is to be no self-piercing, self-tattooing nor piercing/tattooing of another resident while living in the dormitory.

STUDY HALL

During study hall the dorm is to be quiet and distractions minimized so that residents can be focused and productive. Resident Assistants may enter resident's rooms for period check-ins or other reasons as authorized by Deans.

Study hall hours are determined by a resident's grade average. If a resident has a grade average of 80 or above, he has no strict study hall. If a resident has an average of 70-79, he has one hour of strict study hall. If a resident has an average below 70, he has two hours of strict study hall.

All new residents begin the year with two hours of strict study hall which will then be adjusted after interim reports are generated.

Study Hall Schedule:

Grade Average	8 PM - 9 PM	9 PM – 10 PM
3.0	Relaxed	Relaxed
2.0 < 3.0	Strict	Relaxed
<2.0	Strict	Strict
All New Residents	Strict	Relaxed

During Strict Study Hall, residents must remain quietly in their rooms unless studying with a group or tutor in the lobby with Deans permission.

ATTENDANCE

Sabbath

All residents are to attend Vespers, Sabbath School and Worship Service. Attendance will be taken. Appropriate attire is required (See Academy Dress Code).

- Vespers, 7:00PM
- Sabbath School, 10:00 AM
- Worship Service, 11:00 AM

If a conflict should arise that makes Sabbath school and/or worship service attendance impossible on Sabbath, arrangements must be made with the Head Dean well in advance.

Dorm Worship

Dorm worship is not to replace personal devotions. All residents are encouraged to carve out as much time as possible to devote in their pursuit of a strong relationship with Jesus.

- Required evening worship will be held Saturday through Thursday at 7:40 PM.
- Attendance will be taken at the beginning of each of the worship meeting times.
- Absences need to be cleared with the Dean on duty, in order to avoid discipline.

BEHAVIOR

We ask the residents to behave in a way that demonstrates a concern for others, as demonstrated by Jesus. It is in the spirit of working together that we encourage the dorm residents to contribute in a positive way to dorm life; to be honest, just, and faithful, and to follow all dorm courtesies and rules.

In the interest of charity to others and the natural well-being of the dorm resident, the following is not permitted:

- Vandalism, maliciousness, violence
- Hazing, Bullying or Sexual Harassment
- Trips to the roof of any USA facilities

Profanity

Profanity is offensive, disrespectful and will not be tolerated.

Smoking / Drug Use

Union Springs Academy is a DRUG FREE campus. Serious consequences will result if a resident is found smoking or using drugs of any kind in the dorm or anywhere else.

Gambling

Residents found gambling in the residence halls are subject to disciplinary action.

Note: Deans reserve the right to address any concerns not covered in this manual.

- Take cover in an interior corridor, away from windows.
- Evacuate large lounge areas and large rooms with unsupported spans.
- Cover their heads to protect against flying debris if a tornado hits.
- Remain quiet and listen for further instructions from staff.
- Residents should remain under cover until the "all clear" signal is issued.

Evacuation

If there is a need to evacuate the building, residents will be alerted through either the fire alarm system (for fires), or through the intercom system (for other emergencies requiring evacuation of the area).

Every time the fire alarm system and/or intercom system is activated, residents must immediately evacuate to the center of campus between the dorm and the church.

In the event of an emergency, the fire alarm and intercom system will be used to advise residents of appropriate measures to take.

***Window screens are to remain in place at all times except in case of emergency exit.**

Evacuation Route Map

A map listing evacuation routes is located on the inside of your room door. It is a violation to cover up the instruction and evacuation map with any item or to remove it.

Tampering with fire alarms, extinguishers, and/or smoke detectors is illegal and will result in fines.

Lights Out

When the lobby doors are secured for the night, the alarms will be set and activated for the entire dormitory. All residents must remain on their respective halls until 7:00 AM on school days (9:00 AM, Sabbath / 10:00 AM Sundays) unless arrangements have been made ahead of time with the Deans.

Sick List

Residents feeling too sick to attend classes/work must speak to the Dean on duty in person before their first appointment of the day. Residents becoming sick during the course of the day should notify their teacher or supervisor as well as informing the Dean on duty before going to their room.

Any residents needing to see a doctor will be able to make an appointment in at the closest walk-in clinic in Auburn, NY. Regular medical appointments are to be scheduled during breaks by parents/guardians.

Weather Emergencies/Tornados

"Tornado Watch" means conditions are right for a tornado to form. USA will continue to monitor the weather for further developments and residents should be prepared to take cover.

"Tornado Warning" means that a tornado has been spotted that poses a threat to the Academy. Residents should take immediate action to take cover.

Residence hall residents should do the following:

- Exit their rooms and close the doors.

BOYS' CLUB - AMACITIA

An integral part of dormitory life is participation in the Boys' Club, a group that promotes friendship amongst the boys of USA. Membership is open to all residents and community students. The primary focus of the club is to provide a healthy avenue for the students to develop a sense of community while organizing various social events for the dorm and the school.

Officers will be chosen in the first quarter of school in order to plan events throughout the year.

COMMUNICATIONS

Mail

Include full name, dorm, and school address to facilitate prompt delivery of all incoming mail.

Address for United States Postal Service:

Resident's Name

Capman Hall

P.O. Box 524

Union Springs, NY 13160

Outgoing mail is sent from the Administration Building. Postage stamps are available in the Business Office.

Dormitory Telephone

Telephones are a privilege that must not be abused. Use of the phone is not permitted during study hall hours and between 10:30 PM and 6:00 AM.

- USA 315.889.7314 or 315.889.7315
- Boys Dorm Cell

Email

Every USA resident is provided with a school email address. Email can be accessed from any computer on the school system and elsewhere via: <https://www.gmail.com>.

DISCIPLINE

All Dorm residents are required to sign a form recognizing that they have read this manual and understand that they must abide by all the rules.

Lack of adherence to dorm rules will result in disciplinary action. Reprimands are given out by the Dean on Duty and handled within the dormitory. Reprimands may result in loss of privileges, or referring behavior to the Administrative Committee.

SAFETY MATTERS

First Aid

Deans will have access to a first aid kit in case of accident or injury. All medical needs/concerns should be brought to the attention of the Dean on Duty immediately.

Residents must turn in all medications (prescription and over-the-counter) to the Deans.

Fire Safety

Hallways: Fire regulations require that all hallways and stairwells must be kept clear at all times. Please do not leave trash, books, shoes, clothing, or anything else in the hallways, stairwells or other common areas.

Flame: Candles and incense are not allowed in the residence halls. Candles are not even permitted in resident rooms as decoration. These items will be confiscated if found.

Lighting: Lamps or other lighting should not be covered with any materials as this poses a fire hazard.

Trash: Accumulations of trash and newspapers, especially in corridors and stairways, are fire hazards. Never dispose of hot items in the trash. Place your garbage in the large trash cans in the lobby or bathrooms.

Appliances: All appliances should be unplugged when not in use. No extension cords are permitted at any time.

Fire drills will be conducted each semester, unannounced.

ROOMMATE CONFLICT

Capman Hall is committed to making residence hall living an enjoyable and growth-filled experience.

When conflict between roommates occurs, Deans or Residence Assistants may intervene and help roommates come to an agreement.

When dealing with conflicts between roommates that become difficult to resolve, or when dealing with an aggressive roommate, it is the prerogative of the Head Dean to move one or both residents from the room.

An aggressive roommate is one whose acts or communication are intended to harass, intimidate or humiliate. One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party
- The person(s) being harassed refuse(s) to pursue appropriate action.
- One or both roommates are violating one's rights.
- One or both roommate(s) refuse(s) to complete a roommate agreement, or adhere to agreements contained within the roommate agreement.
- If a resident harasses another resident in the course of a roommate conflict, the resident is subject to disciplinary action

DORM STORE

As a fundraiser for the dormitory, various refreshments are made available for purchase through the Dorm Store. New York state law prohibits dormitory residents from selling food or beverages.

HOUSEKEEPING

Residents are responsible for keeping their rooms, hallways and bathrooms tidy. They are expected to treat school property with respect and care. Any vandalism or destruction of dorm property will result in financial accountability.

There will be room inspections a minimum of twice weekly. On Fridays students from opposite dorms may perform room checks in the presence of the Dean on Duty.

Each room includes:

- Bed with mattress
- Mirror
- Built-in Closet System
- Desk
- Chair
- Window Screen

Items that exist in each room are NEVER to be moved outside of said room. Failure to adhere to this policy will result in a minimum \$300 fine.

We ask that residents refrain from bringing couches, loveseats, extra chairs, entertainment cabinets, or coffee tables, as space in the rooms is limited.

Room/Key Deposits

- Key Deposit: \$25
- Room Deposit: \$100

Room Deposit will be returned upon completion of a walkthrough with a Dean upon moving out. A checklist will be consulted, and any new damages will be noted and charged to the responsible resident.

Guidelines

- **Window screens are to remain in place at all times except in case of emergency exit.**
- Residents may not change rooms unless first obtaining permission from the Head Dean.
- Furniture may not be disassembled unless specifically designed for this purpose.
- Residence hall rooms must be returned to their original condition upon check-out, including cleaning and furniture arrangement.
- Trash should be emptied daily into the dumpster behind the dormitory.
- Beds may not be altered or dismantled; residents wishing to bunk/ debunk their beds must submit their request to the Head Dean, who will make the necessary arrangements.

Common Areas

Please respect the common areas of the dormitory by cleaning up after yourself and disposing of any trash in trashcans. USA is not responsible for loss or theft of any items. Please do not leave your items left unattended.

- **Bathrooms**
- **Computers**

ROOM OCCUPANCY

Capman Hall rooms are designed for double occupancy. Rooms occupied by only one resident may be filled to capacity (double occupancy) at any time. Single occupancy rooms, when available, will have an associated fee for the academic school year.

ROOMMATE BILL OF RIGHTS

The following list of rights is what you and your roommate should consider when working out disputes or differences of opinion.

- The right to quietly worship, pray, and have daily devotions
- The right to read and study, free from undo interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that roommate(s) will respect one's personal belongings
- The right to a clean environment in which to live;
- The right to free access to one's room and facilities without pressure from a roommate
- The right to privacy
- The right to have guests with the expectation that guests are to respect the rights of the host's roommate and other residents of the floor or hall
- The right to calmly confront the situation if any rights are taken away.
- The right to be free of fear and intimidation (physical and/or emotional)
- The right to expect reasonable cooperation in the use of "room-shared" facilities
- The right to be free of peer pressure or ridicule regarding personal choices

MONEY MATTERS

Each resident may wish to have a certain amount of money available for incidental bills and charges such as school and athletic purchases, course materials, library fines, social activities, food and vacation travel. They must not rely on other residents or USA staff for loans.

Banking

Residents may open a resident bank account at the Business Office.

Residents are discouraged from keeping money and valuables unprotected in their rooms.

A lockbox or small safe is strongly recommended.

Capman Hall is not responsible for any lost or stolen items.

PERSONAL PROPERTY

USA Administration and Deans are not responsible for loss or theft of ANY personal items. Again, please do not keep money in rooms.

RIGHT OF ACCESS

USA Administration and Deans reserve the right to access any dormitory room for inspection for any reason at any time. This includes access to personal items for inspection.

- No food/drink allowed on computer desks
- **Kitchenette**
 - Residents will need to sign in and out of this room.
- **Laundry**
 - Washers and Dryers are provided in the Dormitories for use by residents.
 - Laundry facilities will be unavailable during Sabbath hours.

Decorations

Residents are allowed to tastefully decorate their rooms. Residents are to refrain from hanging any objects that depict drugs, alcohol, smoking, or anything sexually suggestive. Residents are welcome to tack up their decor on the walls/doors with “Sticky-Tack” or removable adhesive hooks. When personalizing the room, residents should take into account the following.

- Nothing should be adhered to the ceilings or windows.
- No tape should be used on the windows or furniture.
- Residents should not drill or nail holes in walls, ceilings, doors or furniture.
- Decals, posters, tacks, adhesive tape or other items should not be affixed to the ceiling.
- Residents may not paint rooms.
- No more than 20 percent of any wall may be covered with posters or other flammable materials, including curtains.
- Cloth or paper materials should not be used to cover lighting.
- Stickers should not be adhered to furniture, walls, doors or ceilings.
- Street signs, cones, barricades, etc. that have been illegally acquired are prohibited.

Items to Bring:

- Bible

- Back Pack
- Toiletries (toothbrush, toothpaste, hairbrush/comb, razor, shampoo, conditioner, soap, deodorant, bug spray, sun screen, shower caddy)
- Shower Shoes (flip-flops)
- Towels & washcloths/loofah
- Blankets/Comforter
- School Supplies (See Official List provided by Administration)
- Casual clothing
- Cold weather clothing (winter coat, boots, hat, scarf, gloves)
- Dress clothes (slacks, dress shirt, dress shoes and tie)
- Gym clothes (sneakers and any other sports equipment)
- Hangers
- Laundry bag/hamper
- Laundry detergent
- Quarters (for laundry)
- Water bottle
- Sleeping Bag
- Pillows and pillowcases
- Sheets (twin size)
- Tissues
- Trashcan
- Uniforms
- Umbrella
- Fan
- Clock radio
- Flashlight & batteries
- Bathing suit

Recommended Items (not required):

- Lockbox
- Cell Phone (International calling plan if necessary)
- Bike, helmet and lock
- Camera
- Computer

Video Games/Consoles

All video games/consoles will be held by the Deans during the academic school week. All video games must be rated “T for Teen”. Video games and consoles may be checked out after noon on Fridays and must be returned to the Dean on duty before study hall the following Sunday.

Music/Movies/Apps

Content must be in keeping with Christian standards. No “Parental Advisory” or “Explicit Content” music/movies/apps will be allowed. Deans will determine if content is appropriate and may confiscate inappropriate content at their discretion.

MEDIA

A **Media Policy Agreement** form must be signed by each resident who wishes to use any form of media listed below. Personal technology is a privilege and as such may be restricted as necessary in case of violation of the Media Policy Agreement.

Cell Phones

Residents may bring personal cell phones. All cell phones must be registered with the Head Dean. Cell Phones will be kept by the Dean on Duty in a secure location when usage is not allowed. Cell Phones may be checked out as desired during allowed times of usage.

Sample Schedule (subject to change):

Monday – Friday	4:30PM	Check Out
Sunday – Thursday	7:30 PM	Turn In
Sunday – Thursday	10:00 PM	Check Out
Sunday – Friday	10:15 PM	Turn In

Media Devices – Computers, Tablet, Etc.

All electronic devices are subject to search for contraband content. Residents will be required to unlock any hidden or password protected files at the Dean's request.

TV's are not allowed in student rooms. *TV's are provided in the dormitory lounge area.*

- Culinary accoutrement (cup, bowl, plate, fork, spoon, butter knife)
- Flash-drive
- Snacks
- Mini fridge (\$30 fee)
- Microwave (\$30 fee)
- Stereo
- Headphones
- Camping gear
- Hair dryer

Items Prohibited (Do NOT bring these items, Violation Procedures Apply)

- Media containing explicit lyrics or content
- Hot plate
- Coffee maker
- Electric grill
- Rice cooker
- Cook top
- Space heater
- Popcorn popper
- Halogen lamps
- Pets
- Candles, matches, lighters, Incense, fireworks
- Pepper Spray/Tasers
- Alcohol or alcohol containers
- Tobacco, Vaping Products and Devices
- Drugs or drug paraphernalia
- Weapons of any kind (including but not limited to: firearms, ammunition, knives, etc.)
- Power tools
- Iron - Irons are provided in laundry room
- Electric blankets
- Prohibited Food/Drink

LEAVES & SIGNING OUT

Campus is defined as the areas used for classes, recreation, and sleeping. (Staff homes, campmeeting cabins, and retirement homes behind the girls' dorm are NOT considered part of campus)

Any/all adults (21 and older) who have permission to take a resident off campus must be approved by parents at the start of the school year by filling out the **Approved Host(s)** form. This permission will be kept on file in the dorm and it will be at the Dean's discretion whether or not to approve overnight requests. Amendments to the Approved Host(s) form may be made in person, by fax or email only - telephone calls are not sufficient.

**Faculty are pre-approved Hosts - a Dean's signature is still required however.*

Closed Weekends

Special programs benefitting the students take place throughout the year at various times. Students will not be allowed to leave campus on a closed weekend unless with their parents. We request that parents not take students home until after the event requiring a closed weekend takes place.

Homeleaves

All residents are required to fill out a leave slip the night before homeleave begins. Residents and their Guardian/**Approved Host** must sign-out before leaving campus. If a resident is leaving by pre-arranged USA sponsored travel the resident must still sign themselves out. Residents are not to leave early missing academic or work commitments unless pre-approved by the administration.

Off Campus: Day Leaves & Overnight Trips

A resident wishing to spend the night or weekend with relatives or friends must have their plans approved 2 (two) days in advance and the **Vacation/Overnight Permission Form** submitted to the Head Dean. Before a resident can leave the care of USA they must receive the permission of their parents, the Head Dean and the host adult(s) must issue an invitation via the Head Dean.

Residents and **Approved Host** must "Sign Out" on the desk clipboard in the dorm lobby and obtain a Dean's signature (approval) before leaving campus with approved host(s).

There will be no co-ed overnight permission given. There will be no overnight permission given on school nights. All Academy academic and employment obligations must be fulfilled before resident leaves for a weekend trip.

On Campus: Signing Out

After school/work hours all residents must sign-out and sign-in for recreation and any other activities on campus.

On weekends, after church/lunch, residents must also sign-out and sign-in for any activities.

Town Days

Residents of Capman Hall may sign out to town for 1 (one) hour on Tuesdays, Fridays (not within 1 hour of sundown), and Sundays (9AM-1PM). Must sign-out as group of 2 (two) or more and keep yellow leave slip on hand at all times.

*****Violating any of the above policies may result in penalties: See Violations.**