

CAPMAN HALL HANDBOOK



Come SOAR with us!

www.unionspringsacademy.org

WELCOME TO YOU

Living in a Dormitory can be a fun and memorable experience. Please take advantage of the opportunity to make special memories and develop lifelong friendships. Know that you are in our prayers daily.

The purpose of this handbook is to inform you of the expectations and rules of the dorm. You will be able to read through the different areas of dormitory life which will pertain to you. We look forward to our time with you this year and are so glad you have chosen to be part of our dorm.

**Head Dean:
Dean Jonathan W. Ogburn*

**Assistant Deans:
Dean Ricky Reynolds
Dean Shandel Lawrence*

*See back page for contact information

MISSION & OBJECTIVES

Mission Statement:

We will endeavor to provide residents with a safe, healthy, and supportive family-like environment. We will work toward achieving the best possible spiritual and educational goals while holding our students to the highest standard of self-accountability possible.

Objectives:

- To be like Jesus in word and actions
- To be “other-centered”
- To encourage a feeling of being at home while at USA
- To help our students become responsible and cultivate self-discipline
- To support quality education by monitoring attendance and studies, offering assistance as needed
- To provide a family setting where residents are able to reach out to the deans with concerns, offering suggestions and receiving counsel as needed
- To provide a living space that is pleasant, fun, and enjoyable
- To provide 24-hour security for safety of residents

WHAT TO BRING

- Bedding – Twin size (Long); sheets, mattress cover, pillow, blanket, comforter (Foam topper optional)
- Towels
- Toiletries – toothbrush, toothpaste, floss, brush/comb, shampoo/conditioner, soap, deodorant, feminine products
- Clothing – see student handbook for dress code
- School supplies – bookbag and other supplies from official Administration list
- Room Décor – rug, curtains, desk lamp, pictures, damage free hanging “command strips”, tension rod if using curtains. Window size: 43W X 53H in.
- Alarm clock (you will not be able to use your phone overnight)
- Laundry Hamper
- Trash can and trash bags
- Room cleaning supplies (brooms available in janitors’ closet)
- Fan (some available for loan)
- Bible
- Sleeping bag (Some available for loan)
- Hangers
- Water bottle
- Personal dishes and utensils
- Optional: *refrigerator, *microwave, power strip, blow dryer, snacks, spending money

*must declare to deans upon registration, fees apply

WHAT NOT TO BRING

The following items are prohibited. If found they will be confiscated and penalties assigned as needed:

- Pets (small fish tank is allowed)
- Jewelry
- Anything with an open flame; fireworks, matches, lighters, incense, candles, etc.
- Weapons; knives, guns (including toy), pepper spray, etc.
- Electric heaters
- Food preparation appliances that heat food: Hot plates, coffee makers, electric grills, waffle makers, rice cookers
- Unclean meats (not allowed)
- Meat (not allowed to be cooked or stored in rooms or kitchen)
- Caffeinated drinks
- Irons (may be checked out from the dean)
- Electric blankets
- Extension cords
- Power tools, hammers, screw drivers, saw, etc.
- Alcohol, tobacco drugs or paraphernalia, vaping equipment
- Ouija boards, tarot cards, any occult related item
- Bicycles, scooters, skateboards, roller skates, etc. not allowed in the dorm

ROOM OCCUPANCY

A large part of the dormitory experience includes learning to live alongside others in a shared space. Rooms are designed for double occupancy. Rooms occupied by only one resident may be filled to double occupancy at any time. Private rooms are not guaranteed, but accommodations may be made if space is available and with reasonable cause.

Room and Key Deposits

Room deposit: \$100

Key deposit: \$25

Microwave fee: \$30

Refrigerator fee: \$30

Room deposit will be returned upon completion of a walk through with a dean upon moving out. A checklist will be consulted, and any applicable damages noted and charged to the responsible resident.

Room Guidelines

- Screens remain in place at all times, except in the event of emergency
- Residents must get dean's permission to change rooms
- Furniture must remain in room, even if item is not needed or desired
- Rooms must be returned to their original condition upon check out, including cleanliness and furniture arrangement
- Trash must be emptied into the dumpster behind the dorm, NOT disposed of in the bathrooms
- Beds may not be altered, dismantled or bunked without dean's permission
- Microwave and Refrigerator must be plugged directly in to wall, not into a power strip

ROOM DECOR'

When personalizing the room residents should take care to remain in harmony with the Christian atmosphere promoted at Union Springs Academy. Also take into account their roommate's tastes and preferences. The following guidelines may help. If in doubt, please ask the dean.

Allowed:

- Use damage free hanging (poster putty, command strips, etc.)
- Use tension rods only for curtains

Not Allowed:

- No nails, screws, thumb tacks
- No objects depicting drugs, alcohol, smoking, sexually suggestive, questionable celebrities
- Stickers, decals etc. that will not be easily removable
- Do not cover light fixture
- Do not cover more than 20 percent of any wall with posters, curtains, or other flammable material
- Do not cover window or adhere things to ceiling

ROOM RIGHTS

You and your roommate should consider the following when working out disputes or differences of opinion.

You have the right:

- To quietly worship, pray, and have daily devotions
- To read and study, free from undue interference, unreasonable noise, and other distractions
- To sleep without undue disturbance from noise or roommate activity
- To expect that roommate will respect one's personal belongings
- To a clean environment
- To free access to one's room without pressure from roommate
- To privacy
- To have guests, with the understanding that they are to respect the host's roommate and belongings
- To calmly confront a situation where rights are misused or abused
- To be free of fear and intimidation
- To expect reasonable cooperation in the use of shared room space
- To be free of peer pressure or ridicule regarding personal choices

ROOM CHECK

Room check for cleanliness will generally be conducted every school day. See sample below:

<p>Room Check Rm # _____ Score ____</p> <p>___ Blinds/Curtains open</p> <p>___ Bed made or neatly open</p> <p>___ Surfaces clean and tidy</p> <p>___ Drawers closed/nothing hanging</p> <p>___ Clothes put away</p> <p>___ Mirrors clean/ if applicable</p> <p>___ Floor clean</p> <p>___ Trash in bin/not overflowing</p>
--

At the end of each week, the room's worst score will be dropped. Deans may restrict or "room bound" a resident if their room is consistently messy, until it passes another inspection. If a score of 4 or lower occurs more than 3 times in a row, the resident may be asked to move all belongings out, clean the room to pre move in condition, and get dean's approval before moving back in.

Rooms that receive an excellent room check score for a week may be granted a "no room check" reward for the next week.

SHARED SPACES

Please respect the common areas of the dormitory by cleaning up after yourself and disposing of any trash in designated trash cans.

Please do not leave personal items unattended in common use spaces.

Food and drink are allowed as long as residents leave areas clean. Privilege may be revoked for misuse.

Do not move or remove furniture and décor without permission.

As music tastes and schedules vary, music should not be audible.

● Housekeeping

All dorm residents will be given a daily dorm cleaning chore. This must be completed before you may retrieve your phones for the afternoon. The dorm is your home, and all should assist and take pride in keeping it clean and beautiful.

● Kitchenette

The kitchenette is equipped with some basic food making supplies, including a microwave, toaster, toaster oven, hot pot, and shared refrigerator. Dishes and surfaces must be cleaned after use. Food in the Refrigerator must be labeled with resident's name.

● Laundry Room

Our laundry room is equipped with 4 washers and dryers, a utility sink, ironing boards, and an iron that can be borrowed with permission from the dean. The facility is not coin operated, but laundry usage fee is covered in the Registration Fee. Each student is assigned a laundry day. Do NOT do your laundry on a day not assigned to you. If you need to switch, speak directly to the resident with whom you would like to change.

SHARED SPACES

● Work Out Room

The workout room is equipped with a treadmill, free weights, punching bag, mirror, and other basic exercise items.

● Lobbies

Capman Hall has a lobby on the main floor. There is comfortable seating and space to study and visit. The lobby also has games, puzzles, and books for down time.

● Bathrooms

Each hall has a shared bathroom. Please help maintain tidiness by cleaning up after yourself. Bathroom trash cans are intended for paper towels, feminine products, and bathroom trash only. If there is a maintenance issue, or if anything is out of stock, please notify the dean or your RA.

● Donation Room

Generous donors have provided pillows, bedding, winter clothing, toiletries, school supplies, and other items to help provide for the needs of our international students and others. These are free and are distributed as long as supplies last.

DORM STORE

The dorm store is stocked with snacks, drinks, and other items useful to residents. It is run by the head dean, and all items belong to the dean. Profit from the sale of items goes to help pay for activities and events that benefit the dorm.

NOTE: New York State law prohibits dormitory residents from selling any food or drink items to other students in the dorm or anywhere else on campus.

- Business partnerships between students, or between students and staff are prohibited.
- No business can be run from dorm rooms. Charging fellow students for the use of microwave or other devices is also prohibited.

MONEY & PROPERTY



Money

Residents are not encouraged to keep large sums of money or valuables in their rooms. However, it is handy to have spending money for dorm store, trips to town, dress down day, and various social activities.



Banking

Residents may inquire about opening a resident bank account at the business office. If any valuables are kept in dorm room, a lockbox or small safe is recommended.



Personal Property

USA Administration and Deans are not responsible for loss or theft of any personal items. Please leave valuables at home. Your rooms should also be kept locked. Label your clothes, chargers, and other personal items. Pick up your laundry promptly from the Laundry room, or remain with it if desired.



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.

SAMPLE SCHEDULES

Monday - Thursday

Lights on: 6:15 a.m.
Breakfast
School Chapel 8:00 a.m.
Classes/lunch/work/supper
Recreation: 6:00 p.m.
Dorm Worship: 7:30 p.m.
Phone turn in: 8:30 p.m. (grades 9-11)
Study Hall: 8:30 - 10:00 p.m.
Quiet and Lights out: 10:30 p.m.

Friday - Sunday

Friday - Same morning schedule as above
Sabbath Prep: 2:00 p.m.
Supper: 5:00 p.m.
Vespers: 7:30 p.m.
Phone turn in: 10:30 p.m.
Lights out: 11:00 p.m.

Sabbath

Lights on: 8 a.m.
Breakfast: 9 a.m.
Sabbath School: 10 a.m.
Church: 11:00 a.m.
SOS Activity: 3:30 p.m.
Sundown Worship
Phone turn in: 11:30 p.m.
Lights out: 12 a.m.

Sunday

Lights on: 9:30 a.m.
Brunch: 10 a.m.
Recreation
Supper: 4:30 p.m.
Girls Club: 6-8 p.m.
Study Hall and evening same as M-Th

Schedules subject to change.

Attendance will be taken by RAs for dorm worship, study hall, Vespers, Sabbath School and Church. Missed attendance will be addressed by the deans and may result in disciplinary action and loss of privileges.

SIGN-OUT PROCEDURES

All adults (21 and older) who have permission to take a resident off campus must be approved by parents by filling out the Approved Driver's form at Registration. Additions can be made during the year in writing, through text or email (from a verified number or address) to the Head Dean. Staff are pre-approved drivers.

Sign Out

Students must sign out, including dean's signature when leaving their dorm area, unless a regularly scheduled, supervised school activity is underway. Students must sign back in upon returning.

Overnight Visits









- Must be approved by dean 2 days in advance
- Must include a written invitation by the host family
- Must include written permission from the parent
- All academic, employment, and music responsibilities must be met before leaving
- No co-ed overnight permission will be given
- No overnight permission granted on school nights
- Pick-up and Drop-off times must be within reasonable hours

Home Leaves

- All residents are required to sign out before leaving on home leave
- The parent or pre-approved driver must also sign the form provided by the dean
- Students are not to leave early unless pre-approved by the administration
- Must pass room check before leaving
- Students taking school transportation must still sign out, though driver signature is not required
- Meals may not be provided by the school on Sunday after breaks
- Return times should occur between 3 p.m. and 10 p.m. unless acceptable arrangements are made in advance with the dean

DORM PRIVILEGES

The following privileges may be revoked at any time by the dean.

-  Playing basketball on the side of Capman Hall: during daylight hours only, after the night alarms have been turned off
-  Kitchenette use (not during study hall)
-  Wi Fi: USA student wifi is available with password
-  Cell phone use: see Media and Devices for more details. This privilege can be restricted for various reasons, such as poor attendance, poor grades, behavioral issues, and others.
-  Walking to Union Springs: This is an upper classmen privilege, in groups of 2 or more, and is permitted with permission from the dean at certain scheduled times (Guys and Girls times are separate) on Friday and Sunday.
-  Ordering Food: Door Dash and food delivery are very expensive (30 min. one way) and not recommended. Food must not be ordered during Sabbath hours from Friday sunset till Saturday sunset. Delivery people are not allowed into the dorm.
-  Town Trips
-  Weekend sleep overs in other rooms (3 to a room)

BEHAVIOR & CONDUCT

Residents are asked to behave in a way that demonstrates concern for others, as shown by the life of Jesus. It is in the spirit of working together that we encourage the dorm residents to contribute in a positive way to dorm life. In the interest of charity to others and the natural well-being of the dorm residents, the following are not permitted:

- Profanity
- Vandalism
- Violence
- Bullying, hazing, initiations, or sexual harassment
- Videos of self or others not following dorm standards
- Occult or spiritualistic activities

Profanity

Profanity can be offensive and disrespectful and will not be accepted around the dorm. This includes the careless use of God's name.

Smoking/Drug use

Union Springs Academy is a DRUG FREE campus. Serious consequences will result if a resident is found distributing, smoking, or using drugs of any kind in the dorm or anywhere else on campus, including pictures/videos shared on social media or other platforms.

Undeclared Electronics

Turning in a fake phone, a dummy phone, a phone that isn't the only one you use or possession of an undeclared electronic device will result in a loss of phone privileges for 3 weeks. A second offense may result in appearance before the discipline committee to determine consequences, including loss of phone privileges for 6 weeks.

MEDIA & DEVICES

● Cell Phones

Residents may bring one cell phone, which must be registered with the dean. Cell phones will be kept by the dean on duty in a secure location when usage is not allowed.

Students are allowed to keep their phones during the times listed below:

Sample Schedule-Subject to change

Sun. 9:00 a.m. – 8:30 p.m.

M-Th 4:00 – 8:30 p.m.

Fri.: 2:00 – 10:30 p.m.

Sabbath: After Lunch. – 11:30 p.m.

(12th grade may have extended privileges)

Cell Phone usage violations incur an automatic 5-day loss of phone privilege. This includes using your phone at the wrong time, in the wrong place, or in the wrong way (i.e. using phones in the ad building during school hours, or using it incorrectly during church or worship services).

Possession of a 2nd phone, turning in a fake or non working phone, or possession of an undeclared electronic device will result in loss of phone privileges for 3 weeks and possibly disciplinary action.

MEDIA & DEVICES

● Computers, Tablets, etc.

Personal electronic devices such as laptops, tablets, ipads, TV's or other devices with video and internet capabilities are not allowed. All devices are subject to search for contraband content. Residents will be required to unlock any password protected files at the dean's request.

● Music/Movies/Apps

Content must be in keeping with Christian standards. No "Parental Advisory" or "Explicit Content" will be allowed. Movies must be PG-13 or better. Dean will determine if content is appropriate and may confiscate any devices with inappropriate content at their discretion.

● VPN (Virtual Private Networks)

The use of VPNs connecting to school wifi is a violation of our technology policy. Using proxy sites and/or helping another student to bypass the security and filtering on school wifi may result in a loss of electronic privileges. Downloading/streaming of pirated media is federally illegal and a violation of our technology use policy. Any website or file sharing program that lets you watch movies for free or listen to music for free without ads is most likely using pirated content which has been stolen from the copyright owners, and is therefore not allowed.

● Staff Wifi Password and network

Obtaining or using the Staff Wifi Password to access the internet is prohibited and may result loss of electronics and/or disciplinary action.

DORM SAFETY

- A fire alarm will sound in the event of a fire or drill. All other emergencies will be announced through the intercom system.
- If required to leave the building due to an emergency, do so quickly. Do not go back to retrieve anything. Yell to other students that may have missed the emergency announcement.
- A fire escape plan is posted in each room. This document must remain in place and uncovered, or risk a \$25 fine.
- Tornado warning: take shelter in the basement hallway.
- Active Shooter: Stay in room with door locked, blinds closed, low to ground away from windows. Listen for PA directions and/or announcement of all clear. If asked to leave the dorm, run to the rally point for fire drills.
- Window screens are to remain in place at all times except in the event of an emergency when all other exits are blocked.
- Stranger in the dorm: Notify the dean on duty. No one except residents and deans is allowed to enter the dorm without permission. Do NOT open the door to anyone who does not have permission to enter our residence. Approved visitors will be allowed and announced by the dean.

Fire Safety

- Hallways and stairwells must be kept clear
- No flames allowed
- Lighting should not be covered with any materials
- Microwave and refrigerator must be plugged directly into a wall outlet
- No extension cords
- Power strips are allowed, one per outlet
- Appliances should be unplugged when not in use

Fire Drills

Fire Drills will be conducted on a schedule determined by the administration. When the alarm sounds, all students must exit the building through the closest door. Please follow the fire escape maps in each room. Practices will be held to train students in the procedures and meeting places. Anyone not out within 3 minutes is considered a casualty.

MEDICAL SAFETY

First Aid

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

Medications

All medications, prescription and over the counter, must be turned in to the dean upon entry to the dorm. If medication is found in dorm rooms it is considered contraband and a fine may be collected. Medication will be dispensed by the dean on duty as needed/directed according to doctors' instructions. Any exceptions must be requested in writing to the dean and have parental and doctors' permission for self-carry and administration.

Sick List

In the event a resident is ill, they must be evaluated by the dean before being excused from classes and put on sick list.

- Sick list excuses the student from all appointments for the full day. (A half day sick list may be granted for menstrual cramps)
- Students must remain in their rooms (except for using the bathroom).
- May not have visitors in their room
- Will turn in their phone and chrome book till afternoon
- Meals will be delivered by the RA

BOYS' CLUB

An integral part of dormitory life is participation in Boys' Club. Membership is open to all residents and village boys. 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 school.

Activities often include something fun to do on Sundays after supper, such as a craft, movie, town trip, games, etc.

Traditionally, Girls and Boys Club alternate years to plan a special event between the dorms, and an open house, often at Christmas.

Officers

Officers will be chosen in the first quarter of school, as follows:

- President
- Vice President
- Secretary and/or Treasurer
- Pastor
- Senator

MY COMMITMENT

to Capman Hall:

I agree:

- To abide by the information and rules in this handbook
- To do my best to be a good friend to all residents
- To follow instructions given to me by the Deans and RAs
- To treat all residents with respect, kindness and courtesy

Student Signature: _____

Date: _____

Disclaimer:

Deans reserve the right to address any concerns not covered in this handbook, and to add to it at any time during the school year. This is not an exhaustive list of rules, but rather a tool designed to help students thrive in the dorm. Because every possible situation cannot be predicted, expectations, solutions and/or discipline are not limited to what is written here.

OUR TEAM

OUR CONTACT

Academy Phone

315-889-7314

Head Dean's Cell

615-870-9920

Head Dean's Email

jogburn@unionspringsacademy.org

Mailing Address for letters:

PO Box 524

Union Springs, NY 13160

Mailing Address for packages:

40 Spring St.

Union Springs, NY 13160