

Hong Kong Adventist College

Residence Hall Handbook

A Guide to Dormitory Living for Academy Students

Your new Address

Your name
Hong Kong Adventist
1111 Clear Water Bay Road
Sai Kung, NT
Hong Kong SAR
China



Handbook Contents

Important Telephone Numbers

Dean of Students: Ms. Bervinda Chan 3727 0119 (Office)
College office: 2719 1667
Academy office: 3727-0240
Taxi : 2729 1199

Men's Dean : Mr. Jeriel Chuah 3727 0192 (Office)
6296 6225 (Mobile)

Women's Dean : Ms. Katrina Ma 3727 0192 (Office)
6096 9952 (Mobile)

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Introduction and Welcome

The residence hall of Hong Kong Adventist College is an on campus dormitory for students in secondary and college levels. Dormitory deans are committed to making students' living environment safe, friendly, warm and caring. They endeavor to make students feel comfortable interacting with them. The dorm is an ideal option for students from variety backgrounds. Some students have parents living in China, other countries in Asia, South America, Egypt and Africa.

We welcome you to your new home at Hong Kong Adventist College and Academy. The residence hall is your place to learn and grow. We hope your time with us will be a memorable living and learning experience!

Schedules

■ After School/Recreational Activities

Athletics and recreation are necessary and desirable elements of the academic and dormitory experience at the Academy and in our dorms. We strongly encourage you to participate in sports including volleyball, badminton, football, baseball and basketball. Dorm students are provided resources for these activities.

There are additional activities available to you: birthday celebration parties; festivity celebrations, dormitory weekend outings; youth fellowship and church activities; athletic events; dormitory concerts and talent shows; and so on.

■ Study Hall

Study hall begins at 7:30pm and ends at 9:00pm on weeknights. You should bring your study materials to designated classroom. Unnecessary talking, playing electronic devices or stereos, or disturbances of other kinds are considered violations of study hall.

■ Quiet Hours

Quiet hours are enforced to promote a healthy environment for residents to study and get the proper amount of sleep. Quiet hours begin at 10pm and end at 7am the following morning.

The dorm enforces a lights out time to help secondary students manage their time and school work in a way which allows them to get plenty of rest in order to maintain their health, arrive to school on time in the morning and be alert during the school day. Lights out time is flexible with senior students. However, if they need to study after their roommates are in bed, they must use a desk lamp so as not to disturb them. Overhead lights must be turned off if their roommates are going to sleep.

■ Holiday Closures

The dormitory closes for major holidays, Christmas and New Year, Chinese New Year, and summer holiday. We close at 5pm and reopen at 5pm the day before school resumes. Please inform the deans if this is not possible due to special circumstances. If you are overseas students and you are planning to spend a school holiday at any location other than at home with your parents, the Head Dean will need to confirm your plans with your parents in advance.

■ Residents' Daily Routine

Every student must attend Study Hall, exercise program and evening worship services on time. Every student must be in classes when school is in session.

7:00	Get up, freshen up and make the bed.
7:30	Get the electronic devices back.
7:40	Breakfast
8:20	Go to school (Bring all necessary books and stationery to school)
12:10	Lunch
13:00	Go to class
16:30	After school, go back to the dorm and change to sports clothes and shoes.
16:45	Exercise program
17:45	Take a shower
18:15	Dinner
19:00	Evening worship
19:30	Study hall
21:00	Free time
21:30	Hand in the electronic devices and freshen up
22: 00	Turn off all the lights and go to bed

General Guidelines

Every student living in the dormitory at Hong Kong Adventist College is required to observe the following guidelines in order to reside in the facility. *Failure to comply with these guidelines will jeopardize your stay at the Residential Hall.*

■ General Services

1. Dean’s schedules are posted in each respective Dean’s office. Please respect the service hours.
2. *Laundry should be placed in the basket before 11:00 am in approved laundry bags and the labeled laundry can be picked up on the second day (3.5 lbs).
3. Personal mail can be collected in the Dean’s office.
4. If anything needs repair in the building, inform the Residence Dean.
5. If the Residence Deans are not available, you may contact the Dean of Students in office 114 for assistance.
6. In case of feeling sick, inform your Dean who will in turn inform the school nurse. The school nurse can assess the situation. If medical care is needed, parents will be contacted.

*** It is the responsibility of the students to bear all the risks when they send clothes for the school laundry service. If you require more attention to your laundry, we recommend taking your laundry to a more specialized laundry service.”**

■ Rooms

1. Rooms are assigned by the Residence Deans and must remain as assigned unless the Dean makes any changes.

2. All furniture in the room must remain in the room where it was originally located. Students should not bring additional furniture due to the limited space. Special cases can be addressed with the Residence Dean who will make the final decision regarding additional furniture.
3. Each student is responsible for bringing their own linens and mattress.
4. Rooms are inspected on a daily basis. Students are responsible for cleaning their rooms.
5. Students should not be in a room other than their own without proper invitation. All the roommates have to agree when a guest (dorm resident) is invited.
6. Cooking of any kind in the students' room is not allowed.
7. Students are responsible for keeping their valuables locked in a safe place.
8. No weapons, including knives, blades, razors or explosive materials or matches/lighters are allowed.
9. In case of damage to the physical building, students will be responsible for repair costs.
10. Respect other people's property and do not take anything that doesn't belong to you without asking.
11. To respect the privacy of all residents, only students who live in the dormitory are allowed upstairs. At no time is a guest to come to a resident's room. If in doubt, check with Residence Dean on duty.
12. Dorm residents need to put their electronic devices into the locker by 10pm every night. Those electronic devices can be retrieved at 7:30am the next day.

The college reserves the right for the Dean on duty or Dean's Assistant (RA) to enter and inspect a student's room to enforce the regulation on prohibited items and to look for probable stolen

items. The Residence Dean or the Dean of Students, the RA, and the student whose room is being search must be present.

■ Multipurpose Hall

1. This is the common area where you meet daily for dormitory worship, for study hall, and for socializing.
2. The dormitory often holds dormitory functions in there, such as birthday parties, Christmas and New Year celebrations.

■ Food and Pantry

1. No food is allowed in the dorm rooms.
2. You should not bring into the room food preparation appliances such as water boilers, rice cookers, microwaves, refrigerators, etc.
3. Food preparation and consumption is ONLY allowed in the pantries located on G/F of the dormitories.
4. No meat, chicken, seafood, or fish is permitted to be prepared or eaten in the residence halls and the pantry.
5. Students are responsible to clean the common areas after use.
6. Your name, room number and date of placing the food should be labeled on the food items placed in the fridge.
7. Neither HKAC nor HKUST will be responsible for any lost food. Residents should clear up the expired food regularly. If the expired food is found, it would be discarded without prior notice.

■ Leaving Campus

All dorm students must fill the sign-out form whenever they leave the campus and they return to the dorm. Information on the sign-out form includes your specific destination, time of departure, and expected time of return.

1. All students must have a form in their file (*Permission to Leave Campus*) signed by the parent or guardian for permission to leave the campus.
2. Students must obtain permission from the Residence Deans before they leave the campus.
3. All students must return on time for evening devotionals. Failure to do so may result in losing the privilege of leaving campus on weekdays.
4. If it is not possible to return to the dormitory at the time stated on the form, students should personally contact the duty dean.
5. **Typhoon 8/Black Rainstorm leave campus policy**
 - a. During any typhoon signal 8/black rainstorm warning, residents may not leave dorm/campus unless own parents or guardians come personally to pick up their child/children. Residents may not leave with other adults.
 - b. Parents must give permission to their child to leave with another adult in any emergency situation.

■ Night Activities

1. Students must attend Study Hall from 7:30pm to 9pm after vespers (7pm to 7:30pm).
2. Students of the opposite sex who want to visit with each other will have to do it in a visible location, preferably near the dormitory. Dark areas of campus present many dangers for all, for couples in particular; these areas are off limits.
3. Every student must respect curfew. On weekdays and Sundays, students must be in their room by 9:30pm; lights out is at 10:00pm. On Saturday, students must be in their room by 10:00pm; lights out is at 10:30pm.

4. Students are expected to be quiet during the hours of 10:00pm and 7:00am.

■ Dress Code

General Christian guidelines for clothing dictate that attire is to be modest, tidy, clean and appropriate to the occasion. Modesty entails no showing of under garments, midriff, lower back, or cleavage at any time.

A resident shall be properly attired at all times. Clothing should be correctly fitted, not too tight nor too loose, and must not bear inappropriate logos/symbols/wording/cartoons/graphic images. Shorts are for exercise but inappropriate for classrooms, library, cafeteria, and in any common areas of the dormitory.

Girls should be aware that dress is to be of modest length. Uncovered shoulders, low necklines, very sheer fabrics, tight fitting clothes are inappropriate. The use of jewelry and cosmetics is discouraged.

■ Public Display of Affection

As students in our Christian dormitory you must exhibit exemplary behavior with the opposite sex at all times. Expression of love is a very sacred and personal matter. Public display of affection such as holding hands, hugging and kissing on campus is considered inappropriate; sitting on laps nor lying against one another are unacceptable.

■ Mobile Devices

Mobile devices are welcome but there are restrictions. Students are encouraged to use their phone or their electronic devices mainly for communication and doing homework. In the rest of the

day, students will have limited access to the Internet or under teachers' supervision during lesson time.

Students will store their electronic devices in a locker in the Dean's Office before 10pm. They will need to prepare their own padlock and keys. The next morning they go to the Dean's Office to collect their electronic devices. Should students fail to do so and still use their devices from 10pm onwards, their electronic devices will be taken away from them and be given back to them on Friday when they go back home. Should they violate this rule the second time, their devices will be taken away from them again, yet this time the devices will stay in the Dean's Office until the end of the semester unless students' parents come to claim them.

■ Inclement Weather

Students must remain in the dormitory in cases of cancellation of classes due to inclement weather warning. The Residence Dean will give specific instructions that all students must follow.

Special Services

■ Airport Escort Service

The dormitory can provide escort service for those residents who are under 16 years old and no parent/guardian accompany with. But parents need to pay the transportation fee for the Deans. The procedure is as below:

1. The residents need to submit a formal request with parent/guardian's signature to the Dean one month in advance. This request should state the exact date, time and what kind of transportation expected.

2. The Deans will search the detail transport information and submit to the RDC meeting.
3. After getting an approval from RDC meeting, the Deans will inform the parent/guardian about the fare.
4. The parent/guardian/resident may pay the fare to the Deans who provide the Escort service before they go to the airport. And the Deans in charge need to write down a receipt to the parent/guardian/resident and keep a copy for him/her.
5. Unless the parent makes a special request, the Deans only escort the student to the airport, not accompany the student to check in.

■ Health Services

The school nurse is available every school day from 8:30 A.M. to 5:00 P.M. to take care of minor health problems. The Tseung Kwan O Hospital is located minutes away and students are referred there if medical consultation needed. There are also other private medical clinics near Tseung Kwan O MTR stations and in local shopping malls. Medical expenses are the responsibility of the students. If the student needs the Dean's escort, it is the student's responsibility to cover charges of taxi/train/bus.

Please ensure that your complete medical record has been submitted to the Head Dean's Office on admission. It is your responsibility to report any changes or updates.

■ Report of Illness

You should report any illness or need for medical assistance to the duty Dean, who will refer you to the school nurse. If you get sick during the night, contact your Dean. If you feel too sick to go to school in the morning, contact the duty Dean before 7:45 A.M. and he/she will report to the school nurse who will decide if you should

be excused from school. If you stay away from school, lunch and dinner will be brought back to the dorm for you.

If you are in school and feel ill, go to the Secretary Office. If the school nurse deems it necessary for you to return to the dorm due to illness, the duty Dean will be notified immediately. In general, the student can rest in his room for mild illness, if more than two days are required, the student will be sent home or to the hospital.

All students who have fever will be advised to go home to rest; parents/guardians will be notified to take them home. If the fever begins at home before returning from break, students should stay at home under the care of parents.

■ Provision of 7-day Residence

The provision of 7-day dormitory service is for students whose homes are too far from the campus. Students are required to follow these guidelines:

1. **Attending the weekend program:**

Friday: Exercise Program, Friday vespers,

Saturday: Sabbath School, Sabbath Worship, AY/
Pathfinders

Sunday: Exercise Program

2. **Major holiday arrangement:** Parents must arrange their children to go home for Christmas and New Year, Lunar New Year, and Easter holiday.

■ Weekend /Public Holiday Stay

Sometimes 5-day dormitory students wish to stay for the weekend to attend church service or during public holiday, here is the policy effective August 29, 2014:

(1) Students who wish to stay in the dormitory on Fridays to attend church on Sabbath, with the consent from the dormitory dean, do not have to pay for the room on Friday. Students are responsible for their own meals.

(2) Students who wish to stay in the dormitory during public holiday, with the consent from the dormitory dean, must pay HK\$190 per day for room and board.

Meals

The HKCA cafeteria serves well-balanced and healthful vegetarian meals. As only vegetarian meals are served, no meat is allowed in the cafeteria and in the dormitory premises. It is essential that dormitory students conduct themselves in a wholesome and mature manner in the cafeteria. Students are requested to come to the cafeteria within the scheduled time of service. Latecomers will not be served.

Food and drink not in harmony with the College philosophy are not allowed to be brought into the cafeteria and in the dormitory premises.

■ Cafeteria Service Hours

Breakfast: 7:30-8:30 (last order: 8:15)

Lunch: 12:00- 13:40 (last order: 13:30)

Dinner: 18:00-19:00 (last order 18:45)

Discipline guidelines

It is the sincere hope of the College administration and entire College community that students will not encounter disciplinary problems or action while attending Hong Kong Adventist College. Dorm discipline is viewed as personal discipline; control should generate from within the individual student. Yet, when students are unable to conduct themselves as to benefit fully from the school's program, it is necessary for the RDC to step in to assist them, or to request them to find an alternative school more suitable to their lifestyle.

■ Discipline Procedures

All dorm policies and regulations, whether printed here or in the Bulletin, or publicly announced during the academic year, apply to dorm students. Disciplinary action may take many forms. It includes:

- ◆ **Counseling:** Counseling is given to a student who commits a mistake or violates a regulation for the first time.
- ◆ **Warning:** A verbal or written warning or caution for further or minor offence.
- ◆ **Suspension:** Students may be suspended from residing in the dormitory or dismissed from the dormitory for continued or repeated misconduct, and parents/ guardians will be notified.

- ◆ **Dismissal:** Immediate expulsion from the Dormitory for an indefinite period, and parents/ guardians will be notified.

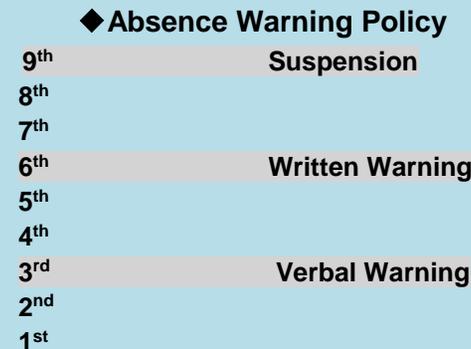
When dormitory regulations are violated, the Dean's Council will discuss the problem and set a solution. Disciplinary action does not necessarily proceed consecutively through each of these levels, but it is determined by individual situation.

Disciplinary actions regarding dismissal are taken by the Dean's Council. Any residence student reluctant to comply with the dormitory regulations will be asked to change his/ her status to a community student.

It is the College's policy that each situation be treated on an individual basis, in a Christian manner, and with the least possible personal embarrassment and disruption of classes.

■ Attendance

Right now, three tardinesses would constitute an absence, three absences a verbal warning, three verbal warnings a written warning, three written warnings a period of suspension. The following diagram should illustrate this point very well:



When the number of Absence goes to **the third time**, a Verbal Warning will be issued by the dormitory deans to the resident. The number of Absence will keep accumulating and a Written Warning will be issued when it goes to **the sixth time**. When the number of Absence goes up to **the ninth time**, a period of suspension will be executed.

■ Verbal Abuse and Physical Abuse

In the event that a student is found to have engaged in verbal or physical abuse within and about the dormitory premises or during an activity, he/she may be warned and/or placed on suspension accordingly as outlined in the **Grievance and Due-Process Procedures**.

Verbal Abuses: This refers to making or using derogatory comments, epithets, slurs or jokes, or making graphic verbal commentaries about an individual's body, or using sexually degrading words to describe an individual.

1st offence: Verbal Warning

2nd offence: Written Warning

3rd offence: Suspension from dormitory for one week

4th offence: Another Written Warning

5th offence: Suspension from dormitory for one month

Physical Abuses: This refers to touching, assault, impeding or blocking movement.

1st offence: Written Warning

2nd offence: Suspension from dormitory for one semester

■ Removal of Record of Minor Offences

Community service can be done to eliminate the Verbal and Written Warnings for minor offences. A period of six hours of community service would clean up one Verbal Warning. A period of twelve hours of Community Service would clean up one Written Warning.

◆ The Service hours can be:

1. Library - stacking up books in the library
2. Cafeteria - cleaning in the cafeteria
3. Dormitory -
 - a. Cleaning the dust screen in air-cons
 - b. Pantries: cleaning microwaves, tables and floors
 - c. Toilet: cleaning toilet seat, tank, floor, mirror, shower/ sprinkler
 - d. MPH: cleaning window, tables and sweeping floor
 - e. Deans: Memorize and recite one page from the English textbook or look up and spell 22 English vocabulary. If the student is unable to finish the assignment on time, extra 22 English vocabulary will be added.
4. Chaplaincy - report to the duty chaplain for specific assignment
5. Church - report to the duty church pastor for specific assignment

■ Grievance and Due-Process Procedures

It is the right of the school to prescribe and enforce its standard of conduct. This authority, however, is to be exercised in a manner consistent with students' rights. Here are the guidelines:

◆ Suspension from Dormitory

Only the Dean's Council may suspend a student from dormitory. Prior to suspension, the student will be given the intent to suspend that will include the reasons and duration of the suspension. The student will be given opportunity for an informal hearing to explain his/her actions.

Parents/Guardians will be notified of the suspension, the cause, and the duration within 24 hours of the decision. The student and/or parents/guardians may appeal the suspension action to the Dean's Council subsequently and, if desired, to the Administrators. Written accounts of all decisions will be mailed to parents/guardians and to the student's file.

◆ Expulsion from Dormitory

Only the Dean's Council may expel a student from dormitory. Before an expulsion, written notice of the intention to expel the student shall be provided to the student and parent/guardian. This notice will include the reason for the intended expulsion. The student and parent/guardian will be given the opportunity to meet with the Dean of Students to explain the student's action (s). The student and parent/guardian may request a hearing with the Dean's Council. This hearing will be held not less than three days or more than five days after the notice is given. Written accounts of all decisions will be mailed to parent/guardian and placed in the student's file.

Finances

Students who live in the dorm will pay a flat rate for their boarding, room, food and laundry fees. This fee is due and

payable at the beginning of each month during the school year; or at the beginning of each semester.

Dormitory students must agree to a contract of staying for at least ONE academic year. Any student breaks this contract will be forfeited of the dormitory deposit which otherwise is redeemable in full at the end of his/her stay.

Meals are included in the monthly residence fees thus unconsumed meals will not be refunded. Activity fee is non-refundable.

What to bring

Students planning to live in the Residence Halls should provide themselves with the following articles: (All items should be labeled.)

1. Mattress 32" x 72"
2. Blankets, pillow and pillowcases
3. Bed sheets
4. Towel and washcloth, Toothbrush, toothpaste, cup, comb
5. Clothes hangers
6. Slippers, shoes, sport shoes (not more than five pairs)
7. Sports uniform, school uniform
8. Umbrella or raincoat
9. Textbooks
10. Cups/hot water flask
11. Sewing pad
12. Basin
13. Alarm clock
14. Toiletries
15. An extension cord

16. A toiletry case or basket for carrying toiletries to the bathroom

For health and safety reasons, the following items are strictly prohibited to be brought into the dormitory. Once found the disciplinary action can be up to immediate expulsion from dormitory.

■ **You must not bring:**

- Televisions and radios
- Unhealthy reading materials
- Heaters, electronic blankets
- Appliances that produce open flames
- Hot plates
- Refrigerators
- Popcorn poppers
- Candles
- Matches
- Lighters
- Pets
- Valuables and jewelry
- Weird clothing
- Knives, air soft guns, or weapons of any type
- Gambling games and tools
- Cigarettes, wine, coffee, tea and coke
- Recreational drugs

Safety / Security

We reserve the right to act in any way to ensure the smooth running of our dormitories; to protect the health, safety, and well-

being of yourself and others; and to maintain an orderly and safe environment in our dormitories, on our campus.

■ **Guidelines on Fire Alarm**

Under normal situations, whenever the Fire Alarm is on, all the dorm students should evacuate the dormitory promptly.

When the fire alarm goes off, please keep calm and precede the following actions as in real fire outbreaks:

1. Follow the instruction and direction of RAs or the Deans to turn off all the electrical appliances, to close all the windows, and leave the room for fire escape;
2. Do not carry school bags or any heavy items;
3. Do not run, leap or rush;
4. The last student who leaves the room please close the door;
5. Walk quickly to the basketball court and assemble at the appointed place;
6. Report to Head Dean and wait for dismissal.

■ **Off-campus leave pass for HKAA dormitory residents**

Implemented in January, 2016 that:

- a. All HKAA residents leaving campus must obtain a pass from dean and submit to gate keeper for signature and time stamp when leaving and returning to campus
- b. All HKAA residents leaving for weekend leave must obtain signature and time stamp from dean when leaving and returning to campus
- c. Faces will be provided to gatekeepers for dormitory resident recognition
- d. The passes shall be kept in record for a duration of 1 year

■ Wise Dormitory Living

- Keep your valuables secured. The school is not responsible for possible losses.
- Stay away from secluded or off-limits areas.
- Our campus is a drug free zone: do not carry tobacco, alcohol, or drugs.
- Avoid walking in areas with tall vegetation as poisonous snakes or other animals can be hiding there.
- Always get permission from the Residential Deans and indicate your destination, purpose of the trip and expected time back.

What else

■ Residence Hall Keys and Address

Dormitory students are issued room keys and are expected to keep their rooms locked. The dormitory cannot accept responsibility for items or money stolen from rooms. Valuables can be given to the dean for safekeeping.

A fee of HK\$20 will be charged to residence students as a deposit for their room keys. This will be returned to them upon the return of the key.

■ Mails

Regular mail may be received at your Residence Hall. Your mailing address includes your (1) **Name**; your (2) **Room Number** followed by **Men's Dormitory** or **Ladies Dormitory**; (3) **Hong Kong Adventist Academy**; (4) **1111 Clearwater Bay Road**; (5) **Sai Kung, New Territories; Hong Kong**.

■ Residence Hall Checkout Process

Students who plan to move out of the Residence Hall must secure the signature from the residence dean in order to receive the authorization form, which is to be given to the Business Office. For overseas students, this should be done at least 3 days in advance of departure, and one day before departure for local students.

Rooms must be clean and checked by the RA or the Dean before the student leaves. The room keys must be returned to the Dean when students are about to leave. No students are to leave between Friday sunset and Saturday sunset.

Final Words

We pray that you will heed the call of God in your life; that you may ever follow in the footsteps of Jesus: "If anyone would come after me, let him deny himself and take up his cross and follow me." (Luke 9:23) ; that you will prepare diligently for entry into a university, graduate school, or the world of work; that you will deport yourself with dignity and grace; that you will develop spiritually as well as intellectually for lifetime of service to others in the building of God's Kingdom.

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