Dorm Handbook



Thunderbird Adventist Academy 2025-2026

Dorm Mission Statement

Thunderbird Adventist Academy Dorms are a safe Christ-centered home away from home that promote spiritual growth, academic excellence, social maturity, and healthful living.

~Inspired by: Luke 2:52

Contact the Deans

Head Boys Dean: Jake Prosser

Cell: (480) 992-8893

e-mail: jprosser@taaschool.org

Head Girls Dean: Grecia Campos

Cell: (480) 992-8892

e-mail: gcampos@taaschool.org

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Your Dorm Mailing Address

Your Mailing Address for U.S. Mail, Amazon, FedEx, UPS, etc.

Your Name Thunderbird Adventist Academy 7410 East Sutton Drive Scottsdale, AZ 85260

Meet the Girls' Deans



Head Dean: Grecia Campos

Greetings Dorm students! My name is Grecia Campos and I am excited to begin this school year with you.

I am from CA but moved to AZ three years ago. I have been teaching since 2011 and in those years, I was an Assistant Dean for two years.

My family and I are ready to serve in the dorms and on campus, making each of you feel at home.



Assistant Dean: Savannah Courtad

Savannah a 2020 Alumna of TAA, is stepping into the role of Girls' Assistant Dean. Savannah recently graduated from Walla Walla University in 2024 with a degree in Exercise Science. Currently working as a personal trainer, she brings a strong passion for health, fitness, and overall wellbeing. She looks forward to sharing her enthusiasm for healthy living with girls in the dorm, as well as introducing creative and meaningful ways to connect with God on a daily hasis.

Meet the Boys' Deans



Head Dean: Jake Prosser



Assistant Dean: Logan Seibold

Dean Jake steps into the role of Head Dean this year after serving as Assistant Dean for the past six years. He's excited to bring his own vision and energy to the dorm, with the goal of making it a place where the guys are proud to live and are consistently challenged to grow in Christ. He lives on campus with his wife, Jess, along with their miniature dachshunds, Wally and Winnie. In his free time, Dean Jake enjoys exercise, video games, and cheering for all things Kansas City—especially the Chiefs!

Born and raised near Kansas
City, Dean Logan attended
Walla Walla University where
he majored in industrial
design. He taught design for
three years at WWU and
continues to do industrial
design and graphic design
freelance on the side. Logan
enjoys working in Ekuk, Alaska
in the summer and he's
passionate about fitness, the
outdoors, folk music, and film
analysis.

Dorm Bill of Rights

Each resident has the right to live out our mission: to experience **spiritual growth, academic excellence, social maturity, and healthful living.** The following are basic rights and responsibilities that apply to all residents of our dorm:

- 1. **Each resident has the right to be safe.** This includes physical safety and a living environment free from theft, sexual harassment, verbal abuse, racism, intimidation, bullying, and hazing.
- 2. **Each resident has the right to a quiet, peaceful, and clean atmosphere**—an environment that supports sleep, study, and day-to-day living.
- 3. **Each resident has the right to be an individual**, so long as that individuality does not interfere with school policy or infringe on the rights and well-being of others.
- 4. Each resident has the right to resolve conflict according to the Biblical model outlined in Matthew 18:15–17:
 - First, speak directly and kindly to the person involved.
 - If the issue remains unresolved, bring a dean with you to discuss it again.
 - If necessary, the dean may help resolve the issue and/or bring it to the principal.
- 5. Each resident has the responsibility to be considerate of others. This includes:
 - Using headphones when listening to music
 - o Respecting personal privacy
 - o Ensuring guests follow dorm policies
 - Respecting others' belongings, time, and space
 - Allowing roommates full access to their shared room*

Move-In and Move-Out Procedures

Move-In

After you are registered and financially cleared, you may check into the dorm. Before moving in, you must submit the following completed forms to a dorm dean:

- Consent to treat form
- Copy of medical insurance
- Dorm Information Sheet

You will then be assigned a dorm room.

Upon arrival, you will receive a Check-In Sheet to document any prior damage. Once all required paperwork is completed, you'll be issued:

- A room key
- A front door card (used to enter the dormitory)

Please take care of these items—lost keys will incur a \$25 replacement fee, and lost door cards will cost \$10 to replace.

Move-Out

When it's time to check out at the end of the school year, please:

- Remove all personal belongings from your room
- Clean your room thoroughly
- Return your room key and door card (if applicable)
- Complete a walk-through inspection with a dean and fill out a Check-Out Sheet

If your room is not cleaned properly, a cleaning fee of \$50 or more will be charged to your school account, depending on the condition.

Damage beyond normal wear and tear will also be charged on a per-item basis.

Please:

- Do not use nails or sticky tape on walls
- Do not make any structural alterations to the room

If you have any questions about setup or room expectations, ask a dean before making changes.

Dorm Room Information

Below is a picture of the standard dorm room, including all provided furnishings, listed below. You are encouraged to rearrange your room and make it your own.

Your dorm room includes:

- Bed with twin-size mattress
- Sink and mirror
- Window blinds*
- Dresser, wardrobe, desk, and chair
- Light over sink and ceiling light
- Smoke detector and posted fire escape plan
- Carpeted flooring



^{*} If you would like to use curtains, please bring a 3" tension-style curtain rod (window width is approximately 34").

What to Bring from Home

- Bible
- **Linens** (mattress cover, bedding, pillow, blankets)
- Waste basket
- Laundry bag/basket and detergent
- Battery/plug-in alarm clock (phones are turned in at night)
- Lamp(s)
- Personal items
- Containers to keep food sealed tight
- Shower caddy and shower sandals (flip-flops)
- Mini refrigerator (optional)
- Curtains and spring rods (optional)
- **Sleeping bag for campouts** (we have some loaners)
- **Prescription drugs** (*must* check in with dean)

Optional Additions to Consider:

- **School supplies** (notebooks, pens, highlighters, etc.)
- Reusable water bottle
- Headphones/earbuds Especially important since shared music/sound isn't always allowed
- **Small fan** Dorm rooms can get warm depending on season and building layout
- Command hooks or poster putty For hanging decorations without damaging walls
- Umbrella or rain jacket
- Flashlight Always helpful for campouts or power outages
- Laptops, tablets, & video game consoles Must be registered with the deans. Use is limited to designated times/areas. Video game consoles may only be used in the rec room with appropriate games approved by the deans.

What to Leave at Home

- Alcohol, drugs, tobacco, or any like paraphernalia
- Weapons of any kind
- Nails, hammers, other tools
- Hot plates, microwaves, toaster ovens, coffee makers, rice cookers, or other electrical cooking appliances (NO COOKING in dorm rooms! Use the dorm kitchen)
- Candles, flammable incense, matches, lighters
- Violent or evil themes (games, movies, etc.)
- Sexual, lewd, or inappropriate pictures, posters, books
- **Unclean meat** (ie. pork, shrimp, lobster... see Leviticus 11)
- **Pets of any kind** (even small ones like fish or hamsters)
- Speakers or sound systems (Unless used respectfully and within policy)
- Excessive decorations or furniture (Space is limited; keep things simple and functional)

^{*}If you have questions about what is or is not appropriate to bring, please ask the dean.

Home Leaves

TAA has **monthly home leaves and/or school breaks** to give students a chance to recharge and spend time with family.

- **Dorms close at 2:00 p.m.** on the day home leave begins.
- Dorms re-open at 4:30 p.m. the evening before classes resume. Families must arrange accommodations outside of the dorm during these times—please plan accordingly.
 Dorms are closed for the full duration of home leaves and breaks. Be sure to consult the school calendar for specific dates.

Airport Shuttle Information

If your student is flying, **TAA offers a free shuttle to Phoenix Sky Harbor International Airport** at the following times:

- Departure Shuttle: ~12:30 p.m. on the day home leave begins (30 minutes after the last class)
- **Return Shuttle:** \sim 7:00 p.m. the evening before classes resume

This service is only available for Phoenix Sky Harbor International Airport.

For other transportation needs:

• **Uber**: \$35–\$130

• **Super Shuttle**: \$35–\$125 (*Prices vary by time and availability; check online for current rates*)

Other Transportation Options

- If **pre-arranged**, a dean may be available to provide transport **outside the listed shuttle times**. The cost is **\$25** for gas and time.
- Rides to Phoenix-Mesa Gateway Airport are not covered by the school's shuttle service. If a dean is available and willing, and it is pre-arranged, the cost is \$50.
 Note: Uber or shuttle service to Gateway Airport is typically much more expensive due to distance.

Closed Campus/Off Campus Procedures

Thunderbird Adventist Academy is a closed campus, meaning students are not free to come and go as they please.

- During *open* campus hours, students must <u>stay within Smith</u> Circle.
- During *closed* campus hours (5:15pm-8am), students must <u>remain inside the dorm</u>. If you'd like to hang out in center campus or take a walk around the loop, just ask a dean first! This isn't a prison—we just need to know where you are and that you're safe.

<u>Leaving Campus - Procedure</u>

Students may leave campus only with both parent and dean permission under the following conditions:

- ALWAYS ASK THE DEAN ON DUTY TO LEAVE FIRST AND FOREMOST
- Parent must call or text the dean on duty to give approval.
 - Unless host is on student's pre-approved list
- The host or the student themselves must sign out in the front lobby log *and* notify the dean directly (in person/text/call).
- Student must sign back in immediately upon return.
- Student must be with a driver age 21 or older who is either:
 - On the parent-approved list (from the Dorm Info Sheet), or
 - Approved directly by the parent via call or text to the dean.

Transportation Rules

- Driving their own vehicle is allowed with prior parent and dean approval. Students may not drive other students.
- Walking off campus is allowed with parent and dean permission, only in a group of three or more dorm students of the same gender. Students must:
 - Use crosswalks.
 - Return by the agreed-upon time.

Additional Notes

- Anyone picking up a student must show photo ID.
- Call the dean on duty if return is delayed for any reason.
- Always return before curfew (be back BEFORE 10:30pm. communicate with the dean if you will be late.. you may get locked out!)
- Uber/Lyft and other rideshare services are allowed only for home leaves and must be arranged by a parent.

Please plan ahead and communicate clearly. Last-minute requests may result in denial.

"Poor planning on your part should not create a crisis on the dean's part."

Note:

Failure to follow these procedures may result in loss of privileges and/or disciplinary action.

Facilities, Shared Spaces, and Usage

Our dorm provides several shared spaces for student use. Please treat each area with care and respect. Clean up after yourself and follow the expectations so everyone can enjoy these amenities.

You will be held financially responsible for damaging or destroying school property, including furniture, decoration, appliances, and other equipment.

Weight Room & Cardio Room

Our dorm features a weight room and cardio room for your benefit—take advantage of them to stay active and healthy!

These spaces open at 7:00am and close at 10:15pm. Please use them responsibly and follow all posted guidelines.

- Always re-rack weights after use.
- Use proper form and a spotter when needed.
- Respect the equipment; help keep it clean and in good condition.
- Abuse and/or mistreatment of facility equipment may result in a temporary ban per the dean's judgement (<u>exercise</u> <u>equipment is expensive.. treat it well!!</u>)

Rec Room

The rec room is a space to relax, hang out, and have fun! It features ping-pong, foosball, a board/card game corner, and TVs for approved movies and video games.

- The rec room is open 3:00pm-10:15pm during the school week.
- TV and media content must align with school values no M-rated video games or R-rated movies. All content must be pre-approved by a dean.

- Treat all equipment with care and be considerate of others take turns and include everyone who wants to participate.
- Video game systems and controllers are in a locked bin in the rec room. With dean permission, you may check them out for use in the rec room between 8:15–10:15 p.m.
- <u>Video games are a special privilege</u> inappropriate behavior or academic issues may result in losing this privilege.

Laundry Room

Laundry is free to use and operates on an assigned schedule.

- Transfer clothes promptly between machines.
- The last load must start by 8:15 p.m. to finish by 10:15 p.m.
- At 10:15 p.m., the laundry room is locked. *No exceptions.*
- Unattended laundry will be bagged and stored. A dean must retrieve it for you.
- Repeated violations may lead to disciplinary action/loss of certain privileges.

Kitchen

The kitchen is available for responsible dorm student use.

- Always clean up immediately after yourself—this includes dishes, counters, and appliances.
- Left-behind dishes will be confiscated and stored.
- Do not cook in your dorm room.
- Be sure to turn off the stove/oven when done; *do not walk away from a running stove.*
- Report any issues to the dean on duty.
- The kitchen opens at 7:00am and closes at 10:15pm
- Reminder: No unclean meat is allowed in the dorm (see Leviticus 11).

Front Lobby

As the entry point to our dorm, the lobby should always be left tidy and welcoming.

- Don't leave belongings lying around.
- Wipe your feet at the entrance to avoid tracking in dirt, leaves, etc.
- Be respectful of the shared space—it reflects on all of us!

Chapel

The chapel is located at the end of the north hallway, through the glass door. This is where evening worships are held, Sunday–Thursday, at 8:00p.m.

- This is an intentional place of quiet worship, reflection, and/or prayer; please refrain from goofing around or otherwise being loud & disrespectful within it. The rec room is the place for that!
- Week nights at 10:20 p.m., the dean may hold an optional closing prayer in the chapel to end the day with intention.
 You're always welcome to join the dean and RA on duty as we pray together.

Daily Schedule

The following is for Monday-Thursday. The dorm opens at 7:00 a.m. each weekday. You'll hear an all-call from the dean on duty to wake you up. If that's not enough to get you up, we recommend bringing an alarm clock—or asking the dean on duty to knock on your door. It is ultimately your responsibility to make it to class on time.

Morning Routine

- 7:00 a.m. Dorm opens; wake-up all-call
- 7:15-8 a.m. Breakfast in the Cafeteria
- **8:00 a.m. Classes begin.** The dorm is **closed** for the school day at this time.
 - Be sure to take everything you need with you in the morning.
 - If the dean is not available, you will **not** be able to re-enter until school is dismissed.
 - Seniors without a first-period class may remain in the dorm until their first class.

Afternoon/Evening Schedule

- **3:00 p.m.** Dorm reopens following 7th period
- 5:15 p.m. Closed Campus; return to dorm
- **6:30–7:15 p.m.** Dinner in the Cafeteria
 - After dinner, campus remains closed for the night.
 Students must be in the cafeteria, dorm, or supervised recreation area.
- **7:00–7:55 p.m.** Recreation (gym, pool, or center campus supervised by dean on duty)
- **8:00 p.m.** Dorm Worship (Sunday–Thursday, in the dorm chapel)
 - On home game nights, students must return to the dorm 10 minutes after the game ends. Worship will be held after the team debrief.

Study Hall & Lights Out

- **8:30–9:30 p.m.** Mandatory Study Hall
 - The dorm should remain relatively quiet during this time for those studying.
- **10:15 p.m.** 15 min warning for Lights Out
 - Activities should be winding down
 - Electronics turned in, grabbing finished laundry, making your way to your room
- **10:30 p.m.** Lights Out
 - Be in your room with the lights off and door unlocked for final R.A. checks.
 - **No electronics or phone use** allowed after this time.
 - Senior Privilege: Seniors in good standing (good grades, no disciplinary issues) are allowed to keep phones and electronics at night.

Your Dorm Ins-and-Outs

There are a few key things to know when it comes to living in the dorm. A helpful guideline? Don't break the "Three S Rule":

Stinking, Stealing, and Slacking

- Stinking Keep yourself and your room clean. Shower daily.
 Wash your clothes and bed sheets regularly. Store all food in sealed containers and toss out your trash. No one wants to live in a smelly space!
- **Stealing** Lock your door. Don't go into someone else's room unless you're invited. Never take anything that isn't yours—not food, not clothes, not anything. Don't "borrow" without permission.
- **Slacking** Everyone is responsible for their own mess. In addition to daily self-care, we assign dorm chores on Friday. If you don't pull your weight, someone else has to cover for you—and that's not cool.

Room Checks

The Dean on Duty will do daily room checks. These are simple: pass or fail. If you fail, you may be assigned a 10:00 p.m. chore. If you fail every day in a week, you could be assigned a "move out–move back in" deep clean on Friday. If you're unsure what a "passing" room looks like, ask a dean for clarification.

Friday Dorm Chores

Every Friday, we clean up the dorm's shared spaces to keep things fresh for the Sabbath/weekend. Students who pass the most room checks get first pick of chores.

Dorm Access

Girls are not allowed in the boys' dorm, and guys are not allowed in the girls' dorm—no exceptions unless a dean has granted special, supervised permission (and only in open/common areas). Family members of the opposite gender may enter the front lobby for pick-up or move-in/move-out help but must check in with a dean and stay with their student at all times if entering beyond the lobby.

Personal Electronic Devices

Cell phones, laptops & tablets, video game consoles, etc, are allowed. They are a privilege, not a right. All electronic devices must be registered with the dean upon moving in and will be turned in each night before lights out. Students failing any classes are limited to using their phones between the end of their last class and the start of study hall. Devices may be confiscated at any time and held by the dean. Within the use of these devices, Christian values must be upheld. No movies/games/music with excessive violence, sex, nudity, or foul and inappropriate language.

Uniform & Clothing

During school hours, all students must be in full uniform when outside of the dorm—**no exceptions**, unless you are working a designated maintenance job that may require work clothes. Outside of school hours or while in the dorm, you're expected to dress appropriately and modestly at all times. For full details, refer to the Student Handbook for dress code guidelines.

For Sabbath School and Church, students are expected to dress neatly and respectfully. At minimum, this means slacks and a polo shirt. Collared shirts, button-ups, or nicer attire are always encouraged. No jeans, hoodies, etc.

<u>Meals</u>

The weekly meal schedule is posted in the dorm lobby. Be sure to show up on time, as the cafeteria will stop serving food at the end of the posted time in order to clean up. Once they close, they're closed—if you miss a meal, you'll need to rely on your own personal food stash or use a food delivery service.

Also, be respectful of the space: always pick up your trash and clean up after yourself when you're done eating.

Monday-Friday (Weekends TBA)

Breakfast 7:30-8:00

Lunch 12:26-1:11 (Friday 11:55-12:30)

Dinner 6:00-6:30

Security

Each hallway is equipped with a security camera, and all exterior doors are alarmed after lights out. The alarms are controlled by the dean and will trigger in the dean's apartment if a door is opened between lights out and breakfast. Do not enter or exit the dorm during this time without prior dean permission.

Activities

Dorm students are required to attend all scheduled **dorm worships**, **Saturday night activities**, **vespers**, **Sabbath school**, **and church services**. Proper attire is expected for all events.

Vehicles

Seniors may have a vehicle on campus if they:

- Provide a copy of their valid driver's license and registration to the administration office
- Have both **parent and dean permission** to use it
- Follow sign-out procedures every time

Keys must be turned in and stored in the dean's office when not in use.

Other students are **not allowed** to be in or ride in a senior's vehicle at any time.

Juniors may have a vehicle for off-campus job purposes and home leaves only, with appropriate approval.

Walmart trip

Every Sunday, both dorms are offered a shuttle trip to Walmart, supervised by staff. Be on time and demonstrate respectful behavior in order to continue enjoying this privilege. The usual time is 12:00–1:30pm.

Dorm Visitors

All visitors and village students must:

- Be accompanied by a dorm resident or a dean
- Abide by dorm rules and participate in scheduled dorm activities during their visit
- Remember, the dorm is closed during school hours

Sleepovers

On weekends only, you can invite a friend to stay in your dorm room. The friend must be a TAA student and the same gender as you.

The cost is **\$20 per night**, or **\$50 if meals are included** (Dinner, Breakfast, and Lunch)

- Both dorm student and village student must have parents/guardians permission
- The dean should be notified at least 3 days in advance
- Requests made without adequate notice may be denied

Discipline

Living in the dorm comes with freedoms—but those freedoms exist within the boundaries of school and dorm expectations. When those boundaries are violated or not met, certain privileges may be restricted or removed.

Key Principles to Remember (See Dorm Bill of Rights on page 3):

- Everyone has the **right to feel safe**.
- Everyone has the **right to a quiet space** for sleeping and studying.
- Everyone has the **right to protect their personal property** from theft or damage.
- Everyone has the right to be respected as an individual, as long as their behavior aligns with school policy and doesn't infringe on the rights of others.

Disciplinary actions may include, but are not limited to:

- Communication with parents, the dean, and/or the principal
- Loss of Sunday Walmart trip privilege
- Confiscation of cell phones or other electronics
- Dorm restriction or off-campus restriction
- Assigned extra cleaning duties
- Being written up with the offense formally logged on Jupiter
- Suspension or expulsion for major offenses

Note: This handbook serves as a general guide. The dean reserves the right to make decisions or changes for the well-being of the dorm and its residents.

Church and Vespers Services

Attendance

Dorm students are required to attend all Friday evening vespers, Sabbath school, and church services when staying in the dorm.

- **Friday Evenings Vespers:** Usually held around 7:00 p.m. (check weekly postings around campus for exact time).
- Saturday Mornings Sabbath School & Church:
 - Sabbath school begins at 10:00 a.m.
 - Church begins at **11:00 a.m.**
 - Be on time, and leave your phone in your assigned dorm mailbox slot before heading to church. The dean on duty will check mailboxes to ensure phones have been properly turned in.

Attire

Students must wear church-appropriate attire on Sabbath mornings. This means **school uniform or nicer**—a clean, respectful outfit that reflects our desire to give God our best.

- No jeans, shorts, or t-shirts.
- Modest dress is required.
- If a dress or skirt is worn, it must follow the Special
 Occasion Dress Policy outlined in the School Handbook.
- Students are also expected to maintain good personal hygiene and grooming.

Participation & Expectations

Dorm students should engage respectfully and positively during spiritual services.

- Cell phones should not be used during ANY worship event; 8pm dorm worships, Friday vespers, or Sabbath school/church. If misused, they will be confiscated and returned at the deans' discretion.
- Get adequate rest Friday night so you can be awake, alert, and benefit from the worship experience.

Sabbath Afternoon Activities

These activities are usually optional, but occasionally will be required for all dorm students. Participation helps build community and offers more ways to enjoy the Sabbath together.

Emergency Fire and Safety Procedures

Fire Procedures

Each dorm room door has a posted fire escape plan—learn it and follow it during a fire or drill. Fire drills will be held regularly throughout the year. Keep slippers or shoes easily accessible and exit calmly but quickly.

- If the fire alarm sounds, exit the dorm immediately.
- Feel the door with the back of your hand—if it's hot, do not open it.
- If it's unsafe to leave through the door, punch out the screen and exit through the window.
- Falsely setting off the fire alarm will result in a minimum \$200 fine and disciplinary consequences.

General Emergencies

If there's an urgent need, contact the dean on duty first. If they are unavailable, try to contact the off-duty dean (knock on their door, etc).. Keep in mind, deans may be off campus, teaching, or in meetings. Please be respectful and don't misuse emergency contacts for minor or non-urgent issues.

If there is a serious emergency and no dean is immediately reachable, call 911.

Dorm Emergency Contacts

Men's Dorm: **(480) 992-8893**; Women's Dorm: **(480) 992-8892**

Emergency:911; Fire Department Non-Emergency:(480) 312-8911

Who Are We?

We are a Seventh-day Adventist High School Boarding Academy and Day School located in sunny Scottsdale, Arizona.

We are committed to providing a Christ-centered atmosphere that promotes spiritual growth, academic excellence, social maturity, and healthful living. Thunderbird can work for you...

- Is money an obstacle? Call our administration office and talk to our friendly and helpful financial representative. There are many scholarships and other options to help make T.A.A. work for you.
- Nervous about sending your child away to a boarding school?
 Call or visit and meet our deans. They are friendly and offer a safe and structured environment for your child to have a comfortable Christian home away from home.

Contact Us

We are located just off Scottsdale Road about a quarter mile east of the Arizona Seventh-day Adventist Conference Office Building.

Thunderbird Adventist Academy 7410 East Sutton Drive Scottsdale, AZ 85260

T.A.A. Office Phone: 480-948-3300 Web: thunderbirdacademy.org

Head Boy's Dean, Jake Prosser Email: jprosser@taaschool.org Head Girl's Dean, Grecia Campos Email: gcampos@taaschool.org

