

# Dorm Handbook



**Thunderbird Adventist Academy**  
**2022-2023**

## **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 Men's Dean: Mark Courtad**

**Cell: 480-593-3318**

**e-mail: [mcourtad@taaschool.org](mailto:mcourtad@taaschool.org)**

**Head Women's Dean: Andrea Gordon**

**Cell: 765-977-9147**

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## Your Dorm Mailing Address

Your Mailing Address for U.S. Mail, FedEx, and UPS

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

## Meet the Girls' Deans



Andrea Gordon comes from Cicero, IN where she has been the girls' dean. She has a degree from Southern along with teaching experience and deaning experience at the high school and college levels. She will also be teaching Freshman English. She also has two dogs, Kakashi and Reese.

**Head Dean: Andrea Gordon**



Catherine Schilk is a Thunderbird Alumna. She is also a Walla Walla University graduate with a degree in physical education and a minor in religion. She is married to Daniel Schilk, also an alumni of TAA. She enters her second year as assistant dean and will also be teaching health.

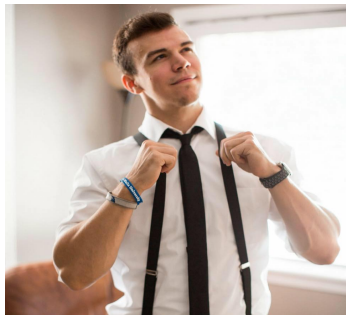
**Assist Dean: Catherine Schilk**

# Meet the Boys' Deans



Dean Mark has taught for twenty-two years including seven years as head dean at T.A.A. He is married and has three children. He enjoys running, swimming, hiking, backpacking, and spending time with his family and dog. He loves mentoring young men and developing a family atmosphere in the dorm.

**Head Dean: Mark Courtad**



**Assist Dean: Jacob Prosser**

Jacob Prosser is a Walla Walla graduate with a degree in Physical Education/Fitness Management. He has served as assistant dean for three years. Jacob is an avid body-builder. He comes to us from Shawnee, Kansas. His positive energy is a welcome addition to the Thunderbird Boys' Dorm. He also has a cat named Patty and a dog, Wallace (AKA Wally).

# 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. We have outlined some basic rights for each resident in our dorm.

1. Everyone has the right to be safe. These rights include physical protection 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 in which to sleep, study, and live.
3. Each resident has the right to be an individual in a manner that does not interfere with school policy or infringe on others.
4. Each resident has the right to resolve conflict according to the Biblical method outlined in Matthew 18:15-17. First address the offender in a direct but kind manner to resolve the issue. Then, if needed, ask the dean or assistant dean to accompany you while you address them again. Finally, the dean can help resolve the issue and/or bring it to the principal if needed.
5. Each resident has the responsibility to be thoughtful of others.
  - Use headphones when listening to music
  - Respect personal privacy
  - Allow roommates free access to their rooms
  - Ensure that guests respect and adhere to dorm policies
  - Respect other people's things, time, and space

# Check-In and Check-Out Procedures

After you register and are financially cleared you may check into the dorm. You must have a completed consent to treat form and copy of insurance along with a dorm information sheet.

You will be assigned to a room that includes:

- Bed and twin size mattress
- Sink, mirror
- Window blinds or curtains
- Dresser, wardrobe (one per room), desk, and chair
- Light over sink, ceiling light
- Smoke detector, fire escape plan
- Carpet

You will be given a check-in sheet to note any prior damage. Once you complete all paperwork you will receive a room key and a front door card. Please do not lose these!

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When you check out at the end of your stay you must leave your room empty of personal belongings and clean it thoroughly. If left in poor condition a clean-up charge will be put on your school account for \$50 or more depending on the condition.

You must return your room key and front door card (if applicable) and walk through the room with a dean to complete the check-out sheet.

Replacement costs for keys are \$25 and door cards are \$10.

Any damage beyond normal wear and tear will be charged at a per item basis.

No nails or sticky tape on walls. Do not alter the room structurally in any way. Ask the dean if you have any questions.

## What to Bring from Home

- Bible
- Linens (mattress cover, bedding, pillow, blankets)
- Waste basket
- Laundry bag or basket and detergent
- Battery/plug-in alarm clock (other than phone)
- Desk lamp
- 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)

## 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.)
- Large game consoles, TVs
- Sexual, lewd, or inappropriate pictures, posters, books
- Unclean meat (ie. pork, shrimp, lobster... see Leviticus 11)

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



## Home Leaves

We have home leaves and/or breaks every month to provide family time and to get a break from the busy schedule of school and extracurricular activities. Dorms close at 2:00 p.m. on the day that the home leave starts and re-open at 4:30 p.m. the day before classes resume. It is the parents'/guardian's responsibility to arrange for accommodations outside the dorm during this time. Please plan accordingly and check the school calendar for home leaves and breaks. Dorms are closed during all breaks and home leaves.

If your student is going to fly, the dorms offer a free airport shuttle for departing dorm students at approximately 12:30 p.m., thirty minutes after the last class, on the start of each home leave/break. We offer another complimentary airport shuttle for returning dorm students at approximately 7:00 p.m. the night before classes resume. Any airport shuttle needs beyond this must be made outside of the school's shuttle options. This shuttle service is for the Phoenix Sky-Harbor International Airport only.

Shuttle options: Uber @ \$30-\$130, Super Shuttle @ \$30-\$125 These services can be found online.

All transportation needs must be pre-arranged by parents/guardians.

If pre-arranged, deans might be available to drive dorm students outside the times listed above. The charge is \$20 for gas and time.

These prices and options are for the Sky Harbor International Airport only. The Phoenix-Gateway Airport is significantly farther. The school does NOT offer rides to this airport. The cost for a dean to drive, if they are available and willing, and it is pre-arranged is \$50.00. Uber and Shuttles would be significantly higher as well.

## Closed Campus/Off Campus Procedures

Thunderbird Adventist Academy is a closed campus, meaning students aren't free to come and go as they please. They must stay within Smith Circle during open campus hours and they must be inside the dorm during closed campus hours.

### Off Campus Procedures:

Students may leave campus with parent and dean permission under the following procedures.

- Must have permission from both parent and dean (parent needs to text or call the dean on duty)
- Must have host sign student out in the front lobby
- Must sign back in immediately upon return to campus
- Must be with a driver who is 21 years of age or older
- Driver must be on the parent-approved list on the dorm info sheet (or parent must notify Dean directly)
- Driving own vehicle with parent and dean permission
- T.A.A. students are not allowed to drive other students
- Walking off campus with parent and dean permission in a group of three or more dorm students of the same gender. Must use crosswalks and must return by the given time
- Any person picking a dorm student up must be prepared to show a photo ID
- Please call the dean on duty if your return will be delayed
- Always return before curfew.
- Please plan ahead and communicate to the dean on duty. Failure to do so might result in not being able to leave campus because of last minute scrambling. Poor planning on your part shouldn't cause a crisis on the Dean's part 😊

\*Failure to abide by the above procedures may result in loss of privileges and/or disciplinary action.

## Facilities and Usage

The dorm offers a weight room and a cardio room for use at any time other than study hall and after lights out. Please respect the equipment and clean up after yourself by re-racking the weights in their proper location. Be safe and use a spotter.

We also have a recreation room with a ping-pong table, foosball table, punching bag, and television. Please respect the equipment and keep the noise to a minimum since this is right outside the dean's apartment.

Our laundry room is for your use and is free of charge. Please keep to your assigned laundry day and be sure to transfer your loads from the washer to the dryer promptly and remove them as soon as they're done. The latest you can start laundry is 9 p.m. to ensure you are finished by 10:15. The door will be closed and locked at 10:15. Any laundry left unattended will be placed in a clean plastic bag and held in a storage area until you have a dean retrieve it for you. Failure to follow these procedures may result in loss of privilege and/or disciplinary action.

Our dorm kitchen is for dorm students to use as well. It is vitally important that we work together to keep this area clean at all times. Dishes left behind will be confiscated and held in storage. No cooking is permitted in dorm rooms. Always turn the oven and/or stove top off when you are finished. If there is an issue, immediately notify the dean on duty.

\*Reminder: No unclean meat in the dorm (see Leviticus 11).

Our front lobby is the first thing people see when they enter our dorm. Keep it clean and don't leave your belongings unattended and laying around in this area or throughout the dorm.

**You must clean the kitchen after use!!!**

## Evening Schedule

Campus is open with faculty supervision from the time classes start until 7:30p.m. each night. Both dorms have worship each night, Sunday through Thursday, at 7:30 p.m. sharp. When there is a home athletic event, dorm students are to be back in the dorms ten minutes after the game ends. Worship will take place as soon as the athletes return from the coach's post game debriefing.

The normal evening schedule is as follows:

- |            |  |
|------------|--|
| 7:30 p.m.  | Dorm worship – Campus is closed  |
| 8:00 p.m.  | Study hall begins (D, F, & I students report to study hall room, turn in all electronic devices)   |
| 9:00 p.m.  | Mandatory study hall ends. Dorm is to remain quiet for those who need to remain studying.<br>*9:00 is your last chance to put laundry in so it is done by 10:15 p.m.       |
| 10:15 p.m. | Laundry room, weight room, cardio room, and rec. room closed   |
| 10:30 p.m. | Lights out. Be in your room with the lights out and door unlocked so the R.A. can come around and do final room checks. No electronics or cell phone use after this point. |

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From 7:30 p.m. to 10:30 p.m. the R.A. on duty will regularly check what the dormees are doing and record it on the evening check-sheet.

**Morning Worship:** We don't have mandatory morning worship, but rather encourage our dormees to develop a personal devotional routine to take ownership of their own spiritual development. We do have a morning wake up call, weather forecast, and daily Bible verse reading at 7:00 a.m. to assure our dormees are awake for breakfast.

## Your Dorm Ins-and-Outs

There are some things you need to be familiar with when living in the dorm. Three general things to consider are that nobody likes it if someone violates the “Three ‘S’ Rule.” *Stinking, Stealing, and Slacking.*

Stinking – Keep your room and yourself clean and tidy. Shower every day and keep your room clean and free from trash and open food. Do your laundry and wash your sheets on a regular basis. Keep food in sealed containers and throw away any waste.

Stealing – Keep your room locked. Stay out of other people’s rooms unless you are invited. Do not take anything that doesn’t belong to you, including food from the fridge. Don’t “borrow” anything without asking.

Slacking – Each person is responsible for cleaning up after themselves. We also assign special cleaning duties on Friday. If you slack on this, it means someone else has to do it. Not a good way to make friends.

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The dean on duty will do daily “room checks.” Room scores are out of 100 points and will be posted in the dean’s office.

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Females are not allowed in the Men’s dorm and males are not allowed in the women’s, unless the dean has granted special permission (which will be supervised and in the common/open space). Family members of the opposite gender are allowed in the front lobby to pick up dorm students and/or help them move in/out, but have to check in with the dean and must stay with their dorm student if they need to go past the lobby.

## Dorm Ins-and-Outs continued...

Cell phones and electronic devices: Cell phones, laptops, and other electronic devices are allowed. They are a privilege, not a right. They must be registered with the dean upon moving in and will be turned in each night before lights out and returned the next morning. Students failing any classes are limited to using theirs between the end of their last class and the start of study hall. Desktops will not be allowed in dorm rooms but can be kept in the computer/study hall room. Failure to abide by this policy will result in the device being held by the dean until further notice. Devices may be confiscated at any time and held by the faculty/dean.

Music, electronic games, and movies: Christian values must be upheld. No movies/games/music with excessive violence, sex, nudity, or foul and inappropriate language.

Pets are not allowed except for aquatic animals that fit into a 3-gallon tank, unless otherwise permitted by the dean.

Uniforms: You must be in uniform during school hours if you are out of the dorm, unless you are working a dirty job in maintenance. During non-school hours or when you are in the dorm you must be dressed appropriately. Uphold Christian principles in your dress.

Meals: The meal schedule is posted in the lobby. Show up on time because they will stop serving at the end to clean up. If you miss a meal you're out of luck. Once they close they are closed. You'll have to rely on your own personal stash of food. Also, remember to pick up your trash after meals.

## Dorm Ins-and-Outs continued...

Security: There is a security camera in each hall and an alarm on each door that is set by the dean at lights out. Do not leave or enter the building between lights out and breakfast without dean's permission. Doing so will set off the alarm in each deans' apartment.

Activities: Dorm students are required to attend all Saturday night activities, vespers, Sabbath school, and church services. Proper attire is required.

Vehicles: Juniors and seniors can have a car on campus as long as they have a current driver's license and registration and give a copy to the administration office to keep on record. Parent and dean permission must be granted each time it is used and proper sign out procedures must always be followed. Other students aren't allowed to ride in their car or be in their vehicle at any time. Keys will be locked in the dean's office when not in use.

Walmart trip: Each Sunday, both dorms are given the opportunity to go to Walmart. Students will be shuttled there and back by a staff member on supervision. It is important to be on time and be on extra good behavior to continue to utilize this privilege.

Village students and visitors must have the dean's permission to enter the dorm and must be accompanied by the dean or host dorm student. Village students may not visit the dorm during normal academic school hours. They must respect the dorm rules and participate in all dorm activities while in the dorm.

Sleep overs: With dean and parent permission, dorm students can have sleep overs on Saturday nights. There is no charge for this. Both sets of parents/guardians must give permission and the dean needs prior knowledge to approve. Lacking prior approval may result in denying this privilege.

There is a charge for non-dorm students staying the night in the dorm other than a Saturday night sleep over. See the dean for details.

# Discipline

Freedom within the constraints of the school and dorm rules is a given privilege for everyone who stays in the dorm. These freedoms get restricted, limited, and/or removed if the boundaries are violated.

Basic principles to consider (See Dorm Bill of Rights on page 3):

- Everyone has the right to be safe.
- Everyone has the right to study and sleep in a quiet environment.
- Everyone has the right to keep their personal belongings safe and free from theft and damage.
- Everyone has the right to be an individual without ridicule or harassment, as long as it doesn't interfere with school policy or infringe on others.

Disciplinary actions are, but aren't limited to:

- Parent, Dean, and Principal communication
- Restricted Walmart trip on Sunday
- Confiscating cell phones and electronics
- Dorm restriction and off campus restriction
- Extra cleaning duties
- Suspension or expulsion for major violations

\*This handbook is a general guide and the dean can make changes as needed for the well-being of our environment.



# **Church and Vespers Services**

## **Church**

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

Friday evenings – Vespers service times are usually around 7:00 p.m. and are posted weekly around campus.

Saturday (Sabbath) mornings – Sabbath school starts at 10:00 a.m. and Church starts at 11:00 a.m. (be on time and do not return to the dorm until church is finished).

## **Attire**

Students are required to wear church attire for any services held in the church. We want them to dress their best for God and practice good hygiene and grooming. Modest church attire please.

## **Participation/Expectations**

Dorm students are expected to actively participate in the services provided and show a positive attitude. Cell phones should not be out during these services. Cell phones will be taken if they are abused during this time and returned at the Dean/Faculties discretion.

Be sure to get adequate sleep so you can stay awake and benefit from the activities, sermons, and lessons during the Sabbath hours.

There are also Sabbath afternoon activities that are generally optional, but from time to time we are all required to participate.

# Emergency Fire and Safety Procedures

## Fire

There is a fire escape plan posted on the inside of each door in every room. Learn this plan and follow it in case of a fire or drill. We will have regular fire drills throughout the year. Keep slippers handy, be safe and exit quickly.

If the alarm sounds leave the dorm immediately. If the door is hot do not open it. If it is not safe to exit through the door, break the screen and exit through the window.

Falsely activating the fire alarm will result in a minimum \$200 fine and other disciplinary action.

## General Emergency

If there is an immediate need or emergency that requires the help from a dean, contact the dean on duty first, then if they aren't available, call the dean off duty. Deans have various other responsibilities that take us away from the dorm, such as teaching, coaching, meetings, etc. Be respectful not to abuse their time by "crying wolf" when trivial things arise that can be handled alone.

**In case of a serious emergency where there isn't a dean immediately available, call 911**

### Men's Dorm

Dean Mark's Cell: 480-593-3318

Dean Jacob's Cell: 913-549-2237

### Women's Dorm

Dean Gordon's Cell: 765-977-9147

Dean Catherine's Cell: 602-501-8051

# 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

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