

# *Ricks Institute*

## Dormitory & Uniform Requirements

### Dormitory Requirements

- ✓ Bunk Bed Mattress (1)
- ✓ Pillow (S)
- ✓ Bucket
- ✓ Tub
- ✓ Coal Iron
- ✓ Washboard (optional)
- ✓ Beddings
- ✓ Chop box with lock & keys
- ✓ Toiletries and other personal items as needed

### UNIFORM REQUIREMENT 2017/2018

#### FEMALE

UNIFORMS	PRICES
Dormitory Dress	\$35.00
Official Dress	\$35.00
P.E Uniform	\$35.00

#### MALE

UNIFORMS	PRICES
Dormitory Shirt	\$20.00
Neck Tie	\$15.00
Gray Pants/Trousers	\$20.00

### Other Requirements

(See Prerequisites for Enrollment 2017/2018)

**All uniforms are sold at Ricks Institute with the exception of white long sleeves shirts. (Prices are subject to change).**

# **2017/2018 Residential Program**

## **PROHIBITED MATERIALS AND ACTIVITIES**

Illegal Drugs and Alcohol: Students should not possess, use or make arrangement for the use of alcohol, drugs, or related paraphernalia in the dorm, at school at any school or non-school function, or at any time. These substances are illegal and interfere with the healthy environment that the dormitory provides for the students. Students who violate this policy will be expelled immediately from the school, and if necessary, the State authority will be notified.

Tobacco Products: Tobacco products are not allowed anywhere on or off campus. If this policy is violated the student will be expelled immediately.

Other specific violation of policy includes but is not limited to:

- Possession or use of weapons of any kind.
  - Symbols of hatred and tribal/ethnic prejudice
  - Viewing pornographic website (internet)
  - Physical or verbal threats or posturing
  - Violence, physical aggression, sexual or physical harassment or disruptive behavior
  - Dishonesty, lying, cheating or stealing
  - Indecent or abusive language (including movies and music)
  - Tampering with light bulbs or safety equipment
  - Leaving campus without permission
  - Possession of cell phones
  - Possession or use of electrical appliances, except for computers and radios
- Violation of any of the aforementioned may lead to corporal punishment, suspension or expulsion.

## **DORMITORY SUPERVISOR**

The Residence Supervisor is responsible for the overall management of all aspects a student's residence, having an overview of the day-to-day functions and keeping the program as a whole on track. Discourteous behavior to the dorm supervisor may result in expulsion from the dorm/Ricks institute.

## **VISITATION**

Parents and guardians are encouraged to visit occasionally. Visitation is monitored and controlled by the administration. Hence, a slip is provided by the Student Affairs Coordinator's office to be completed by the visitor(s) and returned for filling. Visitation is limited to parents, guardians and immediate family members (permitted by parents/guardians). Visitation is on Saturdays (1:30-3:30 pm) and Sundays (3:00pm-4:00pm).

## **THE HEALTH CARE CENTER/CLINIC**

The Health Care Center seeks to provide the best possible medical care for students while at Ricks. Every student's health problem is addressed by the school's health care center. However, in the case of extreme emergency, appropriate referral will be made and parents/guardians will be informed immediately by the school's nurse or by the school's authority. Ricks Institute is not responsible for fees/charges provided outside the school.

## **ON AND OFF CAMPUS PASSES**

Movements around camps are closely monitored by the school authority. A visit to any faculty home is strictly prohibited. Resident students leaving campus to attend a program perform an errand for the school or see their parents are issued an appropriate off-campus pass. Off-campus passes may be inspected by any of Ricks' staff at any time. Students coming to visit the library to do research or assignments before study hall time should come in their daily uniform. A resident student coming to the library for any of the reasons mentioned above is issued a pass bearing his/her name and departure time from the dorm. The pass is delivered to the librarian who accounts for the student listed on the pass and notes the departure time from the dorm for time elapse. The librarian records on the pass the arrival time and also signs in the departure time of the students when returning to the dorm. The pass is finally returned to the dorm supervisor, who takes note of event. In case of doubtful encounter with any resident student or students in or outside of campus, the concerned person may contact the administration at: **077001726/0888889285**

## **GENERAL WEEKEND**

General weekend is a break away given once every six-week period. It is generally aimed at easing the psychological pain of homesickness. Students also use this period to replenish needed incidentals. General weekend ends on Sunday. All students are expected in the dorm between 4:30-5:30 pm. Any student who arrives after 5:30pm is in violation of the rules and will be held accountable. General weekend is not a compulsory weekend. Students staying in the dorm during this break abide by all the rules and regulations of the dorm. They are responsible for their own cooking.

## **DORMITORY REGULATIONS**

**Consideration and Privacy:** Students are expected to conduct themselves in the dorm at all times with consideration and respect for other residents. In particular, the privacy of each student and of his or her possession must be honored.

**CLEANLINESS;** Students are expected to keep their rooms neat and tidy, with beds made and clothes put away, at all times. Rooms are inspected frequently to ensure cleanliness. Mandatory and random room inspections will be performed by the Dorm Supervisor to ensure safety and health standards. Students will be charged a fine for any room damage, room cleaning services or vandalism.

Regulations governing study hours, check-in times, electrical appliances and decorations are displayed on house bulletin boards. These must be read and followed by all students. The use of

alcohol references and pornographic materials to decorate rooms is forbidden. There should also be no loud music, no running in the residence, and no throwing of objects, no hanging out in open windows, or other impolite or unsafe behavior.

**SIGN-IN/ SIGN OUT** is required when leaving or returning to the dorms. Name, destination, and time must be printed clearly, on one line, and completely in English each time a student leaves or enters the dorm. On weekends (Fridays & Saturdays), students must also sign-out/in.

**Damage: Damages**, beyond reasonable wear and tear, in student's rooms or in the public areas of the dorm, when not attributable to individuals, will be assessed equally among the residents and charged to them. The damage must be repaired without delay. Student's rooms are inspected upon arrival and departure. Damaged or missing items not previously reported and satisfactorily explained will be charged against offending students.

### **RICKS INSTITUTE HANDBOOK**

Every residential student is expected to have a copy of the school's handbook and to follow the guidelines of the school in it.

### **TIME ALLOTMENT**

DORM CURFEW is 9:30 pm.

ROOM CURFEW and LIGHTS OUT are as follows:

<b>SUNDAY – THURSDAY</b>		
<b>ROOM</b>	<b>ROOM CURFEW TIME</b>	<b>LIGHT OFF TIME</b>
Under 8 grade	9:15 PM	9:30 PM
8 <sup>th</sup> Grade – 9 <sup>th</sup> Grade	10:15 pm	10:30 PM
10 <sup>th</sup> Grade – 12 <sup>th</sup> Grade	10:30 pm	10:50 PM
<b>FRIDAY- SATURDAY</b>		
All Rooms	10:30 PM	10:50 PM

***NOTE: The above daily schedules are subject to change/adjustment***

**STUDY HOURS** are 7:00 pm- 9:00 pm on Sunday through Thursday nights. Study hours will take place in a designated area at the school.

**QUIET HOURS** are 8:30 pm to 7:00 am Sunday through Thursday, and start at 10:30 pm on Friday and Saturday.

**OTHERS/ASSIGNED ROOMS-** Residents must not enter another resident's room without permission from that resident. No opposite sex visitors are allowed in any bedroom at any time.

**Public Display of Affection (P.D.A)** is not allowed on campus, at the dorms or at school events.

**Vehicle:**

Resident students are not allowed to board and or ride in any vehicle around campus. Parents/guardians are allowed to drive to the dormitories but not to ride students around.

**VISITORS**

Must be signed in and out with the dorm authority during visiting hours.

**CELL-PHONE AND USAGE**

At Ricks Institute, students are not allowed to bring or use cellphones on campus. It is absolutely against our school rules. No student is allowed to carry along electronic devices that are using Telecommunication **SIM-CARDS** such as: Tablets with (SIM slogs) and all mobile phones. Our students are only allow to use laptop-computers and tablets that are **SIM** free. A student can be given punishment, suspension or expulsion base on administrative ruling.

**WEEKEND OR OVERNIGHT STAYS AWAY FROM THE DORM**

This must be approved by the Dorm Supervisor and the Dean of Students in consultation with the principal three days prior to date of the absence. Students should be on time no matter where they are going (school, dinner, brunch, church, or study class). Tardiness is not acceptable.

**MEALS**

Meals are provided for the residents of the dorm as part of their package. Breakfast, lunch and dinner will be served Monday – Sunday in the Dining Hall main door closes 20 minutes after the bell is rung and any student coming thereafter is considered late and will forfeit the meal. Also, the student will be in violation of dorm regulations.

**DAILY SCHEDULE (MONDAY – FRIDAY)**

5:00 – 6:00 A.M	Morning Chores
6:00 A.M	Morning Prayer
6:15 – 7:15 A.M	Breakfast
7:20 – 8:15 A.M	Flag Salute and Devotion
8:15 – 2:10 P.M	Academic Activities (Lunch)
2:10 – 3:00 P.M	Snacks
3:00 – 4:00 P.M	Siesta (Enrichment Program)
4:00 – 5:00 P.M	Electives
5:15 – 6:15 P.M	Supper
7:00 – 9:00 P.M	Compulsory Study Hall (All Dormitories)
9:15 – 9:30 P.M	Evening Prayer/Roll Call For Bed-time
10:00 P.M	Bed Time

**SATURDAY SCHEDULE**

**SUNDAY SCHEDULE**

6:00 A.M	Morning Prayer	6:00 A.M – 8:00 A.M	Prayer/Morning Chores
8:00 A.M – 8:30 A.M	Breakfast	9:00 – 10:10 A.M	Sunday Worship Service
9:00 A.M	Saturday Chores	12:00 – 1:00 P.M	Brunch

1:00 P.M – 1:30 P.M ...Visiting Hours (Lunch)	1:30 -----2:30 PM-----Siesta
3:10 P.M – 4:00 P.M ...Late Lunch	3:00-----4:00 PM-----Visiting Hours
4:10 P.M – 5:45 P.M ... Recreation	4:15 – 4:45 P.M ----- Supper
7:00 P.M .....Saturday Night Movie	5:00-----6:00 PM-----Reading Time/Club
10:00 P.M .....Bed Time	7:00-----9:00 PM-----Compulsory Study Hall Time/Club
	10:00-----Bed Time