

Welcome to HIS Hostel!

Dear Students,

We wish to welcome you to your home for the next year. We look forward to lots of activity, lots of work, and lots of fun. We are committed to helping you in any way that we can. If you ever need someone to talk to, feel homesick, or just plain want to get something off your chest...we are here.

As your houseparents, we are responsible for your care and well-being...it is an awesome responsibility. You come with different strengths and abilities... we will try to accommodate for those differences. We would like the hostel to be a place where you can feel relaxed and truly at home. However, you must understand that we must have some basic guidelines.

Respect will be the key to making everyone's stay here a great one! Respect implies recognition of a person's worth or value. What does this mean in practical terms? Basically, it means that you need to be considerate of others... their feelings, their belongings, their need for quiet and so on. For our helpers, it means respect for their work... not leaving clothes on the floor, returning things to their proper place, picking up your belongings, not leaving food or drinks on the counter, the living area or in your rooms. Respect for us means respect for the hostel rules. Try to give us ample time if you need a ride or plan to spend the night somewhere. We understand plans evolve spontaneously and we are flexible... but be considerate. *There will be times when we will say no*, but try to understand our perspective as your "parents". You may be sick, run down, not keeping up with your school work, etc. and we will have to say, "Sorry, but..." Contrary to popular belief, we *do know* how you feel and we *do remember* what it was like to be a teenager. So, let's work together to have a wonderful year!!!

In His great Love,

Your Houseparents

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Stuff

Your Things/My Things

When there's a large group of people living in one home, it's easy for personal property to become group property. Most of the time a rub occurs. If you are at all like most people, then you probably have things that you will gladly loan out. But just try and borrow those items without asking and sparks tend to fly! Let's all try to be very sensitive to each other's wishes. If you don't own it, ASK FIRST!

The hostel itself also owns certain personal items, such as: baseball gloves, tennis rackets, video tapes, computers, kitchen items, motorcycle helmets, etc. You are welcome to use these items after checking first with us hostel parents. Please don't loan any of these items out, even to an adult, without asking permission first...every time. Many of these items actually belong to us.

If you know of anything that is lost or found, please tell us right away. If you are in grades eight or under, you are not permitted to trade, sell or borrow stuff without our permission.

If someone damages hostel property, we will charge the account of the person responsible.

What To Bring

The following is a list of items that we expect you to have, and it's a good idea to label or mark all of your stuff.

- Bible
- School supplies
- Personal items such as toothbrush, toothpaste, soap, shampoo, deodorant, and feminine products. (We will replace these items for you as needed.)
- Flashlight
- Alarm clock
- Health card

We recommend you bring these items, but they are not mandatory.

- Swim mask & snorkel
- Sunscreen
- Sleeping bag
- Mosquito net
- Camera
- Sports equipment (i.e. soccer shoes, basketball)
- Overnight bag
- Pictures, knick-knacks for room decoration

What NOT to Bring

- Do not bring firearms or firecrackers
- Air rifles, bows and arrows, or knives

- Your own personal TV
- Unlicensed software

Clothes

The principles of modesty, neatness, and appropriateness are the foundations for our hostel dress code. We, as the hostel parents, will determine the suitability of clothing in reference to the school dress code, which says: *“An individual’s dress, personal appearance and cleanliness should reflect a sense of Christian character, sensitivity to the Indonesian culture, and respect for the school and others.”*

Be sure to bring appropriate clothing for wearing in the classroom, PE and sports activities, swimming, church, and special occasions. These will include:

- Dress shirts or blouses
- Slacks or nice jeans
- Dresses or skirts - Knee-length for middle and High School girls
- Dress shorts and culottes of a modest length – No more than 2" above the knee for middle and High School students
- Shoes or nice sandals
- Shorts, T-shirts, socks and tennis shoes for PE and sports activities
- Swim suit for water activities – (Girls should have a modest, one-piece swim suit and cover-up)
- Dress clothing and shoes appropriate for church and other special occasions.

The following clothing items are **NOT** acceptable at school:

- Tank tops or short tops which bare your midriff
- Flip-flops
- Army fatigues
- Clothes that are offensively tight or otherwise ill-fitting, have inappropriate writing, tears, holes, frayed edges, are stretched, or are otherwise immodest

Casual Clothes

Your clothing may be more casual but not less modest in public areas of the hostel and other public places during non-school hours. If your clothing does not meet these standards we may need to confiscate it.

Mark Your Clothing

Please label all your clothing well in some way if you hope to keep it! Understandably you cannot sew name tags on every piece of clothing, but you do need to mark your items in some way. When we all wear white socks, it is hard to keep them separate without a distinguishing feature.

Hostel Entertainment

The hostel has a video player/television and a computer with games for your entertainment.

- Videos/CD/DVD will usually be shown only on weekends with exceptions being made during midweek at the hostel parents' discretion. Please ask permission before using the hostel video and TV. All movies not rated G or PG need to be individually approved by the hostel parents.
- All books, posters, magazines, videos/CD/DVD, and computer games brought into the hostel and all internet sites accessed need to be consistent with Christian values.
- All video games played in the hostel need to be checked out first with the hostel parents; all computer games played need to be approved by the hostel parents and be the original licensed copies.

We will permit you to use your own sound equipment in your room if you follow these guidelines.

- Keep the volume at a **low** level for *personal* listening.
- Be considerate of those wishing to study or sleep
- Be considerate of those with differing listening tastes (you call *that* music?!).
- Remember that the choice of allowable music is ultimately our call.

Hostel Resident Vehicles

Tennis shoes, roller skates/blades, bicycles, motorcycles, and cars are all considered appropriate modes of transportation for hostel residents but all hold responsibilities. We need to know anytime you plan on leaving the hostel property. Trips outside the immediate Sentani area are not automatically approved. Plan ahead. We hostel parents may need time to consider the request so make sure that you plan ahead.

You must hold a current Indonesian drivers license and written parental permission before operating a motor vehicle on public roads. We may temporarily or permanently revoke your permission for reasons such as:

- Insufficient time spent on school work
- Not fulfilling basic hostel responsibilities
- Unsafe operation of a motor vehicle

Responsibilities

Getting Along

Any time a large number of people live together, some guidelines are necessary to make sure that everyone gets along well together. The hostel is no exception. Here differing family and cultural backgrounds affect our relationships. But we still want to make sure that we live in a way that is above reproach and honoring to the Lord by showing respect, consideration and love for each other.

Here are some guidelines to follow:

- All residents must show respect towards the hostel parents and the national staff.
- All hostel residents should obey the hostel parents.
- Remember your manners at all times
- You are required to be at all organized devotional and hostel activities unless we have excused you.
- Guys are not allowed into the girls' hall and girls are not allowed in the boys' hall without our express permission.
- We will provide guidelines for any dating relationships.
- We hostel parents will exhibit proper decorum when interacting with residents of the opposite sex.

To respect your privacy, as a general rule, we hostel parents will not enter rooms of the opposite sex once you have retired for the evening unless the other hostel parent accompanies us, or in case of an emergency.

School Work

We will be in contact with your teachers to keep track of your progress in school.

Housekeeping

Your room should be kept reasonably tidy at all times (i.e., no drawers open, clothes hanging out, dirty clothes on the floor.) Your bed must be made before you leave for school each day, as well as on weekends and holidays before you leave the hostel (by lunch time if you are not leaving the hostel.) Be aware that we may choose to do "room checks" at any time. Do not leave personal items (books, clothing, science fair projects) lying around the main living areas.

Laundry

Your laundry basket, located in your room, should be carried to the laundry area in the garage on your designated wash day. After school please pick up your clean clothes and put them in their proper place before supper

Meals

People will be assigned to set the table for meals. You will have to plan your schedule to have time for this. If you are not going to be here, you are responsible for finding a substitute.

Everyone will clear the table together after meals. As a general rule, everyone should remain at the table until after all are finished eating. This applies especially for the evening meal.

Dish washing duty will be assigned on a weekly basis for the evening meal. Again, if you are going to be out, you must arrange for your own replacement. Because there are no house-helpers working after lunch on Saturday, all students in the hostel are required to wash their own dishes beginning Saturday after lunch through Sunday night. This includes cleaning up any messes made in the kitchen during this time.

Breakfast

Monday - Friday at 6:30 am (breakfast is **NOT** optional).

Saturdays from 7:00 - 9:30 am (optional). Usually everyone will make their own breakfasts. After 9:30 am the kitchen is closed for breakfast.

Sundays from 7:00 – 9:00 am.

Lunch

Lunch will be served daily during the school lunch break.

You must sign out the day before if you do not plan on eating lunch at the hostel. The hostel will not pay for meals ordered at the school.

Supper (evening meal)

Monday-Saturday at 6:15 p.m. (may vary according to evening activities). On Sunday evening there will be leftovers that you can help yourself to. Again, you must sign out the day before if you are not eating supper at the hostel.

Guests and Lights Out, etc...

Guests and Visitors

On school nights your visitors are welcome until 9:00 p.m. They are expected to cooperate with the hostel guidelines and school schedules.

On Friday nights visitors are welcome until 11:00 p.m. and on Saturday nights until 10:30 p.m.

Please encourage your friends to refrain from telephoning the hostel after 9:00 p.m.

Overnight guests are welcome in the hostel. Please check with us ahead of time.

If you plan on spending the night away from the hostel, make arrangements with us first. If possible, know a few details before you ask.

Lights Out

You need to be in the hostel by 9:00 p.m. on school nights and 10:00 p.m. on other nights unless we have granted prior approval.

Lights should be out in the main living by 10:00 p.m. on school nights and everyone in their rooms. Everyone is encouraged to be in bed by 10:30 p.m. on school nights. Realize that some folks may need more sleep than you, so be considerate of their need for quiet.

Your Alternate Guardian

Each hostel resident is expected to have an alternate guardian in the Sentani community with whom they can live when they cannot go home. Your parents should arrange this prior to your move into the hostel. It is best if your guardian is someone you know, and someone who will take a personal interest in you beyond the basic requirements.

Your alternate guardian is to be available to care for you in the event that the hostel is closed and you are unable to go home such as over extended weekends or other school breaks, or you have caught a very contagious disease, or if you should come under severe discipline and be asked to leave the hostel.

The alternate guardian needs to sign the form indicating that they agree to serve in this role and understand the expectations.

Medical Care

We would appreciate your parents taking care of your routine medical and dental check-ups while you are at home or they are here in the Sentani area.

Your parents should also inform us in written detail, if you have a unique medical need, allergy, etc.

We will notify your parents as soon as possible if you have a serious medical problem. Please note that HIS has qualified medical personnel available.

We will provide you with any non-prescription medications and malaria medicine you may need, including malaria prophylaxis each week, according to your parents' request.

Sunday Church Attendance

You are expected to accompany us in regular church attendance. This will most often be at Newman Memorial Chapel.

Sunday school is a basic part of church attendance.

The hostel may choose to attend a local Indonesian service from time to time.

Any hostel residents who can't control themselves in church will have the privilege of sitting with their hostel parents.

Visits and Vacations

Your parents and friends are welcome to visit you at the hostel. If your parents are in Sentani for any length of time, you are expected to stay with them. They will then be responsible for seeing that you get to school on time.

Parents wishing to utilize the hostel guest room (Hostel 2) are welcome to do so. Your stay may not exceed 3 nights and there will be a \$2 charge per meal.

Parents who are willing to give hostel parents a day or weekend off while they are in Sentani please contact us to make those arrangements.

You may move into the hostel one day before school begins and are required to leave the hostel within one day of the end of each semester unless you have made special arrangements with us.

At the end of the school year you need to move all of your stuff out of the hostel. Thanks!

We're looking forward to a great year!

I. Hostel Resident Admission Policy

As a part of a team desiring to fulfill the Great Commission, HIS provides a biblically based education for the children of Christian workers and other international children enabling them to successfully function in all aspects of life. The HIS Hostels provide a home for HIS students whose parents do not live in Sentani. In keeping with our purpose, priority is given to the children of Christian workers. As space is available we welcome children from the international business community as well.

1. There is a maximum of twelve full-time residents plus the hostel parents' children. The number of residents may be limited in special situations such as inexperienced hostel parents or a particularly difficult mix of residents. If a bed is empty when school starts, those who want space for a short time may reserve it.
2. The deadline for submitting hostel applications and the \$50 deposit is March 1st each year. Applications submitted will then be evaluated, giving first priority to sponsoring missions, then to non-profit organizations and then to business students. Applications received by March 1st will be recommended to the board by the hostel committee. The board will then give final decisions by May 1st. If there are still slots open after the decision is made, incoming applications arriving between March 2nd and May 1st will be evaluated by the same priority as above, with the decision regarding the empty slots to be announced no later than May 15th. Applications arriving after May 1st, should their still be slots open in the hostel after the 2nd approval decision was made, will be approved on a first come - first served basis regardless of organizational affiliation.
3. Students applying for use of the hostel facilities and who have submitted their application in accordance with policy, will be given priority as follows:
 - a. Priority is given to children of those involved in Christian Ministries.
 - b. Priority is given to high school students
 - c. Priority is given to children who have a sibling currently in the hostel
 - d. Middle school children are accepted on a case by case basis. Children of those involved in Christian Ministries have priority over a new business high school student.
4. There are no guarantees from year to year. The fact that a student is in the hostel one year does not mean he is guaranteed space for the next school year. Families of returning students need to submit a written request for hostel space which states their desire to carry over the deposit from the preceding year. A continuation form will be provided each January to current residents.
5. Applications for new students will be provided to parents and mission leaders in January for the following school year.
6. If a deposit and request for space is made and later rescinded by the family, the school must be notified by 1 May for the following school year in order for the deposit to be refunded. After 1 May the deposit is forfeit unless there are extenuating circumstances.
7. Students accepted for placement in the hostel, regardless of affiliation, will be guaranteed a space till the end of the current school year. In the event that hostel space is available for all legitimate applicants, HIS will attempt to assist in finding other housing accommodations or solutions.

8. If more applications are received than slots allow during the first two time frames listed above (before March 1st or March 2-May 1) those student applications not accepted would automatically be placed in order on the waiting list for the next evaluation period regardless of organizational affiliation.
9. To be a hostel resident, a student must be a full-time student at HIS.
10. In those cases where hostel space is applied for but the parents of the student are not in country during the year or a portion of that year, the following policy will be applied: students coming on a HIS student visa, whose parents are not in country, must have written mission leadership approval including acceptance of responsibility for member care, and a notarized guardianship form on file at HIS before visa application is processed. (Mission leaders and Director must keep in mind that the dorm facility is primarily intended to support mission families serving remotely here in Indonesia and is not intended to cover housing needs for students whose parents are on furlough or extended leave. HIS recognizes that the care for the student(s) and family falls to that family's mission organization).

II. Hostel Advisory Committee

The Hostel Advisory Committee (HAC) is a standing committee made up of the Director, a board member who will chair the committee, the hostel parents, and one or more couples/persons from the community at large. The HIS Board will appoint the board member representative annually at their August meeting.

The HAC is intended to be a source of support and advice for hostel parents. It will also recommend to the board revisions to the Handbook. The HAC will report to the board after each meeting.

III. Charges

Room and Board

Room and Board charges are determined on a whole year basis but are broken down into ten equal monthly payments. Payment will be due at the beginning of each month.

Students living outside of the hostel for more than 14 consecutive days will receive a rebate on the daily food portion of their hostel charges.

Students from **Sponsoring** Groups

Grade 9 through Grade 12	\$2500
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Students from **Non-Profit** Groups

Grade 9 through Grade 12	\$2415
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Students from **Business** Groups

Grade 9 through Grade 12	\$4000
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Telephone

Telephone calls outside of the local area will be charged out as they are received from the local telephone office. Often these charges can lag behind the actual phone call by several months.

Internet Usage

Each student will log all internet use on the sheet provided for that purpose. A half-hour per week will be granted each student free of charge for sending and receiving emails. Beyond that there will be a charge of \$1.50 per hour. Internet connection will only be at the location of the hostel computers and will not be allowed in the students' bedrooms, and must be before curfew and after the hostel parents are up in the morning. Residents may not access sites with pornographic or occultic content. The computer will be checked randomly during the year. Any breaches in this policy will be viewed very seriously.

Vehicle

Under most circumstances, vehicle transport is included as a part of the monthly Room and Board charge. However, there may be extenuating circumstances where a particular personal trip is above what is considered part of regular hostel life. When this happens, a per kilometer charge for the vehicle will be made.

Miscellaneous Charges

There are always needs that come up after a child leaves home. These can range from weekly allowances, school supplies, medicines, batteries, and tailoring needs, to repairing or replacing damaged items. These will be charged out to the parents' account at the end of each month.

IV. Guidelines for Hostel Parents

Philosophy of Discipline

The philosophy of HIS Hostel discipline is Biblically based.

Love Must Reign

- To love a child is to accept him as he is. He must be allowed to act his age. He must be allowed to exercise his curiosity.
- To love is to set limits on what he is allowed to do.
- To love is to create a world in which he can be comfortable.
- To love is to channel his behavior into acceptable activities to help prevent misbehavior.

Goals in Discipline

- For the child to learn to accept himself.
- For the child to assume responsibility for his own behavior.
- For the child to believe that God loves and accepts him.

- To instruct the child in Christ-like behavior.
- For the child to obey the rules of the hostel.

Scriptural Principles

- The rod and reproof - Proverbs 29:15 *"The rod and reproof give wisdom, but a child left to himself brings shame to his mother."*
- Controlling temper - Proverbs 16:32 *"He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city."*
- Not provoking anger - Ephesians 6:4 *"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord."*
- Treating others - Matthew 7: 12 *"Do unto others as you would have them do unto you."*
- Training - Proverbs 22:6 *"Train up a child in the way he should go, and when he is old he will not depart from it."*

Other Guidelines

- Discipline should be a natural result of misbehavior
- Discipline should be consistent and fair.
- Discipline should lead to better self-control.
- Punishment should be withheld until all the facts are known.
- Discipline should not be given in anger, and should avoid arousing fear.
- Forms other than corporal punishment will be used for discipline.
- Residents should be encouraged on a regular basis to develop good behavior and to be affirmed for it.
- Hostel parents will communicate with the resident's parents regarding areas of concern.
- Disciplinary issues beyond the scope of the hostel parents will be referred to the school director.

Dismissal of a Resident

When a child is not succeeding in the hostel setting to the point that there is a negative impact on the resident himself, the hostel parents, or other residents, the HIS Director, in conjunction with the Hostel Advisory Committee, may recommend dismissal from the hostel to the Executive Committee of the HIS Board.

The Executive Committee shall review and act upon recommendations from the director for dismissal of students from the hostels.

Time Off for Hostel Parents

The hostel parents are to have one evening, or an overnight, free each month that is scheduled in advance to allow members of the community the opportunity to sign up to take the hostel for that period of time. During the long weekend at the end of the first quarter each year, then again during Easter break, the Hostel will close for a couple days and hostel residents will spend that time either with their families, with their guardian, or with friends in the community.

Safety

HIS safety guidelines must be followed in all hostel activities.

Transportation

- hostel parents should be aware of the parents' desires regarding modes of transportation permitted for their child.
- Seat belts must be used when riding in a vehicle. Do not transport passengers in the back of a truck.
- Motor cycle helmets must be worn when riding a motor cycle.
- Inappropriate speeding, either on the school property or in the community, will result in loss of vehicle privileges.
- Life jackets must be worn by all passengers at all times when riding in a boat or *perahu*. Take care that boats or *perahus* are not overloaded.

Swimming

- Use a buddy system with all swimming groups, whether in the pool, at the beach or at the swimming hole.

Playing

- Any playing that could result in property damage or personal injury will not be permitted.

Out after Dark

- Residents going out after dark must be accompanied by a responsible person at the discretion of the hostel parents.

Child Safety Policy

All aspects of the HIS Child Safety Policy as stated in the Student-Parent handbook applies to the HIS hostel as well.