



# **The Boarding Program**

Student Handbook  
2015 - 2016

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## **Introduction to the Dorm**

The AAI residence program for secondary students is housed in a building on the western edge of the school's campus, within the perimeter fence of the campus. This is an ideal location for students, permitting easy access to all school activities and events, without the safety and security concerns which result from students walking to and from the campus and/or using public transportation.

The residence facility was constructed by the Christian & Missionary Alliance for use as a dormitory for students at the Alliance Academy and has been used by the mission for children of missionaries for many years. The dorm functions on a family-style basis, with the students and dorm parents residing on the second floor of the facility. The boys and girls rooms are on separate wings with the common living areas and the dorm parents' apartment in the center. There are bathrooms between adjacent rooms, and shower facilities in each wing. There are also common areas for study, socializing, and activities on the second floor as well as a recreation area, kitchen and dining room, practice rooms, and laundry facilities on the first floor. The facility is spacious and comfortable, as are the dormitory rooms.

The residence program operates during the school year, consistent with the AAI school calendar. Board and room are provided seven days each week, with all meals and snacks, adult supervision and support, use of facilities, and ordinary transportation included. The dorm closes during vacation periods of more than three days (e.g., four-day weekends – or longer, including Thanksgiving, Christmas, and Easter vacations). AAI assists students in finding home-stay opportunities if they are unable to spend these vacations with their families. However, parents have the ultimate responsibility for placement during vacations.

AAI staff members provide supervision and care, as well as perform cooking, maintenance, and transportation duties. Dorm students may be assigned regular chores within the dorm, in addition to being responsible for cleaning their own rooms and doing their own laundry.

Functioning as much as possible like a family means that everyone eats together, goes on trips together, plays together, studies together, and has devotions together. The Dorm Parents seek to understand individual differences in students to give care on a personal basis, providing for the spiritual, social, physical, educational, and emotional needs of each student.

This booklet is designed to aid you, parents and students, in preparation for the dorm. It will also enable parents to make the most of their visits and encourage the entire family during the times of separation.

There is a Policy Manual for the dorm in which many of the following areas are explained in further detail. Parents and students are expected to support the guidelines found in this Handbook and in the Policy Manual.

## **Preparing for Life in the Dorm**

The following list of expectations will help your student prepare to move into dorm life with greater comfort and security. Students must be willing to:

- Accept correction and discipline
- Appreciate and use proper manners
- Take responsibility for personal hygiene
- Respect other people's property and privacy
- Respond positively to authority

- Keep room neat and clean (hang up clothes, make bed, put away personal items, etc.)
- Do age appropriate work, including laundry and dorm jobs

## **Admission and Placement**

All prospective students for the dorm are to complete a dorm application packet. Upon review, they will be required to have an interview with the Dorm Parents. The application is processed with the Dorm Supervisor and Dorm Parents. Upon acceptance to AAI's Boarding Program, medical records and other documents must be submitted.

## **General Lifestyle**

The following areas are covered in the Dorm Policy Manual: weekend activities, social activities, church attendance, computer usage and entertainment. Please review each subject carefully.

The following schedule provides an idea of a typical school day in the dorm:

7:00 – 8:00	Breakfast Check In
8:00 – 3:30	School (lunch served in the Dining Commons or Coffee Shop)
3:30 – 4:00	Afterschool Check In
4:00 – 6:00	After School Activities (sports, drama, CSO, free time)
6:00 - 7:00	Mandatory dinner in Dining Commons
7:00 – 9:00	Supervised Study Hours
9:00 - 10:00	Free Time
10:00	Curfew - In room

### **School Day Procedures:**

- Dorm students are not allowed to be in the dorm during school hours
  - If for some reason they need to go to their room, they must first get permission from one of the Dorm Parents
- If a student becomes sick during the day, he or she will follow established school procedures. Students must check with the nurse before leaving school due to sickness. The nurse will call the Dorm Parent before releasing the student to return to the dorm.

### **Additional Information:**

- Respect and consideration of others is a guiding principle with regard to the use of other people's things, the noise we make, the kind of language we use, etc. The same applies to the treatment of dorm belongings (furniture, kitchen, etc.)
- Each student's room is his/her domain. Roommates usually work out their mutual respect of each other's things. Others, too, need to recognize the right to one's own belongings and privacy.
- Students are expected to keep their side of the room clean and presentable. Dorm Parents will check rooms each morning and then randomly will do an in-depth room check for contraband. If they do not comply, there will be an appropriate consequence.
- Students have accepted the responsibility of cooperating with and upholding the standards of the school whether on campus during the day or in the dorm.

## **Host Families for Holidays**

During long weekends of more than three days, students will be going to their arranged Host Family. Dorm Parents will arrange travel to and from these weekends away from the dorm. Students are expected to find their own arrangements for the 2 months of summer in July-August. The Host Families and the Boarding Program are not available options.

#### Holidays Include:

Thanksgiving

Christmas

Carnival

Easter

Summer

### **Parent Visits**

Parents are always welcome to visit their children. It is requested, however, that consideration be given to the fact that the students are in an established routine, and visits should be arranged in advance.

Families are asked to be sensitive when visiting a dorm student of the opposite sex. When moms or sisters are on the boys' hall or in the boy's room, or dad or brothers in the girls' hall or in the girl's room, they need to make a proper announcement of their presence. Also, this type of visitation is only permitted between the hours of 3:00-8:00 p.m. on school days and 10:00 a.m. – 8:00 p.m. on weekends, in an effort to respect the privacy of the students.

Please remember that even while parents are visiting, their children are still under the supervision of the Dorm Parents and parents should check with them before taking their student out, etc. If parents plan to eat meals with the dorm students, advance arrangements must be made and payment made for the meal(s).

The guest house is operated by Will Sherman, contact [wsherman@alliance.k12.ec](mailto:wsherman@alliance.k12.ec).

### **Finances**

Parents are to arrange for their student to handle his or her own expenses which are not included in the dorm fee. Students should have a bank account, credit card, or ATM card, to access cash when it is needed. The dorm parents will not be responsible for holding cash or valuables for the students. Payment of school tuition and fees, as well as boarding expenses is to be made through the AAI business office. Dorm parents will assist students in school registration if their parents are not available in the country, but they will not deal with the financial arrangements for the student.

### **Discipline**

When discipline measures are necessary for correcting unacceptable student behavior, such will be administered fairly, consistently, and in an attitude of respect and love.

### **Severe Personal Issues**

The AAI dormitory is intended to provide safe housing, sustenance, and guidance for students who are in need of a place to live during the school year. However, dorm parents and assistance are not necessarily equipped to help students who are dealing with severe issues, both physical and mental-health related, which might present a danger to the student or others (i.e., depression with suicidal or homicidal ideation, psychosis, severe panic attacks, etc.)

If, while a student in the dorm, a student begins to have suicidal (or homicidal) thoughts:

1. The dorm parent will discuss this with the student and assess the situation (i.e., thoughts, thoughts with a plan, thoughts with intent to act on thoughts, etc.)
2. Parents will be notified.
3. If dorm parent determines that it is needed, a formal psychological evaluation will be arranged and carried out.
4. Parents will be notified of the recommendations from the psychological evaluation and student will be expected to follow these recommendations.

If a student refuses to follow recommendations of the psychological evaluation, parents will be notified and student will be asked to leave the dorm within forty-eight hours.

If the student complies with the recommendations of the psychological evaluation, but suicidal (or homicidal) thoughts with a plan and intent continue after a reasonable period of time, parents will be notified and the student will be asked to leave the dorm. This is for the safety of the student, as well as for the sake of others in the dormitory.

## **Special Events**

Parents are encouraged to attend as many of the special events during the school year as possible.

There are many special events during the school year that are sponsored by various departments at AAI. (Some of these events have specific standards of dress for the students.) The Junior-Senior Banquet is held toward the end of the school year. This is a very special time for juniors and seniors who choose to attend. Most of the girls wear formal clothing and often the boys rent tuxedos. Specific guidelines have been established for those who attend this event.

## **Visas and Documentation**

Parents are responsible to secure the appropriate visa and/or other residency documentation for their child. The school will provide school-related documentation, as required, and the school's attorney will assist to the extent possible, but the responsibility for visas is the parents'. For students whose parents are not in-country, Ashley Sherman will assist the student in the registration of their visa.

## **Check List**

The following checklist provides information concerning items that each student should plan to bring to the dorm. Please have items identified with the student's name, to avoid confusion with other student's belongings.

Your student will need to provide:

- Sheets and pillowcases
- Blankets and bedspread (if desired)

- Mattress cover (required)
- Pillow
- Bath towels, wash clothes, etc.
- Beach towel
- Personal clothing
- Personal items
- Bible (in student's preferred language)
- Room decorations and personal items (family pictures, etc.)
- Desk lamp
- Personal computer
- Cell Phone

Laundry detergent will be provided for students using the dorm laundry facilities.

## **Contact Information**

Dorm Phone # is 226-7511 or 226-6985, ext. 6255

Lois Wells

Boarding Program Supervisor

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Will & Ashley Sherman

Boarding Parents

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## **Conclusion**

It is hoped that this basic information is helpful as you prepare to send your child to the AAI dorm. We pray that God will grant you peace and help you in your time of preparation.

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*“Serving the World in Quito Since 1929”*