



# **The Boarding Program**

## **Policy Manual 2015 - 2016**

### **1. INTRODUCTION – Definition of Purpose**

This manual is intended to include all policies pertinent to the AAI Residence Program.

## **2. PHILOSOPHY AND OBJECTIVES**

The Dorm Committee

2.1 Dorm Philosophy: The AAI Dormitory exists to provide a homelike environment for AAI students whose families do not live within commuting distance. The purpose is not to replace the home but to provide a loving and caring environment through shared parenting, for those families who desire to be a part of the Alliance Academy International.

2.2 Objectives of the Residence Program

To provide a family style dorm.

To provide a healthy, wholesome, and safe environment for students

To provide dorm parents who will give individual attention and love to each student.

To provide nutritious meals in a home-like setting.

2.3 Objectives of Dorm Parents

To establish an environment conducive to the spiritual, mental, social, and physical well being of children entrusted to them.

To model the qualities found in a Christian home and marriage to all children.

To make their dorm parent ministry a priority ministry and to be caregivers fulfilling God's call.

To promote good communication to the parents through personal communication, encouraging children to communicate and facilitating communication from the school.

To be flexible in dealing with children of differing personalities and temperaments, be able to help each one achieve individual, positive goals, according to individual capabilities.

## **3. DORM PARENTS**

3.1 Professional Ethics

The conduct of dorm parents must be exemplary of both biblical standards and the high ideal of the AAI. The following are brief statements which will help guide dorm parents' professional ethics.

3.1.1 Maintain a focus on the ministry of dorm parenting as a priority.

- 3.1.2 Response to authority and differences of opinion should be handled and modeled in a biblical manner. A responsible way of handling conflict is to support the policy, action, or decision while suggesting reasons and evidence of change through proper channels.
  - 3.1.3 Support other staff members (dorm and school) while working with student concerns. The student's concerns should be properly channeled to the appropriate person.
  - 3.1.4 Develop trust by keeping confidentiality with students. It is highly inappropriate for dorm parents to divulge information to anyone other than parents and those who have professional involvement with the student.
  - 3.1.5 Relationships between dorm parents and the students entrusted to them are a substantial responsibility. Care must be taken to never be placed in a compromising situation with children of the opposite sex. Love and affection must be shown appropriately and in a way that is above reproach.
  - 3.1.6 Make concentrated efforts to attend extracurricular activities involving dorm students while recognizing that dorm parents cannot be at every event in which each student is involved.
- 3.2 Meetings and Minutes  
The AAI Director will schedule periodic meeting times with the dorm parents for communication and prayer
- 3.3 Dismissal of Dorm Parents  
Dismissal of dorm parents will be according to the policy and procedures of the AAI.
- 3.4 Evaluation  
Evaluation of the dorm and dorm parents will be conducted annually by the students and parents and will be submitted to the Director for review.

#### **4. RELATIONSHIP OF THE DORM TO THE AAI**

- 4.1 The dorm parents are responsible to the AAI Director.
- 4.2 An Advisory Committee consisting of three to five members of the Christian community will support Dorm Parents in cases where outside, impartial input is needed.

#### **5. DORM STUDENTS**

- 5.1 Admissions

- 5.1.1 The Director and the Dorm Parents make up the admissions committee for the AAI dormitory. After all returning dorm and AAI students have been accepted, other students will be considered.
- 5.1.2 The admission committee should continually acquire information to determine dorm population predictions for future planning.
- 5.2 Placement
  - 5.2.1 The dorm admission committee determines the placement of the students in the dorm. When determining roommates, grade level, personality, and interests will be taken into account. No more than two students will be placed in a room.
  - 5.2.2 The dorm contains both sexes and a range of ages from ninth through twelfth grade. Under special circumstances seventh and eighth grade students will be considered.
- 5.3 Church Attendance
  - 5.3.1 Regular church attendance, as scheduled by the Dorm Parents, is expected of everyone.
  - 5.3.2 As a general rule, the dorm students will attend church with either the Dorm parents or the Resident Assistant, and sit together. However, the Dorm Parents may authorize other arrangements, as deemed appropriate.
- 5.4 Music
  - 5.4.1 The type and quality of music a student listens to is the responsibility of his/her parent(s). The Dorm Parents may discourage or ban any music that they consider inappropriate and offensive.
  - 5.4.2 When playing music, the need for quietness and the music preferences of others must be taken into account.
- 5.5 Dating
  - 5.5.1 A variety of backgrounds and family standards and convictions are represented in the dorm students. Therefore, permission from the Dorm Parents on dating will depend on the consent of the parents. Each student will be held accountable for his/her own choices and behaviors in dating relationships.
  - 5.5.2 In the event that two dorm students begin a dating relationship, that relationship will be closely monitored by the Dorm Parents. Specific guidelines, including time restrictions, will be given to the couple for their behavior in and outside the dorm.

## 5.6 Social Guidelines

- 5.6.1 Friends are welcome in the dorm. Dorm students are responsible for their guests.
- 5.6.2 Friday night is the usual night to spend at friends' homes or have friends spend the night in the dorm.

## 5.7 Parties

- 5.7.1 Dorm students may attend parties sponsored by the Alliance Academy International when requests are approved by their Dorm Parents.

- 5.7.2 If a dorm student would like to attend a party that is not sponsored by the AAI, he/she must provide the following information to the Dorm Parents.

- 5.7.2.1 Where the party is taking place.
- 5.7.2.2 Who the responsible adults in charge are and how can they be contacted.
- 5.7.2.3 What the primary activities of the party are.
- 5.7.2.4 What the purpose of the party is.
- 5.7.2.5 Arrangements for transportation to and from the party.

### 5.7.3 Guidelines for parties

- 5.7.3.1 Going to discos or dance halls is not permitted.
- 5.7.3.2 If the use of drugs, tobacco or alcohol is done openly or is apparent, dorm students must leave immediately.
- 5.7.3.3 Trustworthy adults/chaperones must be present at the party.
- 5.7.3.4 If a student is offended by the music or other aspects of the party, they should have the courage to leave.
- 5.7.3.5 Wear decent clothing.
- 5.7.3.6 Be honest with yourself – leave if you need to.
- 5.7.3.7 Stay within the appropriate timeframe of the party.
- 5.7.3.8 Dancing must be in a way that is decent. The AAI dorm does not promote dancing, but is permitted if parental permission has been granted.

### 5.7.4 Guidelines for the Junior-Senior Banquet

- 5.7.4.1 Each student attending the Junior-Senior Banquet will notify their parents about attending the banquet and get their written parental approval for all after-banquet activities and plans. When approval is received it should be shared with the Dorm Parents for their approval.
- 5.7.4.2 Attend only those parties and gatherings that have been approved by the parents and Dorm Parents and where there is proper supervision.

- 5.7.4.3 No dorm student may travel in vehicles that are driven by students unless written parental permission has been received and the student has an Ecuadorian driver's license.
- 5.7.4.4 Students are return to the dorm no later than 10:00 the following morning.
- 5.7.4.5 If transportation is needed, the student should call their Dorm Parents for a ride. The transportation service will end at 6:30, the next morning. Between 6:30 am and 10:00 am students may use taxis.
- 5.7.4.6 Dorm students are to remain within the greater Quito area. No leaving town.
- 5.7.4.7 Church on Sunday morning is not required for those students who have stayed out late after the banquet.
- 5.7.4.8 All school and dorm rules apply through the entire activity.

5.7.5 The following activities are unacceptable to dorm policy

- 5.7.5.1 The viewing of any movie or video rated "X". Those rated R or PG-13 may be viewed with parental permission.
- 5.7.5.2 No movie or video viewing in the dorm room without Dorm Parent permission.
- 5.7.5.3 Dancing that is provocative, sensual or lewd.
- 5.7.5.4 Drinking of alcoholic beverages.
- 5.7.5.5 The use or presence of non-prescription drugs.
- 5.7.5.6 Fighting.
- 5.7.5.7 Sexual promiscuity.
- 5.7.5.8 Being unsupervised in closed or remote areas of the dorm.
- 5.7.5.9 Swearing or foul language.

5.8 Discipline

In the event that normal discipline is not effective or the offenses become increasingly serious, the following policy will be used by the dorm parents. It is the desire of the AAI Dorm to be able to help each student that comes to the dorm to become a responsible adult. This is not always possible. In some cases students must be removed from the dorm to protect others. In other cases, circumstances are such that the student is better served by a different type of living arrangement. The dorm is managed by the Dorm Parents, who report to the AAI Director.

The Director must give approval before any student is asked to leave the dorm. This procedure is only used as the last resort when the Dorm Parents can no longer allow the influences, behaviors, or circumstances that surround a student to continue within the dorm. The following procedure is to be used in such situations:

5.8.1 Suspension and Expulsion

5.8.1.1 Warning

The responsible Dorm Parent brings the concern about the child to the Director. The Director must agree a series of events or a series of minor

offenses or other more significant circumstances have taken place that may require a child to be suspended from the dorm. The Dorm Parent will reconstruct a history of events for that particular student and begin keeping a detailed record of discipline involving that student. At this stage the parents will be informed that the Dorm Parents have begun to consider disciplinary action leading to dismissal. The student will also be warned that further behaviors of this nature may lead to dismissal from the dorm.

#### 5.8.1.2 Suspension

In the event that the Dorm Parents have to bring the matter before the Director a second time, action may be taken to suspend the student from the dorm and arrangements will be made to place the student on the earliest flight or transportation to their home. Their parents will be notified of this action as soon as the Director has reached his decision.

5.8.1.3 A suspension may be for a period not to exceed one week. The Director may then permit for the student to return to the dorm, with specific parameters of a probationary nature, or, upon recommendation of the Dorm Parents, the Director may expel the student from the dorm.

5.8.1.4 Any appeal of a decision to expel may be made by the student's parents to the Dorm Advisory Committee.

5.8.1.5 In the event of some serious offenses, there will be no warnings given and suspension and expulsion will be mandated, especially in the case of illicit drugs and sexual promiscuity.

5.8.1.6 The following list of items shall be considered as serious offenses: Habitual lying, intentional deception, drinking alcohol, smoking, illicit use of drugs, intimidation or harassment (especially where fear has been instilled in any individual), sexual promiscuity, inappropriate language, chronic problem with vandalism or destruction of property, physical or verbal abuse, and chronic problem with stealing.

5.8.1.7 The following is a list of circumstances where expulsion may be warranted: abnormal problem with personal cleanliness, emotional instability, inability to cope academically with the requirements of the AAI, medical problems (which cannot be managed in the context of the dorm), unwillingness or inability to follow directions or policies.

5.8.1.8 Any student expelled from the Alliance Academy will also be dismissed from the Alliance Dorm.

#### 5.9.3 Corporal Punishment

Corporal punishment will not be used by any employee of the AAI, including members of the dorm staff.

#### 5.9.4 Miscellaneous Guidelines

5.9.4.1 Each dorm student is expected keep his/her room and bathroom clean.

5.9.4.2 Everyone has access to the phone. As a result phone conversations must be kept to a reasonable time. When answering the phone each student should use proper phone etiquette.

5.9.4.3 Boys are not to go down the girls' hall and the girls are not to go down the boys' hall.

5.9.4.4 Students may not have any type of weapon in the dorm or on the AAI campus.

5.9.4.5 No taxis may be used unless in groups of at least three, unless authorized by the Dorm Parents.

## 6. PARENTS OF DORM STUDENTS

### 6.1 Visits

6.1.1 Parents are welcome to visit anytime. We suggest they make their visitation plans for mid-semester.

6.1.2 Housing for parents and visitors is not provided at the dorm. Parents are responsible to make their own housing arrangements. Housing may be available at different guest houses and hostels.

6.1.3 All dorm rules apply to the dorm students, even while parents are visiting.

### 6.2 Responsibilities

6.2.1 Providing the dorm and school with all of the student's health information.

6.2.2 Regular communication with their children.

6.2.3 Providing Dorm Parents with all information needed for Health Insurance Forms.

### 6.3 Communication with Dorm Parents

6.3.1 Dorm Parents will be informed of special instructions and directions for a student. These may include finances, dating, diet, telephone calls, dress, study habits, etc.

6.3.2 Special instructions regarding travel.

6.3.3 If a parent has any concerns about their child in regards to decisions made by the Dorm Parents, they are to first communicate directly with the Dorm Parents. If

there is not satisfaction or resolution to the concern please, the concern should be directed to the AAI Director.

## **7. Food Service**

### 7.1 Dining Room

7.1.1 Food is not to be removed from the dining room or the bodega by students without Dorm Parent approval.

7.1.2 The dining room is not to be used as a play area, and proper dress is required. No bare feet are allowed in the dining room.

### 7.2 Parents

Parents are to request meal service at least one day in advance.

### 7.3 Billing

7.3.1 All guests will pay the established meal rates when they eat in the dorm.

7.3.2 Meal rates will be determined by the AAI Director of Operations.

7.3.3 All food obtained from the dorm for the purpose of school fundraising will be charged to the parents' account. The Dorm Parents will notify the Business Office of such charges.

7.3.4 A dorm student may request food for class parties but shall take an amount equal to what other students take.

7.3.5 Only food service staff is authorized to access to the food bodega. .

## **8. TELEVISION AND COMPUTER VIEWING**

Television and video viewing is permitted, provided reasonable guidelines are followed. The dorm guidelines are established to reflect biblical standards, such as Philippians 4:8, which addresses the importance of wholesome thoughts. Since we are in a situation where various backgrounds and family standards are represented, the AAI has established standards which may not align completely with those of each student's home. Programs will be evaluated based on their use of improper language, sexual activity, witchcraft, and violence, etc.

### 8.1 Viewing Guidelines

8.1.1 Time watching – The use of TV, videos, or the computer as an activity should not monopolize the time of the dorm students and parents. There are many other

activities in the dorm, school and community to occupy time. With the homework load and the extracurricular activities available, viewing during the weekdays is the exception.

Without proper direction, viewing could monopolize the time of certain students and deter them from their studies or other dorm, school or community activities. In addition, great care must be taken in the selection of television programming and video content, due to the extensive amount of violence and sexual content which is commonplace. The following schedule is one that strikes a balance between the extremes of no use and totally unrestricted viewing. These times may be changed by the Dorm Parents.

8.1.1.1 Sunday – Thursday: watching TV and videos, and playing electronic games is the rare exception and always with the condition that one's homework has been completed. Approval is at the discretion of the Dorm Parents.

8.1.1.2 Friday – Saturday: Watching at the discretion of the dorm parents.

8.1.1.3 Every effort will be made to assure that no individual in the dorm watches an excessive amount of TV or video games.

## 8.2 Evaluative Criteria

### 8.2.1 Language

Language is a very difficult area to control. The contemporary reality is that even good programs contain swearing and unwholesome language. Thus, every effort will be made to choose programs without excessive swearing or profanity.

### 8.2.2 Sex

The issue of sex is another difficult area where TV/video is corroding our standards as Christians. Because of the damage to the views that sex is something beautiful that God has made to be enjoyed within the marriage relationship, every effort will be made to restrict viewing of programs that depict sinful sexual relationships.

### 8.2.3 Violence

Violence in TV/videos has had a profound effect on our society. This is not confined to secular society, but also has affected the church. Not all violence is deemed to be harmful, but should be kept to a minimum. Every effort will be made to restrict the viewing of excessive violence. The following questions will guide the dorm parents in making the decision about a given program in terms of violence.

8.2.3.1 Is the program promoting or glorifying violence?

8.2.3.2 Is the violence seen as a problem solver?

8.2.3.3 Is the violence necessary to help students understand what the world is like?

8.2.3.4 Does violence take the human life lightly?

8.2.3.5 Is the violence that is being depicted one that is sadistic?

8.2.3.6 In regards to many cartoons, will the student be able to distinguish between what is real and what is make-believe?

8.2.4 Witchcraft

Knowing that the Bible specifically warns against witchcraft, sorcery and the occult, programs that depict these issues will not be watched. However, there are some videos that present these issues from a teaching standpoint to warn youth against their dangers. Extreme care will be taken while viewing these types of programs. These programs will only be watched when at least one dorm parent is present to give an explanation of their teachings.

8.2.5 Teaching of Cults

These teachings can be very subtle or they can be openly depicted. Programs that depict the life of people in the cults can be watched and used as a way of teaching students what some people believe and how others are drawn into this. These programs will only be watched while at least one dorm parents is present so that they can give an explanation of the fallacies of their teachings.

8.2.6 Sacrilegious Material

Programs that treat lightly and make fun of the Lord will not be watched. These programs can weaken our view of God and those that serve in positions of the ministry.

## 9. LAUNDRY

- 9.1 Each student is expected to do his/her own laundry.
- 9.2 Equipment in the dorm should not be misused or abused. It is the responsibility of the Dorm Parents to train students in the correct operation of the equipment and to establish policies to insure the maintenance of said equipment.
- 9.3 The use of the laundry facilities in the dorm is limited to dorm use only. The AAI Director of Operations may make exceptions to this policy.
- 9.4 Parents of dorm students and dorm students will have access to the use of the laundry facilities.

## 10. FINANCES

- 10.1 Budget  
The budget will be established by the AAI Director, in cooperation with the individuals responsible for the various aspects of the operation. The dorm will operate within its budget.
- 10.2 Fees  
Fees for students staying in the dorm will be established by the AAI Director.

10.2.1 The AAI will establish the payment schedule for the Dorm Tuition, consistent with AAI policy.

10.2.2 Parents will make arrangements with their children for additional expenses which will be incurred during the school year. Use of debit cards is encouraged, to limit the amount of cash that a student will need. The Dorm Parents will not be responsible for handling student funds.

### 10.3 Free Enterprise by Dorm Students

Generally, dorm students will not be allowed to sell items or services in the dorm except in the case of students leaving the dorm upon graduation or leaving the school for a period of time longer than a regular furlough, for missionary families. Parents can give special permission to sell some items. Exceptions may be made by the Dorm Parents.

### 10.4 Property Damage

#### 10.4.1 Dorm Students and Parents

When a dorm student breaks an item, whether by accident or not, the cost of replacing the item(s) will be covered by the dorm student involved. The only exception will be if an item is broken due to normal wear and tear, then the dorm will absorb the cost but only if the item was used for its original intent.

#### 10.4.2 Visiting Friends

Because visiting friends are the responsibility of the dorm student who invited them, if any damage is caused, the rule in 10.4.1 applies.

## 11. TRIPS

### 11.1 Short Trips

Short trips may be planned for groups within the dorm. These may be over a long weekend or at other times as scheduled by the Dorm Parents. Every effort will be made to keep costs as low as possible. Costs incurred for such trips will be the responsibility of the students who participate. (The dorm staff expenses will be covered by the dorm budget.)

### 11.2 Water Safety

When outings include swimming, the dorm staff will see that the following safety rules are used:

11.2.1 No one may get into the water without supervision present.

11.2.2 The buddy system will be employed at all times when swimming in the ocean.

11.2.3 Water safety equipment and a first aid kit will be available for use.

## **12. SUSPECTED CHILD ABUSE**

- 12.1 The policies established by Alliance Academy International will be followed for reporting suspected child abuse or harassment.
- 12.2 Reports must be submitted for regarding any behavior on the part of the Dorm Parent or staff member, student(s), or national worker that might be understood as “unusual” or held in suspect. This serves as a means for protection for all involved in case of alleged abuse or questionable behavior.

## **13. DORM RESPITE VOLUNTEERS**

The AAI will develop a pool of volunteers who will help provide dorm coverage, when needed. Primary coverage will be provided by the Resident Assistant and the Dorm Volunteer, who reside in the dorm.

## **14. EMERGENCIES**

- 14.1 The Dorm Parents will provide each dorm student training to be prepared for each of the following emergencies.
  - 14.1.1 Fire
    - 14.1.1.1 All dorm students will meet in a pre-determined area and a role count will be taken to ensure all students are accounted for. A practice run will take place at least once during the school year.
    - 14.1.1.2 Depending on the severity of the fire, the dorm students will be escorted out to the middle of the field or covered court until the fire is under control.
  - 14.1.2 Earthquake
    - 14.1.2.1 All dorm students should be instructed to position themselves under something solid like a desk or door post and to stay in that position until the earthquake is over.
    - 14.1.2.2 The dorm is built to withstand earthquakes; therefore it is better to remain in the building. Generally speaking, the risk is greater leaving the building than positioning oneself in a safe position.
  - 14.1.3 Volcano
    - All students should return immediately to the dorm and remain inside until further instructions from the dorm parents are received.
  - 14.1.4 Other
    - Any other requests for emergency aid will be handled on an individual basis. Because the dorm is viewed as a secure place families may request shelter. This

may be allowed for one night but the families are not allowed to maintain their position in the dorm without the permission of the Dorm Director.

## **15. ELECTIVE SURGERY**

Elective surgery for any dorm student will not be scheduled without the approval of the AAI Director. It will be approved only if it can be demonstrated that this type of surgery cannot be done during vacation time. If demonstrated to be necessary, no surgery will be scheduled unless one parent can be present two days before the surgery is scheduled and remain until the student returns to school.

## **16. MEDICATIONS**

All medications will be kept in the locked cabinet provided by the dorm and dispensed by the Dorm Parents as needed by the dorm students.

## **17. DORM OPENING AND CLOSING**

The dorm will open on the first day of registration before the first day of classes and will close one day after the last day of school. Students who arrive or leave before or after these days will need to find lodging outside the dorm.

## **18. POLICY MANUAL**

- 16.1 The Policy Manual will be updated by the Director, in consultation with the Dorm Parents and Dorm Advisory Committee, on an annual basis.