



# **The Resident Student (Boarding) Program**

Handbook  
2018 - 2019

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## **Introduction to the Residence Life**

The AAI residence program for secondary students is a home-stay model, focused on integration of resident students into AAI Faculty households. Faculty homes are typically ideal locations for resident students, permitting easy access to all school activities and events, with fewer safety and security concerns which result from students transiting long distances to the campus and/or using public transportation.

When appropriate, resident students will be housed with AAI families in the on-campus residences located in the lodging facilities on the western edge of our campus.

The residence program operates during the school year, consistent with the AAI school calendar. Board and room are provided five to seven days each week, with all meals and snacks, adult supervision and support, use of facilities, and ordinary transportation included. The program closes during all holidays and school vacation periods. Parents have the ultimate responsibility for placement during such days, but can seek the help of program faculty in finding alternative arrangements.

AAI staff members provide supervision and care, as well as perform cooking, maintenance, and transportation duties. Students will be assigned regular chores within the home, 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. Caregivers 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.

An external social worker will conduct several home studies to determine the adequacy of families/homes to provide safety and support to resident students. Additionally, students will have regular assessments by the counting department to determine if their needs are being met.

This booklet is designed to aid all parties (students, parents and resident caregivers) in a successful residence integration. 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 Resident Life**

The following list of expectations will help your student prepare to move into resident 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 typical house chores

## **Admission and Placement**

All prospective students for the dorm are to complete a residence application packet. Upon review, they will be required to have an interview with Residence Program Supervisor and AAI Faculty Caregivers. 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.

### **School Day Procedures:**

- Resident students are not allowed to be in on-campus residences during school hours
  - If for some reason they need to go to their room, they must first get permission from one of the Caregivers
- 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 Primary Caregiver before releasing the student to return to the residence.

### **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 the residence (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. Caregivers will check rooms regularly, and will occasionally 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 a program residence.

## **Holiday Arrangements**

During long weekends, holidays and school breaks, students should plan on going home or to other family arrangements. The program supervisor can assist if housing is necessary. Caregivers can help coordinate travel to and from these weekends and other holidays if necessary. 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 typically not available options.

## **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 with Caregivers in advance.

Please remember that even while parents are visiting, their children are still under the supervision of the Caregivers, so parents should check with them before taking their student out, etc. If parents plan to eat meals with resident students, advance arrangements must be made.

## **Finances**

Parents are to arrange for their student to handle his or her own expenses which are not included in the resident program fee. Students should have a bank account, credit card, or ATM card, to access cash when it is needed. The dorm parents will be responsible for holding the ATM access or credit card, but will not be responsible for holding cash or valuables. Payment of school tuition and fees will be made through AAI, payment of boarding expenses is to be made through the Stimulus accounting office. Caregivers will assist students in school pre-registration if their parents are not available, but they cannot assist 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 Residence Program 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, Caregivers and other AAI 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 Caregiver will report immediately to the Child Safety & Protection Officer, Santiago Coloma.
2. Parents will be notified by CSPO or CSPO's designee.
3. If the CSPO 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 program within forty-eight hours. In extreme cases, other health care providers may be called to ensure student safety. This may include hospitalization, which is the parents' financial responsibility.

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 program. This is for the safety of the student, as well as for the sake of others in the program.

## **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. 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. There will be occasionally events during the year where the students are required formal wear such as: suits, tuxedos, and cocktail dresses

## **Visas and Documentation**

Parents are responsible for securing 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, we can refer to responsible attorneys for assistance in obtaining and registering Visas.

## **Check List**

The following checklist provides information concerning items that each student should plan to bring to the program. 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 ( deodorant, ,toothpaste shampoo , lotion )
- Bible (in student's preferred language)
- Room decorations and personal items (family pictures, etc.)
- Desk lamp
- Personal computer or laptop
- Cell Phone

Laundry detergent will be provided for students using on-campus laundry facilities.

**Contact Information**

Phone # is 393-3800, ext. 6320

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**Conclusion**

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