

Alliance Academy International

Resident Student Program Policy Manual

Quito, Ecuador

Revised March 2019

## 1. INTRODUCTION – Definition of Purpose

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

## 2. PHILOSOPHY AND OBJECTIVES

2.1 RSP Philosophy: The RSP seeks to provide a caring and family-style home stay environment for boarding students to thrive in all areas of their life and become whole people. Through intentional living and organized activities, the desire is for students to grow spiritually, emotionally, and academically. We exist to partner with parents to see their children achieve their potential.

### 2.2 Objectives of the Residence Program

To provide a family style dorm where siblings are able to interact.

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 Caregivers

Maintaining Christian integrity

Creating a Family Atmosphere

Be Present

Culture of Hospitality

Maintain Ecuadorian Driver's License

Vibrant Participant in the AAI Community

In Agreement with the Dorm Vision & Ministry

Speak English in the home (most students are second language learners and need the practice)

If students are regularly in the dorm on weekends provide a weekend outing at least one a month. Stimulus will cover up to \$20 per student per outing

Academically: check RenWeb, contact with teachers, PTC, indicators for growth

Medically: doctor appointments, hospital runs, sick days at home, unplanned emergencies, communicating with health office and HS Secretary

Spiritually: pray for them, personal growth plan, quality time, church attendance

Role as Parent (involved in Class Events, signing permission slips, discipline, extracurricular activities)

Coordinating holiday living arrangements outside dorm (Day student program)

Communication with parents weekly (phone call, emails, pictures)

### 3. DORM PARENTS

3.1 Professional Ethics: The conduct of Caregivers must be authentic and exemplary of both biblical standards and the high ideals of the AAI. The following are brief statements which will help guide Caregivers' professional ethics.

3.1.1 Maintain a focus on the ministry of Caregiving 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 (program 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 Caregivers to divulge information to anyone other than parents and those who have professional involvement with the student.

3.1.5 Relationships between Caregivers 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 resident students while recognizing that Caregivers cannot be at every event in which each student is involved.

3.2 Meetings: The AAI Director and Resident Student Program Supervisor will schedule periodic meeting times with the dorm parents for communication and prayer

3.3 Dismissal of Caregivers: Dismissal of Caregivers will be according to the policy and procedures of the AAI.

3.4 Evaluation: Evaluation of homes and Caregiver families will be conducted regularly by qualified social workers. Students' experiences will be evaluated by the AAI school psychologist. All findings will be reported only to the program supervisor and the AAI Director. Findings of home evaluations will not impact other employment at AAI unless serious CSP issues are discovered. CSP issues will be reported to the CSPO.

### 4. RELATIONSHIP OF THE RESIDENCE PROGRAM TO THE AAI

4.1 Caregivers are responsible to both the AAI Director and the Stimulus Director. Caregivers report to, and are facilitated by, the Resident Student Program Supervisor.

4.2 AAI Member Care will provide guidance and support in cases where outside, impartial input is needed.

## 5. DORM STUDENTS

### 5.1 Admissions

5.1.1 Admission to the AAI is required for consideration of RSP Admissions.

5.1.2 The AAI Admissions Director, the Stimulus Director and the RSP Supervisor make up the RSP admissions committee. After returning students have been accepted and placed, other students will be considered.

5.1.3 The admission committee should continually acquire information to determine program population predictions for future planning.

### 5.2 Placement

5.2.1 The RSP admissions committee, in conjunction with Caregiver families, determines the placement of the students in individual homes. Appropriate roommates, academic goals and needs, grade level, personality, and interests will be taken into account.

5.2.2 The program admits both sexes and a range of ages from ninth through twelfth grade. Under special circumstances younger students will be considered.

### 5.3 Church Attendance

5.3.1 Regular church attendance, as scheduled by Caregivers, is expected of everyone.

5.3.2 As a general rule, resident students who remain with Caregivers over the weekend will attend church with Caregivers, and sit together. Caregivers 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). Caregivers 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. Caregivers will determine appropriate volume and times for listening to music.

### 5.5 Dating

5.5.1 A variety of backgrounds and family standards and convictions are represented in the resident students. Therefore, permission from Caregivers on dating will depend on the written consent of the parents. Each student will be held accountable for his/her own choices and behaviors in dating relationships.

5.5.2 Only juniors and seniors may single date with permission from their parents and Caregivers. Freshmen and sophomores may double date or group date with permission from their parents and Caregivers.

5.5.3 In the event that two resident students begin a dating relationship, that relationship will be closely monitored by the Caregivers. Specific guidelines, including time restrictions, will be given to the couple for their behavior in and outside of the program. The RSP Supervisor and Caregivers will meet to determine if a couple can continue to live in the same residence, or if a student should be relocated.

## 5.6 Social Guidelines

5.6.1 Friends should welcome in the residence. Caregivers determine all standards for visits, including appropriate persons, times, and areas of the residence. Students are responsible for their guests.

5.6.2 Overnight guests are to be determined by Caregivers, and must be reported to the RSP Supervisor.

## 5.7 Parties

5.7.1 Students may attend parties sponsored by the Alliance Academy International when requests are approved by their Caregivers.

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

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, 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.

### 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 Caregivers for their approval. 5.7.4.2 Attend only those parties and gatherings that have been approved by the parents and Caregivers and where there is proper supervision. 5.7.4.3 No resident 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 residence no later than 10:00 the following morning. 5.7.4.5 If transportation is needed, the student should call their Caregivers for a solution. 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 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 RSP policy

5.7.5.1 The viewing of any pornographic material, including movies, videos and games. Those rated R or PG-13 may be viewed with parental permission. 5.7.5.2 No movie or video viewing in the room without Caregiver 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 residence. 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 Caregivers. It is the desire of the AAI to be able to help each student that comes to the RSP to become a responsible adult. This is not always possible. In some cases students must be removed from the RSP to protect others. In other cases, circumstances are such that the student is better served by a different type of living arrangement. The RSP is managed by host family Caregivers, who report first to the RSP Supervisor, and collectively to the AAI Director.

Although Caregiver families may ask for students to be relocated, the AAI Director must give approval before any student is asked to leave the program. This procedure is only used as the last resort when Caregivers can no longer allow the influences, behaviors, or circumstances that surround a student to continue within their home. The following procedure is to be used in such situations:

5.8.1 Suspension and Expulsion

5.8.1.1 Warning The responsible Caregiver and RSP Supervisor bring the concern about the child to the Director. The Director must agree that 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. Caregivers 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 Caregivers 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 program.

5.8.1.2 Suspension In the event that Caregivers need to bring the matter before the Director a second time, action may be taken to suspend the student from the program 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 program, with specific parameters of a probationary nature, or, upon recommendation of the Caregivers, the Director may expel the student from the program.

5.8.1.4 Any appeal of a decision to expel may be made by the student's parents to the RSP Admissions 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 RSP.

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 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 enter girls' rooms and the girls are not to enter boys' rooms. 5.9.4.4 Students may not have any type of weapon in the residence or on the AAI campus. 5.9.4.5 Secure taxis may be used only when authorized by Caregivers, and rides must be reported to Caregivers via safe ride Apps (Easytaxi, Cabify).

### 6. PARENTS OF RESIDENT STUDENTS

#### 6.1 Visits

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

6.1.2 Housing for parents and visitors is not provided. Parents are responsible to make their own housing arrangements. Housing may be available at the AAI facilities, contact Ron Sutton at [rsutton@alliance.k12.ec](mailto:rsutton@alliance.k12.ec) for availability and info.

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

#### 6.2 Responsibilities

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

6.2.2 Regular communication with their children.

6.2.3 Providing Caregivers with all information needed for Health Insurance Forms.

## 6.3 Communication with Caregivers

6.3.1 Caregivers will be informed of special instructions and directions for each 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 Caregivers, they are to first communicate directly with the Caregivers. If there is no satisfaction or resolution to the concern, then the concern should be directed to the RSP Supervisor.

## 7. Food Service

7.1 Residence meals are to be determined by host family Caregivers according to their normal family routines. They will take into account student needs and health concerns. When possible they should seek to take into account student tastes.

7.2 Lunches Lunches will be provided by the AAI Cafeteria Monday through Friday. Parents may make direct arrangements with Caregivers or other providers if their child desires other options.

7.3 A student may request food for AAI fundraisers and/or class parties but shall take an amount equal to what other students take.

## 8. TELEVISION AND COMPUTER VIEWING

Television and video viewing is permitted, provided reasonable guidelines are followed. The RSP 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 students or Caregivers. There are many other activities in the home, 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 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 Caregivers.

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 Caregivers.

8.1.1.2 Friday – Saturday: Watching at the discretion of Caregivers.

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

8.2 Evaluative Criteria – Each of the following areas should first be considered by Caregivers as an opportunity to teach students about the damaging effects of sin, critical thinking, and making proper choices.

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. In particular, programs in which protagonists are involved in sinful sexual relationships should be limited, and the content should be intentionally discussed within the family environment. Explicit depictions of sexual acts should not be watched in the RSP environment.

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 Caregivers 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 Caregiver 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 Caregiver 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 Laundry equipment should not be misused or abused. It is the responsibility of the Caregivers to train students in the correct operation of the equipment and to establish policies to insure the maintenance of said equipment.

## 10. FINANCES

10.1 Budget The budget will be established by the Stimulus Director, in cooperation with the individuals responsible for the various aspects of the operation. The RSP will operate within its budget.

10.2 Fees Fees for RSP will be established by the Stimulus Director and approved by the AAI Director. The yearly fee covers food, lodging, and supervision only. The RSP will provide toilet paper, hand soap and laundry soap.

10.2.1 Stimulus will establish a payment schedule 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. Caregivers will not be responsible for handling student funds.

10.3 Free Enterprise by Resident Students Generally, students will not be allowed to sell items or services in the RSP except in the case of students leaving the program 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 Caregivers.

## 10.4 Property Damage

10.4.1 Students and Parents When a student breaks an item, whether by accident or not, the cost of replacing the item(s) will be covered by the student involved. The only exception will be if an item is broken due to normal wear and tear, then the RSP 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 are encouraged and may be planned by Caregivers. These may be over a long weekend or at other times. 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. Some occasional outings are included in the RSP fee (One dinner out and one movie night per month.)

11.2 Water Safety When outings include swimming, Caregivers 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 regarding any behavior on the part of the Caregivers or other staff member(s), 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. RSP RESPITE VOLUNTEERS

The AAI will develop a pool of volunteers who will help provide coverage, when needed. Primary coverage will be provided by the Respite Parents, who reside in the AAI Guest Facility.

## 14. EMERGENCIES

14.1 Caregivers will provide each student training to be prepared for each of the following emergencies.

14.1.1 Fire 14.1.1.1 All 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, students will be safely evacuated until the fire is under control.

14.1.2 Earthquake 14.1.2.1 All students should be instructed to position themselves under something solid like a desk and to stay in that position until the earthquake is over. 14.1.2.2 Generally speaking, the risk is greater leaving a building than positioning oneself in a safe position.

14.1.3 Volcano All students should return immediately to the residence and remain inside until further instructions from Caregivers are received.

14.1.4 Other Any other requests for emergency aid will be handled on an individual basis.

## 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 a locked cabinet provided by the RSP and dispensed by Caregivers as needed.

## 17. RSP OPENING AND CLOSING

The RSP 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 coordinate alternative lodging.

## 18. POLICY MANUAL

18.1 Policy Manual will be reviewed and updated by the Stimulus Director and RSP Supervisor annually, with final approval of changes from the AAI Director.

18.2 An attachment to the Policy Manual is to be signed by the student and parents, indicating they are aware of the dorm policies and will support them. This signature sheet will be placed in the dorm student's file.