

Spring Street International School



2010 /2011 Boarding Student Program

Student Residence Handbook

Policies and Guidelines



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Student Residence Handbook

SSIS Student Residence: 345 Blair Avenue
Friday Harbor, WA 98250
360-378-0330
SSIS School Office: 360-378-6393

Residential Staff: Chantelle Vollmer, Colin Megill and Olga Donoro Rodriquez
360-378-0330 at Residence

Computers

The student residence has a wireless network throughout the building in which students may access with their private computers as well as the residence computer provided by the school. Students must recognize that the residence desktop computer is to be shared so that it can accommodate all who need it. Please limit each use to 45 minutes and plan ahead. Between the hours of 7:00-10:30 on weeknights, computer use is by sign-up only and the computer may only be used for schoolwork. The computer and printer are for residents only—day students are asked to use the computers on campus. Internet hours are from 5 am to 11 pm Sunday thru Thursday and 24 hours Friday and Saturday.

Personal Belongings

We ask that students do not bring expensive jewelry or other high-value items to school. Furthermore, students should not leave large sums of money in their rooms. The school cannot be held liable for the items students are asked not to bring but choose to do so anyway. If students have emergency credit cards, passports, airline tickets or other small valuables, they should talk to the house parents for guidance. Students can have passports and other such valuables safely kept for them by the school.

Students are asked to decorate their rooms and doors in a tasteful manner. We ask that no tacks or tapes be used on the wall—you can purchase gum stick that will adhere to walls without leaving a mark. Posters and room decorations that depict drugs or alcohol are not allowed. Televisions and appliances, such as microwaves or anything else that heats water or food are not permitted. The students may use the student refrigerator and microwave in the residence. Students may not have in their possession, or use, candles, incense or any open flame in their room. Students doing this are in direct violation of the fire code. It is best to just leave these things at home.

SSIS believes strongly in teaching good personal habits, including cleanliness, hygiene, study skills, respect for others, and health. For this reason, sodas, energy drinks, and

other highly caffeinated and sugary drinks are not allowed. Students may drink these on their own in town, but may not bring these drinks into the residence.

Pets

Students are not allowed to keep pets in the residence.

Storage

We have storage available for luggage to keep the clutter down in student rooms. Please speak to a house parent about accessing this when needed.

Telephones

Students are allowed to use personal cell phones in their rooms and on the back porch. Cell phones should not be used in the dining, living, and classroom areas when classes or study hall is in session. Cell phone use on the main campus is not allowed during class times. It is recommended, but not required, that students have their own cell phone as it eases the potential for communication between students who are off-campus and the Resident staff. The residence has a phone that can be used for brief incoming and outgoing communication:

- 1) Land-line phones are for verbal communication only. Students are not allowed to use computers or fax machines on these lines.
- 2) Students are asked to limit their phone calls to reasonable amounts of time, please do not monopolize these lines for extended periods of time.
- 3) Students may dial out on their phones to make local, toll-free and operated-assisted calls. However, no long distance calls may be made from students' phones unless they are using a phone card. Violation of this policy will result in a loss of telephone privileges.

Mail and Messages

Students are to use the residence as their mailing address and can pick up letters and packages Monday through Friday. The U.S Postal Service, Fed Ex, and UPS all serve the campus.

Address as: Your Name
 c/o Spring Street International School Residence
 345 Blair Street
 Friday Harbor, WA 98250
 U.S.A

Stamped mail that is outgoing may be placed in the Residence Mail box (green box at the bottom of the front porch stairs) prior to 10am. Do not place outgoing mail in with mail that has just been delivered.

Stamps may be purchased at the local post office, one block north on Blair Avenue.

During school hours, phone messages and emergency calls for boarding students should be directed to the office of the main campus, 360-378-6393.

During all other times, boarding students may be contacted at the residence and messages will be left for students on the central board next to the phone.

Crew Job Hour and Room Checks

While the common areas of the residence will be professionally cleaned weekly, it is the boarders' responsibility to keep their own room clean and to participate in daily crew jobs to help protect our living environment from clutter and debris.

Every morning, Monday to Friday there will be time for crew jobs, assigned on a rotating basis. This should take no more than 15 minutes between 7:40-7:55 after breakfast. Resident students will be expected to keep their rooms picked up during this time too, with a deep clean every Sunday night at 7pm, to be checked by staff at 7:20pm. At such time, floors should be cleaned of debris (swept and/or vacuumed), clothes should be stored, trash cans empty, and the room should be clear of dirty mugs. Students not passing this room check are not free to participate in activities outside of their room until their rooms are cleaned. Keeping rooms clean throughout the week will make this process easy for everyone.

In an effort to keep our home clean throughout the week, students are asked to not leave books, homework and other personal items cluttering the common areas of the Blair House. This will also help ensure that your items are neither misplaced nor stolen.

In addition, students are asked to not bring dishes or food, other than their personal mugs, into their rooms and to keep their room clean of food debris. We do not want to encourage mice so please keep snacking confined to the dining area.

Activities

Activities are an important component to Resident Life. **Weekend activities** might include activities planned by the Residential staff on duty, other school faculty, and the families of our non-resident students. These activities may include hiking, boating, kayaking, and over-night camping, beach barbeques, participation in community events, and hosting an occasional school community event at the residence. At least once a month, boarding students can go with staff to the mainland, where they have the option of spending an afternoon shopping or go to a movie at the Cascades mall or other mainland activities. Any expenses for off-island travel will be the student's responsibility.

Residence Closures /Vacations

The student residence is closed during our Winter Break. Other possibilities may range from local school community home-stays, remaining in the care of a Resident family, or participating on a planned trip.

Airport Transportation

Students are offered limited transportation to the San Juan County Airport in Friday Harbor and the Ferry Terminal on the days the residence closes and re-opens for various holidays and summer vacation. The Ferry Terminal is only a short walk from the residence for weekend commuters. The ferry landing has bus transportation to SeaTac International airport in Seattle.

Banking

Students are responsible for handling their own personal finances. There are two recommended options:

- 1) Set up a checking account at home that allows the student to withdraw money from her account at a local ATM.
- 2) Open a checking account locally. We recommend Islanders Bank, Whidbey Island Bank, and Key Bank in Friday Harbor. All are located within walking distance from the student residence and campus.

Group Meetings

Meetings are planned weekly as needed. Because we are a small group who will be dining with each other throughout the week, issues concerning life in the residence can be scheduled for discussion in meetings following our evening meal.

Garbage/Recycling

Students are asked to recycle as well as to throw out their garbage on a regular basis. Students will be shown the location of the recycling and garbage bins during orientation.

Guests in Residence

Students having visitors are asked to sign in their visitors. This includes day students visiting during visiting hours. In order to ensure our boarders' privacy and security, SSIS day students, who are at the residence for class, are not allowed within the private residential areas of the residence.

Gender visitation rules are doors open, feet on the floor and no lying down on the beds. Gender visitation hours are as follows, 3-7:20pm Monday- Thursday, Friday from 3pm to 11pm, Saturday 9am to 11 pm and Sunday from 10am to 7:30pm.

The common areas of the residence are always available for visitors, except the dining/living area during school hours, which may be in use for classes.

Visiting hours are as follows:

- Monday-Thursday 3:00 - 7:30 p.m.
- Friday 3:00 - 11:30 p.m.
- Saturday 9:00 am - 11:30 p.m.
- Sunday 9:00 am - 7:30 p.m.

Students who wish to spend the night with a school community family must make prior arrangements with the staff and a parental release form must be on file allowing them to participate in such events.

Overnight Guests

Students wishing to have guests stay overnight in their room must obtain permission.

In Room/ Room Check/ Lights-out

Students must be back in the residence at 5pm if they have dinner prep and 5:45 for all those who do not - Sunday through Thursday.

Spring Street International School wants to promote good sleep habits. Students must be in their rooms by 10:30pm Sunday through Thursday, the staff will make sure everyone is accounted for at that time. Once the students are in their rooms for the night, they should get ready for bed and prepare those things needed for school the next day. Lights out is at 11:00pm Sunday through Thursday. The internet will also be turned off at this time. By 11:00, the residential staff will make sure lights are out and, on occasion, do a late night room check.

On Friday and Saturday nights, students must be in the residence by 10:30 and in their rooms by 12:00. Students must be sure to sign in when they return on these evenings.

Laundry

The student laundry can be accessed from the back porch of the residence. In order to conserve water and energy, and to allow the laundry to be available to all students when they need it, students are asked to wash only full loads and to move their laundry through the washer/dryer process as quickly as possible. All laundry must be out of the room at the end of the day. Staff will not open the laundry for a student after 9pm.

Laundry Hours: MON- FRI 4:00pm - 9:00pm
 SAT- SUN 10:00am -9:00 pm

Meals

Breakfast and lunch prep is available Monday through Friday 7:00am - 7:45am in the kitchen. Students are expected to make their breakfast themselves at this time and clean up after themselves, scrape and load their own dishes into the dishwasher.

Students may also pack a lunch for later in the day, selecting from the available: sandwiches fixings, snacks, fruit, noodles, and yogurt. In order to save on waste, please do not take more than you know you will eat. Students may return to the residence to prepare lunch as long as they are able to meet the class schedules without tardiness. Like all SSIS students, those who wish to are allowed to purchase their lunch off-campus.

Saturday/Sunday breakfast and lunch will be available for self-service at any time of day.

Dinner is served at 6pm everyday. Students will take turns making dinner with staff support and cleaning-up the evening meals. Prep: 5-6:00 pm. Clean-up: approximately 6:30-7pm.

Attendance is required for the weekday dinners—Monday through Thursday. If a conflict arises, please talk to a house parent at least one day prior to missing the meal. **Also please let the staff know if you will not be attending any of the weekend meals, so we can plan accordingly.** Students are expected to exhibit appropriate behavior in the dining room/kitchen at all times. Dress must be appropriate and socks or slippers must be worn at all times.

Should your weekend schedule demand that you have an earlier breakfast than planned, please let a house parent know the day before so that arrangements can be made.

Monday/Friday:	Breakfast/Lunch prep	7:00 - 7:45 am
	Dinner Prep	5:00 pm
	Dinner	6:00 pm
	Dinner Clean-up	6:30-7:00pm
Saturday/Sunday:	Breakfast/Lunch	Open Hours

Passports/I-20s/Visas

All students coming to SSIS with a passport, visa and I-20 need to give them to school officials for safekeeping. The school will make a copy of them and file the originals as well as the copies. When students travel and need these documents, they must request

their documents ahead of time. When they return from their travels, they must return these documents. Students will most often need documents when the residence closes for the Christmas and Spring breaks. Please make sure that your I-20 is signed before you leave.

Study Hall and Quiet Hours

Study hall hours are important for creating a ritual time and space for homework and developing good study habits. Sunday –Thursday study hall is from 7:30pm to 9:30pm. During this time, students are expected to study in their rooms with their doors open. There should be no cell phone, television, or computer game use during this time. The computer should only be used for study purposes; and therefore Myspace, Facebook, or chat room and email sites are also not allowed. Students wishing to study productively in groups may do so with permission from the resident staff. Music is permitted during study hall, but only with headphones. Students should expect that resident staff will be checking in on them regularly during study hours to ensure that good study habits are being developed. Violation of cell-phone and computer rules during study hall will result in removal of those items from the student's room during study hall.

After study hall, quiet hours continue on to 7:00am the next morning to allow for students to go to bed early or continued studying. Students must respect others and keep noise levels down. However, students may gather in common areas to watch TV, play games, and hang-out until 10:30 as long as noise levels are kept down.

Resident Staff

There will be three adult house parents that live in the residence and take care of the students. They are to watch for changes in behavior, help communicate with parents and teachers, discuss grade reports and look out for the health and well being of each resident student. They help plan and prepare meals and group activities, as well as larger group activities.

Room Changes

Students wishing to change rooms must meet with a house parent. Changing rooms is often not possible. No room changes will be made until halfway through the first semester.

Keys

At the beginning of the year, each student will be issued a room key. Should they lose the key at any point in the year, there will be a \$10 replacement fee. The keys are school property and are not to be copied.

Furniture

Students are expected to respect all furnishings in the residence as if they were their own and are responsible for maintaining its condition. The students who live in the room

must pay for any damage or loss to the room or its furniture. Should a room change occur, the students who moves into a room assume this responsibility; therefore, students are advised to check the condition of the room and its furniture and report it to the residential staff before moving in.

Rule Infractions and Consequences

Minor offenses—missed chores, quiet hours, missed curfew, etc-- often result in logical consequences given by house parents—i.e. making up missed chores, temporary loss of stereo use, temporary loss of off-campus privileges.

Major offenses—substance abuse, repeated behavioral problems, theft, etc—are referred to the Head of School for disciplinary action.

Schedules

A typical weekday schedule looks like this:

7:00-7:45am	Breakfast
7:45-7:55	Crew jobs
8:00am-3:00pm	Classes with lunch at 12:20
3:00-6:00pm	Free time/Sports/Theater
5:-6:00	Dinner Prep
6:00pm	Dinner
6:30-7:00	Dinner Clean-up
7:30-9:30pm	Study hall (Quiet hour in common areas)
9:30-10:30pm	Free Time (Quiet hours begins at 7:30)
10:30pm	Everyone must be in Rooms
11:00pm	Lights Out (Except for those with late lights)

Signing In/Out

Friday Harbor is a safe and friendly place for walking and the town's shops, parks, and restaurants are readily accessible to students. Prior to leaving, however, all students must inform a house parent of their intentions and time to return.

Students going by car, bus, or another means of transportation must have permission **before** leaving. **Resident students are not allowed to hitch-hike on the island or to ride with youth drivers under the age of 17.**

Students wishing to leave campus overnight or for the weekend must have permission granted by the house parent on duty. Students are asked to discuss their request by the Wednesday prior to the weekend to allow adequate time to verify the permission with parents and/or guardians. Students are expected to return by the date and time specified. During a typical weekend, the return time should be no later than dinner on Sunday evening. However, a few students ask to return by 8:00am on Monday. These requests are approved on a case by case basis.

If a student is unable to make it back by the specified time, they should call 360-378-0330 and tell the staff when to expect them back at school.

Counseling

Professional counseling services are available on the island. School faculty members can help connect students with a counselor if necessary. All discussions are confidential, and students are encouraged to discuss any area of concern with the house parents. Issues relating to substance abuse, eating disorders, self-injury, and suicidal risk are concerns that affect not just individual students but the whole school community. These concerns are referred to outside professionals who specialize in the evaluation and treatment of these issues.

Emergencies

If a student needs medical assistance after the academic day, s/he should have a friend or roommate tell the staff on duty.

If a student is away from the building and is in need of assistance, s/he should call the staff on duty at 360-378-0330 or the school at 378-6393.

It is recommended that all students have a cell phone which they carry whenever they leave the campus or the residence for easy communication between students and the staff. Emergency procedures (fire, earthquake, etc.) are posted throughout the building. House parents will ensure that all residents are aware of these procedures.

Health

Any student who does not feel well enough to attend school must report, in person, to the staff on duty between 7:45-7:55am. The staff will schedule appointments with local doctors and/or dentists if necessary and will assist with transportation. **All medication will be stored and distributed through the residential staff on duty. Students bringing medication to school must give it to the office manager upon arrival.**

Copies of each student's health insurance documents must be on file.

GUIDELINES FOR STUDENT BEHAVIOR

Spring Street International School expects students to choose appropriate behavior in order to maintain an atmosphere of respect, trust, integrity, and consideration. These Guidelines reflect our school's sense of student rights and responsibilities, both to the self and for the good of the community. It is our experience that a clear definition of expectations supports a wide range of learning activities in an enjoyable atmosphere. We are committed to providing a structure that enhances productivity, dignity, and a sense of independence for all students.

These Guidelines apply to student behavior on campus as well as during all school activities, field trips and ferry commutes. Students who engage in unacceptable behavior face consequences outlined in this section.

We are all expected to:

- Be honest both in speech and in writing.
- Treat others as we would like to be treated.
- Respect and take care of school property and land.
- Use appropriate language.
- Keep commitments and be responsible for our own actions.
- Cooperate in class.
- Arrive at school on time.
- Arrive at each class on time and be prepared.
- Refrain from activities that endanger ourselves and others.
- "Park" skateboards during the school day.
- Respect others' right to learn
- Dress appropriately for a grade 6-12 community
- Clothing should be in good taste, clean, and in good repair. No article of clothing may advertise or promote any controlled substance or illegal drug, or contain sexual innuendoes. Shirts, and other types of tops, must cover the chest, stomach and back. Pants should be worn in a way that does not expose skin and/or undergarments. The faculty reserves the right to tell any student that his or her clothing is inappropriate and should be changed.

Seniors may request the option of keeping a car at the residence.

Good sense makes us all realize that:

There will be no verbal or physical abuse or anti-social harassment of a student or teacher.

Students will excuse themselves from situations in which major school rules are being violated, in any activity or location in which the school is represented.

There will be no dishonest conduct, cheating, or plagiarism.

There will be no stealing. Nothing may be borrowed or taken without its owner's permission.

There will be no willful destruction of property belonging to others or to the school.

There will be no inappropriate sexual behavior.

Local, state and federal laws state that:

There will be no use or possession of firearms, weapons or look-alike weapons, lighters or other items causing smoke or open flame (excepting supervised use of equipment in a science laboratory). With respect to any student who brings a firearm to school, the following minimal steps will be taken (and other consequences may be added if deemed appropriate):

- A. Parents of the student who brings a firearm to school will be notified that day.
- B. The student shall be referred to the criminal juvenile justice system of San Juan County, and
- C. The student will be expelled for no less than one (1) year.

There will be no use, possession or display of alcoholic beverages or their containers, of any illicit drugs or their paraphernalia, nor of any tobacco products. Prescription drugs must be registered with the residential staff.