



Spring Street

INTERNATIONAL SCHOOL

RESIDENTIAL LIFE HANDBOOK

2021 - 2022

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Spring Street International School Residential Life Mission Statement

The primary goal of the Spring Street International School Residential Life Program is to take care of the emotional, physical, psychological, and intellectual health of the students in our dorm, in that order.

Residential Counselors focus on spending time with the dorm students individually while our chefs focus on providing them healthy meals. During the week, residential counselors are present from 3 pm until 9 am the next morning to connect with students and help them with the inevitable struggles of being far away from home and navigating adolescence without their parents at their side. During the weekend, residential counselors cook meals with students and work with faculty to plan activities both on and off-island, creating an opportunity to relax, to study, to unwind, and to enjoy.

Residential Counselors encourage students to get exercise, be healthy, and take care of their academic obligations. Most importantly, they are creating a safe atmosphere where residential students learn how to navigate the inherent struggles of adolescence. Students have chores. They have lights out. Limited Internet hours. They lose their off-campus privileges when they mess up; sometimes we confiscate their computers and cell phones when they violate School policies. But in the grand scheme of things, these are ultimately less important than our focus on their emotional health and well-being.

Campus residences are odd places, occupying a space somewhere between one's home with mom and dad and the expectations and obligations of a classroom. Campus residences are not home. Rules must apply to everyone and the ratio of parent to child is out of proportion to what most families have at home. But our student residence should not and cannot function as after-school classrooms. Adolescents need a place where they can be messy, mess up, and push back against authority as they transition towards adulthood - in other words, what happens at home. But, they need to learn to do this in a way that ultimately is respectful and honors the relationship they have with the Residential Counselors. The inherent struggle in this is that there is a paradigm for the classroom that most students understand, and there is a paradigm of the home, which they certainly know. And the student residence exists somewhere in between. Our goal, ultimately, is to help students successfully navigate this nether space between these two paradigms in their transition from adolescence to adulthood.

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RESIDENTIAL STUDENT LIFE

Residential Counselors

Three residential counselors, or dorm parents, live in the residence and take on the role of *in loco parentis*. Their primary focus as such is to take care of the health and physical, emotional, and intellectual well-being of our residential students. They are role models and mentors, and the foundation of a healthy and caring residential culture. Residential counselors help communicate with parents and teachers, discuss grade reports, and keep their fingers on the pulse of the dorm, helping students navigate both interpersonal and intrapersonal challenges of adolescents. They assist the dorm chef with meal planning, cooking, and cleaning, help design group activities, and guide dorm students in understanding and meeting their dorm responsibilities.

TYPICAL DAILY SCHEDULE

Days of the Week	Time	Activity
Monday - Friday	7:30 a.m. – 8:00 a.m.	Breakfast
Monday - Friday	8:25 a.m. – 3:00 p.m.	Classes
Monday - Friday	12:35 p.m. – 1:15pm	Lunch
Monday - Friday	3:15 p.m. – 4:15 p.m.	Fitness Hour –
Monday - Sunday	6:00 p.m. - 6:30 p.m.	Dinner
Sunday - Thursday	4:15 p.m. – 6:00 p.m. 10:00 p.m.	Study Hall Tech turn-In
Saturday - Sunday	10:00 a.m./ 6:00 p.m. Activities TBD	Brunch/ Dinner
Friday - Saturday	9 – 11 p.m. Activities TBD	Movie Night
Sunday - Thursday	10:00 p.m. 10:30p.m.	Tech Turn-In/Quiet Time (students in room ready for bed) Lights Out
Friday - Saturday	11:30 p.m. 12:00 a.m.	Tech Turn-in/Quiet Time (students in room ready for bed) Lights Out

Activities

Weekend activities include those planned by the residential counselors, other school faculty, SSIS students, and the families of our day students. These activities may include hiking, boating, kayaking, and overnight camping, beach barbecues, participation in community events, and hosting an occasional school community event at the residence. **Residential students are required to participate in 9 weekend activities throughout the year**, which are recorded by the weekend residential counselor.

Food/Meals

Dorm Chefs design menus, purchase locally, and prepare both lunch and dinner Monday - Friday. Residential students are encouraged to help prepare meals – especially on weekends - and to help develop the menu. Residential counselors prepare breakfast on school days, and brunch and dinner on the weekends. The dorm menu reflects both the preferences and tastes students bring from their home countries and menu items that expose students to different food traditions. Every effort is made to purchase local ingredients – produce, meat, fish, dairy, and grains – as freshness, health, and taste are a priority. Healthy snacks are available in the afternoons, including fruit, tea, chips, etc. Students are not to use the kitchen for cooking when the chef is preparing meals.

While every effort is made to prepare meals that students like, the primary goal of our program is to meet their needs first, and their wants second. What this means in practice is that students are exposed to different foods with an emphasis on health. Italian, Northwest, French, Chinese, Thai, and American inspired cuisine predominate. Lunches are served buffet style by the chefs. While high school students are permitted to go off campus for lunch, most prefer our chef’s cooking and choose not to waste their money on the less healthy options in town. Dinner is family style with students and residential counselors sitting down together in the dining room. Students are required to attend dinner Monday – Thursday from 6:00pm – 6:30pm. This is a time when all electronics are put away and everyone shares the meal and conversation together, helping out as needed. Other days, students may go out to dinner in town, after letting the staff know so that they can plan accordingly. Students should inform the residential staff of any dietary restrictions or food allergies.

SAMPLE WEEKLY MENU

MORNING	<i>Hong Kong Style Egg Tarts, Fish Sauce Seasoned Hard Boiled Eggs and Chinese Noodle Soup</i> ×	<i>Baked Potatoes with Scrambled Eggs</i> ×	<i>French Toast, Sausage and Scrambled Eggs</i> ×	<i>Brunch -- Hawaiian Mini Sandwiches</i> ×	<i>Brunch -- Zuppa Toscana</i> ×	<i>Strawberry Apple Pastries</i> ×	<i>EGG FLORENTINE QUESADILLAS</i> ×
MIDDAY	<i>Pan Seared Tuna</i> ×	<i>Chicken Soup</i> ×	<i>Mongolian Beef</i> ×	<i>Snacks</i> ×	<i>Snacks</i> ×	<i>Ginger Stir Fry</i> ×	<i>Asian Roast Beef</i> ×
EVENING	<i>Mahogany Beef Stew</i> ×	<i>Five Spice Roast Chicken</i> ×	<i>Baked Ziti</i> ×	<i>"Egg Roll" Bowl</i> ×	<i>Lamb Stew</i> ×	<i>Honey Garlic Chicken</i> ×	<i>Braised Salmon</i> ×

Crew Jobs

While the common areas of the residence are professionally cleaned weekly, students keep their own rooms clean and participate in daily crew jobs to help keep the dorm common areas clean and free of clutter. Residential counselors assign dorm students to crews and instruct and supervise the dorm students in their various chores. Students are assigned one day per week with one or two partners. Partners and days are rotated throughout the year. In an effort to keep the dorm clean throughout the week, students are not to leave books, homework, and other personal items cluttering the common areas of the SSIS dorm. This will also help ensure that items are neither misplaced or stolen.

Study Hall

Study hall hours are important for creating a ritual time and space for homework and developing good study habits. **Study hall is Sunday through Thursday from 4:00 p.m. to 6:00 p.m. in the common area.**

It is important to distinguish between homework and studying. Homework is an activity that can be finite. It has a distinct beginning and end. Studying is infinite. It has no end. Students who find themselves without homework need to take advantage of study hall for studying. This may include any of the following: reviewing class material, studying for upcoming exams, reading, or any activities that will improve the command of English (for ESL students), etc.

Physical Education

SSIS believes that it is important to create structures for residential students which foster well-rounded and healthy individuals, of which regular, physical exercise is a vital component. All high school students are required to complete at least three years of physical education - a minimum of 450 hours. That said, even after students meet the **450-hour requirement**, they need to have an exercise program in place for each year they attend SSIS for the benefit of their physical health. **All residential students are required to have a membership at San Juan Island Fitness Club unless they are a member of a sports team or have another regular fitness routine for example, membership on the FHHS basketball team or enrolled in dance classes and practice for 5+ hours a week.**

In addition to meeting requirements for physical education, there are a number of additional reasons for regular exercise and participation in team sports. Requiring participation in physical activities is one way to help students structure their time in healthy and wise ways. Additionally, it is easy for residential students to isolate themselves from local students and other local residents their age. Requiring them to participate in physical education helps break down this isolation and provides opportunities for forming new friendships. Lastly, it is vital that students present themselves as well-rounded individuals in the college application process.

There are a variety of options for students to meet these requirements, and those options will depend on the age of the students. Generally speaking, SSIS believes younger students need more structure than older students. Seniors, in particular, should need less structure and accept more personal responsibility for meeting the physical education requirements in preparation for life after high school when little structure will be provided for them. San Juan Fitness (a health club), Island

Recreation, and Friday Harbor High School are some of the possible organizations students may join in order to meet their physical education and exercise requirements. Each student's advisor will monitor these requirements.

Sign-In/Sign-Out:

Friday Harbor is a safe and friendly place for walking, and students are encouraged to enjoy the town's shops, parks, museums, library, and restaurants. However, in case of emergency, prior to leaving the residence, students must communicate directly with a residential counselor and sign-out to indicate where they will be, their expected return time and sign-in upon return. This does not apply to attending classes during the regular school day.

Weekend plans and overnight stay with local students are encouraged and must be arranged in advance with approval from residential counselors, parents and parent chaperones. All off-island weekend arrangements, including inter-island overnight visit must follow the requirements for Travel permissions.

Travel Permission/Requirements

During the academic school year, Spring Street International School is responsible for the security and safety of all boarding students. With this in mind, any student wishing to travel off San Juan Island without school staff during the academic year must meet a number of important requirements. These requirements include parent and school permission. Before students make any travel plans, like purchasing tickets and making reservations, they must have approval of the Head of School and Residential counselors. Students who fail to meet the school's travel requirements will not be given permission to travel.

*The following requirements **must** be met in order for students to travel off island during the academic school year without a Spring Street International School staff member:*

1. All students must receive permission from their parents. The student's parent(s) must give written permission to the school via email and talk with a residential counselor.
2. When any student's travel involves staying overnight, there must be an adult (age 25 or older) that agrees to assume liability for the student. This adult needs to communicate with the school via email and talk with a residential counselor to clarify that he or she understands and accepts this responsibility. This supervising adult must meet approval of both the student's parent(s) and the school.
3. Appeals to these requirements can be made directly to the Director of Residential Life and Head of School. The appeal should be presented in the form of an email.

Please Read the Following Carefully:

- If a student fails to meet any of these conditions, the student will not be allowed to travel off island.
- In order to avoid loss of money, students should make sure they have met travel requirements and been granted permission to travel prior to making any travel plans or reservations.
- Students must inform the residential counselors of their intended travel plans.

Driving Policy

Spring Street International School does not allow students to drive other students for any reason. This includes Flex period, lunch, or any other school related activities. Student safety is the primary rationale for this policy. Secondly, the school is liable for students. Driving, especially under the time constraints of Flex and lunch, is likely the most dangerous activity in which one can take part. Lastly, there is an environmental impact of driving. Parents or guardians may not excuse their student(s) from this policy. Thanks for your understanding. The safety of our students simply has to trump the convenience of driving friends during the school day.

Rest and Relaxation

While Hope House is a very active and playful living environment, SSIS recognizes the importance of promoting quiet and healthy sleep habits for all residential students. Research consistently concludes that teenagers need a minimum of 8 hours of sleep per night to maintain their health. Sunday through Thursday, after study hall, quiet hours will continue until 7:00 a.m. the next morning to allow students to go to bed early or continue studying. Students must respect others and keep noise levels down. However, students may gather in common areas to watch movies, play games, and socialize from 8:30 p.m. until 10:00 p.m. as long as noise levels are kept to a minimum. Students must be in their rooms by 10:00 p.m. Sunday through Thursday. A residential counselor will conduct room checks at this 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 are to be off at 10:30 p.m. Sunday through Thursday. A residential counselor will conduct a second room check to make sure lights are out and, on occasion, do a late-night room check.

On Friday and Saturday nights, students must be back in the dorm by 10:00 p.m., in their assigned rooms by 11:30 p.m., and lights out by 12:00 a.m. Quiet hours must be observed from 10:30 p.m. until 9:00 a.m.

CURFEWS AND QUIET HOURS

Day	Time	
Sunday – Thursday	9:00 p.m. – 7:00 a.m.	Quiet Hours
Sunday – Thursday	10:00 p.m.	Room Check (all students must be in their assigned room)
Sunday – Thursday	10:30 p.m.	Lights Out – Room Check
Friday – Saturday	10:00 p.m.	Curfew (all students must be in the residence)
Friday – Saturday	10:30 p.m. – 9:00 a.m.	Quiet Hours
Friday - Saturday	11:30 a.m.	Room Check (all students must be in their assigned room)
Friday – Saturday	12:00 a.m.	Lights Out – Room Check

Sunday Evening Councils

The residential counselors coordinate a weekly dorm meeting to discuss issues of concern relevant to dorm life and the greater SSIS community. Typical agenda items include the upcoming calendar, weekend activities, chores, and concerns. Students are encouraged to put issues on the agenda for discussion ahead of time.

English Language

While residential students come to SSIS for a variety of reasons, one reason that unites all of them is to be prepared to attend an American college or university. For International students, gaining a command of the English language, both spoken and written, is of the utmost importance in achieving this goal. With this in mind, English needs to be the primary language all students use when in the dorm. That said, the SSIS staff recognize the challenges of speaking a second language and the need to occasionally speak one's native language. With this in mind, the following guidelines have been established:

1. *During lunch and dinner, only English should be spoken;*
2. *When in the common areas, English should be used when it is the common language for those present;*
3. *During study hall, students should only use their native language when helping each other understand challenging academic concepts;*
4. *In their private rooms, students may speak their native language but should keep in mind that the more they speak in English, the more quickly their skills will improve.*

The residential counselors will assist students in improving their English skills by monitoring the students and reminding them of these guidelines. Residential counselors will also use these guidelines as one facet of assessing the dorm students on quarterly evaluations.

Evaluations and Conferences:

For residential families who are unable to come to the school on conference days, parent-teacher conferences will take place via a video call. Residential counselors, teachers, and advisors take part in these conferences. These occur at the end of the first and third quarters.

Residential Life Evaluations

The residential counselors write quarterly evaluations that highlight the student's contribution to our Hope House experience. Parental/advisor communication will also supplement these end-of-term communications.

COMMUNICATIONS

Cell Phones

It is recommended, but not required, that students have their own cellular phone as it eases the potential for communication between students who are off-campus and the residential counselors.

For emergency purposes, students are asked to give the residential counselors their personal cellular phone numbers and bring their phones with them whenever they leave the SSIS campus.

Reaching students at the dorm

Parents may use the numbers below to leave messages for their children or to reach staff.

SSIS Dorm Residential Directors	805-448-9172 or 805-245-1614	<i>3 p.m. – 10 p.m. Monday – Friday</i>
SSIS Main Office	360-378-6393	<i>8 a.m. – 3 p.m. Monday - Friday</i>
SSIS Dorm Weekend Advisor	607-227-0680	<i>3 p.m. Friday - 5p.m. Sunday</i>

Mail

Students can use the SSIS's address as their mailing address. All mail and packages will come to the school's main office. This includes mail from the U.S. Postal Service, Fed Ex, and UPS. To receive mail at school, give family, friends, and businesses the following address:

Student Name
Spring Street International School
505 Spring Street
Friday Harbor, WA 98250
U.S.A

Stamped mail that is outgoing may be placed in the Spring Street International School mailbox on Spring Street outside the main office prior to 10:00 a.m. Please, 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.

HEALTH

Emergencies

If a student is away from the building and is in need of assistance, s/he should call the residential counselor on duty or the school.

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

In the case of a life threat or fire: emergency services can be reached by dialing 9-1-1

Illness

Any student who does not feel well enough to attend school must report, in person, to the Residential Counselor on duty by 8:00 a.m. Residential Counselors will schedule appointments with

local doctors and/or dentists if necessary and will assist with transportation. All prescription medication must be stored and distributed through the Residential Counselor on duty. Students bringing prescription medication to school must give it to the Residential Counselor upon arrival.

Counseling

Students are encouraged to discuss any area of concern with the Residential Counselors or their Academic Advisors. 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 local professionals who specialize in the evaluation and treatment of these issues. Residential Counselors and Advisors can help connect students with a professional counselor if necessary. SSIS has a part-time mental health counselor on staff that is available to see students up to four times per year without charge, all discussions are professional and confidential. For students wanting more time with a counselor, arrangements can be made that facilitate longer term counseling needs.

Health Insurance

Student medical insurance is required. Proof of existing insurance must be provided prior to arrival at SSIS. The school will automatically enroll international students in an Exchange Student Medical Insurance Plan if we do not receive proof of medical insurance. Fees for this medical insurance are approximately \$600.00 for one school year or \$300.00 for one semester. While this insurance covers most medical needs, there are still co-pays for each appointment and test.

***Covered Expenses:**

Accident or Sickness Maximum	\$500,000
Deductible	None
Inpatient Hospital Services	100% <i>in theory. In practice, it is closer to 80%.</i>
Outpatient Hospital Services	100% <i>in theory. In practice, it is closer to 80%.</i>
Accident Dental Expense	100% up to \$100/tooth
(Injury to sound, natural teeth)	\$500 maximum
Mental and Nervous Disorders	100%
Outpatient Back and Spine Disorders	100% up to \$250 maximum
Outpatient Prescription Drugs	100%

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

BANKING

Families are required to fund a Student Expense Account upon enrollment. This money is held for the student by SSIS. These funds will be applied to bills processed through the school such as TOEFL test fees, travel expenses for TOEFL test trips, medical expenses not covered by insurance,

experiential trips, fitness center membership fees, etc. The student may withdraw funds from this account for personal spending with written permission from a parent for each withdrawal.

Students have three other options for accessing funds while at school:

1. Families can set up a weekly or monthly allowance for personal spending withdrawals with our Business Manager.
2. Set up a checking or credit card account at home that allows the student to withdraw money or charge purchases while at school.
3. With one's parents present at a bank in town, a student under 18 years old can open his or her own account. (For students over the age of 18, they can open their own bank account in town.)

RESIDENTIAL FACILITIES

Rooms

There are three wings in the dorm; Male, Female, and Gender Inclusive. Our Gender Inclusive wing is a triple loft-bed room, with private bathrooms and a shower. To board in the Gender Inclusive room you must request an application from the Director of Residential Life.

Students are encouraged to make their rooms their home away from home, a restful space away from the daily activities of the dorm and school. Students are asked to decorate their rooms and doors in a tasteful manner.

- No tacks or tapes may be used on the walls or door. Poster putty is ok.
- Posters and room decorations that depict drugs, alcohol, or anything deemed obscene are not allowed.
- Televisions, Play Stations, large monitors are not permitted.
- Appliances such as microwaves or anything else that heats water or food, are not permitted.
- 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. Residential counselors will conduct a brief inspection of all the students' rooms twice per week.
- As outlined in the SSIS student handbook, drugs and alcohol are prohibited on campus, as well as in the dorm. Any student with items in their room, on their person, in backpacks, or storage will be in violation of school policy and will have consequences from the dean of students.

Living in community with others requires guidelines for sharing space with others:

- Keep your items on your side of the room.
- Don't use your roommates items without permission.
- No creating walls or barriers out of furniture.
- Hygiene is imperative. Shower regularly, wash your clothing and bedding regularly, and keep trash from piling up.

Roommates

The Student Roommate Questionnaire will help us place you with a compatible roommate.

We do our best to assign roommates based on compatibility. Having a roommate is an opportunity for personal growth and creating community. Before requesting room change, we encourage you to work out problems/challenges with your roommate through communication and guidance from the residential counselor.

Room assignment changes are possible only with written approval from the Director of Residential Life, in consultation with the residential counselors.

Romantic relationships and PDA are not allowed in any room. Violation of this policy may result in a student being relocated to another room. Friends are allowed to hang out in your room, but doors must remain open and consideration of your fellow roommate's comfort and privacy need to be prioritized. Guest privileges will be revoked if you don't respect these rules.

In the interest of creating safe and comfortable living spaces, our policies give you room to be yourself, while fostering respect for your fellow residents.

Personal Belongings

Students should not bring expensive jewelry or other high-value items to school or leave large sums of money in their rooms. If students have emergency credit cards, passports, airline tickets, or other small valuables, they should talk to the Residential Counselors for guidance. Students can have passports and other such valuables put in the school safe.

When students depart the residence for the summer, they may not leave any personal belongings in the residence without specific permission from the residential counselors. Personal items left behind will be considered abandoned and either discarded or given to a local thrift store.

What to Bring from home

All students need to bring the following items for their residence room:

- Bedding (linens, pillow, and comforter for a twin bed)
- Towels, washcloth
- Hair dryers, curling irons, and other personal items
- Toiletries and other personal hygiene items
- Personal items for your residence room (posters, books, laundry basket etc.)
- Laptop computer
- School supplies (pens, pencils, notebooks, etc.)

The school will provide for residence rooms:

- Bed
- Dresser
- Desk
- Wastepaper basket
- Iron and ironing board
- Washer and dryer
- Desk Lamps

What to Bring for the Fall Backpack

SSIS begins each academic year with a trip to the North Cascades. Students are broken into small groups of approximately 10 students to backpack and camp for 4 nights. Backpacking gear is essential to a fun and safe expedition and will be used during expeditions throughout your SSIS education.

The following is everything you need to be safe and comfortable in the backcountry for 4 nights, without weighing your pack down too much. While residential counselors and trip leaders will be checking everyone's gear the week prior to the trip, please do your best finding the gear ahead of time. The school does have a very small amount of gear available to rent on a first come first serve basis. Alternatively, all of this can be ordered from www.campmor.com or www.rei.com.

- **Backpack** --Should be comfortable and at least 3500 cubic inches, capable of holding clothes, sleeping bag, and food for three nights.
- **Sleeping Bag and stuff sack** - synthetic or down, 20° F rating or better. No big, bulky cotton bags.
- **Sleeping Pad** - Ridgerest & Therm-a-rest® are good brands, small is better.
- **Hiking Boots** –Medium weight boots with ankle support and waterproofed
- **Hiking socks** - 3 pairs of wool or synthetic. No cotton.
- **Medium weight capilene or polypropylene top**
- **Medium/ heavy weight fleece/ capilene pants**
- **Fleece jacket** - midweight
- **Rain jacket with hood and Rain Rants** – lightweight and packable, make sure you treat it with waterproofing if older than a year
- **Shorts** - 1 pair of lightweight shorts to hike in.
- **T-shirts** - bring 1-2. Synthetic is best as they dry quickly.
- **Sun hat** - baseball caps work well
- **Wool or fleece hat**
- **Sunglasses**
- **Lip balm** - SPF 15 minimum
- **Gloves** – it may be very cold and could snow
- **Camp shoes** - lightweight sneakers, crocs, or tevas work well.
- **Eating gear:** lightweight bowl, mug, spoon and fork. Tupperware works for bowls.
- **Headlamp** with new batteries
- **Water bottles** – 2 1-liter bottles
- **Journal** or small notebook
- Optional extras: compass, book, fleece or down vest, camera (may not be a cell phone)

Computer Technology

Computers and the Internet are valuable tools for students and teachers. The student residence has a wireless network throughout the building allowing students to access the Internet with their private computers. That said, this useful technology could also be harmful when students have difficulty limiting both their academic and entertainment use. With this in mind, and in order to

encourage healthy sleep habits, exercise, and community, the wireless network hours are limited. These times are subject to change depending on the circumstances. Spring Street International School, in coordination with parents, may further limit an individual student's access to his or her computing devices if his or her use is serving as an impediment to academic success. This includes cellular phones.

STUDENT RESIDENCE INTERNET SCHEDULE

Day(s) of Week	Internet On
Sunday – Thursday	6:00 a.m. to 10:00 p.m.
Friday/Saturday	6:00 a.m. to 11:30 pm

Guests in the Residence

Students are encouraged to invite local students and friends to visit them in the residence and socialize in the common area. If a dorm student would like to invite a guest for dinner, they first need to check with a residential counselor and inform the chef.

Overnight guests are only permitted with residential counselor approval, roommate approval, and on a case-by-case basis.

During the school day, to ensure the residential students' privacy and security, SSIS day students are not allowed within the private residential areas of the building, including bathrooms and the kitchen.

Laundry

The SSIS residence has student laundry facilities on both floors. After being instructed on the proper use of the washers and dryers, students may use the laundry machines to wash their personal belongings.

As the laundry facilities are for all students, a student doing her/his laundry needs to move it through the wash/dry cycle as quickly as possible and remove the clean laundry as soon as it is finished.

Students may not use the laundry facilities after 10:00 p.m. and before 7:00 a.m.

Pets

Residential students are not allowed to have any pets.

Storage

Each student has a 3x5 area in the attic for storage. Backpacks, suitcases, and large items (like ski's) are required to be placed up there to keep clutter down in rooms.

TRAVEL

Airport Transportation

SSIS provides transportation from the SEA-TAC Airport to the school on one assigned day at the start of the school year and at the conclusion of the school year and one assigned day at the beginning of winter breaks and the end of winter breaks. If students must arrive or depart on days other than those designated by SSIS, they will have to arrange for their own transportation. SSIS Residential Counselors can assist residential students with these arrangements. **Time your flights to arrive before 12-noon (PST) and depart after 12-noon (PST).**

Passports/I-20s/Visas

SSIS will make copies of all international students' passports, visas, and I-20s to keep in their permanent files. For those students that need or want, the school will keep a student's original passport, visa, and I-20 for safekeeping.

SSIS's Director of Admissions will issue and reissue I-20 forms to students in good standing. Students will need to make sure their I-20 is signed before they return home at the end of the academic year. For questions, contact the Director of Admissions.

Travel Permission/Requirements

During the academic school year, Spring Street International School is responsible for the security and safety of all boarding students. With this in mind, any student wishing to travel off San Juan Island without school staff during the academic year must meet a number of important requirements. These requirements include parent and school permission. Before students make any travel plans, like purchasing tickets and making reservations, they must have approval of the Head of School and Residential counselors. Students who fail to meet the school's travel requirements will not be given permission to travel.

*The following requirements **must** be met in order for students to travel off island during the academic school year without a Spring Street International School staff member:*

4. All students must receive permission from their parents. The student's parent(s) must give written permission to the school via email and talk with a residential counselor.
5. When any student's travel involves staying overnight, there must be an adult (age 25 or older) that agrees to assume liability for the student. This adult needs to communicate with the school via email and talk with a residential counselor to clarify that he or she understands and accepts this responsibility. This supervising adult must meet approval of both the student's parent(s) and the school.
6. Appeals to these requirements can be made directly to the Director of Residential Life and Head of School. The appeal should be presented in the form of an email.

Please Read the Following Carefully:

- If a student fails to meet any of these conditions, the student will not be allowed to travel off island.
- In order to avoid loss of money, students should make sure they have met travel requirements and been granted permission to travel prior to making any travel plans or reservations.
- Students must inform the residential counselors of their intended travel plans.

Vacation Closure

The Student Residence is closed during the two winter vacations in December and February. Residential students are not allowed to remain in the residence over these vacations and are encouraged to travel home to see family. With enough notice, the school can also look for homestays for students who are unable to travel home.

RESIDENTIAL LIFE PROTOCOLS HIGHLIGHTS

1. In order to build community and encourage good health, all students sit down together for dinner, Monday-Thursday, from 6:00 p.m. -6:30 p.m. This is the time for all of us to pause and connect..
2. To ensure good study habits, students attend a supervised study hall Sunday–Thursday afternoons.¹
3. Mental and Physical health is important. For all residential students, 4 hours of exercise per week, from 3:15 – 4:15 Monday-Thursday is expected. If the exercise includes a team sport or class that does not take place at that time, please inform the residential advisors.
4. If English is not your native language, practice speaking English with other students. It will increase your English skills!
5. On Sunday - Thursday nights, students must be back in the dorm by 9:30 p.m., in their assigned rooms by 10:00 p.m., and lights out by 10:30 p.m.
6. On Friday and Saturday nights, students must be back in the dorm by 10:00 p.m., in their assigned rooms by 11:30 p.m. and lights out by 12:00 am.
7. Students turn in all technology (cell phones/laptops/etc.) Sunday-Thursday at 10:00 p.m.; Friday and Saturday at 11:30 p.m.
8. To communicate with parents regarding students’ good citizenship in the dormitory, the residential counselors write a quarterly evaluation.
9. Use polite language in the dorm. Repeated use of inappropriate language – regardless of the language in which it is spoken - will be reported to the Dean of Students.
10. Chore duties: Students can switch duty times or ask another student to finish up their chore duties only with the approval of the residential counselors.
11. Kitchen is off limits while the chef is on duty. Please be sure to fully clean up after yourself after cooking or making snacks.
12. Changes in residential life (roommates, etc.) can be discussed with the residential advisors and take effect if/when the Director of Residential Life approves a change..

¹

SAMPLE CHORE SCHEDULE

Day and Time	Cleaning Responsibility	Notes
Monday – Friday 8:00 a.m. Saturday and Sunday 12:00 p.m.	Breakfast Cleanup Students wash their own dishes. Students wash their own dishes.	<i>Monday – Friday</i> , breakfast is served from 7:30 -8:05 a.m. <i>Saturday - Sunday</i> , brunch is served from 10 – 12 a.m.
Mon - Fri 12:50 p.m.	Lunch Cleanup Students wash, sterilize and put away dishes. Put away and label leftovers. Wipe down tables and countertops.	
6:30 p.m. Monday –Sunday	Dinner Cleanup Students wash, sterilize and put away dishes. Put away and label leftovers. Wipe down tables and countertops.	
8:30 p.m. Sunday-Thursday	Study Hall Cleanup <i>All students clean up after themselves thoroughly, including kitchen and common area.</i>	

DAILY CREW CHORES

Kitchen Cleaning Tasks	Common Area Cleaning Tasks
Clean all counters	Disinfect dining tables
Label and put leftovers away	Wipe off coffee tables
Wash, sterilize, and put dishes away. Clean sinks and sink drains	After using the common area students need to clean up their personal items, dishes, games and electronic devices
Empty garbage, recycling, and food compost	
Wipe refrigerators and freezer doors	Clean off buffet table and long table at window.

STUDENT RESIDENCE INTERNET SCHEDULE

Day(s) of Week	Internet On
Sunday – Thursday	6:00 a.m. to 10:00 p.m.
Friday/Saturday	6:00 a.m. to 11:30 p.m.

IMPORTANT CONTACT INFORMATION

SSIS Student Residence, 360-298-7626

SSIS Front Office, 360-378-6393

Ilise Garvin, Co-Director of Residential Life/Counselor, igarvin@springstreet.org, 805-448-9172

Eric Gaylord, Co-Director of Residential Life/Counselor, egaylord@springstreet.org, 805-245-1614

Manley Gavich, Residential counselor, mgavich@springstreet.org, 607-227-0680

Louis Prussack, Head of School, lprussack@springstreet.org

Krista Strutz, Director of Admissions, admissions@springstreet.org

Barrie Hillman, Dean of Faculty and Academics, bhillman@springstreet.org

Mike Schemmel, Dean of Students, mschemmel@springstreet.org

Shelley Wilson, Business Manager, swilson@springstreet.org

Jennifer Boyden, College Counselor, jboyden@springstreet.org

Lisa Ehle, ESL/Assistant Director of EE, lehle@springstreet.org