



## RESIDENTIAL LIFE HANDBOOK

Alabama School of Fine Arts Residential Life Administrative Staff:

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# **ALABAMA SCHOOL OF FINE ARTS**

This Residential Life Handbook is a supplement to the Student Handbook. It contains information applicable to resident students who will be responsible for both handbooks. Students with questions about any rule, regulation, policy or procedure should confer with the Residential Life Coordinator or the Director of Student Support Services for clarification.

Parental permission may not supersede ASFA's rules and regulations.

Except for extraordinary circumstances that make commuting impossible, ASFA does not provide residential services for students whose home address is within twenty-five miles of Birmingham.

To help ensure effective services and a manageable dormitory environment, students shall be eligible for ASFA dormitory residence only if at the **beginning of the school year** they are no younger than 14 years old and no older than 18 years old.

Dorm residence is a privilege granted by ASFA. In the interests of student and staff welfare, ASFA may deny residential privilege to applicants and remove residential privilege from residents. ASFA reserves the right to deny this or any other privileges at any time it deems necessary.

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# Procedure

## School Personnel Contact Information:

School Office: 205.252.9241 from 8:00 a.m.- 4:00 p.m. Monday-Friday Resident

Assistant on duty: 205.747.9234

Residential Life Coordinator: Emmett Webster, [ewebster@asfa.k12.al.us](mailto:ewebster@asfa.k12.al.us)

Assistant Residential Life Coordinator: Kristen Sherrod, [ksherrod@asfa.k12.al.us](mailto:ksherrod@asfa.k12.al.us)

Director of Student Support Services: Kim Strickland, [kstrickland@asfa.k12.al.us](mailto:kstrickland@asfa.k12.al.us)

## School Day

Most students follow the regular school day hours (8:00 AM - 4:40 PM) of the Monday-Friday bell schedule.

Exceptions to these regular school hours include:

-7th and 8th-grade creative writing, math-science and visual arts students: 8:00 AM - 3:12 PM

-All 9th - 12th grade math-science students: 8:00 AM - 4:10 PM

-Dance students: 8:00 AM start time and follow the internal departmental schedule

Students should be out of the dormitory by 7:50 a.m.. They may not return to the dormitory until their school day is complete.

## Leaving Campus

All students are required to sign out when they leave the building for any reason, even if accompanied by parents. An authorized Residential Life staff member must be present to oversee the checkout if it is after school hours or on weekends. Students will only be allowed to leave according to the guidelines indicated by their parents and ASFA's rules and regulations.

Curfew for ASFA dorm residents is 15 minutes before the city-wide curfew and there are no exceptions.

Residents must have written permission from a parent/guardian to leave campus with anyone who is not on their approved sign-out list.

Day Leave: Students must sign out with the staff member on duty

Overnight Leave: Students must sign the overnight log providing all information requested.

Students going home for the weekend or overnight should sign out in the Weekend/Overnight Log and must be back by 8:00 p.m. the evening before classes resume. Please notify the Residential Life Staff 205.747.9234 before 8:00 p.m. of any change of plans.

Failure to comply with sign out procedures will be reported to the Director of Student Support Services and could result in disciplinary action.

8th grade students are not allowed to leave the campus unless accompanied by an ASFA staff member, parent, or other authorized adult as specified in writing by the parent.

A 9th - 12th grade student can only leave campus in a group of three. NO STUDENT IS ALLOWED TO LEAVE THE CAMPUS ALONE, unless he/she has his/her own car and written parental permission to do so.

Note: Remember that students must **always** sign out before leaving campus.

## Procedure, continued

### Curfew/Roll Call

In compliance with the City of Birmingham's curfew ordinance effective October 1, 2008, curfew hours are as follows:

Sunday-Thursday: Residents must be in the dorm by 9:00 p.m. and present for 10:00 p.m. roll call.

Friday-Saturday: Residents must be in the dorm by 10:45 p.m. and present for 11:00 p.m. roll call.

Residents not signed out for overnight must be present on the dorm floor for roll call. It is policy to phone the parents of any student unaccounted for at roll call. At curfew, the elevators are turned off, and the building is locked and armed until the following morning.

8th graders should be in their rooms for the night by 10 p.m. Sunday-Thursday; 9th-12th graders by midnight. Any student found in the lounge, in another student's room or wandering the hall after those times will be referred to the Director of Student Support Services for possible disciplinary action. Special permission may be granted by a Resident Assistant if the student has a valid request (study help, school work, etc.). All residents must sleep in the room assigned to them. Being found spending the night in any other room could result in disciplinary action.

### Special Permissions

Any situation in which a resident student asks permission to leave campus under unusual or special circumstances is called a Special Permission. In each instance, a written request from the parent should be directed to the Residential Life Coordinator or the Assistant Residential Life Coordinator for consideration **at least 24 hours in advance**. You can email special permission requests to [ewebster@asfa.k12.al.us](mailto:ewebster@asfa.k12.al.us) or [ksherrod@asfa.k12.al.us](mailto:ksherrod@asfa.k12.al.us).

NOTE: The Residential Life Coordinator cannot grant permission on the weekend, so please plan ahead.

*Written parental consent must be given for the following at least 24 hours in advance:*

- Attending special events that extend past curfew (only permitted if a parent or a guardian is in attendance.)
- Leaving campus with someone not listed on the student's sign-out sheet.
- Riding in a car with another driver not listed on the Authorized Driver's Form.
- Spending a school night off campus, even with the parent.
- Leaving the building after 8 p.m. on a school night and after 10 p.m. on a weekend night.
- Any other instance not already listed on the permission form in the student's file.

Parents should include all telephone numbers of those involved within the signed request.

**\*\*Parental permission may not supersede ASFA's rules and regulations. \*\***

## Procedure, continued

**Quiet hours** are from 8:00 p.m.- 8:00 a.m.

All persons who are present in the residence hall between the hours of 8:00 p.m. and 8:00 a.m. will observe quiet hours. During this period, students and visitors are expected to be quiet and respect the rights of those students who wish to study or sleep. Please take special care to be quiet in the dorm halls, where noise echo is a problem. Noise also carries room to room within the suites, so please adjust your voice accordingly. Twenty-four-hour quiet time is in effect during finals.

### **Study Hall**

All 8th grade students and those students on academic or specialty/academic probation combined are required to attend a supervised study hall held Monday-Thursday evenings, 6:00 p.m.- 8:00 p.m. in the Library.

### **Illness**

Residential students must sign the sick board in the morning when they are not feeling well. The School Nurse will evaluate students who are ill and determine the proper course of action. If a student is sick for two consecutive days, parents are asked to make arrangements for the student to go to the doctor. Morning rounds of the third floor are made Monday through Friday to locate any other sick students. Lunch will be taken to students who are too ill to get out of bed. If a student becomes ill during the school day, he/she must check out through the Residential Life Coordinator. Parents will be notified when a student is taken to the doctor or to the emergency room.

In the event of hospitalization, parents are required to meet the attending ASFA staff person at the hospital and assume full responsibility for their child's care.

Non-emergency doctor and dental appointments are to be scheduled and kept by the parent.

Any time students miss any class they will be restricted to the building for that day. If students have an unexcused absence from any class, they will be restricted to the building for three days. Students who become ill while at home should not return to the dorm until they are well enough to attend classes.

Parents of residential students who require in-patient treatment for drugs/alcohol, depression, or any illness associated with at-risk behavior, must, upon release, provide the school with a letter from the attending physician or facility case worker stating the student does not pose a risk to self or others. The parents and student will meet with the student's counselor, the Residential Life Coordinator and the Director of Student Support Services to evaluate the situation before the student can be reinstated in the dormitory.

## Procedure, continued

### Prescription Medication

As a matter of safety, prescription medications must be registered, kept and dispensed by authorized staff. School personnel will not administer prescription medication to a student unless the student's physician authorizes school personnel to do so, and the parents or guardians have signed the Indemnity Agreement. Whether over-the-counter or prescription, all medications must be checked in with Medication Authorization Form to the Residential Life Coordinator. The parent is responsible for getting the medication to the school. All medication must be in a proper container with a label from the pharmacy stating the following:

Student's name

Name of Medication

Method of Administration

Time of Administration

Prescription Number

Name of Pharmacy

Dosage

### Off Limit Areas

The following areas are off limits to ASFA resident students after school hours.

Unauthorized entry will warrant disciplinary action:

- Faculty lounge, main office, copier room, visual arts gallery, performance spaces, and visual arts studios.
- Any classroom or faculty/staff office when that faculty/staff member is not present.
- Any campus room or space when it is not open for approved and supervised activities.
- Second floor after 8 p.m.

Designated off-campus areas may be declared off-limits by written notification to students during the school year. A resident found to be visiting an off-limits area will be disciplined and could be evicted from the dorm.

### Holiday Breaks

When ASFA is closed for government holidays, the ASFA dorms will also be closed. All students must be picked up by parents or guardians by 4:00 p.m. or 1 hour after school closes. For out of state students the parent or guardian must name a host family for the student to go home with for the break, if they cannot pick them up. Students may return between 3:00 p.m. and curfew the day the dorm reopens. Please note these times and make arrangements that will allow for you to comply with them. We thank you in advance for your cooperation.



## Procedure, continued

### **Cleanliness**

To assure that sanitation and safety standards are being maintained, the residence hall staff will conduct weekly room inspections on Thursdays at 9:00 p.m. Should a student fail the room inspection, a Resident Assistant (R.A.) will supervise efforts to clean the room during an appointed time. Repeated failures will be referred to the Director of Student Support Services. Students are also responsible for the cleanliness of the common areas: halls, study room, lounges, bath-rooms, and the cafeteria after hours. Specific groups of residents will be assigned a rotating schedule for the cleaning of the third-floor common areas. Residents are held responsible for the general condition of the room assigned to them.

Rooms must be left clean and in good shape upon termination of occupancy.

### **Keys**

Students will be issued a room key after all fees are paid and required forms are submitted. It is the resident's responsibility to return keys to the Residential Life Coordinator when room is vacated. If a key is lost or stolen, report it to the R.A. or Residential Life Coordinator immediately. The charge for a replacement key is \$25.00. This charge is not refundable even if the original key is found. Duplication of room keys or possession of unauthorized keys is forbidden. Additional locks may not be added. Residents who repeatedly ask to be let into their own room will be referred to the Student Advisor. Students should always carry their own key and lock their door.

### **Work (After School Employment)**

Students must have approval of parent or guardian to work off campus. Students with permission to work off campus must submit the name of their employer, supervisor(s), address, phone number, work schedule, and work permit to the Residential Life Coordinator in writing. Students must give a 24-hour notification of changes in their work schedule to the RLC. Students are responsible for transportation to and from the work place. Students who work must report to curfew on time. Eligibility To Work Forms are available from Student Support Services.

## Procedure, continued

### Guests

Anyone (including family) who is not a current resident student is considered to be a guest.

All guests (including parents and family) must be properly signed in through the dorm desk.

All guests are the responsibility of their resident host and must be accompanied by their host at all times (except during move-in/move-out). Under no circumstance may a resident allow a guest on the 3rd floor except for family members. Non-family guests are only allowed in the cafeteria. Residents must have written permission from a parent/guardian to have a guest on campus that is not a family member or an ASFA commuter student. Residents may have no more than two guests at the following times: Monday-Thursday between 4:40 p.m. – 8:00 p.m.

Friday between 4:40 p.m. – 10:30 p.m.

Saturday between 12:00 p.m. – 10:30 p.m.

Sunday between 12:00 p.m. – 8:00 p.m.

When hosting a guest, please show courtesy and respect toward roommates, suitemates, and other hall residents and the facilities. It is helpful to give advance notice when a guest is expected. This is especially important when the guest is an opposite-sex family member.

### Overnight Guests

Due to ASFA liability insurance conditions and with consideration for the privacy of all residence hall students, residents CANNOT host overnight guests.

### Information and Meetings

Residents are responsible for any information covered in an announced building meeting or posted on bulletin boards. Some of the building meetings are mandatory, so please watch for notices. An unexcused absence from a mandatory meeting will be reported to the Director of Student Support Services for possible disciplinary action. Every resident is required to attend one non-mandatory learning program per month.

# Conduct & Discipline

All students are expected to behave as mature members of the residential community and with- in the standards of the Student Handbook. Behavior that is disruptive or dangerous will not be tolerated. Behavior that violates provisions of this handbook and/or the Student Handbook may serve as grounds for removal from the dormitory. Should a student threaten physical harm to him/herself or others, ASFA may require psychological evaluation and clearance before the student can return to the dormitory. Should staff become aware of any information that could potentially affect the safety or well-being of a student, confidentiality will be set aside in order to notify the proper staff members or authorities.

Matters of discipline will be referred to the Director of Student Support Services. Residential Life Staff members have the authority to restrict students to the building, if necessary, until the Director of Student Support Services is available.

## **Tardies**

Resident students are expected to be in class on time. Tardiness will be referred to the Director of Student Support Services.

## **Drugs/Alcohol**

At no time will the use or possession of alcohol or illegal drugs be tolerated in the ASFA residence hall. Possession or use of alcohol or illegal drugs in the residence hall will result in eviction from the dormitory. Any drug paraphernalia, including empty alcoholic beverage containers, can be regarded as evidence of possession.

## **Drug Testing Policy**

Enrollment in the Alabama School of Fine Arts as a resident student constitutes an agreement to submit to chemical testing at the school's request. Such requests can be made randomly and/or whenever there is reasonable cause to suspect that the student has used alcohol or drugs. A refusal to cooperate with the testing will be considered an admission of guilt. An admission and/or a positive test result will be grounds for dismissal from the dormitory.

## **Smoking/Vaping/Tobacco**

Smoking/vaping is not allowed in the ASFA building, on the grounds, or on the school block.

# Safety & Security

## Alarms

The building alarms are armed from 10:00 p.m.—6:00 a.m. (Sunday—Thursday) and 12:00 a.m.— 8:00 a.m. (Friday - Saturday). IF A STUDENT MUST LEAVE THE THIRD FLOOR OF THE BUILDING DURING THESE TIMES, HE OR SHE MUST BE ACCOMPANIED BY A STAFF MEMBER. (Note: The entire security system must be turned off before walking on the first floor or exiting the building.)

Alarm communications consist of alarms on all doorways as well as motion detectors throughout the building. A triggered alarm provokes an immediate response by the alarm company contacting the Residential Life Coordinator, administrators, and/or the Birmingham Police Department. There are also alarm horns on individual emergency doors. Students who set off an alarm may be subject to disciplinary action.

## Security

The entrance doors are locked at curfew each night. These closing times should be noted and observed. Open entrance doors should be the only ones used to enter and exit the building. Everyone must do his/her part to verify that all visitors are properly identified and registered. Please report any unusual occurrences immediately to the nearest staff person. Opening a locked door for anyone should be reported to the Residential Life Coordinator or Director of Student Support Services and will be considered a disciplinary matter.

Residence Hall rooms must be locked unless a student is present in the room. Please note that Residential Life does not condone leaving your door open or unlocked for any reason. Locking your door adds to student safety and security of person and property. Do not enter another student's room without an invitation. Respect the privacy of others. Only borrow personal items with permission from the owner.

## Security Guards

Students should refrain from distracting security guards. While on duty, guards may be available to walk students to their cars at night. See the desk clerk to ask for assistance.

## Balcony Doors

All balcony doors will remain locked at all times.

## Lockdown

Upon notification, all residents are to lock their doors, turn out the lights, and sit in the outside corner just beyond the closet/entry area.

## Safety & Security, continued

### **Fire/Severe Weather Drills**

For the safety of all dorm residents, unannounced fire/severe weather drills will be conducted at various times. Upon hearing the designated fire/tornado alarm, students must calmly follow the evacuation route posted on each door and wait as a group at the predetermined gathering location for roll to be called. Students failing to exit in a safe, timely manner will be referred to the Director of Student Support Services for possible disciplinary action.

### **Fire Hazards**

Candles, incense, oil burning lamps, halogen lamps, or other flammable materials are not permitted in the residence halls.

In accordance with the Fire Inspector's instructions, students are not allowed to affix or hang decorations from the fire sprinkler system, vents, ceiling, light fixtures or door frames. Students may not hang electrical units or wires from the ceiling. Students must not obstruct access to the dorm room at any time. Fire safety rules will be strictly enforced.

Open heating elements and open flames (including hot plates, electric skillets, deep fryers, etc.) are not allowed in the residence hall.

### **Fire Sprinkler System**

The entire building is serviced by a fire sprinkler system. This system is preset by fire department regulation. Tampering with the system is a criminal offense. Anyone who breaks the seal on the sprinkler system or the valve locks on the fire hose system will not only be charged with the cost of any and all repairs and damages done, but will also be subject to legal prosecution and eviction from the Residence Hall.

### **Room Entry and Inspection**

Authorized agents and personnel of ASFA have the right to enter residents' rooms in order to provide maintenance and repair services, to inspect for health and safety conditions, and to investigate alleged violations of ASFA regulations. Periodic room and hall inspections will be conducted to ensure that student rooms and halls meet the health, safety and cleanliness standards established by the school and health and fire safety authorities. Closet areas and refrigerators may be opened for visual inspection.

### **Helmets**

Students must always wear helmets while riding/using bicycles, skateboards, and roller blades.

## Safety & Security, continued

### Public Address System/Speakers

There is a public address system in each room. No one can hear what is being said in any individual room unless the switch is toggled to the neutral position.

This is how the system works: There are three positions for the toggle switch: When the switch is in "PRIV" (private), mode no one can hear what is going on in the room. A call from the desk can go to the room, but until the switch is activated, there is no return communication. To respond, move the switch to the neutral position, and there will be voice communication with the desk. In the neutral position, the desk can hear what is being said in the room if the student has made the connection to the desk with the room number.

If students wish to call the desk from a room, press the switch to "CALL." The room number will register at the desk with a beep and the desk clerk will answer your call.

The intercom system will not work room-to-room. All intercom communication goes through the desk clerk.

Altering, damaging or destroying communication equipment will result in charging the person (s) responsible for the room the full cost of repair and replacement.

### Searches

The School can search school property, such as lockers, desks, and digital media files at will. Additionally, if school officials have reasonable grounds to believe that a student may be in possession of drugs, alcohol, tobacco, stolen property, weapons, or any other contraband, the school can search the student's dormitory room and the personal belongings therein.

Except in an emergency, such searches will be conducted as discreetly as is practical, with as little invasiveness as is reasonable. If a resident's room is searched, all occupants will be allowed to witness the search when possible.

### Transportation

Students will not be permitted to travel in motor vehicles with anyone other than family members, drivers contracted by ASFA, or other persons designated by the parents or guardians of the student. By enrolling students in the school, parents extend permission for them to travel in school vehicles, or when needed in emergency situations, in private vehicles of faculty, staff, or other adults who participate in school programs. A separate permission form will be signed and filed for convenient access.

Travel by any powered vehicle lacking a protective environment is prohibited.

# General Residential Life

## Meal Schedule

Breakfast is served Monday–Friday from 7:00–7:45 a.m.

Lunch is served Monday–Friday, see school schedule for details.

Dinner is served Monday–Thursday from 5:00–6:00 p.m. (subject to change).

There is no meal service on weekends.

Residential students are expected to attend all meals. Meals are served cafeteria style. Students are expected to clean their table and carry their dishes and trash to the designated areas.

## Cooking

Microwave ovens, dorm-sized refrigerators, popcorn poppers, and other closed element cookery are permitted. Hot plates, electric skillets, deep fryers, etc. or any equipment with open heating element or open flames are not permitted.

## Mail

Mail can be picked up from the desk clerk on weekday afternoons. Address mail as:

Student Name

Alabama School of Fine Arts

1800 Rev Abraham Woods, Jr. Blvd

Birmingham, AL 35203

## Bathrooms

Residents are responsible for leaving bathrooms clean and presentable at all times. Personal items should be kept in resident's room.

## Furnishings

Each student room is provided with the following furnishings: two beds, two bedside tables, two chairs, two desks, chest of drawers, and blinds. If there is a problem with the furniture, notify a staff member. Residents are charged for the cost of replacement for missing furniture. While students are allowed to bring additional furnishings into the room, all school issued furnishings must remain in the room during the school year. Lofts or other similar constructions are not allowed in the building. Halogen lamps are considered a fire hazard, and are not allowed.

## Garbage

Residents must provide their own trashcans, and will be expected to empty them into the dumpster as needed to maintain a sanitary environment.

## General Residential Life, continued

### **Laundry Facilities**

Washing machines and dryers are located at the end of the hall in the restrooms. Students must promptly retrieve their laundry after using the facility. All laundry is free of charge.

### **Maintenance**

Residents should promptly report maintenance requests to the Residential Life Coordinator. There will be a Maintenance Request board posted in the hall.

### **Wall Hangings**

Please use the wooden strips on the walls to support anything hung on the walls. Do not use nails, screws, stickers, or sticky substances as they may permanently mar the surface and a damage fine will be imposed.

### **Room Changes**

Room changes are a last resort measure. All parties affected must agree to a room change. In the event of a vacancy due to a student withdrawal from the dorm, rooms may be consolidated at the discretion of the Residential Life Coordinator.

### **Attire**

Sleepwear is not allowed in the common areas of the dormitory floor. Shoes must be worn at all times on the first and second floors.

### **Temperature Sensors**

In each room there is a temperature sensor. Sensors cannot be adjusted in the room. They automatically respond to the temperature of the room, providing heat or air conditioning according to a preset level at the master control. Please notify the Residential Life Coordinator if a temperature change is requested. Altering, damaging or destroying the temperature sensor will result in charging the person(s) responsible for the room the full cost of repair or replacement.



## General Residential Life, continued

### **Pets**

Residents are not allowed to keep pets on either a permanent or visitation basis.

### **Van Runs**

Residential Life staff will schedule van trips to grocery stores, department stores (Publix's, Walmart), malls, public libraries or movie theaters weekly. These are generally everyday Monday-Sundays. Such trips will be announced in advance so that students can sign up. All runs are on a first-come, first-served basis. Van trips may be postponed or cancelled if weather conditions, van maintenance or staff coverage present a problem. The school van is to be used only for such scheduled trips; for unexpected, but necessary doctor visits; and for emergencies. Non-emergency appointments should be scheduled and kept by the parent.

The school van is for residential service only, not for performance or instructional activities.

### **Cars/Parking**

ASFA discourages students from having cars. If this is necessary for transportation to and from school, it is recommended that parents limit their child's use of the car for that purpose alone. Cars may not be parked on campus. Arrangements can be made with the Birmingham Parking Authority for monthly parking. This parking is across 19th Street from the school. Students with cars cannot carry other resident students as passengers unless each passenger has written parent and staff permission to ride with that driver. See "Transportation" under "Safety & Security" for information on traveling with others.

### **Damages**

Room condition forms are given to students at move in. Students should carefully list all damages on this form because upon move out they will be charged for any damages not listed on the form. Form must be turned in to R.A., or Residential Life Coordinator.

At check out, any damages to the room or its furnishings considered to be above and beyond normal wear and tear will be shared by the residents. Damages to common areas such as lounges, bathrooms, etc. will be split evenly among all residents on that hall if the responsible individual cannot be determined.

### **Year End**

Residents are expected to check out of the dorm as quickly as possible after final exams. A resident who has finished exams has finished the school year and will no longer be the school's responsibility.