Alabama School of Fine Arts
Residential Life Administrative Staff

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INTRODUCTION

This Residential Life Handbook is a supplement to the Student Handbook. It contains information applicable only to resident students, who will be responsible for both handbooks.

This Residential Life Handbook offers specific information arranged alphabetically by topic for easy referral. Students with questions about any rule, regulation, policy or procedure should confer with the Student Care Coordinator or the Director of Student Support Services for clarification, because once this handbook is made available, there will be no excuse for not knowing its contents. 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 they are no younger than 11 years of age at the beginning of the school year and no older than 18.

**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 privilege(s) at any time it may deem necessary.
# TOPICS IN ALPHABETICAL ORDER

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ABSENCES
Residential students can sign the sick board in the morning when they are not feeling well. The Student Care Coordinator 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 Student Care 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 you miss any class you will be restricted to the building for that day. If you have an unexcused absence from any class, you 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 no longer poses a risk to self or others. The parents and student will meet with the student's Counselor, the Student Care Coordinator and the Director of Student Support Services before the student can be reinstated in the dormitory.

ALARMS
The building alarms are armed from 10:00 p.m. - 6:00 a.m. (Sunday - Thursday) and 12:00 midnight - 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 Simplex Alarm Company contacting the Student Care Coordinator, administrators, and/or the Birmingham Police Department. There are also alarm horns on individual emergency doors. Students that set off an alarm may be subject to disciplinary action.

BALCONY DOORS
All balcony doors will remain locked at all times.
BATHROOMS
Residents are responsible for leaving bathrooms clean and presentable at all times. Personal items should be kept in residents’ rooms.

BEHAVIOR
All students are expected to behave as mature members of the residential community and within 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.

BREAKS
When there is a holiday, the building closes one hour after school is out. Students may return between 3:00pm 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. The building will remain open for three-day weekends except for Labor Day.

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 to rent parking by the month. 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.
Keep in mind that financial aid may not be available to students with cars.

CLEANLINESS
To assure that sanitation and safety standards are being maintained the residence hall staff will conduct weekly room inspections on Thursdays at 9:00PM. Should you fail the room inspection, a Resident Assistant (R.A.) will supervise your efforts to clean your room during an appointed time. Repeated failures will be referred to the Director of Student Support Services. You are also responsible for the cleanliness of the common areas: halls, study room, lounges, bathrooms, and the cafeteria after hours. Specific groups of residents will be assigned a rotating schedule for the cleaning of the third-floor common areas. And finally, you will be
held responsible for the general condition of the room assigned to you.
Rooms must be left clean and in good shape upon termination of occupancy. (See “Damages.”)

CONTACTING SCHOOL PERSONNEL
School Office - 205.252.9241 (8:00 a.m. – 10:00 p.m. M-F)
Resident Assistant on duty - 205.747.9234

COOKING
Open heating elements and open flames (including hot plates, electric skillets, deep fryers, etc.) are not allowed in the residence hall. Microwave ovens, dorm-sized refrigerators, popcorn poppers, and other closed element cookery are permitted. Students have access to the kitchen on the 3rd floor.

CURFEW/ ROLL CALL
In compliance with the City of Birmingham’s curfew ordinance effective October 1, 2008, curfew hours are as follows:
Sun-Thurs: 9:00 p.m. for 10:00 p.m. roll-call
Fri-Sat: 10:45 p.m. for midnight 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.
Requests for curfew extensions are considered “SPECIAL PERMISSIONS.” Please refer to that section of the handbook. Just keep in mind that permission can only be granted if the student will be accompanied by an adult after curfew.

DAILY SCHEDULE
School Day
7:55 a.m.– 4:40 p.m.
*Students should be off the dorm floor by 7:50 a.m.*
Roll Call 10:00 p.m. Sunday—Thursday
Roll Call 12:00 a.m. Friday and Saturday
Quiet Hours
8:00 p.m. - 8:00 a.m.

DAMAGES
Room condition forms are given to you when you move in. It is to your advantage to carefully list all damages on this form because when you move out you will be charged for those damages not listed on the form. Turn in your form to your R.A., or Student Care Coordinator.
At check out, any damages to the room or its furnishings considered to be above and beyond normal wear and tear will be borne by the roommates. 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.
DISCIPLINE
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.

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 Residence Hall. 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.

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.

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.

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.

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.
- A resident can sign only family members or currently enrolled commuter students on to the dorm floor.
- A resident may host any other guests only in the cafeteria, and only with special permission from a parent.
- Guests are not allowed upstairs in the mornings before classes. Resident students may host no more than two guests on the dorm floor at the following times:
  - Mon-Thurs nights from 4:30- 8:00 p.m
  - Fri 4:30-10:30 p.m.
  - Sat. 12:00 noon until 10:30 p.m.
  - Sun 12:00 noon until 8:00 p.m.
When hosting a guest, please show courtesy toward roommates, suitemates, and other hall residents. 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. NOTE: With Approval of the Student Care Coordinator and the Director of Student Support Services, ASFA commuter students can obtain permission to stay in the dorm temporarily. In some cases, a resident student may be asked to host the temporary resident, who will have submitted the appropriate forms and parental acknowledgements to be bound by
the same rules and regulations as any full time resident. This practice is based on space availability and when the overnight stay is to the advantage of the ASFA program. The Student Care Coordinator may alter any policy concerning guests at any time that such a change is warranted.

INFORMATION AND MEETINGS
Residents are responsible for any information covered in an announced building meeting 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.

IN-ROOM
7th and 8th graders should be in their rooms for the night by 10 p.m. Sunday through Thursday; 9th through 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, typing a paper, 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.

KEYS
You will be issued a key to your room after all fees are paid and required forms are submitted. It is your responsibility to return this key to the Student Care Coordinator when you vacate your room. If your key is lost or stolen, report it to the R.A. or SCC immediately. You will be charged $25.00 for a replacement key. This charge is not refundable even if the original key is found. You may not duplicate your key or possess unauthorized keys. You may not add locks to your door. Students who repeatedly ask to be let into their own room will be referred to the Student Advisor. CARRY YOUR OWN KEY AND ALWAYS LOCK YOUR DOOR TO AVOID PROPERTY LOSS!

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. Change for washing can be obtained from the dorm store.

LEAVING CAMPUS
Seventh and eighth 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.

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

**Note: Remember that you must always sign out before leaving campus (see "Sign Out" for proper procedure).**

**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.

**MAIL**
Mail will be picked up from the desk clerk on weekday afternoons. To receive mail:
Your Name
Alabama School of Fine Arts
1800 Rev Abraham Woods Jr. Blvd
Birmingham, AL 35203

**MAINTENANCE**
Residents should promptly report maintenance requests to the Student Care Coordinator. There will be a “MAINTENANCE REQUEST” board posted in the hall.

**MEALS**
**MEAL SCHEDULE MONDAY-FRIDAY**
Breakfast: 7:00—7:45 a.m.
Lunch: see school schedule.
Evening Meal: 5:00—6:00 p.m. (subject to change) Monday—Thursday, 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.

**OFF-LIMIT AREAS**
The following areas are off limits to ASFA students and unauthorized entry will warrant disciplinary action:
1. The faculty lounge, main office, copier room, visual arts gallery, performance spaces, and visual arts studios.
2. Any classroom or faculty/staff office when that faculty/staff member is not present.
3. Any campus room or space when it is not open for approved and supervised activities.
4. Second floor after 8PM
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.

OVERNIGHT PERMISSION
See “SPECIAL PERMISSIONS”

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

PROGRAMS
Every resident is required to attend one non-mandatory program per month.

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

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 Student Care 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:
1. Student's name
2. Name of Medication
3. Method of administration
4. Time of administration
5. Prescription number
6. Name of pharmacy
7. Dosage

PRIVATE ROOMS
Private rooms are not available except under the following circumstances and when space permits:
1. Documentation of a physical, medical necessity
2. Senior privilege
3. With the recommendation of ASFA administration

PUBLIC ADDRESS SYSTEM
There is a public address system in each room. No one can hear what is being said in any individual room until YOU push the toggle switch to the neutral position.
This is how the system works: There are three positions for the toggle switch: When the switch is depressed "PRIV" (private), no one can hear what is going on in the room. A call from the desk can go to the room, but until YOU activate the switch, there is no return communication. To respond, move the switch to the neutral position, and you will have voice communication with the desk. In the neutral position, the desk can hear what is being said in the room IF YOU have made the connection to the desk with the room number.

If you 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.**

**QUIET HOURS**
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.

**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 Student Care Coordinator.

**ROOM CHECK-IN/CHECK-OUT**
As you move into your room, it is essential for you to complete the room inspection form and note any existing damages. The completed form should be returned to your R.A. or Student Care Coordinator. At checkout, you must clean your room, remove trash, have your room inspected by your R.A. or SCC, and turn in your key. Failure to follow the checkout procedure may result in charges.

**NOTE:** 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.

**ROOM ENTRY AND INSPECTIONS**
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.

SEARCHES
The School can search school property, such as lockers, desks, and digital media files at will. Otherwise, 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, we 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.

SECURITY
The Residence Hall closes and is electronically armed at 10:00 p.m. Sunday through Thursday. The building is closed and armed at 12:00 midnight on Fridays and Saturdays. 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 Student Care 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.

SHOES
Shoes must be worn at all times on the first and second floors.
SIGN OUT
All students are required to sign out when they leave the building for any reason, even if accompanied by parents.
An authorized RL staff member must be present to oversee the checkout if it falls 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. SEE “SPECIAL PERMISSIONS” for additional information regarding check-out procedures.
DAILY: Students sign out with the staff member on duty on a school night.
OVERNIGHT LEAVE: Students 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.

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

SPACE HEATERS
Due to the increased risk of fire, space heaters are not permitted in the residence halls.

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 Student Care Coordinator for consideration at least 24 hours in advance. You can fax permission to, 205.458.0378, 205.251.9541, or email to jakins@asfa.k12.al.us or dmccurdy@asfa.k12.al.us.
NOTE: The Student Care Coordinator cannot grant permission on the weekend, so please plan ahead!
Written parental consent must be given for the following:
1. Attending special events that extend past curfew (can only be permitted if an adult is responsible).
2. Leaving campus with someone not listed on the student’s sign-out sheet.
3. Riding in a car with another driver not listed on the Authorized Driver’s Form.
4. Spending a school night off campus, even with the parent.
5. Leaving the building after 8 pm on a school night and after 10 pm on a weekend night.
6. 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.**

**STUDY HALL**
All 7th and 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, 6:00-8:00pm in the Media Center.

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

**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 Student Care 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.

**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.

***The ASFA Dance Department has an established relationship with the Sports Medicine clinic at UAB. As a result, resident dance students needing physical therapy may be transported to the Sports Medicine clinic by the Student Care Coordinator if parents are unable. The Dance Department Chair and Student Care Coordinator will determine the need for such a visit, and the SCC will need to make the appointment, as scheduling allows. As always, the parent is the preferred transport. All other non-emergency appointments should be made and kept by the parent or guardian.
Travel by any powered vehicle lacking a protective environment is prohibited.***
VAN TRIPS (Monday and Wednesday)
Residential Life staff will schedule van trips to grocery stores, department stores (K-Mart, Wal-Mart), malls, public libraries or movie theaters weekly. 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.

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 Student Care Coordinator in writing. Student must give a 24-hour notification of changes in their work schedule to the SCC. 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.

FREQUENTLY ASKED QUESTIONS

ROOM
Are televisions allowed? Yes, but reception is limited to the local stations. Cable TV is available in the lounges.
May I hang items in my room? Yes. Each room has a wood board placed on the wall to hang items. We ask that the board be used to preserve the building structure.
Do I have telephone service? No. Students are encouraged to bring cell phones. ASFA phones may be used with permission from the Residential Life Staff.
May I have a computer in my room? Yes, and the school provides wireless network service.

HOUSEKEEPING
What are the duties of the housekeeping staff in relation to the dorm? The housekeeping staff will clean the hallways, and the restrooms and showers, however students are expected to maintain cleanliness in these areas.
What about the cleaning of the rooms? Residents will maintain their rooms, and are subject to periodic, random checks by the Residential Life staff.
How do I control the temperature in my room? Notify the Student Care Coordinator of temperature change requests. It will be adjusted the following day.
What do we do about bugs? Rooms are sprayed monthly for insects. The maintenance staff is also available for additional prevention. The key to preventing a bug problem rests with the residents and their standards of housekeeping.

COMMON AREAS
What is available in the boys and girls lounges? Each lounge is equipped with furniture, sink with cabinetry, refrigerator with ice dispenser, and cable TV with DVD.
What is in the COED lounge? The COED lounge has furniture, a TV, DVD, and recreational games for student use.
Do we have study rooms? Yes. There are study rooms on both the boys and girls side of the hall.
May students cross to the opposite hall through the COED lounge? No. The lounge is set up to allow for COED visitation, but will be strictly monitored by the Residential Life staff. Violators will be disciplined and privileges can be revoked.

FOOD SERVICE
Does the food service program offer alternative menus? Yes. Should you have special dietary needs consult with Ms. Foster who will discuss and design a menu for you.
May dorm students have input in the menus? Yes. We welcome student input in the food service program not only in picking out the menus but also comments about the quality of service as well.
Is the dinner meal special? Yes. Breakfast and lunch are strictly governed and monitored by the State Department of Education. We have more flexibility with the dinner, and thus the variety and portions of the dinner should reflect such.
Will the food service program work with my special schedule? Yes. The cafeteria staff will make provisions for students with rehearsals and performances that conflict with the scheduled dinner hour.

MEDICAL SERVICES
What services will the Student Care Coordinator provide for me? Professional evaluation and referral as well as counseling on any health related issue.
What do I do with my prescription medicines? All prescription medications must be registered and kept by authorized Residential Life staff or the SCC.
What if I am sick and unable to attend school? You can sign the sick board in the morning and the Student Care coordinator will evaluate you to determine the appropriate course of action.
What do I need to do for a doctor or dentist appointment? All non-emergency appointments are the responsibility of parents. The exception is for certain dance students (see TRANSPORTATION).
Is first aid available during the times that the Student Care Coordinator is off duty? Yes, see any member of the residential life staff.
DISCIPLINE
Who handles the disciplining of dormitory students? Matters of discipline will be referred to Stuart Flynn, Director of Student Support Services. Dorm staff has the authority to restrict students to the building until Mr. Flynn is available.

Can I be removed from the dormitory for disciplinary reasons? Yes.

Do the curfew ordinances of Birmingham apply to ASFA? Yes, and the residential life policies of ASFA reflect the standards of those ordinances.

May I have guests in my room? Yes. Guests are allowed within the framework of the residential life policies.

SIGN IN/SIGN OUT
May I leave the building any time? During the school day you must follow the checkout procedures outlined in the student handbook. After school and until curfew the residential life staff handles checkouts.

How do I leave for the weekend? Check out through the residential life staff following their prescribed procedures.

May I spend the night with my commuter friend? Only with parent approval. See “Special Permissions.”

Who may check me out? Only those persons listed by your parents on the registration forms.

FINANCIAL AFFAIRS
Can I get financial aid? Yes. Limited financial aid is available through the ASFA Foundation. See the ASFA Handbook for Guidelines.

Are private rooms available? When space allows, private rooms may be assigned at the discretion of the Student Care Coordinator, according to the criteria listed in this handbook. See “PRIVATE ROOMS.”

May I have a car on campus? Students are not permitted to have a car on campus during the hours of 7 am – 4:30 pm. Parking is available through the Birmingham Parking Authority located across from ASFA on 19th Street North.

MISCELLANEOUS QUESTIONS
How do I get a library card for public libraries? The downtown public library provides tours and library cards for ASFA dorm students. This is arranged by the dorm staff.

How do I get supplies? The residential life staff will provide opportunities for trips for food and other items on a weekly basis. Any special requests should be addressed to the residential life staff.

May I go to my room during free time during the day? No. The residence hall is off limits during the school day, with the exception being for students absent with illness.

How do I receive mail? Have all mail addressed to:
What time does the dorm open and close during holiday breaks? The dorm will close one hour after school is dismissed, and will reopen at 3:00 p.m. on the day prior to school restarting.

Can my parents change my permissions and restrictions? Sometimes. Parents or the legal guardian can make changes in the permissions and restrictions allowed a resident. These changes must be made in writing to the Student Care Coordinator for consideration.