

# BRIDGEPORT INTERNATIONAL ACADEMY

## STUDENT RESIDENTIAL HANDBOOK

2010 - 2011



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## **Preface**

Bridgeport International Academy is a college preparatory high school located near the seaside campus of the University of Bridgeport. The Scademy has two dormitories, each housing a maximum of twenty students. One dorm is for boys; the other is for girls. Boys and girls reside in separate boarding facilities. In both dormitories, each bedroom is equipped with a bed, a desk, a dresser, and a closet for each student. Each facility has its own kitchen, dining room, and laundry room. Students who live in a BIA dormitory are under the mature, adult supervision of the Residential Life Coordinators, Carl and Katharina Zambon, and of several, adult resident advisors, including Tokuo and Michelle Nishiwaki.

Each residence is set up family style. In the dormitories, the residential life coordinators (i.e., house parents) work to create a balance between providing both a structured environment and also flexibility and personal relationships to make each student feel at home. An example of this adaptability is that students have the opportunity occasionally in small groups to make their own meals, as well as eating most of their meals in the cafeteria of the University of Bridgeport. During after-school hours, students plan parties, movie nights, game nights, and special dinners to make dorm life more exciting and diverse. In each dormitory, there are quiet areas for students to study, as well as lounges for recreation, parties, and social activities. For larger events and activities, the school's assembly room is open after school hours. Student requests either to have visitors or to engage in an activity outside of the schedule must be approved by the house parents.

## **Security**

The BIA dormitories offer a secure, wholesome environment for high school students who are attending the academy. Both buildings are located immediately adjacent to the University of Bridgeport and across the street from Seaside Park, both of which are monitored by excellent security systems and personnel.

Upon entering and leaving the dorm, a student is required to sign in or out on the sheet located near the two doors to the building, in order for the Residential Life Coordinators to know when and where each student is going and when he/she returns. A student is required to sign in and out at all times, not only during evenings or weekends. A student must have an I.D card in his/her possession at all times. Students will not be permitted to travel off the UB/Academy campus without permission from an adult staff member in accordance with current Academy curfew and leave policy.

Safety is a primary concern at the academy. It is imperative that students know the quickest way out of the building in case of fire or any other emergency. Students are provided with information about fire safety and other emergency procedures upon their arrival at the Academy. Fire drills are conducted so that students can learn evacuation routes and practice them. Failure to cooperate during fire drills will result in disciplinary action. An emergency crisis plan is included.

## **Meetings and Leaderships**

Student residents in each dormitory attend regular monthly meetings with the house parents and the school principal. During those meetings, and at other times, students have the opportunity to express concerns, exchange thoughts, and reflect on their experience in the dorm. Also at each meeting, team leaders and assigned responsibilities are rotated to give each student varied opportunities to develop leadership abilities. The house mother maintains a chart to record and evaluate each student's responsibility and activity for the week, and recognition and rewards are given to teams and individuals who have carried out their responsibilities well.

## **Policies and Guidelines regarding Check Out and Leave**

1. Students need special permission to leave the Academy campus unaccompanied by a staff member.
2. Students wishing to accompany parents and adult visitors off campus must introduce them to either the Principal or the Residential Life Coordinators as their escort and sign-out.
3. Students must inform the Residential Life Coordinators and sign the check-out form, in order to remain away from the dormitory for weekend or extended stays.
4. Students must have their outside stays confirmed by their own parents.
5. Amendments to the student permission forms or individual letters of permission of extended stays may be faxed to the academy.
6. Permission for extended stays with individuals not registered with the academy or living beyond the South End of Bridgeport, requires written approval of a parent and must be confirmed on a case-by-case basis by either the Principal or the Residential Life Coordinators.

## **Curfew**

All dorm students must return from dinner in the cafeteria each evening by 6:30 pm for homework and study time. By 10:00 pm, all students must be on their floor and by 11:00 pm in their assigned room, unless given permission to be elsewhere. No showers or laundry washing is allowed after 11:00 p.m. Either the Dorm Parents or a resident advisor will check all rooms between 11:00 p.m. and 1:00 am.

Students are expected to abide by curfew rules. Those who consistently violate curfew will face disciplinary action, ranging from a conference with the Residential Life Coordinators to restrictions. Parents will be contacted when curfew violations occur.

## **Roommates**

Room assignments and roommates are pre-assigned. Even though there is no guarantee, students may request specific roommates. Changes in either rooms or roommates are generally permitted at the beginning of a semester. Students may obtain a room request form from the Residential Life Coordinator. All requests will be reviewed on a case-by-case basis, but there is no guarantee that a request will be honored.

## **Cleaning Responsibilities**

One of the primary duties of each student resident is to care for his or her own room by keeping them clean and neat. Each student is also assigned one public area to keep clean. House parents encourage students to take pride in their dormitories and to learn what it means to work with others and to contribute their energy and heart to keep their “home at school” a place where they are comfortable and happy. Cleaning supplies, scrub brush, hand soap, and furniture polish are located in the supply closets in the hallways and are available upon request. Students will receive instructions from the Dorm parents (i.e., Residential Life Coordinators) about rotational cleaning schedules. Students are responsible for doing their own laundry in the laundry room in the basement of Seaview House and on the third floor of Seaside Institute.

## **Room Check Procedures**

Each week, either one of the Residential Life Coordinators or a resident advisor will check on the cleanliness of the room of each student. Surprise visits are also made.

The staff will check rooms for compliance with the following criteria:

- Bed made; mirror cleaned; trash containers emptied
- Floor vacuumed and cleared of clothes and clutter
- Desk and closets cleared of clutter; clothes hanging neatly
- No food or drink (including wrappings); no kitchen utensils
- No flammable items (cigarettes, candles, matches, incense, lighters)
- No alcohol, tobacco, or illegal drug items

## **Room Decorations**

Approved items may be attached to the wall using acceptable adhesives. Students who have heavy items they would like hang in their rooms should contact the Resident Staff for the proper procedure. Students may not remove furniture from their rooms without prior permission of the Residential Life Coordinators or the Principal. Students will be billed for any furniture missing from their rooms.

## **Room Entry and Inspection**

BIA staff members have the right to enter the bedroom of a student for administrative, housekeeping, safety, medical, and regulatory purposes, after first knocking on the door. They may also enter rooms without students' permission when there is evidence of good cause or strong suspicion of an emergency warranting immediate entry, such as (but not limited to) the presence of smoke, fire, flooding, suspicious odors, screams for help, illness, danger to others, or improper or illicit conduct.

## **Meals**

There is a kitchen and dining room for breakfast and for weekend meals. Lunches are served in Marina Dining Hall on the campus of the University of Bridgeport whenever the university is open. On weekends and whenever the university is not in session, meals will be served in the dorm.

## **Meal Schedules**

From Monday through Friday, meal times are generally as follows:

- Breakfast: 6:45 – 7:30 am
- Lunch: 12:00 - 12:55 pm (in Marina Dining Hall at UB when the university is open)
- Dinner: 5:30 – 6:30 pm (in Marina Dining Hall at UB when the university is open)

Any changes in the meal schedules will be posted on a bulletin board. It is the student's responsibility to keep informed of any changes. Student ID's are necessary to enter the Marina cafeteria at U.B.

Brunch on the weekends is available between 9 am and 2 pm.

## **Food Policy**

Students are allowed to bring only dry, non-perishable foods into the dorm. Food may not be taken from Marina dining hall to be stored and consumed at a later time. Unless authorized by the Principal or Residential Life Coordinators, meals may not be taken to students in their rooms in the dorm. Those who abuse the food policy may lose privileges.

## **Dress Code**

The Academy has a uniform consisting of a black polo shirt and khaki-colored pants or skirt, and a black hoodie for students. Clothes must be of good taste and respectful of Academy standards. Shoes must be worn at all times in public areas. No clothing portraying foul or obscene language or graphics are permitted. All teachers and staff members have the authority to exercise personal discretion in requesting students to change their clothes, should they find the apparel offensive or inappropriate.

Modesty in personal dress will be encouraged for all students. No earrings are allowed for boys. Girls are discouraged from wearing make-up or nail polish to class. Hairstyles and scheduling of haircuts will be at the discretion of the Principal and Residential Life staff. Students are discouraged from dying their hair an unnatural color. Instances of violation of dress code or of hair standards will result in detentions and restrictions to be determined by the Discipline Committee, which consists of the Principal, the Vice-Principal, and the Residential Life Coordinators.

### Guidelines for Proper Attire:

#### *Shirts / Blouses / Tops:*

All styles (except halters, tank tops, deep V-necks, strapless tops, muscle shirts, undershirts, and others that expose the bodice or abdomen) are acceptable. All fabrics (except sheer/see-through, organza, net, unlined lace, etc.) are acceptable.

#### *Skirts / Dresses / Jumpers:*

Any length that is not more than two inches above the knee and is appropriate to height.

#### *Slacks / Trousers / Shorts*

Properly fitted (not baggy, not oversized, not undersized) and secured at the waist. No garment should sag below waist to expose undergarments. Any length (shorts) that is not more than two inches above the knee or as appropriate to height.

#### *Designs*

No design, message or depiction of a sexually explicit, profane, or offensive nature or which initiate an illegal or violent action (e.g. identifiable gang/crew clothing or paraphernalia, or their depiction on clothing) may be displayed.

#### *Footwear*

Shoes, slippers, and socks with rubber or leather soles are acceptable forms of footwear in the dormitories.

#### *Sleep wear*

Robes are required in the public areas. Boxer shorts, undergarments, or any items resembling pajamas or loungewear should be worn only in dorm rooms. Clothing of this kind should not be worn in public areas.

## Telephone & Voice Mail Procedures

All long distance calls and collect calls must be approved in advance by either the Dean of Students or the Residential Life Coordinators. Generally students have their own cell phones or use phone cards.

## Transportation Policy

1. Residential Life Coordinators or resident advisors will provide transportation service for students to Bridgeport Academy sponsored events and outings and to school related activities at their discretion, or upon request. For Academy outings, the staff of BIA will provide the majority of transportation.
2. Resident Life Coordinators or resident advisors may provide transportation service to and from shopping or various, other impromptu outings.
3. In most instances, outings will be available to all students and will be announced prior to the event. Sign-up sheets may be posted for such outings.
4. Resident Life Coordinators will provide transportation service for student medical appointments that are made through the Health Center.
5. Residential Life Coordinators will enforce students wearing their safety belts and abiding by safety procedures in all events and activities.

## Visitation Policy

### In a dormitory:

Students may freely visit with one another in all public areas. Resident students of the same sex may visit with each other freely on their respective dormitory floors, but boys may not visit the girls' rooms and vice versa. Exceptions to the above policies may be granted in special circumstances, but must be approved by the Principal or the Residential Life Coordinators.

### Off-Campus Housing Visitation

Students must have written permission from the principal and their parent/guardian to visit off campus housing. Even with such written permission, students are required to abide by the following rules:

1. No overnight visits.
2. Students must follow established *Code of Conduct*, Curfew, and Leave Policy rules.
3. The Principal or Vice-principal must authorize any exception to this policy.

## Parental or Guardian Visitation Policy

All parents and guests must register at the front desk. Parents can visit briefly with students in their dormitory rooms, during designated times, and when bringing items to and from the rooms. Parents and friends may not spend overnights in the dormitories, except in a designated guestroom. Parents and other visitors are permitted to visit in the following areas only: dormitory floors with permission, dining room, recreation area, bathrooms on the main floor and the visitors lounge.

## **MEDICAL SERVICES & POLICIES**

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### **Health & Wellness Center**

Guylane Kinney, Registered Nurse

For emergency medical services, the Academy draws on the support of Bridgeport Hospital and St. Vincent's Hospital. Upon the recommendation of the nurse or other medical professionals may also be consulted

### **Medical services of BIA include the following:**

#### **Medical Assessment**

The school nurse works closely with officials at the Academy to deal with a variety of medical and health issues. Students may request medical guidance such as personal counseling, dietary assistance, or chiropractic care. Every effort will be made to assist students who have special circumstances.

#### **Medical Treatment**

The Principal, Residential Life Coordinators, and nurse are authorized to dispense over-the-counter and prescription medications to students per the doctor's orders. All over-the-counter and prescription medications must be registered with and dispensed by the school nurse. Students taking medication will be monitored appropriately. The Residential Life Coordinators arranges all medical appointments to visit the doctor's local office.

Both the nurse and the student's parent must approve all other remedies including homeopathic and natural medicinal products. Parents wishing to consult a Naturopathic Doctor regarding their child's health, must sign a waiver, exempting Bridgeport International Academy and the school nurse from any liabilities associated with alternative health care.

#### **Illness & Day Students**

We recognize that it is sometimes unavoidable for a student to miss school or a particular class due to an emergency, inclement weather, illness, or a doctor appointment. In all instances, a student must bring a note from the Residential Life Coordinators, which explains the reason for the absence and which is to be submitted to the Principal within two days of returning to school. This note will be used for attendance tracking. A student who fails to submit a note will be marked unexcused.

Follow-up information will be recorded in a student's medical file and will be facilitated in any of the following ways:

1. The academy requests a written evaluation of a student's medical status upon his examination.
2. The academy verbally verifies the evaluation of a student's medical status and notes in chart.

## **Medical Records on File**

A student cannot begin the school year unless their current immunization and health records have been submitted upon their arrival at the Academy. At least two copies of every student's medical records (including medical history information, consent to medical treatment forms, insurance information, emergency information, and follow-up information) are kept. Students may view their medical records and reports upon written request. If a medical status changes, students or parents are requested to inform the nurse immediately.

## **Mild illnesses and Injuries**

If a student is diagnosed to be generally well despite claiming to be "somewhat under the weather" and is able to take classes, he/she will be given the appropriate medical attention and must attend and participate fully in classes as scheduled. A student may audit classes at the discretion of the Principal. If a teacher sends a student out of class for a medical reason (such as a shortness of breath or weakness/fatigue), the student should report to the Principal or nurse immediately.

If a student is injured, he/she is not required to attend class as scheduled, if the Principal confirms the injury or nurse. The Principal may release a student from observing a class if it is found to be medically in the student's best interest to be sent for bed rest either in the Health Center or at home. The Principal will inform the student's teacher(s) of the student's absence. Notification will indicate the reason for the absence, the time frame of the absence, and whether the student will be auditing class.

## **Use of Supplies**

Students should provide their own personal hygiene items and for their sanitary needs. Medicines and medical supplies will be dispensed as needed under the supervision of the nurse. Students may not take any medical supplies by themselves without permission and supervision.

## **STUDENT ACTIVITIES**

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### **Office of Student Life**

Elizabeth Deshotel, Vice-Principal

Carl and Katharina Zambon, *Residential Life Coordinators*

Bridgeport International Academy offers opportunities for students to participate in many extra-curricular events, including athletic and artistic activities and special trips and outings. Events are scheduled for cultural and educational purposes. Additionally, special events (such as monthly birthday nights, international nights, and parties) are planned.

### **Student Involvement at BIA**

Students are encouraged to participate and become involved in Academy functions and activities. Students will be asked to assist staff by accepting duties, responsibilities or tasks in support of services benefiting student life. In this way, students will be able to not only develop a heightened sense of responsibility, but are challenged to take initiative and learn positive interaction skills.

## **CURRICULUM SCHEDULE FOR THE RESIDENCE HALLS:**

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### **Week day schedule**

6:45 AM	Wake up
7:00 – 7:30 AM	Breakfast in the Dormitory
7:45 AM	Leave for School
8:00 AM	School Starts Students are expected to walk to school except when there is bad weather, transportation is provided.
8:00 AM – 10:40 PM	Classes
10:50 AM – 11:55	P.E. and activities
12:00 – 12:55 PM	Lunch in Marina Dining Hall at the University of Bridgeport
1:00 – 3:30 PM	Classes
4:00 – 5:00 PM	Extracurricular Activities:
5:00 – 5:30 PM	Free Time
5:30 – 6:30 PM	Dinner in Marina Dining Hall
6:30 – 9:30 PM	Homework and Study Time (Social Room and Study Room)
9:30 – 11:00 PM	Free time and prepare for bedtime and showers, etc. (Wrap up time and Form meetings once a week).
11:00 PM	Bedtime – Lights out

### **Saturday Schedule**

9:00 AM – 12:00PM	Brunch available in dorm
12:00 – 2:00 PM	Clean up time
2:00 – 5:00 PM	Group Activities: <ul style="list-style-type: none"><li>• Shopping trips</li><li>• Sports</li><li>• Movies</li><li>• Group Games</li></ul>

- Personal Creative Activities
- Library Visits

5:00 – 6:30 PM Dinner in Marina Dining Hall

6:30 – 11:00 PM Free Time

- Visits (students may invite guests or visit families, etc. with permission from the dorm parents). All **off campus visits** must be approved by the dorm parents.
- Music and Art
- Wheeler Recreation Center is available for Sports.

### Sunday Schedule

9:00 AM – 2: 00 PM Brunch is available in Dorm

10:00 AM – 12:00 PM Church Service (optional)

2:00 – 5:00 PM Typical activities

- Birthday Parties
- Cooking and Baking Opportunities
- Social Time
- Musical Performances Preparation

5:00 – 6:30 PM Dinner in Marina Dining Hall

6:30 – 11:00 PM Free Time

- Visits (students may invite guests or visit families, etc. with permission from the dorm parents). All **off campus visits** must be approved by the dorm parents.
- Music and Art

### Departure from the Academy

Students who are permanently leaving Bridgeport International Academy are required to check out through the Principal. Prior to departure, distributed items (i.e. keys, locks, etc.) must be returned, as well as other Academy properties (such as library books, academic books, computers and medical items).

## **Storage Space**

Storage space is available to students during the course of the school year. Suitcases, trunks or boxes should be limited to four. Due to the maintenance work necessary to our facilities during student breaks and the Academy's inability to guarantee security of students' property, storage space is available for student belongings during the summer break only with permission from the principal.

The academy assumes no responsibility for loss or damage to personal property of students. This includes, but is not limited to, loss by fire, theft, or water. This policy also extends to providing storage. People, including students, utilize storage space at their own risk. Students should keep their unoccupied rooms locked at all times. However, doors should remain unlocked for fire safety reasons when the room is occupied.

## **Mail**

The mailing address of Bridgeport International Academy is 285 Lafayette Street, Suite 200, Bridgeport, CT 06604. The school's phone number is (203) 334-3434; the fax number is (203) 334-8651. The mailing address for the boys' dormitory is Seaview House, 174 Waldemere Avenue, Bridgeport, CT 06604. The address for the girls' dorm is Bridgeport International Academy, 285 Lafayette Street, Suite 212, Bridgeport, CT 06604.

Incoming mail is distributed to students via individually assigned mail slots. In cases of valuable mail sent, senders are asked to call the Academy so that we may anticipate its arrival. All packages should be clearly labeled with the student's name. Parents are requested to limit the number of valuables to a minimum. Postal carrier should insure packages. Cash should never be mailed to students. Student should ask that packages and mail be sent to the main office of the school.