



## RESIDENTIAL LIFE HANDBOOK

Alabama School of Fine Arts Residential Life Administrative Staff:

President, Dr. Tim Mitchell

Director Student Support Services, Kim Strickland

Residential Life Coordinator, Shantay Williams

Assistant Residential Life Coordinator, Jaelyn Fowler

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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.

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

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

Boarding 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

8:00 a.m.– 4:00 p.m. Monday-Friday

Resident Assistant on Duty: 205.747.9234

Residential Life Coordinator: Shantay Williams, [swilliams@asfa.k12.al.us](mailto:swilliams@asfa.k12.al.us)

Assistant Residential Life Coordinator: Jaelyn Fowler, [jfowler@asfa.k12.al.us](mailto:jfowler@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 residence hall by 7:50 AM. They may not return to the residence hall until their school day is complete.

### Leaving Campus

All students are required to sign out using the REACH student management system 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 residents is 15 minutes before the city-wide curfew, and there are NO exceptions. The city-wide curfew is 9 p.m.

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 using the REACH student management system with the staff member on duty.

**Overnight Leave:** Students and guardians must use the REACH student management system and provide all information requested.

Students going home for the weekend or overnight should use the REACH student management system and must be back by 8:45 p.m. the evening before classes resume. **Please notify the Residential Life Staff at 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.

A 9th - 12th-grade student can only leave campus in pairs of two people or more on foot. **NO STUDENT IS ALLOWED TO LEAVE THE CAMPUS ALONE**, unless he/she has his/her own car and written parental permission to do so. **ALL STUDENTS WALKING BY FOOT MUST RETURN BEFORE DARK.**

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

### **Curfew/Roll Call**

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

**Sunday-Thursaday: Residents must be in the residence hall by 8:45 pm for curfew and present for 9:00 p.m. roll call.**

**Friday-Saturday: Residents must be present for 10:00 pm roll call and in the residence hall by 10:45 p.m. for curfew.**

Residents are not allowed to leave the 3rd floor after roll call. **Residents who are NOT signed out for overnight must be present in the residence hall 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.

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, schoolwork, 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**, so please plan ahead. You can email special permission requests to [swilliams@asfa.k12.al.us](mailto:swilliams@asfa.k12.al.us) or [dorm@asfa.k12.al.us](mailto:dorm@asfa.k12.al.us).

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

- Attending special events that extend past curfew (only permitted if it is a school event.)
- 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 parents.
- Any other instance not already listed on the permission form in the student's file.

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

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

## Quiet hours

**All people 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 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 residence hall, where noise echo is a problem. Noise also carries from room to room within the suites, so please adjust your voice accordingly. **Twenty-four-hour quiet time is in effect during finals.**

## Study Hall

Students on academic or specialty/academic probation combined are required to attend a supervised study hall held **Monday-Thursday evenings, 5:00 p.m.- 8:00 p.m. in the library.**

## **Illness**

**Residential students MUST check in with the School Nurse 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.

Lunch will be given 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 a class, they will be restricted to their room for that day. If students have any unexcused absence from any class, they will not be allowed on the van run for three days. **Students who become ill while at home should not return to the residence hall 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 students will meet with the student counselor, the Residential Life Coordinator, and the Director of Student Support Services to evaluate the situation before the student can be reinstated in the residence hall.

## **Prescription Medication**

As a matter of safety, prescription medications must be registered, kept, and dispensed by authorized staff. **No medication of any kind is allowed to be kept in the student's room.** 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 the 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 residence hall.**

## **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 residence hall 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 circumstances may a resident allow a guest on the 3rd floor except for immediate 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 who 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, 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.

## **Holiday Breaks**

When ASFA is closed for government holidays, the ASFA residence halls will also be closed. **All students must be picked up by parents or guardians 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 residence hall reopens.** Please note these times and make arrangements that will allow you to comply with them. We thank you in advance for your cooperation.

## **Cleanliness**

To ensure that sanitation and safety standards are 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, bathrooms, the residence hall van, 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 the required forms are submitted. It is the resident's responsibility to return keys to the Residential Life Coordinator when the 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 Director of Student Support Services. Students should always carry their own key and lock their door.

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

Students must have approval from a 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 workplace. Students who work must report to curfew on time.**

Eligibility to Work Forms are available from Student Support Services.

## **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 look 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 the monthly Town Hall meetings hosted by the Residence Hall Association (RHA).**

## **CONDUCT AND DISCIPLINE**

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 residence hall. 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 residence hall. Should staff become aware of any information that could potentially affect the safety or well-being of a student, confidentiality will be set aside 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**

Residents are expected to be in class and at roll call on time. Tardiness to class will be referred to the Attendance and Conduct Manager.

## SAFETY AND SECURITY

### 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 testing will be considered an admission of guilt. An admission and/or a positive test result will be grounds for dismissal from the residence hall.**

### Smoking/Vaping/Tobacco

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

### Alarms

**The building alarms are armed from 9:00 p.m. to 7:30 a.m. (Sunday—Thursday) and 11:00 a.m. to 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 housing staff to ask for assistance.

## **Balcony Doors**

Balcony doors will be open from **6:00 pm to 10:00 pm**, unless balcony privileges have been revoked.

## **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.

## **Fire/Severe Weather Drills**

For the safety of all residence hall 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 residence hall 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 set up by the fire department regulations. 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 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 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. Additionally, if school officials have reasonable grounds to believe that a student may have drugs, alcohol, tobacco, stolen property, weapons, or any other contraband, the school can search the student's residence hall 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 notified at a time deemed appropriate by Student Support Services.

## **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.

## **Helmets**

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

## **Meal Schedule**

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

**Lunch is served on Monday-Friday; see the 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.**

Meals are served cafeteria style. Students are expected to clean their tables and carry their dishes and trash to the designated areas.

## **Cooking**

**Microwave ovens, residence hall-sized refrigerators, popcorn poppers, and other closed-element cookery are permitted. Hot plates, electric skillets, deep fryers, etc., or any equipment with an open heating element or open flames are not permitted in individual rooms. These items are supplied in the girls' and boys' lounges. Please keep in mind that residents should clean up after themselves. Failure to do so could result in cooking privileges being revoked.**

## **Mail**

Mail can be picked up from the designated mail areas 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 the residents' room and not in the bathroom.**

### **Furnishings**

Each student's room is provided with the following furnishings: two beds, two bedside tables, two chairs, two desks, two chests 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 trash cans and will be expected to empty them into the dumpster as needed to maintain a sanitary environment. **Please do not throw away personal trash in the lounge areas.** Violators will be subject to disciplinary actions.

### **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 housing staff. There will be a Maintenance Request QR code posted in the hall for residents to fill out and submit.

### **Wall Hangings**

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's withdrawal from the residence hall, rooms may be consolidated at the discretion of the Residential Life Coordinator.

### **Attire**

Sleepwear is not allowed in the co-ed areas of the residence hall. **Shoes must be worn at all times on all 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 housing staff and fill out a maintenance request 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.**

### **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 Monday-Sunday. 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 scheduled school-related trips, unexpected, but necessary doctor's visits, and emergencies. Non-emergency appointments should be scheduled with arranged transportation by parents.**

### **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 from 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 moving out, they will be charged for any damage not listed on the form. The form must be turned into R.A., or Residential Life Coordinator, in order to receive your room key.

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

### **Year End**

Residents are expected to **completely move out** of the residence hall 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.