

ARKANSAS SCHOOLS FOR THE DEAF

Student Life



2021-2022

Handbook

STUDENT LIFE PROGRAM

General Description

The residential program generally accepts students from ages 5-21 years.

- For children under age 12 years, admission is given if the child's IEP/IFSP team determines that their educational needs require ASD's residential environment.
- Students ages 3 & 4 years old may be accepted if they have developed age-appropriate self-help and behavioral skills. In the case of students who do not have age-appropriate self-help and behavioral skills, they may be accepted with 1:1 assistance supported by an outside entity.

All students entering the residential program will have a 30 day transitioning period to assess how the student is acclimating to the environment. If the school determines that the child is not thriving in the residential environment, the school may request a meeting with the parent/guardian to discuss an action plan or whether the student's needs are best met in the residential environment.

The Student Life staff is responsible for the care and welfare of students from after school (on campus or off campus activities) until students go to classes in the morning. They also occasionally supervise students on the weekends for special events.

The Student Life Staff consist of:

Student Life Supervisors: Rita Jordan (2:30pm – 11:30pm)
Larry Diley (11:30pm – 8:00am)

Student Life Rec Coordinator: Justin Billingsley

Residential Advisor (RA): These are the professionals who directly supervise students. There are two shifts of Residential Advisors (2:30 – 11:30) and (11:30pm – 8:00am). Each dorm has an appointed *Senior RA*. This is a Residential Advisor who has worked in the Student Life Department for a significant time, and has been selected to serve in a leadership role.

Student Life Office Hours

The Student Life Office hours are 2:30pm to 8:00am. The Dorm Supervisors are available to assist parents/guardians and students during these hours. Residential Advisors (RA) offices are stationed at each residential hall, and their hours are varied to cover the 2:30pm to 8:00am program. Most RAs are available from 5:00pm to 11:30pm on Sunday and between 2:30pm to 11:30pm Monday through Thursday. Overnight RAs can be contacted between 11:00pm-8:00am. Please contact your child's RA for their hours.

Dorm student can be dropped off at the dorm at the following times:

Sunday	5:00pm and 9:00pm
Monday – Thursday	3:30pm and 9:00pm

During those hours, Parents/Guardians of dorm students must sign in / sign out when they drop off or pick up students.

Residential Hall Students' Right to a Safe School

Students who reside in the residential hall have the right to live in an environment that is free of unsafe situations and feel secure. Safe school means you are entitled to the following points:

- All Residential facilities are in good condition
- Students are protected and well supervised
- Regulations and laws are enforced and respected
- Students' behaviors are under control and demonstrate harmony
- Programs and activities are offered that are safe and fun.

When you feel or encounter a situation where it may be unsafe, you are expected do the following actions:

1. Report to staff immediately
2. Move away from unsafe situations
3. Say 'no' if you are asked to do things that are illegal or inappropriate.

If you said 'no' to any favor but you know the situation may be illegal or inappropriate, you are to report to staff for assistance. If you are unsure if it is illegal or inappropriate, please report to staff for safety reasons. By reporting to ASD staff, you are protecting yourself.

Please report to staff immediately if you observe unsafe conditions, such as a broken window, lights not functioning properly in a darkened area, etc.

ASD values an environment that is safe, enjoyable, respectful, and supportive. ASD staff strives to create a positive experience for all students who attend ASD at the Residential Halls.

After-School Programs

The Student Life Residential Halls coordinate a variety of after-school activities designed to keep students occupied and offer fun learning experiences. Included are extra-curricular and recreation programs in which boys and girls can participate as they choose.

Day Students Staying After School

Parents/Guardians of day students are responsible for their children before and after school unless they arrange with Student Life Department to have them participate in after-school activities, including athletics. The arrangement should be made at least 48 hours in advance.

With approval from Dorm Supervisors, day students who stay after school for various activities such as athletics, organization meetings, recreational activities or other activities must sign in at their assigned Residential Halls. Day students will be expected to follow the Residential Hall rules.

ASD does not provide transportation for day students who stay on campus for after-school activities. Day students who are not participating in after-school activities are to go home right after school. When the bus/parents or guardians are running late, they should contact the school secretary. Students will be sent to residential hall.

Day Students Staying Overnight in the Dorms

Parent/guardian(s) must provide dorm supervisors 48 hours advance notice if a day student plans to spend the night in the dorm.

Students' Weekend Visitation

Occasionally students will desire to go home with another student for the weekend. The weekend visitation form must be returned to the supervisor of the student's dormitory **no later than Tuesday** of the week of the visitation, or the visitation will be denied. The dormitory supervisor will follow up with a telephone call to the parent.

Residential Hall Study Hours

Structured study hours are provided to our students in the Residential Hall or Tutoring Center. In Student Life Residential Halls the students generally have a study time. Elementary study time is from 30 to 60 minutes. Middle/High School study period is generally 60 minutes. Students with GPAs below 2.0, are required to study in designated areas in the Residential Halls and may have extra study time. All students needing more time to study can have more time as needed. Educational programs will be offered to students who do not have any homework assignments. Parents/Guardians are welcome to call Residential Advisors to find out their study hours as they vary from one Residential Hall to another.

Study Time Expectations

- Students are not allowed to have their communication devices with them during study time.
- Students show Resident Advisors their completed assignments.
- Students are allowed to do homework in their bedrooms, Lobby room, or Tutor Center.
- Students are not to socialize during study time.
- Students ask their teachers for a note if the teacher has requested that they study with a partner.
- Students are expected to keep up with their homework assignments. If students struggle, they are encouraged to discuss their concerns with their teachers & Residential Advisors.

Dorm Policy Regarding Personal Devices of ASD Students

In an effort to teach our students responsible electronic citizenship and safety regarding personal devices and internet, we have established the following policy. Each student is permitted to bring their personal devices to the ASD dormitory. Students will be able to use their personal devices in the common public area or TV lounge under staff supervision. Use of any device will not be allowed in any student's bedroom, bathroom, or any other areas outside of TV lounge.

Allowed use of devices will be at specific times:

Kindergarten – 3 rd Grade	3:30pm-4:00pm
4th and 5th graders	3:30pm-4:00pm AND 7:30pm-8:00pm
Middle School	Follow Dorm Level System
High School	Follow Dorm Level System

Students are allowed to use the videophone in the staff office for calling home before or after device hours. Parents can call their children in the dormitory at any time by contacting either the dorm office number or the supervisor's cell number.

It should be noted that staff encourage students to talk to their parents/guardians as often as possible, and this policy is not intended to restrict home/dorm communication.

Residential Hall Activity Expenses

Student Life Supervisors and Senior RAs will maintain student accounts for elementary and middle school students. Parents/Guardians may send money directly to the designated Senior RA of each Residential Hall on Sunday evenings or by mail. Students are encouraged to give the cash or checks to their RA immediately upon return to the school on Sunday evening, or any first night back to school. Monies are secured in each department's safe. The Student Life Supervisors and Senior RAs will maintain student accounts and distribute funds to students when needed or by request. Parents/guardians will be contacted by the RA regarding extra money for field trips and other items.

High school students are responsible for their own spending money, but they are encouraged to give to their RA for safekeeping if they have large sums of money.

Residential Hall Progress Reports

Parents/Guardians of Residential Hall students will be informed of their child's progress in the Residential Hall and after-class activities. Since each child's personal development is an important aspect of the 24-hour educational program at the school, progress reports will assist us in helping your child to become a well-rounded individual before completion of his/her education. Progress reports are sent to parents two times per academic year.

In order to form a partnership between Residential Advisors and parents, parents and RAs will determine which communication methods work best for keeping parents informed of child's progress in the Residential Hall.

Movie and Video Games

Residential Advisors have the authority to review and screen any movie or video game students bring from home.

For movies to be shown in Residential Halls, they must be rated no higher than “PG” for elementary and “PG-13” for middle school and high school.

For video games, they must be rated no higher than “E” for elementary and “T” for middle school and high school as recommended by the Entertainment Software Rating Board (ESRB).

No movies or video games will be allowed in bedrooms unless they have earned that privilege or reward. Any movie/game must be viewed/played in common area.

Off-Campus Activities for HS Students

High school students may only go off campus if we have parent’s approval and the RA is notified. High school students are expected to follow rules below:

- Inform their RA and sign out in order to be allowed to go off campus.
- Cross streets using crosswalks.
- Be on their best behavior at all times.
- Not loiter.
- Walk, ride city bus, or ride in state vans.
- Return by their curfew or lose their next off-campus privilege.
- Lose off-campus privilege for one month if caught stealing.

Elementary and Middle School students will only go off campus for supervised school-related activities.

Missing/Stolen Items at Student Life

If students or their parents/guardians report missing or stolen items that went missing while in the care of Student Life, the RA will investigate and make a report to supervisors, parents/guardians and/or police. ASD is not responsible for paying or replacing any missing/stolen items. Please clearly label ALL clothing and personal items.

Bicycles, Scooters, Skates and Skateboards (Middle School & High School – Only)

The Middle School and High School Student Life Programs allow students to bring their bicycles, scooters, skates and skateboards or similar devices to our campus. Motorized scooters or similar devices are not allowed. Students are allowed to ride their bikes only at certain times and with the RA’s permission. All students are expected to comply with the following conditions:

- Ride bikes, scooters or skateboards on the campus in a safe manner at all times.
- Park and lock their bikes at designated bicycle racks.
- Wear a helmet and protective equipment at all times when riding bikes, scooters or skating, according to state law.
- Ride bicycles off-campus at specified times given by the RA. We must have parent/guardian’s consent prior to this. (HS student only)
- Not loan his/her bike, scooter, skates or skateboard to another student.
- Bicycles are not permitted to be brought on school buses, therefore, parents will need to transport them.

Violation of any of these rules will result in the following penalties:

- 1st Offense: equipment taken away for one week.
- 2nd Offense: equipment to be left home for one month.
- 3rd Offense: equipment to be left home for the remainder of the school year.

Elementary students are not allowed to bring their bicycles on campus. However, the Elementary Residential Hall does have bicycles for students to use during after school hours.

Kitchen and Refrigerator

Residential Halls offer kitchen and refrigerators for students to enjoy the foods they bring from home. Students are expected to be responsible when using the kitchen. Students may use the kitchen for food preparation and the refrigerator for storing foods on the following conditions:

- Get approval from the RA before using stove or cooking vessels;
- Keep kitchen clean after using for food preparation or cooking;
- Return all kitchen utensils, cooking pans/pots back to where they belong;
- Familiarize yourself with safety rules when using appliance and cooking equipment;
- No cooking on stove or oven in the mornings before school.

Personal Foods

Students may bring foods from home for personal use on the following conditions:

- Portions will be limited to one week of food supply;
- Perishable foods must be consumed before expiration;
- Any perishable foods that are opened must be disposed at end of week before going home for the weekend;
- No foods will be stored any place in the dorm except in the pantry room or refrigerator;
- Put name for identification on your foods

Videophone Usage in Residential Halls

Students are allowed to use the videophone in the staff office for calling home before or after device hours. Parents can call their children in the dormitory at any time by contacting either the dorm office number or the supervisor's cell number.

It should be noted that staff encourage students to talk to their parents/guardians as often as possible, and this policy is not intended to restrict home/dorm communication.

Students are encouraged to:

- Ask permission to use the videophone.
- Appropriate language must be used at all times.
- No lewd acts or behaviors are allowed while using the videophones or web cameras.
- There is a limit of 15 minutes per call.
- Only one person may use the videophone at a time.
- No videophone calls are allowed during study hour or in the morning. All students are to stop using the videophone 45 minutes prior to bedtime.

Baggage Check and Student Inventory List

In order to maintain a safe residential environment, students may have their bags and luggage checked by the Student Life staff. Student Life staff will also make an inventory list of any valuables brought to campus.

When students arrive on campus, anything of value (cell phones, tablets, video game systems etc.) must be put on a student's inventory list. Students will have a daily opportunity to "check out" their items for use at an appropriate time. Students who are on Level 4 can keep their check outs with them at all times.

Dorm Level System

The residential program at ASD is honored to be entrusted with the care of our students. We will strive to make ASD a home away from home. Our goal is to make sure that students develop healthy habits and proficient life skills that they will use when they leave our residential setting. To promote these habits and skills, ASD has developed a Dorm Level System to positively reinforce these behaviors.

The Dorm Level System is a system of privileges earned by students for positive and responsible behavior. In the Dorm Level System, students will be required to complete daily goal sheets, display healthy hygiene habits, age appropriate chores, and develop positive relationships with peers and staff.

The Dorm Level System consists of four levels, each with its own set of privileges. Some privileges include a later bed time, more time with check outs (phones, videogames, tablets etc), and off-campus events.

Another privilege is less supervised study time. An important goal of homework is for students to develop independence and responsibility. Therefore, as students move up levels, there is less required supervised study time and more trust given for students to complete homework independently. However, if teachers report that grades are going down, students will be moved to a lower level and structured study time resumed. For students studying independently, ASD Staff are always willing to help with homework, and the tutoring center is open Monday through Thursday.

Students that apply for a new level and obtain it will be rewarded with more privileges, but also will receive a small celebration and will be recognized for their hard work and improvement.

Restrictions

When students display negative behaviors, or are struggling in certain areas, minor restrictions can be placed on a student. Minor restrictions include a time out period, no more than 15 minutes for HS, 10 minutes for MS, and 5 minutes for LS. Along with time outs, students can receive “zero privs” for refusing to comply with their daily responsibilities or serving their time out periods. Major restrictions can include restricted status (RS), and restricted status for physical aggression (RSPA), for a minimum of 24 hours. Students that receive a RS or RSPA status will serve an in dorm suspension and will not be able to participate in various activities.

Moving up/down

Students can apply for a higher level every two weeks by filling out an application. Students will include any necessary paperwork (daily goal sheets, school performance forms) as evidence. The dorm staff will evaluate each application and make a team decision.

Students will be given feedback from the staff explaining why the application was accepted or denied. This feedback is essential so students will know which areas they need to improve. Also, students will have the opportunity to meet with a staff member every night during processing time. Processing time is 15-30 minutes where an individual student meets with an individual staff member to process their day or just to practice their communication skills. At ASD, we feel this 1 on 1 attention is critical for the mental health of our students and allows for positive relationship growth and development.

Conversely, students may be moved down to lower levels through team discussion when the dorm staff meet every 2 weeks. If a student has shown significant behavior issues, or is not achieving in the classroom, the dorm staff team can decide to drop a student to the next level down. For serious incidents, the dorm staff team reserve the right to drop a student back down to Level 1 depending on the severity of the incident.

Dorm Level System and PBIS


ASD staff will continue to use positive behavior interventions and supports (PBIS) with our students and reward them with tickets to use in our ROAR store. Along with the added privileges, students will receive the following:

100 PBIS tickets for moving up to the next level

300 PBIS tickets for reaching level 4


ASD Student Life Dormitory Program Level System

-Lower School Dorm Privileges-

 PRIVILEGES		<u>WHITE</u> LEVEL ONE	<u>YELLOW</u> LEVEL TWO	<u>BLUE</u> LEVEL THREE
Devices Usage (VP, Computer, Video Game, etc.)		Until 7:30pm During your free time.	Until 7:45pm During your free time.	Until 8:00pm During your free time.
Phone		TURN IN 7:30pm	TURN IN 7:45pm	TURN IN 8:00pm
Bedtime	K-3 rd Grade	IN ROOM: 7:30pm IN BED: 8:00pm	IN ROOM: 7:45pm IN BED: 8:15pm	IN ROOM: 8:00pm IN BED: 8:30pm
	4 th & 5 th Graders	IN ROOM: 7:45pm IN BED: 8:15pm	IN ROOM: 8:00pm IN BED: 8:30pm	IN ROOM: 8:15pm IN BED: 8:45pm


ASD Student Life Dormitory Program Level System

-Middle School Dorm Privileges-

 LEOPARDS PRIVILEGES	<u>WHITE</u> LEVEL ONE	<u>YELLOW</u> LEVEL TWO	<u>BLUE</u> LEVEL THREE	<u>SILVER</u> LEVEL FOUR
Devices Usage (VP, Computer, Video Game, etc.)	Until 8:30pm During your free time.	Until 8:45pm During your free time.	Until 9:00 pm During your free time.	Until 10:00pm During your free time. Computer and Video Game can be kept in bedroom.
Phone	Turn In: 8:30pm Check Out: 7:45am	Turn In: 8:45pm Check Out: 7:30am	Keep Phone in Bedroom Phone Off by 9:45pm	Keep Phone in Bedroom Phone Off by 10:00pm
Supervised Study Time	At least 45 minutes In Dorm or Tutor Center	At least 30 Minutes In Dorm or Tutor Center	ON YOUR OWN TIME	ON YOUR OWN TIME
Off Campus	-----	With Staff	With Staff	With Staff
Bedtime	In Room: 8:45pm Lights Off: 9:30pm	In Room: 9:00pm Lights Off: 9:45pm	In Room: 9:15pm Lights Off: 10:00pm	In Room: 9:30pm Lights Off: 10:15pm

ASD Student Life Dormitory Program Level System

-High School Dorm Privileges-

 LEOPARDS PRIVILEGES	<u>WHITE</u> LEVEL ONE	<u>YELLOW</u> LEVEL TWO	<u>BLUE</u> LEVEL THREE	<u>SILVER</u> LEVEL FOUR
Devices Usage (VP, Computer, Video Game, etc.)	Until 9:15pm During your free time.	Until 9:30pm During your free time.	Until 9:45 pm During your free time.	Until 10:00pm During your free time. Computer and Video Game can be kept in bedroom.
Phone	Turn In: 9:15pm Check Out: 7:30am	Turn In: 9:30pm Check Out: 7:15am	Keep Phone in Bedroom Phone Off by 10:30pm	Keep Phone in Bedroom Phone Off by 10:45pm
Supervised Study Time	At least 45 minutes In Dorm or Tutor Center	At least 30 Minutes In Dorm or Tutor Center	ON YOUR OWN TIME	ON YOUR OWN TIME
Off Campus <i>With staff & parent approval for selected time & location</i>	-----	With Staff	Buddy System At least group of three	Buddy System At least group of two
Bedtime	In Room: 9:30pm Lights Off: 10:15pm	In Room: 9:45pm Lights Off: 10:30pm	In Room: 10:00pm Lights Off: 10:45pm	In Room: 10:15pm Lights Off: 11:00pm