

RESIDENCE guideline



Valley
International Academy



Welcome to the Valley International Academy Residence Hall

As a new boarder, you probably have a thousand questions about life in residence. This handbook will help you understand the daily routines and expectations, as well as some other useful information. Please ask questions! Your Dorm chaperone will want to help you feel at home here, and other students are always glad to give advice.

Being a boarder at Valley International Academy is a fun and unique experience. Living with other students can be great. It can be like living with your own family, but residence life must have some rules and guidelines so that everyone can be happy and healthy together in our community.

In this handbook, you will find a list of weekday routines, weekend routines, and answers to questions you might not know to ask.

ACTIVITIES

There are many activities you can participate in during the school day, after school and on the weekends. Becoming involved in these activities is a great way to make friends and have fun. Each weekend, dorm students have the opportunity to participate in an off-campus activity. If there is something you would like to do, just ask!

Your dorm chaperone will tell you how you can do it or help you arrange it. It is a really good idea to become involved in things outside of campus life. Movies, shopping, or hiking are good ways to get out and have fun outside of school.

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ALCOHOL AND DRUGS

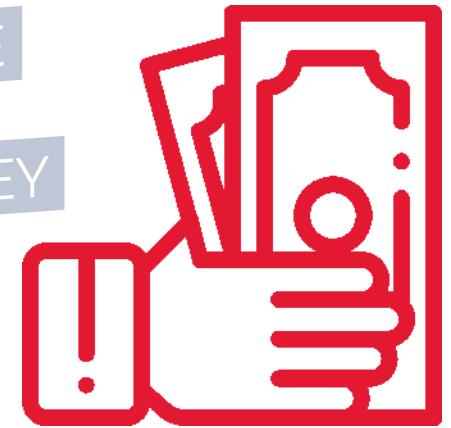


HAVING AND/OR USING ALCOHOL OR DRUGS IS ILLEGAL and there is very serious consequences. There are lots of ways to have fun without them.



ALLOWANCE AND EXTRA MONEY

Students will need to bring bank cards from their home country for a bank account and/or a credit card. Students are able to open a bank account here in the United States. We will help students throughout this process at a bank close to the School. The students bank and/or credit card should always be kept in a safe place. If it is lost, students must contact a school administrator and the bank immediately.



ANIMALS



Students are not allowed to have pets or animals in their rooms. As we have natural wildlife on our grounds, never leave food or garbage outside the dorm buildings as it can attract wildlife and potentially harm them.

APPLIANCES AND FURNITURE



Appliances, such as kettles, toasters or rice-makers, are not allowed in the students dorm room. Cooking must only be conducted in the cafeteria with the permission of the dorm chaperone; students can heat up items in the microwave available in the dorm lounge.

Furniture is not to be moved in the students dorm room. If students have any type of issue with the dorm furniture, please notify the dorm chaperone.



BATHROOMS

Each dorm has its own sink which is the responsibility of the student to clean. Toilets and showers are available on each floor. These common bathrooms will be cleaned twice a week by the housekeeping staff.

BOYFRIENDS AND GIRLFRIENDS

Members of the opposite sex are not allowed in your room for any reason. This carries a BIG CONSEQUENCE; possible suspension and parents will be notified. Members of the opposite sex may, however, visit in the common lounge areas. It is exciting to have a boyfriend or girlfriend but there are rules that students must follow. Public displays of affection (PDA) is not allowed. There should be no excessive kissing or bodily contact. Staff will remind students if they see a couple too close to each other or making others uncomfortable.

Members of the opposite sex are not allowed in your room, ever!



CAFETERIA

The Cafeteria is where the school community eats all meals. Please find rules below:

- Always use the provided utensils to select food, never select with hands.
- Eat only at the tables provided in the cafeteria or outside the building; food may not be brought back to the dormitory building.
- Use good manners; chew with your mouth closed, don't talk with your mouth full, etc.
- Clean messes and spills food before leaving.
- Dishes should be scraped clean and stacked neatly in the provided bins.
- Do not use electronic devices during meal time.
- If students have any dietary issues, please inform the Dorm chaperone.



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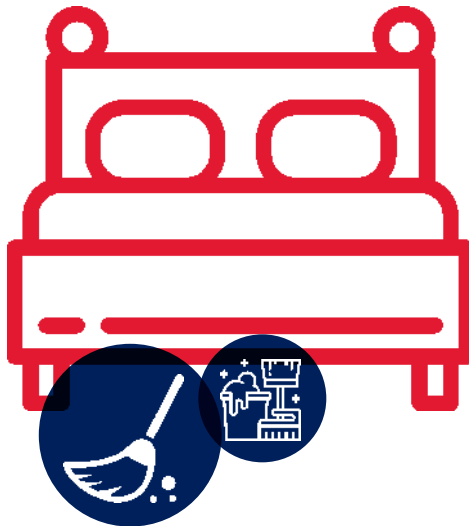


COMMON ROOMS

Common rooms are to be used respectfully as they are shared by doormates. The common spaces are a place where students can socialize, snack, play games, and visit with students from other buildings. Students should be respectful of the common areas. If a problem is noticed, please inform the Dorm chaperone.

CLEANUP

All boarders must help keep their rooms and common areas clean. Each student must tidy his or her room; the household cleaning staff will not clean individual student rooms. Please keep the common rooms clean. The common rooms are a shared space, and it is the responsibility of all boarders to clean their individual mess.



CURFEW AND BEDTIME

A curfew is a designated time students must be in their dorm room. A curfew is in place so that students get a good night's sleep, stay healthy, and can focus at school.

When it is lights-out time, students are not to be using computers, phone, or any other electronic device. If a student is caught with an electronic device after curfew, their actions may result in having them confiscated. Warning stages:

Curfew means you must be in your dorm room by the designated time.



FIRST WARNING: If a student is found using their phone or computer, or any electronic device, you will be given a verbal warning.

SECOND WARNING: Students will lose the device for 24 hours. It will be stored in a secure location by the Dorm chaperone and the student/s will receive it back the next morning.

THIRD WARNING: If a student is caught a third time, the student will lose the device for a week. Students will receive the device back every morning but will be required to hand the device in to the Dorm chaperone each night. Students parents/guardians will be notified.

DORM MEETINGS

Dorm meetings may be required on occasion to share information and/or to make announcements. They are also a time for boarders to share their ideas with others. Dorm chaperones will announce when such meetings will occur,



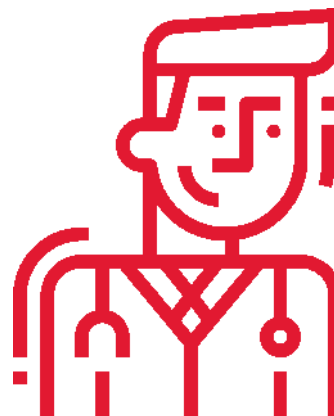
HEALTH ISSUES

If a student is sick, the student must NOTIFY THEIR DORM CHAPERONE!

We ask that students do not keep their illness to themselves, as it may result in the illness getting worse or passing along to classmates.

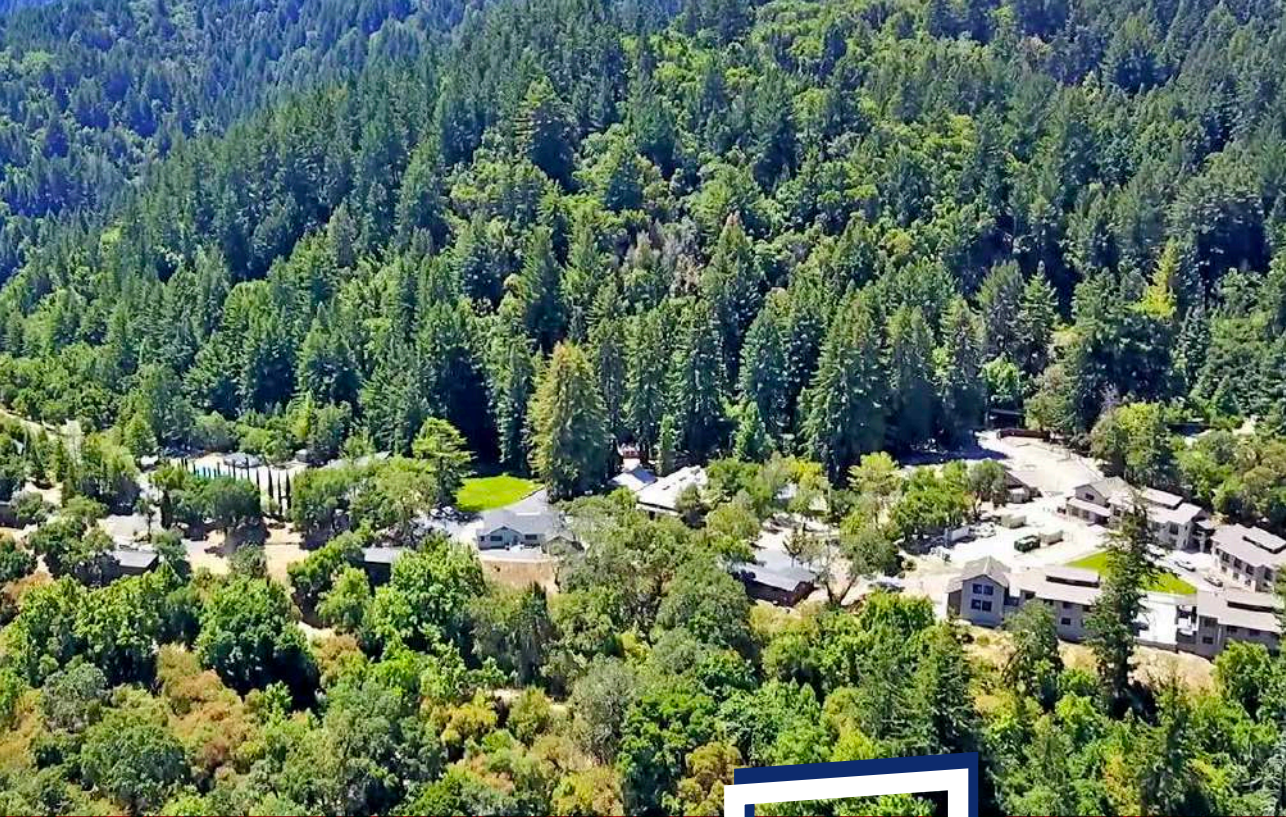
Dorm chaperones will assess the situation and act accordingly; with medicine and/or a day in bed. If the student or Dorm chaperone believe the student must see a doctor, the School will make arrangements to transport students to the doctor.

All students are required to have medical insurance. A copy of the students' medical insurance card/paperwork must be given to the School at the beginning of the school year. If a student/family needs help in acquiring health insurance, the School can provide information on companies which provide such insurance for students.



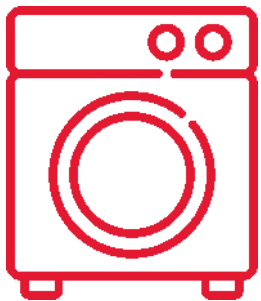
EXAMS

Final exams are given in December and May/June. Exams can be tiring and stressful. To avoid getting sick and missing your exam, it is especially important to get enough sleep and eat properly during this time.



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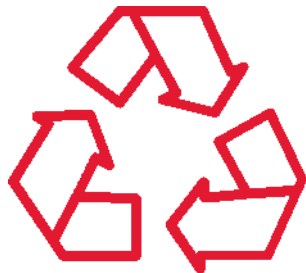


LAUNDRY

Laundry facilities are available to all students. Students are responsible for washing their own clothing and bedding. Please be responsible when using the laundry facilities; do not leave clothes in washers or dryers as others may be waiting to use the machines. If a student needs any advice on how to do laundry or have any issues with the machines, please speak to the Dorm chaperones.

RECYCLING

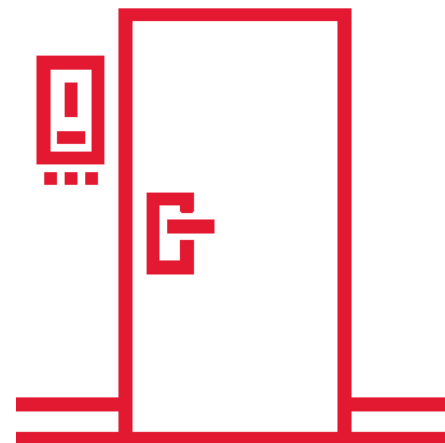
There are recycling bins available for glass, plastic, soda cans, and paper. Please recycle whenever possible.



LOCKS AND SECURITY

Each dorm room has a lock on the bedroom door. Each student will be provided with a key for their room. Students are NOT to give the key to anyone to use.

The dorm floors will be locked during the school day and during the night. Students must bring all items needed for the school day with them to school. Students are not allowed to return to the dorm for any item forgotten. If there is an issue, please contact either the Dorm chaperone or the Head of School.



Students should not bring expensive items to school. Pricey jewelry, expensive electronics, and significant amounts of cash should not be brought to campus. The School cannot take responsibility for items which are misplaced or stolen.

DORM EXPECTATIONS

The School wants all students to feel that they are able to be relaxed and comfortable in their room with their roommates, and as part of the community. As students live in shared spaces it is important to be responsible for individual belongings and be respectful towards their roommates and other students.

Therefore, there are basic dorm expectations that all boarders must understand and follow. For complete and full guidelines and expectations, please see our dorm contract.

1 Responsibility

Be responsible for your belongings, your actions and your commitments. Always make sure that your belongings are in areas where they belong; keep your room and common areas clean. Show respect to your roommates and dorm mates at all time.



2 Curfew

Be in your room by the curfew deadline. Curfews are intended to ensure that you are safe and that you are getting the rest that you need to be a successful student.

3 Bedtime and Lights Out

At bedtime, only quiet talking is allowed. Music should be turned off unless your Dorm chaperone has given permission to listen with headphones. On weeknights, all lights must be out by the scheduled time. On weekends, overhead lights must be off by 11:30 p.m.



4 Respect

Give respect to everyone with whom you interact. Always follow the directions of the Dorm chaperone. Respect your roommate and their needs. Respect the workers who clean the bathrooms and common areas. Treat the dorm, itself, in a respectful manner. Take good care of the furnishings. If any issues arise, speak with the Dorm chaperones or see the Head of School.

SMOKING

There is no smoking allowed on the school campus or in any buildings.

You may not smoke cigarettes or use vapes or e-cigarettes on school grounds or while on any school trip. Not only is smoking harmful to you but in our wooded environment, smoking could cause a major fire. If you are caught smoking on campus, you may face a suspension out of school and your parents will be informed. Students are not allowed to make up work missed due to a suspension. If a student is caught a second time, they face dismissal from school. If you would like help to stop smoking, speak to your Dorm chaperone or the Head of School. The school will help you find support to break your addiction.



UBER OF LYFT

If you need to leave campus, you must notify a school staff member. If you travel by Uber or Lyft, you must pay the fare yourself.



WEEKEND LEAVE

If you wish to go away for a weekend or during a holiday break, you must go through the following process:

- You must notify your Dorm chaperone that you will not be on grounds for the requested period of time.
- Your parent or guardian must approve the leave request by sending an email to the Head of School.
- The student must leave contact information as to the travel plans and as to how the student can be contacted in the event of an emergency.

CELL PHONES

You may have a cell phone while at Valley International Academy. It is not to be used while in class, in the cafeteria, or after your lights out curfew. The School reserves the right to take a cell phone away from a student for a designated period of time if the student is using the cell phone during restricted times.



WEEKDAY RESIDENCE ROUTINE

MONDAY TO FRIDAY

- 7:30 – 8:15 a.m. Breakfast starts
- 8:25 a.m. Out of dorm
- Doors locked
- 8:30 a.m. Classes start
- 11:30 a.m. – 12:15 p.m. Lunch
- 3:15 p.m. Classes end
- Dorms unlocked
- 3:15 – 4:00 p.m. Tutoring/activities
(Monday and Tuesday only)
- 3:15 – 6 p.m. Study time
- Free time
- 6:00 – 7:00 p.m. Dinner
- 7:00 – 10:00 p.m. Study time
- Free time
- 9 p.m. In-dorm for all students
- 10 p.m. Lights out

FRIDAY

- 10 p.m. In-dorm for all students
- 11:30 p.m. Lights out



WEEKEND RESIDENCE ROUTINE

SATURDAY

- 9:00 – 9:45 a.m. Breakfast
- 9:45 – 12:30 p.m. Room cleaning
- Free time
- 12:30 – 1:30 p.m. Lunch
- 1:30 – 6:00 p.m. Free time
- Possible off-campus activity
- 6:00 – 7:00 p.m. Dinner
- 7:00 – 10:00 p.m. Free time
- Social activities
- Study time
- 10:00 p.m. In-dorm for all students
- 11:30 p.m. Lights out

SUNDAY

- 9:00 – 9:45 a.m. Breakfast
- 9:45 – 12:30 p.m. Free time
- Study time
- 12:30 – 1:30 p.m. Lunch
- 1:30 – 6:00 p.m. Free time
- Study time
- Social activities
- 6:00 – 7:00 p.m. Dinner
- 9:00 p.m. In-dorm for all students
- 10:00 p.m. Lights out



IMPORTANT PHONE NUMBERS

Brookes Main Office 408-709-3002
Youth Crisis Hotline 1-800-843-5200
Emergency [Police and Fire] 911



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