

At the Caribbean International Academy, we welcome you to our boutique Residence which provides our students with a home in the Caribbean. Living in the school Residence offers students a unique opportunity to grow, fully experience all the school has to offer and to form a core group of leaders within the school. We serve students who seek a challenging general education in the Ontario System balanced by a rich co-curricular experience in a caring environment. This section of the Handbook describes the boarding program and services and provides a survey of the expectations and rules which promote a harmonious and productive living environment at our Residence.

### **Residence Personnel**

Director of Residence is a staff member who lives in the Residence on the main floor. Students will meet with the Director every day to discuss the opportunities and challenges they encounter as members of a close knit residential community. The Director strives to create a safe, welcoming atmosphere in the house and will get to know your child and take their needs seriously.

### **Boarding Contact Numbers:**

**CIA: 721-545-3871**

Director of Residential Life: +721-522-9841

Head of School: +721 556-6879

### **CORE BELIEFS**

**Code of Conduct:** As members of the School Community, boarders are expected to uphold the principles of the Code of Conduct.

**Communication:** Students must communicate their whereabouts and movements with the Director of Residence (e.g. leaving or missing a meeting) at all times. Students should come with a cell phone as it will be a vital communication tool.

**Cooperation:** All residential students must recognize that we each have a responsibility to each other. We respect diversity, celebrate difference, and support each other at all times in such a way as to ensure the safety and happiness of the group.

**Curfew:** Students shall be in their rooms by 10 pm with all electronic devices (cell phones, speakers etc.) powered down so as to create an atmosphere conducive to sleep.

**Co-Curricular:** Students must be involved in a school activity at least two evenings each week. The school will provide a schedule of ECE's within the first month of school.

**Personal Space:** Rooms must be tidy, mess removed from the floor and beds made.

## COMMUNICATION

Parents are encouraged to contact the Director of Residential Life to discuss any matter related to their child's personal well-being and progress. Should a matter arise of concern to the school or the Director of Residence, it is imperative that we have up to date information in order to communicate with parents immediately.

**With Students:** Family communication is important to boarding students. Parents are encouraged to keep in touch with their child. In cases of emergency, the Director of Residence or the School Office can facilitate contact.

**Personal Cell phones:** Students will need to have cell phones to facilitate communication however, the use of cell phones is considered to be a privilege and is subject to the basic rules of courtesy and respect for others in shared living. Cell phones should be used responsibly and always in a manner that does not disturb the rights and comfort of other students. The Director of Residence reserves the right to restrict or remove this privilege.

## SUPPORT SERVICES

**Academic and Personal:** Students may seek additional support for academic matters from their subject teachers, the Director of Residence and from our school Guidance Counsellor.

**Computer:** There is a computer and printer for student use in the Common Room, and WIFI throughout the Residence. Students may wish to bring their own laptops.

**Nutrition:** Students are provided with three meals daily in the Residence. The residents eat together, family style, and following dinner each evening, will participate in the daily meeting. Healthy and delicious meals are provided by our chef Angie.

**Breakfast:** Breakfast will be served at 7:00 a.m. in the Dining Room on school days. All residential students are required to report for breakfast, fully dressed and ready for the day.

**Lunch:** Students will be provided with lunch from the canteen as are the day students at CIA, they may pick up their lunches to eat with other members of the student body during their school lunch break.

**Dinner:** Each day dinner is served from 5:30 pm. Dress is casual.

**Snacks:** The students have access to kitchens with a refrigerator for snacking and snacks will be provided by our Chef. These rooms are available to students throughout the day and must be kept clean, all dishes must be washed immediately after use. The privilege to use these facilities may be withdrawn if these obligations are not fulfilled.

**After Hours Meals** Residential students who will miss a meal as a result of school-related activities or practices must inform the chef who will ensure that a meal is available for them when they return.

## **Health and Counselling**

We take our students' health very seriously at CIA. Within the school, students have access to a Guidance Counsellor. Health problems requiring medical attention will be addressed by the doctor on call to the school from the LV Medical Clinic or in the case of an emergency at the St. Maarten Medical Centre.

## **Travel and Personal Finance**

**Financial Arrangements:** Parents are required to make arrangements for student banking through a local bank. Discretionary personal expenses are considered to be a matter between parents and child, monitored by easily accessible banking statements. A breakdown of optional and incidental expenses will be provided upon registration.

**Travel Arrangements:** Parents are advised to make travel bookings and plans well in advance, so as not to conflict with class time and examination schedules. The schedule of major dates and events should be consulted. Passports should be left in the care of the school office for safekeeping. Upon request, a staff member may be requested to accompany a student to or from the airport.

**Health Insurance:** Health insurance must be obtained for the student by parents. Upon acceptance, the school will provide registration forms for Nagico Insurance. Parents must provide proof of Health Insurance before the student arrives at school.

## SCHOOL FACILITIES AND DAILY SCHEDULE

**Morning Wake up:** 6:30 a.m.

**Breakfast:** 7:00 a.m. - 7:30 a.m.

**School Day:** 8:30 a.m. - 2:30 p.m. Students may return to the Residence during the school day for study or rest during their lunch hour or if they have a spare period.

**Extra Curricular Activities:** 2:30-4:00 Students shall participate in at least 2 ECE's during the school week.

**Dinner:** 5:30-6:30 p.m.

**Daily House Meeting:** Weeknights 6:30-7:00 pm.

Sunday Night 8:00 p.m. **Attendance at House Meeting is mandatory for all students.**

Some evenings the House Meeting may be followed by special events such as Movie Nights, Paint Nights etc. These activities will be organized by the Social and Games Advisers.

**Study Hall in the Residence (M-Thurs):** 7:00-8:30 - all students are required to work quietly after dinner until 8:30 pm

**Lights Out:** All lights will be out by 10:00 p.m. Later Lights Out must be arranged with the Director of Residence. Bed checks will take place regularly.

### Linens and Towels

Linens and Towels are supplied and laundered by the Residence staff. Students will wash their own clothes and a schedule for access to the Washer/Dryer will be provided. Students are encouraged to bring a Laundry Bag.

**Common Room:** The Residence Common Room is available to all boarding students and is equipped with games, a television and comfortable furnishings as well as a computer and a printer. Students may use the Common Room for quiet work and at other times for relaxing together.

**Your Room:** The College provides a bed, desk, desk chair, study lamp and a bulletin board for individual use. Each student is also assigned an individually keyed closet and a chest of drawers for personal storage.

Additional furniture is not necessary; however, some students bring their own items. Posters and other decoration must be in keeping with the values of the school and respectful of other residents.

Because of the obvious risks, no cooking is allowed in student rooms, corridors and other public areas. Students should therefore not bring cooking appliances. Snack Rooms are equipped with microwave ovens and may be used, with care, by residential students for heating packaged foods.

**School Athletic Courts and Pool** Our residents may use the Sports Courts and Pool facilities. The Sports Courts may be used during free time provided that all equipment is replaced and School staff have been informed. The Pool may only be used under supervision by qualified staff and with permission from the Director of Residence.

**Weekend Schedule:** Some of our students go home for the Weekends, for those who board over the weekend, a variety of optional extra activities are available for the students to participate in at their own expense. We endeavour to ensure that there are free or low cost weekend activities as well to encourage all students to participate.

Breakfast - 8:00 am-9:00 am

Lunch - 12:00-1:00

Dinner - 6:00-7:00

**Saturday Activities :** The school will arrange transportation to **optional activities** chosen by the students including:

Scuba Diving provided by <http://www.stmaarten-activities.com/en/>

Horseback Riding -provided by <http://luckystables.shoreadventures.net/>

Sailing: provided by [http://www.smyc.com/Youth\\_sailing](http://www.smyc.com/Youth_sailing)

**Sunday Activities:** These activities will be organized by our staff for little or nominal cost

Hiking Trips

Beach Trips

Island Wide activities e.g. triathlon, races, etc.

Farm visits

**Monthly Activities:** Once a month, boarding students are encouraged to join in a group excursion. A schedule of these activities will be provided at the beginning of the semester. Possible such excursions include: boat trips, kayaking trips, waterskiing, zip-lining, hiking and visiting the beautiful beaches on the island.

**Off Campus Weekly Activities:** During the week, if parents wish to sign students up for extra off campus activities, arrangements can be made for dance lessons or Gym memberships. Please talk to the Director of Residence if you wish to make these arrangements.

Dance St Maarten Dance Company — [dancesxm.com](http://dancesxm.com)  
Gym - Incredible Fitness Rainbow Beach Club

## SECURITY HEALTH AND SAFETY

The Residence is equipped with exterior door locks and security cameras are on every entrance door. Within the Residences, for safety reasons and to promote and enhance a community environment, there is an “open door” policy for all bedrooms and common areas. Students may lock the doors of their rooms when there is no-one inside or after lights out, and each student has a key to a personal closet where valuable items should be kept. Boys and girls floors are separated by a door which will be locked at night.

**Keys:** The key to the personal closet is the responsibility of the student. There will be a charge to the student’s account if keys are not returned at the end of the school year.

**Valuables:** Please do not bring valuables to the school. Our insurance will not cover loss or damage to your personal belongings, therefore any items you bring are at your own risk and should be kept locked in your closet.

**Access to School Buildings:** - students who require access to School Buildings outside of school hours must obtain permission from the Residence Director. The library may be used after hours in special circumstances.

### Room Inspection and Searches:

CIA must ensure the safety of all of its students and reserves the right to carry out regular inspections of the Residence rooms.

### Visitors:

Residential students who wish to invite guests, must at all times respect the safety and rights of other residential students.

1. Parents are encouraged to visit their child while s/he is living in the Residence. Family members must notify and obtain permission from the Director of Residence who will accompany them to their child’s room to help ensure that the safety and rights of other residential students are met. No visits will take place in the students rooms after 6 pm.

2. The boys and girls' floors must at all times be kept single gendered. As a result, no guests of opposite gender are permitted beyond the Common Room of the Residence.
2. Day students may not enter the Residence unless they are accompanied by a residential student. Visitors may be in student rooms with the door open. Groups of more than three students should meet in the Common Room.
3. Under no circumstances are strangers allowed to gain entry to the Residence. Their presence in the boarding vicinity should be reported immediately to any teacher, the Director or Residence or the Security Guard.

**Leave Policy:** Students must obtain permission from the Residence Director prior to leaving school grounds for any reason and at all times must travel in groups of not less than three people. Communication with the Director is critical to building the trust necessary for off campus activities. Students must provide their destination, return time and contact information prior to leaving the school. Students must obtain written permission from both families' parents/guardians if they wish to stay overnight at a friend's home. Transportation must be provided by the families.

**Disciplinary Action:** Students in the Residence are subject to the same disciplinary rules as all students at CIA. However, they are reminded of their duty to all members of the Residence community. In particular, theft, violence, bullying and harassment have no place in the boarding community and are very serious disciplinary matters. A bond of trust must be formed in the boarding community; if the trust is broken in one of the aforementioned ways, a student can expect disciplinary consequences consistent to the severity of the offence. These offences could lead to consequences ranging up to and including expulsion from the School and or Residence.

**Alcohol and Drugs:** Residential students are especially reminded that the possession, use, being under the influence of alcohol or illegal drugs, or making alcohol or drugs available to others will result in serious disciplinary consequences, ranging from Residence suspension to school expulsion. Additionally, students who are under the influence of alcohol in the Residence are in breach of School policy and are liable for Residence suspension.

**Vehicles:**

Because the school is unable to assume related liabilities, residential students may not have cars or any other motorized vehicles at school, nor may they have regular use of a vehicle parked off the school grounds.

## **LEADERSHIP**

Within the Residence, we encourage responsible students to assume leadership roles and to contribute to developing a house community which ensures an outstanding experience for all residents. Students with an interest or aptitude may assume responsibilities in any of the following areas:

**Head of Residence Girls**

**Head of Residence Boys**

**Liaison with Student Council**

**Social Adviser**

**Games Adviser**

**Technology Adviser**

**Nutrition Adviser**

**Health and Safety Adviser**

All students are encouraged to take an active role in the life of the Residence and to participate fully in planning activities and designing procedures to improve life for us all here.