



Pennsylvania International Academy

RESIDENTIAL STUDENT HANDBOOK

2012-13 Academic Year

Pennsylvania International Academy
8155 Oliver Road
Erie, PA 16509
United States of America



Pennsylvania International Academy

8155 Oliver Road
Erie, PA 16546

Telephone: (814)-969-3356

Fax: 814.866.6845

www.piacademy.org

Hours: 8:00am – 5:00pm, Monday – Friday

PIA WELCOMES YOU

Dear International Students,

We would like to extend a special welcome to all international and US students on behalf of Pennsylvania International Academy. We are here to help you and your family adjust to campus life in Erie, Pennsylvania. We will assist you in understanding the regulations governing your stay in the United States.

As an international student, you have the unique opportunity to expand and share your cultural, social, and academic experiences with the local community. By joining and participating in the various clubs and cultural events that are offered to you will help enhance your English speaking skills. We encourage you do join in on these events to become familiar with the American culture!

Leaving home for an academic experience is an exciting, but sometimes intimidating, process. We wish to facilitate your adjustment as much as possible and wish you an enjoyable and successful year.

Sincerely,

The Pennsylvania International Academy Team

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PENNSYLVANIA INTERNATIONAL ACADEMY

LOCATION

Pennsylvania International Academy is located near the shore of Lake Erie in the tri-state region of Ohio, Pennsylvania and New York. The Academy is approximately 2 hours north of Pittsburgh, Pennsylvania; 1 hour and 40 minutes northeast of Cleveland, Ohio; and 1 hour and 30 minutes southwest of Buffalo, New York. Mailing and contact information for the campus is:

Pennsylvania International Academy
8155 Oliver Road
Erie, PA 16509
United States of America

Phone: 814-969-3356
Fax: 814-866-6845
www.piacademy.org

ACADEMY MISSION

Pennsylvania International Academy (the Academy) strives to embody and cultivate excellence of character, scholarship, citizenship, and responsibility in its practices and in its students.

- **Character** encompasses respect for others and their beliefs, dedication to honesty in every sphere of life, realization of moral clarity and conviction, and pursuit of virtue and value in life.
- **Scholarship** encompasses acquisition of knowledge, development of critical thinking, enthusiasm for discovery and learning, and exercise of a powerful imagination.
- **Citizenship** encompasses appreciation of diversity and multiculturalism, involvement in the Academy community, participation in service to others, and commitment to global awareness and understanding.
- **Responsibility** encompasses development of self-reliance, ability to seek guidance, dedication to cooperation and teamwork, and action based upon informed decisions.

The Academy aspires to instill these qualities in each student to help them become responsible citizens in a pluralistic, global society characterized by increased technological complexity.

At the same time, the Academy remains rooted in traditional values—integrity, honesty, hard work, and respect for the ideas and property of others—with an overriding goal of providing our students with an environment that is conducive to educational and personal development.

ADMINISTRATION OFFICE

General Hours

Office hours are 8:00am to 5:00pm, Monday through Friday. An appointment must be scheduled a day in advance if you would like to speak with a member of Administration.

Documents, Forms, & Handouts

Any forms that you need to complete throughout the year will be in the Academy office. The forms are a very important type of documentation, as many of them require parent & student signatures.

PIA Communications

Students and parents are able to receive information from the Academy's website by visiting www.piacademy.org

Students and parents can also receive information from the Mercyhurst Preparatory High School website by visiting www.mpslakers.org

Parent Email Address

All parents are required to provide Pennsylvania International Academy with their correct email address so there can be correspondence throughout the year. All information will be sent in English to the parents and students.

Scheduling Appointments

Students are to schedule appointments with the Administration Office one day in advance at the Front Desk.

The Administration is not responsible to help assist students with private purchases. This is the student's responsibility to arrange purchases that he/she desires.

Emergency Contacts

Staff Phone 814.969.3356

Jennifer Pier (President of PIA) 814.860.9660

Amy Wiler (Director of Student Life & Communications) 814.746.9489

Fire 9-1-1

INTERNATIONAL OUTREACH

Tutoring Program

If a student would like to receive help in a certain course throughout the academic school year, the student is responsible to speak with PIA Administration about setting up a tutor.

The student/parent is responsible to pay for the tutoring fees.

ESL Program

Students requiring additional assistance with ESL will be responsible for the fees associated with this specific program.

Transportation

Students are not able to go off campus with other community members unless Academy staff has an authorized off campus release form along with an off campus sign out sheet. Students will attend cultural events, sporting events, and/or Peach Street runs with the use of the Academy Van or Bus – which an Academy member will be driving. Dedicated driving staff will assist your child with his/her needs by transporting him/her to specific locations upon request. The student is responsible to communicate this information to the driving staff ahead of time so the transportation schedule can be planned accordingly.

Shopping

MillCreek Mall

425 MillCreek Mall

Erie, Pa 16565

(814) 868-3997

Open Mon-Sat 10am-9pm; Sun 11am-6pm

Wegmans

6143 Peach Street

Erie, Pa

(814) 860-5300

Wal-Mart

900 Keystone Drive

Erie, Pa

(814) 864-7330

Target

6700 Peach Street

Erie, Pa 16509-7712

(814) 860-8511

Asian Market

2720 Peach Street

Erie, Pa (814) 459-1415

MONEY MATTERS

Banking

Students are encouraged to open bank accounts that their parents can wire funds into. By opening a checking or savings account, students will not be in danger of losing money or having it stolen from them, and students will have a record where you spent your money. Students could also earn interest on the balance of your account with a savings or interest-bearing checking account.

Take your passport for identification.

ATM Machine

PIA will have an ATM (Automatic Teller Machine) available on location for all **students to utilize who have bank accounts with debit cards and/or credit cards to withdraw money from their personal bank and/or credit card accounts.** There is a \$2.00 handling/processing fee for every transaction on the ATM. Also, each student that uses the ATM can only withdraw up to \$200 USD per day.

Debit Cards

Debit cards use one of the major credit card networks to access and withdraw funds from your account. You can use your debit card instead of writing a check at many stores. The card is not a credit card; if your account balance is too low for the purchase, your card will be rejected. Students are responsible to keep track of the funds they have in their account.

Credit Cards

Using credit is a promise to pay at a future date; you are committing for future income. Using a credit card is a loan with a different name – it has terms like a loan, and you are paying a high percentage of interest to use someone else’s money. The interest rate is usually between 12 and 18 percent, but you may pay more if your payment is late.

The advantages of credit are that you do not have to carry a lot of cash and you will have a record of what you have purchased. If you can pay the entire credit card bill at the end of each month, then the card may cost you only a yearly fee, usually between \$20 - \$50. If you cannot pay the total at the end of each month, you will be charged interest on the balance.

HEALTH SERVICES AND EMERGENCY INFORMATION

Health Care

Health care in the U.S. is generally quite expensive, particularly in comparison with other countries. A short stay in the hospital could cost thousands of dollars. For that reason, it is very important to have health insurance that will help pay for the medical expenses.

Appointments

If students are sick or have a special appointment that need scheduled, they are to see an Academy staff member in the Administration Office. We will do our best to schedule appointments based upon everyone’s schedules.

Students and parents are responsible for the fees for any medical expenses they may have while attending the Academy. **The Academy is not responsible for paying for any of the medical fees for any of the students.**

Emergency Information

What is an emergency? This definition varies from person to person. Emergencies can include: seeing a crime in progress, a fire in a building, or someone being injured.

Fire

If students see a fire, move to a safe area, and call 911. Whenever the fire alarm sounds, you must evacuate the building (even if it in the middle of the night.) Occasionally the Academy will have fire drills, which is when the fire alarms in the building sound and people practice how they would exit the building in the case of a real fire. It is expected that you promptly exit the building by the closest exit during these practice fire drills and not enter again until you receive further notice.

CULTURE IN THE UNITED STATES

Protocol (Names & Titles)

There are strong cultural differences, even within the U.S., with regard to formality and the use of titles with names. How you address a person will usually depend on the situation and/or your relationship with that person. Common titles include “Mr.” (pronounced “Mister” and meaning male, married or single), “Ms.” (pronounced “Miz”, meaning female, married or single) and “Mrs.” (pronounced “Missus,” meaning a married female). Other titles particularly common on a university campus include “Dr.” (short for “Doctor,” meaning a medical doctor or someone with a PhD) and “Prof.” (short for “Professor,” meaning someone who has a faculty appointment at a college or university)

A general “rule of thumb” is to address your peers and younger people by their first name, and use of a title (most commonly Mr. or Ms.) with those who are older or in a position of authority.

Appropriate Dress & Hygiene

In the U.S. students are expected to dress appropriately for the occasion. As students, dressing casually (jeans, shorts, T-shirts) is generally acceptable for going to the movies or hanging out at the Residence Hall. Students are required to follow the MPS dress code during the school day.

Students may also notice that personal hygiene is very important in the U.S. People generally shower every day and seldom wear the same shirt two days in a row.

Erie Weather

Although summers are often warm, winters can be very cold. During the winter months it is very important to dress appropriately during with the proper clothing. (Scarves, hats, gloves, long socks, snow boots, winter jackets) It is also important to layer clothing so that you can remove outer layers when inside since buildings are almost always heated during the cold months.

CODE OF CONDUCT

Pennsylvania International Academy students are expected to behave in a socially mature and responsible manner, to respect the rights and property of others and themselves, and to obey school regulations.

Regardless of whether a certain action is specifically defined or stated as right or wrong, an Academy student, having in mind one's own worth and respect for others, is expected to distinguish between what is right and in keeping with school policy, and what is wrong. The same applies to actions which are detrimental to the good name of the Academy, whether on or off campus, during school sessions, or on vacations.

Discipline is handled in a manner appropriate to the individual, the Academy, and Academy affiliates. Disciplinary action is not tailored to meet the personal schedules of students or their families. Pennsylvania International Academy reserves the right to drop from its membership, with no further reason given, any student who, in its opinion, is unable or unwilling to cooperate with the regulations as they are described herein or as they may subsequently be promulgated, or whose influence in the Academy does not promote the general welfare.

A student must be properly enrolled and remain in good academic and disciplinary standing to remain on the Pennsylvania International Academy campus.

Disciplinary Actions

The rules described in this Handbook should not be read as an all-inclusive description of the Academy's standards, which are based on respect, honesty, trust, and safety. The Academy's mission states very positively what we expect of our students. The Academy believes strongly that education can best occur in an ordered environment of mutual respect among the various members of the Academy community.

Students are expected to act with concern and respect for the rights and possessions of others and themselves. Any behavior that constitutes a breach of the Academy's goals and objectives will be treated as a violation and will result in disciplinary action, up to and including expulsion. Examples of the types of conduct that may lead to disciplinary action include, but are not limited to, the following:

- Dishonesty, including lying, stealing, cheating, and plagiarism.

- Vandalism against the Academy or the property of another member of the Academy community. Vandalism against one's own property.
- Intimidating, threatening, aggressive, reckless, or violent
- Any action that threatens the health, safety, or well-being of a member of the Academy community or the community as a whole, including practical jokes or pranks.
- Unauthorized visitation in the residence hall or room of a student of the opposite sex.
- Possession or unauthorized use of an Academy master key.
- Failure to follow sign-out procedures. Leaving the Academy campus without prior approval or authorization.
- Harassment of others.
- Possession and/or use of illegal drugs, including performance-enhancing drugs, or alcohol.
- Possession of dangerous or unauthorized materials, such as weapons and explosives.
- Possession of cigarettes and/or smoking of cigarettes on Academy premises.
- Violations of the Academy policies.

The above list does not include all types of conduct for which disciplinary measures may be applied. However, this list and the exercise of common sense and good judgment should be used as a guide in determining appropriate conduct.

For a first violation of one of the above rules or for other inappropriate conduct, disciplinary action up to and including immediate 4-day suspension, semester dismissal, and/or permanent expulsion may result.

A second violation will most likely result in semester dismissal and/or permanent expulsion.

All disciplined students that are permitted to remain at the Academy or return to the Academy will be required to adhere to an individual student performance plan as specified by the Academy.

All disciplinary action is at the sole discretion of the Academy.

A student must be properly enrolled and remain in good academic standing to remain on the Pennsylvania International Academy campus.

Verbal Warnings

Students demonstrating inappropriate behavior will receive verbal warnings by the Academy staff. Each warning will be documented in writing, with the student signing the verbal warning agreement after speaking with a staff member. Depending on the severity of the warning, further disciplinary action may be taken and a disciplinary notice may be sent to the parent.

Disciplinary Committee

Rule infractions by students, which exceed circumstances a Dorm Parent/Dorm Administrator, Director of Student Life and Communications Coordinator, or President of PIA should handle will be brought to the attention of the COO. The COO may address the student's violation directly or bring the student's violation before the Disciplinary Committee for action. This committee consists of the President of PIA, Director of International Students at MPS, & the Chief of Police at Mercyhurst University.

Respecting Staff/Students

Academy Administration, Dorm Administrations, Dorm Parents, and Housing Staff are authority figures of the Academy. Academy staff members will not tolerate disrespect from students and/or misbehavior

at any time. Failure to show respect to an Academy staff member will result in immediate disciplinary action.

Proximity Rule

Pennsylvania International Academy adheres to a Proximity Rule: When students are in the presence of a school rule violation, all students present should expect to suffer consequences.

Therefore, those not participating in such activities should use common sense and remove themselves from these situations. Roommates and others who find themselves in dangerous or compromising positions should challenge the problem behavior directly, and/or speak to a Staff or faculty member about the situation. Students should also be aware that behavior on their part, either on or off campus, that brings discredit to them and thereby to the Academy, may subject them to disciplinary action.

Substance Abuse

The Academy takes a very strong position against the use of alcohol, drugs, tobacco, or other addictive substances by adolescents. Distribution, possession or use of these substances is illegal in addition to being harmful. In particular, while a student is under the Academy's jurisdiction, regardless of whether the infraction occurs on or off campus, the Academy forbids the following:

- Possession or use of alcohol, drugs, or tobacco.
- Possession of alcohol, drug, or tobacco paraphernalia, including empty containers.
- Unauthorized possession or use of prescription or sports enhancement drugs or over-the-counter medications.
- Possession or use of nitrous oxide cartridges of any kind.
- Being intoxicated or under the influence of alcohol, drugs, or other banned or addictive substances.

Dismissal from the Academy is the traditional result for any violation of these policies. A student who seeks help or counseling for a substance abuse problem before being caught supplying, possessing, or using addictive or banned substances will be dealt with in a non-disciplinary manner.

Weapons

The possession of weapons, explosives, or flammable materials of any kind (including paintball guns, BB guns, pellet guns, and martial arts weapons) is prohibited on campus and at any Academy related activity, whether or not the activity is on campus. Any student found in possession of these materials will be subject to disciplinary action.

Tobacco

The possession and use of tobacco and tobacco products (including cigarettes, chewing tobacco, is prohibited anywhere on the Academy campus. Any student found in possession of or using tobacco should expect discipline to follow.

Room Searches

For the safety and well being of each student, PIA reserves the right to search student rooms, backpacks, purses, suitcases, room lockers, desk drawers, and other potential locations without notice. The student does not need to be present during the search and PIA may ask the student to remove the locks on his or her locker(s). If circumstances warrant, the lock can be cut off the student's locker.

Fire Regulations

Because of the nature of the hazard to life, property, and the community in general, students found in unsupervised possession of flammable materials (including cigarettes, matches, lighters, candles, incense, and firecrackers) in any Academy building or on the Academy campus are subject to disciplinary action.

Tampering with smoke detectors, fire alarms, etc. results in a fine and possible prosecution from the local fire department.

Anti-Discrimination

At Pennsylvania International Academy, we are proud of our diversity. Students and adults studying, living, and working at Pennsylvania International Academy can expect an atmosphere of courtesy, mutual respect, tolerance, supportiveness, and sensitivity to individual differences.

Accordingly, the Academy seeks to promote an environment that is free from actions and comments that demean a person on the basis of race, color, sex, sexual orientation, national origin, religion, age, disability, economic status, or personal qualities. Simply stated, we are at all times to respect the dignity of every individual. It is the obligation of every member of the Academy community to be aware of his/her rights and responsibilities with respect to appropriate behavior.

Anti-Harassment

The Academy has an anti-harassment policy and will respond promptly and fairly to incidents. Harassment includes, but is not limited to, sexual harassment, psychological harassment, bullying, mobbing, stalking, and hazing that is intended to threaten, disturb, humiliate, or upset.

While harassment may take different forms and may be based on many different factors, it typically encompasses physical contact that is unwanted, unwelcome, offensive, and/or intimidating, and/or verbal insults including repeated words (written or oral) or comments that offend reasonable listeners. Examples of inappropriate behavior include, but are not limited to, the following:

- Obscene, suggestive, intimidating, or demeaning remarks, jokes, or insults.
- Display of offensive, explicit, or demeaning materials.
- Threatening or intimidating behavior.
- Unwelcome touching or violation of a comfortable personal space.
- Destruction of personal or Academy property.

As students are at all times to respect the dignity of every individual, it is the obligation of every member of the Academy community to be aware of his/her rights and responsibilities with respect to appropriate behavior.

As students should treat fellow students with respect at all times and should not participate in inappropriate conduct of any nature, it is incumbent upon all Academy students to immediately report instances of harassment to the Academy staff. Violations of this policy may lead to disciplinary action, up to and including 4-day suspension, semester dismissal and/or permanent expulsion.

Violence

Threats, threatening behavior, intimidation, or acts of violence against students, visitors, guests, or other individuals by anyone on Pennsylvania International Academy property will not be tolerated. This includes behavior that is reasonably perceived by others to be threatening, intimidating, or violent.

Such behavior can include oral and written statements, gestures, expressions, or anything that communicates a direct or indirect threat of physical and/or mental harm.

Any actual or implied threat of violence will be treated as a real and serious danger and will be thoroughly investigated. Violations of this policy may lead to disciplinary action, up to and including 4-day suspension, semester dismissal and/or permanent expulsion.

Any student who makes threats, exhibits threatening behavior, or engages in violent acts on campus may be removed from the premises and required to remain off campus pending the outcome of an investigation. Pennsylvania International Academy will determine and initiate the appropriate response.

As all students are responsible for maintaining a safe environment, all students are responsible for notifying a staff member, faculty member, or a member of the administration of any threats they have received or threatening behavior or violent acts they have observed. Even without an actual direct threat, students must report any behavior they have witnessed that they regard as threatening, intimidating, or violent.

The Academy will take all instances of threats and/or violent behavior seriously and will promptly investigate and take appropriate actions, including contacting appropriate law enforcement agencies and regulatory agencies.

While the Academy will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation, the Academy will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.

Moreover, the Academy reserves the option of removing any individual accused or involved from the Academy campus. Upon completion of an investigation, disciplinary action up to and including expulsion and/or criminal prosecution may ensue.

Sexual Abuse/Molestation

Pennsylvania International Academy has a Zero-Tolerance policy for any sexual abuse committed by a student, employee, volunteer, family member, or other third party.

Accordingly, Pennsylvania International Academy prohibits and does not tolerate sexual abuse in the workplace, boarding school or in any organization related activity. No student, employee, volunteer, family member, or other third party, no matter his or her title or position, has the authority to commit or allow sexual abuse.

Sexual abuse is inappropriate sexual contact of criminal nature or interaction for gratification of the adult who is the caregiver and responsible for the child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment.

Instances or suspicions of sexual abuse should be reported immediately to an Academy staff member, faculty member, or a member of the administration.

The Academy will take all allegations of sexual abuse seriously and will promptly investigate using a trained internal investigation team or an outside third party. Any incidents of sexual abuse reasonably believed to have occurred will be reportable by the Academy to appropriate law enforcement agencies and regulatory agencies.

While the Academy will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation, the Academy will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.

Moreover, the Academy reserves the option of removing any individual accused or involved from the Academy campus or placing the accused on a leave of absence or on a reassignment of duties.

Upon completion of an investigation, disciplinary action up to and including termination of employment, expulsion, and/or criminal prosecution may ensue.

Sexual Intimacy

Pennsylvania International Academy recognizes that adolescence is a time of developing sexuality. The Academy is aware, however, of the potential for damaging physical, emotional, and social consequences that can result from intimate sexual contact. Therefore, the Academy encourages students to abstain from sexual intimacy. Students engaged in sexual acts on campus may expect disciplinary consequences.

Likewise, pornographic material is considered inappropriate for students to possess, distribute or view. Print form, video, or online pornography does not have a place in the Pennsylvania International Academy community. Students found in possession of pornography should expect a disciplinary response.

CAMPUS LIFE

Residence Hall

All Academy students reside in the on-campus residence hall. The Academy residence hall provides 116 air-conditioned rooms, dining hall, kitchen facilities, laundry facilities, game and TV rooms, and meeting/study rooms. Students are housed 2 per room.

As the residence hall is home to Academy staff and students, failure to respect the residence hall by disrupting the living and studying environment or the personal space of others, or by damaging or destroying student or campus property, will result in immediate disciplinary consequences. Student involved in such actions will immediately be charged for damages.

Dorm Administrators/Dorm Parents

There are several Dorm Administrators/Parents who live in the residence hall and provides general guidance for each of the students. Dorm Administrators/Dorm Parents are directly responsible for the safety and welfare of the dormitory residents and for the efficient and harmonious functioning of the Academy family.

The cooperation of all who live in a residence hall is necessary in order to make it a home rather than a building full of people. Students should not hesitate to seek the advice and guidance of their Dorm Administrator in any matter, especially in any case of confusion regarding the regulations listed in the Student Handbook. Students are expected to treat their Dorm Administrator/Dorm Parents with respect and to follow their directions. Failure to do so will result in disciplinary action.

Respecting Staff/Students

Residence hall Administrative Staff, Dorm Administrators, Dorm Parents, and Housing Staff are authority figures of the Academy. Academy staff members will not tolerate disrespect from students and/or misbehavior at any time. Failure to show respect to an Academy staff member will result in immediate disciplinary action.

Residence Hall Hours

Sunday – Thursday:

Check-In/ Hall Time: 10:15pm

In rooms at 11:00 p.m. **Doors closed and all quiet!**

Friday – Saturday:

Check-In/Hall Time: 10:45pm

In rooms at 11:30p.m. **Doors closed and all quiet!**

Staff may use their discretion on weekends, holidays, and cultural events

Office Appointments

If a student would like to discuss a matter with a member of the administration, he/she should plan on scheduling an appointment at least one day in advance. Students can schedule appointments at the front desk using the appointment binder. Students should not come into the Academy office unless they have authorized permission by an Academy staff member.

Room Inventory

Residence hall rooms are inspected and inventoried by dorm parent(s) of the room at the opening of school, before winter and spring breaks, and at the closing of school. **At vacation times and at the end of the school year, students are expected to leave their rooms neat and clean. Students will be charged if there is damage to the room or its furniture beyond normal wear and tear, if keys or furniture are missing, or if the room requires special cleaning by the school staff.**

End of Year Storage

Students are able to keep medium sized plastic storage containers, clearly identified with the students name on it, in Academy storage if they are returning the following year. There will be a \$10.00 fee for each container that is kept in storage. No food is permitted to be kept in the storage container during the summer months. *Pennsylvania International Academy is not responsible for the student's personal property and/or any damages to the items in storage.*

Room Appearance

Students are expected to keep rooms neat and clean. This means that the bed is made, clothes are in closets, dressers or laundry bags, excess trash is removed, and snacks that students purchase are properly stored. Students who fail to maintain these standards can expect to receive disciplinary consequences at the residence hall level initially, and from the Disciplinary Committee if the problem

persists.

At no time, should students be eating breakfast, lunch, or dinner in their room. All meals provided by the Academy kitchen are to be eaten in the PIA Dining Hall. This is also known as community time and will help students become familiar with one another.

Personal Property

Students may have hair-care appliances, fans, electric blankets, clocks, humidifiers, radios, stereos, computers, and small, dorm-room-sized refrigerators. **Students may not have televisions, infrared lamps, halogen lamps, ovens, toasters, toaster ovens or any other type of cooking appliance on campus.**

The Academy assumes no responsibility for personal property. Students are encouraged to leave valuable personal property at home. Students are expected to lock their doors when they are not in their room.

Parents should check their family's insurance policies regarding coverage of their child's belongings while in attendance at the Academy. The Academy is not responsible for loss or damage to student property.

Computer Use

Computers are provided for educational and administrative purposes and are to be used in a manner that is consistent with those purposes.

It is important for all students to conduct themselves in a responsible, ethical, and legal manner when utilizing these resources.

Students must respect the rights of others and must abide by the licenses and other contractual and legal obligations by which the Academy makes technology resources available to all.

In addition, all students have a responsibility to help the Academy maintain a secure technology network that can be shared by everyone.

All student computers should be turned off at lights out. Failure to do this will result in an immediate consequence.

Roommates

Roommates are an integral part of the boarding school experience. Living with another person is a lesson in learning to share and compromise. It is also a lot of fun.

Roommates should spend time together at the beginning of the year working out similarities and differences in music preferences, tastes in decor, sleeping and study patterns, styles of housekeeping.

The Academy makes every effort to match students with suitable roommates. While difficulties in adjusting to a new year, new school, and/or new living arrangement may result in disagreements between roommates, roommates are expected to make every effort to work out these conflicts.

Good communication can eliminate misunderstandings. Dorm Administrators and Dorm Parents are always willing to help students resolve their differences.

The Academy recommends that the students stay with their roommate that they were assigned to unless a specific date is announced for roommate request changes through Administration. Based on staff discretion, students will have an opportunity to change roommates if they would like at that time. This must be approved by PIA Administration.

Bus

Students are required to be dressed and ready before the bus arrives at the Residence Hall. All students are to wait in the lobby of the Residence Hall with all of their belongings needed for school. If a student is late for the bus, he/she will receive an immediate consequence.

Sign-Out/Sign-In

All students are required to sign out and sign in at the Front Desk when leaving and returning to the Residence Hall. This procedure is necessary and mandatory as it gives the Academy staff knowledge of student whereabouts at all times to support student safety.

Off-Campus Release Form

All students must have the Academy off-campus release form signed by their parent or guardian if they wish to go off-campus with an adult, staff member, teacher, etc. At no time will students be permitted to ride in a car with another student driving the vehicle. A parent or guardian must drive the vehicle.

Students must realize that it is a privilege to go off-campus. Accordingly, the Academy staff can take this privilege away at any time.

Cultural Events/Mandatory Cultural Events

All students are responsible to sign up for cultural events they are interested in during the academic year. These events will help students learn more about the American culture and become familiar with the English language. There will be specific events that will be mandatory for the students to attend throughout the year. All students are required to attend the mandatory events.

Academy Lounge

The academy lounge is designed for students to engage in study hall/hours, interact with other students, and relax. Students are responsible for taking care of the room and maintaining its cleanliness.

If at any time this is not done, all lounge privileges will be taken away for all students. **Students will be billed for any damages to the academy lounge.**

Medicine

All (prescriptions and over-the-counter) medicines must be distributed by an Academy staff member. Any medicine sent to students from their parents must be given to Academy staff immediately. A staff member will distribute the medication to students when necessary.

Leaving Campus

Academy students are not permitted to leave the Academy campus without prior written approval/authorization by the Academy staff. At no time are Academy students permitted to walk off, drive off, ride off, or be driven or ridden off the Academy campus without prior written approval.

This includes, but is not limited to, walking across the street to the Church, Summit, School, or the Country Fair and going to Peach Street restaurants and stores, the Millcreek Mall, McDonald's, Burger King, Splash Lagoon or any other location. Failure to comply with this restriction will result in immediate disciplinary action.

Visitors

Students are able to have visitors at the Residence Hall as long as each visitor signs in and out at the front desk. If visitors are at the Residence Hall and they are not signed in at the front desk, the student being visited will immediately lose visitation privileges.

The visitor must have a 'visitor form' completed and filled out at least TWO DAYS before coming to the Residence Hall.

Visitors are not permitted past the student lounge in each wing, unless they are immediate family.

Visitors must remain in common areas including: Dining Hall Area, Conference Room Area, and Academy Lounge.

Visitors are not able to visit in A, B, C, or D wing. Failure of a visitor to remain in approved areas of the residence hall will result in immediate disciplinary action.

Entering Boy/Girl Hallways

Students are not permitted to be in hallways of the opposite sex at any time and for any reason. Each student is to remain in his or her own wing. If a student violates this rule, consequences will be given immediately.

Student Meetings

All students are required to attend student meetings. The purpose of student meetings is to keep everyone informed. The Dorm Administrator(s) and Dorm Parents will announce the time and day of the weekly meeting.

Laundry Room (*Times are subject to change*)

Academy laundry facilities are located within the residence hall and are available according to the following schedule:

Girls

Where: A and B Wing

When: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: 6am-7am and 3:30pm-9:30pm

Staff: Anytime

Boys

Where: C and D Wing

When: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: 6am-7am and 3:30pm-9:30pm

Staff: Anytime

Student Computers

To ensure a student gets adequate sleep, the Academy strongly recommends that all students turn their computers off and go to bed no later than 10:30 p.m. each school night.

Dave Winn, IT Coordinator, assists students throughout the year if the student has a problem with his/her computer. The student is responsible to pay any fees if the computer is damaged or broken. The student is also responsible to provide an Academy staff member with his/her IP or MAC address so the student can be properly registered online.

Students can lose their privilege of utilizing their computer if a student does not comply with Academy rules.

Evening Study Hours

All students are expected to attend the study hall hours from 7:00pm-10pm Sunday through Thursday. Students have the option of studying in their room or in the conference room. On Wednesday night, students will have the option of going on a Peach Street Run. Those students who do not participate in this are still required to check-in for study hall.

Academic Progress

Any student with an average grade below a C in any course of study and/or with documented repeat or serious disciplinary problems may become subject to an individual performance plan as developed by the Academy and at the discretion of the Academy.

A student must be properly enrolled and remain in good academic and disciplinary standing to remain on the Pennsylvania International Academy campus.

Student Attire

Students are expected to dress modestly and appropriately.

Athletics

Academy students may participate in a full range of competitive and recreational sports programs designed for all age groups and all levels of capability. Any sport fees are an additional cost.

Confidentiality

As it is the Academy's policy to treat all individuals fairly and with respect, all staff must maintain professional standards when in contact with students, other staff members, neighbors, friends, and family. Information regarding student backgrounds, education, health, behavior, families, and discipline

issues should be kept confidential and not be discussed outside the context of the professional environment.



Statement of Agreement

I have read Pennsylvania International Academy's Residential Student Rules and Handbook and am aware of its policies relating to the Academy. I understand and agree to comply with the rules and regulations as stated.

Student Signature

PIA Staff Signature

Date