

# PIA RESIDENTIAL PARENT & STUDENT HANDBOOK 2018-2019

**TABLE OF CONTENTS**

---

**INTRODUCTION**

<b>PIA</b>	Pages 5-8
• Welcome	
• PIA Mission	
• PIA Location	
• General Hours	
• Documents, Forms, & Handouts	
• Communications	
• Parent Email Address and Phone Number	
• Office Appointments	
• Student Ambassador Office	

**SECTION ONE**

**ATTENDANCE & ACADEMICS**

• Mercyhurst Preparatory Attendance policy	Pages 9-11
• Residential Attendance Policy	Pages 12-14
• Tutoring Program	
• ESL Program	
• Academic Log-In Information	
• Parent Academic Log-In Information	
• Student Academic Log-In Information	
• Grades & Study Hall	
• Attendance & Academic Summary	
• Test Dates & Locations (TOEFL, ACT & SAT)	

**SECTION TWO**

**CAMPUS SAFETY & CODE OF CONDUCT**

• Disciplinary Actions	
• Verbal Warnings	
• Disciplinary Committee	
• Seat Belts	
• Fire Drills & Regulations	
• Smoking & Smoke Detectors	
• Room Searches	
• Student Mail	
• Stealing	
• Weapons	
• Proximity Rule	
• Respecting Students & Staff	
• Substance Abuse	
• Anti-Discrimination	
• Anti-Harassment	
• Anti-Violence (Bullying)	
• Anti-Sexual Abuse/Molestation	
• Anti-Sexual Intimacy	
• Anti-Hazing	

**SECTION THREE**  
**CAMPUS LIFE**

Pages 21-27

- Protocol
- Ambassadors
- Appropriate Dress & Hygiene
- Erie Weather
- Residence Hall
- Residence Hall Hours
- Roommates
- Dorm Rooms
- PIA Student Council
- Room Checks
- Room Inventory – Beginning of the Year
- Room Inventory – End of the Year
- Off-Campus Release Form
- Visitors Policy
- Sign-In/Sign-Out
- Weekend Cultural Events/Mandatory Cultural Events
- MPS Clubs, Events & Activities
- Peach Street Runs
- Student Lounge
- Boys / Girls Wing Restrictions
- Student Meetings
- Community Service Board
- Athletics
- Fitness Centers
- Food Service
- Laundry
- End of Year Storage
- Wi-Fi Policy
- Gaming
- Room Keys & Front Door FOB's

**SECTION FOUR**  
**TRANSPORTATION**

Pages 28-32

- Daily Transportation
- Tardy Transportation
- Travel Transportation
- Fall Arrivals
- Holiday Breaks
- End of year
- Seniors / Juniors/Sophomore/Freshmen
- MPS Sports/Clubs/Events
- PIA Activities Events
- Transportation to Friends House or Activities
- PIA Local Transportation / Peach Street Runs
- Guests/Family/Friends Visiting
- Cab or Third Party Transportation
- Shopping

**SECTION FIVE**  
**PERSONAL PROPERTY**

Pages 33-36

- Personal Property
- Cash & Money
- Electronic Devices
- Computer Use
- Student Computers
- Uniforms
- Health Care
- Medical Appointments
- Prescription Medications
- Over the Counter Medicine (OTC)
- PIAA Physical

## INTRODUCTION

---



### PIA WELCOMES YOU!

Dear Students,

We would like to extend a warm welcome to our international and regional students on behalf of PIA. We are here to help you and your family adjust to campus life in Erie, Pennsylvania and to provide a safe, nurturing environment rich with opportunities for each student to fulfill their unique potential, be challenged and grow according to their own personal style, all during their stay here at PIA.

Mercyhurst Preparatory is a prestigious school and we are happy that you have demonstrated the discipline, dedication, and drive needed to succeed and become a part of the Mercyhurst Prep family.

As a high school student, you have the unique opportunity to have a challenging academic experience with the goal of being accepted into the top colleges and universities, learn the American culture, and expand and share your culture with the local community.

We encourage you to participate in the various clubs and events that are offered so you will enhance your English speaking skills. Becoming involved will help you experience the American culture and prepare you for college/university life.

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.

Our Student / Parent Handbook will provide insight into our residential housing policies and procedures as well as provide information to various areas of residential life. Please note that any policy not covered within our residential handbook can be found within the Mercyhurst Preparatory Student Handbook.

Best Wishes,

The PIA Team

The simplest and most practical lesson I know ... is to resolve to be good today - but better tomorrow.

Catherine McAuley

### PIA MISSION STATEMENT

PIA 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.

At the same time, the Academy aspires to instill these qualities in each student and we remain 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.

### PIA LOCATION

PIA 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 is:

Pennsylvania International Academy  
Attention: YOUR NAME  
8155 Oliver Road  
Erie, PA 16509  
United States of America

Staff Phone: 814-969-3356

Fax: 814-866-6845

[www.piacademy.org](http://www.piacademy.org)

We-Chat ID: eriepa



**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 Academy documentation that you need to complete throughout the year will be at the front desk. Many of these forms require parent & student signatures.

**Communications**

Students and parents are able to receive information from the Academy’s website by visiting [www.piacademy.org](http://www.piacademy.org)

Students and parents can also receive information from the Mercyhurst Preparatory High School website by visiting [www.mpslakers.com](http://www.mpslakers.com)

**Information regarding:**

President / CFO / Admissions

Mrs. Jennifer Pier  
[jennifer@piacademy.org](mailto:jennifer@piacademy.org)  
(814)-860-9660

Director of Communication  
Parent Questions & Concerns

Mrs. Shelly Yu  
[xiao@piacademy.org](mailto:xiao@piacademy.org)

We Chat ID  
eriepa

Travel Plans - Please email all travel plans here  
[travel@piacademy.org](mailto:travel@piacademy.org)

Director of Student Services

Mr. Jeff Root  
[jroot@piacademy.org](mailto:jroot@piacademy.org)

Safety

Mr. John Hubbell  
[jhubbell@piacademy.org](mailto:jhubbell@piacademy.org)

Staff Phone Number

814-969-3356

### **Parent Emergency Contact Information**

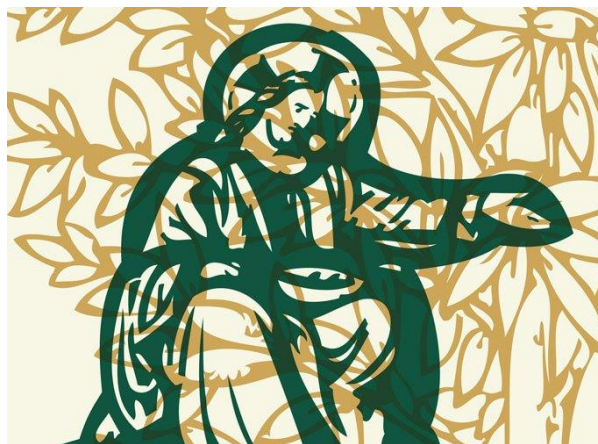
All parents are required to provide PIA with their correct email address and phone number to facilitate communication throughout the year, including WeChat or other forms of social media contact.

### **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 let an ambassador know who will communicate the information to Administration. An appointment will be scheduled at the earliest convenience based on the Administration schedule.

### **Student Ambassador Team Office**

Students are not permitted to enter the Student Administrative Office without permission at any time. If a student needs to speak with a staff member right away, they may ring the bell at the front desk or call the staff phone.



## **The Mercy Charism Core Values**

**Compassionate Presence**

**Justice**

**Service**

**Hospitality**

**Concern for the Dignity of All Persons**



## SECTION ONE: MPS & RESIDENTIAL ATTENDANCE & ACADEMICS

Along with grades, standardized test scores, leadership positions, and extracurricular involvements, good attendance is also reported on the Mercyhurst Preparatory transcript provided to colleges and universities. Punctuality and dependability are virtues that are prized in the United States, and students who want to succeed at the university level should ensure their absences are few and their late or tardy arrivals to school are even fewer. All US schools are under strict oversight, due to recent federal laws, in recording attendance records for all students. This includes both day and international students. Attendance records will remain in students' files for future reference.

### 1) MERCYHURST PREPATORY SCHOOL ATTENDANCE POLICY

In order to receive the maximum benefit from the programs at Mercyhurst Prep, students must attend school consistently, although no student is expected to come to class if he/she is seriously ill. It is expected, however, that students of high school age deal with some degree of discomfort and still carry on their daily routine. Students from a school district closed due to inclement weather are granted an excused absence.

**School day:** The school day begins when the student arrives on the grounds of MPS. Once a student arrives at Mercyhurst Prep, **he/she is not permitted to leave the grounds or go to his/her vehicle during the school day.** Once the morning homeroom bell rings at 8:20, all staff, students, and visitors must sign into and out of the building at the attendance office. Classes begin at 8:20 a.m. with reporting to homeroom for attendance, prayer, and pledge. Classes end at 3:00 p.m. The school day ends when the student leaves Mercyhurst Prep property.

**Absences:** Parents/guardians are required to call the school office each day that the student will not be attending school. If the parent does not contact the school by 10:00 a.m., the attendance officer will call the home or place of employment of the parent. **There is a 24-hour voice mail system ready to receive parent calls at 824-2210 and 824-2314.**

The parents/guardians are required to notify the teacher if the absent student will miss a test in his/her class. A message to the teacher can be given with the attendance call. **If a student is absent he/she may not attend any school or sport activity on that calendar date.**

**Absence excuses:** UPON RETURNING TO SCHOOL AFTER AN ILLNESS, THE STUDENT MUST SUBMIT AN EXCUSE TO THE HOMEROOM TEACHER. The excuse should indicate the reason for and the dates of absence, must indicate the name of the homeroom teacher, and must be signed by a custodial parent or guardian regardless of the age of the student. **IF AN EXCUSE IS NOT SUBMITTED WITHIN THREE (3) DAYS, DISCIPLINARY ACTION WILL RESULT.**

**Make-up work:** The student will be responsible for making up tests/work in a timely fashion upon return to school. A student who does not take a makeup test/submit an assignment on the day it is scheduled/due may be penalized. **Students, when absent, should check teacher websites for assignments and contact their teachers upon returning to school regarding information covered in class and assignments / tests missed.**

At all times students are responsible for the material covered during absence from classes. During an extended absence the student should contact classmates or access the teachers' websites in order to secure homework assignments. The guidance counselor may also be contacted.

**College visits:** Two college visits are permitted for juniors and seniors. These are considered excused absences unless required by the college for testing or scheduling purposes, in which case they will not be considered absences. Students must bring a note to the assistant principal one week prior to the visit.

**Funerals:** Dismissal for funerals will be granted if the parent sends a note requesting the early dismissal ONE DAY IN ADVANCE OF THE FUNERAL. Dress uniforms are worn to the funeral when attending as a representative of the school. Students are expected to return to the school unless other arrangements have been made prior to departure. No dismissal shall be granted for visits to funeral homes for viewing during the school day. Students are encouraged to attend viewings with parents and family after school hours.

**Vacations/planned absences: Parents and students should not plan vacations or absences during regularly scheduled school time; rather, they should plan around the ample breaks built into the school schedule.**

Students and parents must recognize that planned absence may result in negative academic consequences. Should parents decide that such an absence is unavoidable, the following regulations apply:

1. Prior to departure the student must present a written parent request to the appropriate assistant principal and complete the proper form to document notification of all teachers, the guidance counselor, and the homeroom teacher. The school strongly recommends that this be done at least two weeks prior to the absence to allow students ample time to complete necessary work. Teachers may not be able to provide make-up work without sufficient notice.
2. The responsibility for mastering material missed and making up work rests with the student, who is encouraged to make up as much work as possible prior to the absence. It may not be feasible to offer alternate dates for completion of certain academic tasks due to their very nature. In such instances, students may forfeit the opportunity to earn academic credit at the discretion of the teacher in consultation with the academic dean.
3. All make-up work must be scheduled at the teachers' convenience. Students must keep all scheduled make-up appointments and meet all due dates for make-up work in order to earn academic credit.
4. A student missing school at the end of a term must make up all work prior to the absence.

**Early dismissals:** Parents are requested to make medical and dental appointments after school hours except in cases of emergency. **If the appointment must be made during school hours, the school must be notified by a written excuse from a parent or guardian. VERBAL REQUESTS CANNOT BE ACCEPTED.** The school will not phone the student's parents to get special verbal permission if the student has forgotten his/her excuse.

A student may be excused from classes only with an off campus permit. Permits will be issued for a funeral liturgy, civic activity, etc. During homeroom the student must bring a written excuse to the homeroom teacher from parents or guardians. **The homeroom teacher will issue an off campus permit and send the written excuse to the attendance office. THE STUDENT MUST SIGN OUT AT THE ATTENDANCE OFFICE WHEN LEAVING AND SIGN IN TO SCHOOL IMMEDIATELY UPON RETURNING AFTER THE ACTIVITY, WITH APPROPRIATE VERIFICATION.** Early dismissals for reasons other than medical or dental appointments are considered half-day absences. No more than five (5) early dismissals are permitted during one term.

Students leaving on field trips or on school business must have written parent permission on file in the attendance office.

**Early dismissal due to illness: If a student becomes ill at school, he/she will be permitted to go home only after a parent has been notified. The student must come to the attendance office to call the parent, and may not call or text from a cell phone without permission.** The attendance officer will then speak to the parent/guardian to obtain permission to send the student home. Except in cases of emergency, acceptable arrangements for completion or submission of assessments to be missed due to early dismissal must be made prior to departure. The parent or guardian is asked to pick up the student at the school in most cases. If the student drives him/herself home, he/she must call the attendance office upon safe arrival. When departing from school, the student must sign out. Students who leave school early for illness will not be able to attend school practices/activities that night.

**Nurse's office:** Students who need to lie down for a short while due to minor illness may use the nurse's office. **A pass must first be obtained from the class teacher and the student must report to the attendance officer, who will direct him/her to the nurse's suite.** After 40 minutes, the student must return to class or arrange to go home. The nurse's schedule is posted on the door of her office. Students must check in with the attendance officer for needed assistance anytime the nurse is unavailable.

**Frequent absenteeism:** A doctor's excuse may be requested as explanation for chronic absence. Excessive absenteeism can also affect athletic eligibility. If a student is absent five (5) days in a given term, a conference including the student, the parent(s)/guardian(s), guidance personnel and the school administration will be held to address the attendance problem and to agree upon a plan for improvement. Continued enrollment at Mercyhurst Prep will be contingent upon successful adherence to that plan.

### **ILLEGAL ABSENCE/SKIPPING SCHOOL**

An illegal absence is an absence without an approved excuse from parent(s)/guardian(s). For students residing at Pennsylvania International Academy (PIA), this will be determined by PIA staff.

The following consequences are in effect for truancy, illegal absence and for leaving the building during school hours without permission:

First offense: one tier 3 detention and notification of parents

Second offense: two tier 3 detentions

Third offense: parent meeting with administration to determine consequences, including possible expulsion

Student will receive no credit for work/tests missed during an illegal absence.

No skip day is sanctioned by the school or by the Commonwealth of Pennsylvania. Participating in such skip days constitutes an illegal absence, parental permission notwithstanding.

### **TARDINESS**

Students who arrive after 8:20 a.m. must report to the attendance office and obtain an admit to homeroom or class. All students must sign in when tardy (excused or unexcused). Failure to do so will result in a demerit. If a student arrives after 9:00 a.m., he/she must also see and have his/her tardy slip signed by an assistant principal. Unexcused tardiness of such duration may also constitute cutting class. **ARRIVAL AFTER 9:30 A.M. CONSTITUTES ONE-HALF DAY OF ABSENCE; AFTER 12:30 P.M., A WHOLE DAY OF ABSENCE. ANY STUDENT PARTICIPATING IN OR ATTENDING A SCHOOL RELATED ACTIVITY MUST BE IN ATTENDANCE NO LATER THAN 9:30 A.M. ON THE DAY OF THE ACTIVITY.** All students reporting to homeroom/classroom after the second bell are tardy.

A demerit will be issued for each tardy arrival to homeroom. Additional demerits will be issued for tardy arrival to classes. Demerits, including those for tardiness, are cumulative throughout the school year. Tardy demerits are combined with other earned demerits in determining issuance of tier 1 detention.

As noted in our discipline policies, the assistant principals have the discretion to issue tier 2 or tier 3 detention for repeated accumulation of demerits for the same offense. Thus, excessive and chronic tardiness will result in tier 2 or tier 3 detention as follows:

13 tardies tier 2 detention

18 tardies tier 3 detention (\$75 fine), meeting with administration

Each subsequent 5th tardy will result in a tier 3 detention (\$75 fine)



## 2) RESIDENTIAL MORNING PROCEDURES:

While you are in the United States of America and participating in our program, you are required to follow our laws and policies. International students do not have “diplomatic immunity”. Federal laws require Mercyhurst to maintain accurate, timely and complete attendance records. This includes both the domestic day population and the students participating in the residence hall program. **Attendance in school is extremely important and being on time is something that is expected.**

- a. **WAKE UP:** The Student Service team will provide a wake-up call each morning at 6:00 am to ensure that you are awake and have ample time to get ready to attend school. The team will enter the hallway of your dorm and move through the hall knocking on each room.
- b. **Two (2) morning busses** will arrive around 7:05 am and will depart PIA around 7:15 am. You are expected to be on the morning busses.
- c. **RESIDENTIAL ATTENDANCE FORM:**
  1. All students who are Tardy, Late or Absent from school will be required to sign off on the Residential Attendance Form
  2. This form will be located at the front desk and should be signed by you indicating a reason for being Tardy, Late or Absent from school by 9:00 AM.
  3. You will be required to indicate if you will be missing a test, quiz, major assignment or activity for that day.
  4. Students who fail to submit a Residential Attendance Form by 9:00 AM will be marked with an Unexcused Absence.
  5. Students who indicate they will be Tardy or Late and then fail to honor their commitment to attend school will be marked with an Unexcused Absence.

**3) TUTORING & TOEFL SUPPORT:** If a student would like to receive help in a certain course throughout the academic school year, a tutor can be arranged.

The parent is responsible to pay for tutoring fees, which must be purchased in 10 hour increments, for \$250 USD. Tutoring blocks must be paid in advance. The parent is responsible for compensating the tutor if their child fails to attend the session.

Students are also able to set up appointments with Mercyhurst Preparatory High School teachers before or after school. Teachers will let the students know the days and times they are available to meet.

**4) ESL SUPPORT:** Students requiring additional assistance with ESL will be responsible for the fees associated with this specific program.

## 5) ACADEMIC LOG-IN INFORMATION

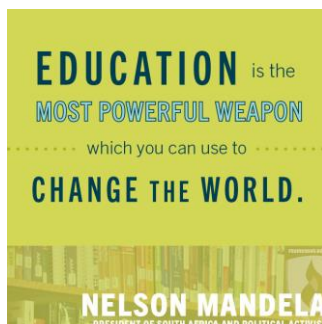
- a. Parents' will have access to their child's academic log-in information throughout the year and are encouraged to log-in to their child's account to remain updated on their students' academic progress.
- b. It is to the parent's advantage to check their child's grades each day so they can always be informed of their child's progress. This also allows parents to communicate directly with the teachers if they have any questions.

**6) GRADES / STUDY HALL:** PIA will monitor closely (using Power School) the grades of all students and will provide quality tutoring for those who are struggling. PIA will also be providing a Study Hall Sunday night to Thursday night from 8:00PM to 10:00PM. ESL Support will be conducted 8PM to 9PM

- a. If you are on **probation**, you are required to attend 4 hours of Study Hall per week from 8:00pm to 10:00pm
- b. If you are on **suspension**, you are required to attend 6 hours of Study Hall per week from 8:00pm to 10:00pm
- c. Students would be required to attend these study halls until the next 6 week grading period is completed. Failure to meet study hall requirements will result in loss of transportation

## ATTENDANCE & ACADEMIC SUMMARY

- **BUS TRANSPORTATION:** Students are provided with two (2) buses that will arrive around 7:05 am and will depart PIA around 7:15 am. You are expected to be on one of those morning busses. (See Section Four Transportation #2) You are responsible to ride this assigned 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 (I pad, homework, academic books, notebooks, gym clothing, etc.) needed for school.
- **SNOW DAYS:** The PIA staff will notify all students if school has been cancelled for the day due to weather. All school cancellations are determined by PIA staff and administration. If this occurs, all meals will be provided at PIA and the kitchen staff will follow the weekend meal schedule (Brunch 11:00am to 11:45am and Dinner at 5:00pm to 5:45pm)
- **2-HOUR DELAYS:** The PIA staff will notify you if there is a 2-Hour School Delay. If this occurs, breakfast will be provided, as normal from 8:15am to 9:00 am. The time may be slightly adjusted depending if the 2-hour delay changes due to inclement weather.
- **HALF DAYS:** Early dismissals or ½ days can be found on the Mercyhurst Prep School calendar, PIA calendar, or will be announced during school hours. Lunch will be provided at PIA from 1:00 pm to 1:45pm.
- **LATE:** Being LATE to school is when you arrive at Mercyhurst Prep between 8:00 AM and 8:20 AM.
- **TARDY:** Being tardy for school is when you arrive at Mercyhurst Prep between 8:21 AM and 9:30 AM. When you are tardy for school, regardless of the reason you will lose your transportation privilege for that day.
- **ABSENT:** Being marked absent is when a student misses school for any reason and there are two (2) types of absences.
  1. **UNEXCUSED ABSENCE:** When you miss school without having a legal reason.
  2. **EXCUSED ABSENCES:** When you miss school because you are extremely sick or have a Doctors excuse stating you are sick and cannot attend school.
- **INTELLECTUAL HONESTY:** Intellectual honesty is honesty in the acquisition, analysis, and transmission of ideas. A person is being intellectually honest when he or she, knowing the truth, states that truth without fabrication or bias.



**10) TESTING DATES & LOCATIONS:** Students are required to schedule the TOEFL, SAT & ACT test in Erie, Pennsylvania at the locations noted below. PIA will provide transportation to the testing sites listed below. All Saturday testing transportation will depart PIA at 7:10 am. If you're late, transportation will be on your own. Pick up from testing will be by call or at a set time depending on the number of students taking the test.

Items needed for testing:

- Passport
- Calculator
- Pencils



- **TOEFL Web Site:** <https://www.ets.org/toefl>

**TOEFL Testing Location**

**Erie – 1730**

Prometric Testing Center (Sylvan Learning Center)

7200 Peach St.

Summit Towne Center

Suite 440

Erie, PA 16509

- **SAT Web Site:** <https://collegereadiness.collegeboard.org>

The logo for SAT, featuring the letters "SAT" in a large, grey, serif font with a registered trademark symbol.

**SAT Testing Location**

McDowell High School

2825 State Street

Erie, PA 16508

- **ACT Web Site:** <http://www.actstudent.org/>

**ACT Testing Location**

Collegiate Academy

2825 State Street

Erie, PA 16508

ACT Code: 204750





## SECTION TWO: CAMPUS SAFETY & CODE OF CONDUCT

PIA has many goals, but our top priority is SAFETY. Safety is the number one goal that drives many of our policies and procedures. It is a HIGH PRIORITY for us and we need you to fully understand the importance of safety during your stay within the PIA residence hall. PIA's campus includes: The Residence Hall, Field House, outdoor soccer fields, and both indoor and outdoor basketball courts. Boarding students are not permitted to walk off the Academy campus to any destination including: Country Fair (a local gas station and mini super market) The Summit (an event center for young students), other schools within walking distance, any store, restaurant, or other locations on Peach Street; this also includes streets and stores in the vicinity of Mercyhurst Preparatory High School.

**1) 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:

- a. Dishonesty, including lying, stealing, cheating, and plagiarism.
- b. Vandalism against the Academy or the property of another member of the Academy community.
- c. Possession or unauthorized use of an Academy master key.
- d. Harassment/threatening/bullying of others.
- e. Possession and/or use of illegal items or substances.

All disciplinary action is at the sole discretion of the Academy and can be placed in the student's permanent file. A student must be properly enrolled and remain in good academic standing to remain on PIA's campus. Any student dismissed from the program or expelled must leave the PIA campus with all travel and hotel costs becoming the sole responsibility of the dismissed student and parents.

**2) VERBAL WARNINGS:** Students demonstrating inappropriate behavior will receive verbal warnings from the Student Ambassador Team. Depending on the severity of the warning, further disciplinary action may be taken and a disciplinary notice may be sent to the parent as well as receiving a Demerit.

**3) DISCIPLINARY COMMITTEE:** Rule infractions by students, which exceed circumstances a Student Service Staff member, Director of Admissions, or President of PIA should handle, will be brought to the attention of the Chief Operating Officer (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 (MU). Other members may be asked to join per the situation.

**4) SEAT BELTS:** When being transported in an Academy vehicle, students are required to buckle-up for safety, **In accordance with Section 4581 of the Pennsylvania Vehicle Code.** Ambassadors will not provide transportation for anyone who does not properly use their seatbelt. Failure to buckle up will result in the staff not transporting the students. Students are responsible for any fines imposed for failure to wear their seat belt or removing it while the vehicle is in motion.

#### **5) FIRE DRILLS & REGULATIONS:**

- a) All students are required to participate in fire drills throughout the academic year. The purpose of the fire drills is to educate students on what to do when the fire alarm in the building sounds and practice how to safely exit the building safely in the event of a fire. Please see the Emergency Evacuation Plan posted on the inside of your dorm room for exit areas.
- b) A student is required to exit the building when the fire alarm sounds no matter what they are doing, this includes when he/she is in the shower, studying, doing laundry, cooking in the Kitchenette, using the restroom, etc. PIA cares about the safety of the students and it is important that students exit the building during a fire drill or at the sound of the alarm.
- c) Students who choose to jeopardize their safety, the safety of the staff or potential rescue personal by not participating in the fire drill or exiting the building in a timely manner will be fined:
  - **\$250.00USD** fine for the first offense
  - **\$500.00USD** fine for the second offense
  - **\$1,000USD** fine for the third offense and / or potential for expulsion

Students will be required to pay by cash or credit card to the front desk within 48 hours of the occurrence ***We follow the stricter school code of Pennsylvania (PA) Code 50.57, "Fire drills should be performed a minimum of once every 6 months. All drills should be held during normal occupancy times."***

- d) 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 and items will be confiscated.

For the student's safety, all items should be at minimum one foot away from the heater and AC unit. Students should check to see if they are meeting this requirement each day.

In the event that students are utilizing extension cords, there should be no items on the cords at any time. Students are required to ensure that all cords that are not in use are unplugged.

Tampering with smoke detectors, fire alarms, fire safety systems, etc. will result in a \$1,000 USD fine with potential prosecution from the local fire department.

**6) SMOKING & SMOKE DETECTORS:** Smoke detectors are provided in each student room for safety purposes.

- a. According to the The Clean Indoor Air Act, Act 27 of 2008, "The Legislation prohibits smoking in a public place or workplace and lists examples of what is considered a public place. (This means no smoking anywhere within the Residence Hall building)
- b. Smoking: PIA **can and will** impose fines on those individuals smoking anywhere on the PIA campus. We will also fine using the proximity rule which means we do not have to catch you smoking, but can impose fines for having cigarettes in your possession, this includes holding them for a friend. The following fines will be enforced for smoking on campus or possession of cigarettes.
  - **\$250.00USD** fine for each smoking offense including possession of cigarettes.
- c. Smoke Detectors: Tampering with smoke detectors may result in a fine. This includes covering and/or removing the battery from the detector.
  - **\$250.00USD** fine for the first offense of fire detector tampering
  - **\$500.00USD** fine for the second offense of fire detector tampering
  - **\$1,000USD** fine for the third offense with the potential for expulsion from the program.



**7) 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/her locker(s). If circumstances warrant, the lock can be cut off the student's room locker.

**8) STUDENT MAIL:** The Academy provides the student their own personal mail box here at PIA. Mail will be placed daily into the student's mailbox. For those packages that are too big to be placed into the mailbox, students can pick them up at the front desk.

As a reminder PIA takes a very strong position against the use or possession of the following:

- a. Weapons
- b. Alcohol
- c. Drugs
- d. Medications
- e. Tobacco
- f. Addictive substances by adolescents
- g. E-Cigarettes

Distribution, possession or use of these substances is illegal in addition to being harmful. While a student is under the Academy's jurisdiction, if PIA feels that you are receiving any of the above mentioned items or substances, we will hold your mail and ask that you open it in front of a PIA staff member. Safety is our top priority and although we respect your privacy, possession of any of the above mentioned will not be tolerated and failure to comply with these rules/regulations may result in a Disciplinary Committee meeting and/or fine.

**9) STEALING:** Stealing refers to taking something that belongs to somebody else, illegally or without the owner's permission. All students are expected to act with concern and respect for the rights and possessions of others and themselves. Please report any incident of stealing to the front desk immediately.

**10) WEAPONS:** The possession of weapons, explosives, or flammable materials of any kind (including paintball guns, BB guns, pellet guns, swords, 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 and items will be confiscated

**11) PROXIMITY RULE:** PIA adheres to a Proximity Rule: When students are in the presence of the Academy's 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 speak to a Student Service 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.

At any time, if a student witnesses another student fighting (punching, pushing, throwing items at one another, kicking, etc.) he/she is to locate an Academy staff member immediately. Students can also call the staff phone by calling 814-969-3356.

**12) RESPECTING STUDENTS & STAFF:** As you learn more about your peers and fellow classmates, it is important to remember to respect those around you and the staff members that assist you throughout the year, including: the Student Ambassador Team, Administration, Tutors and Teachers, Maintenance, Housekeeping, and Food Service staff.

Treating people with respect and their personal property makes your world a nicer place to live in, whether it's at home, at school, or here in our PIA community. And it's easy - all you have to do is treat people the way you like to have them treat you. We live in a diverse nation made up of many different cultures, languages, races, and backgrounds so it's important to show interest and appreciation for other people's cultures and backgrounds.

Listed are ideas on how we can approach respect within the dorm and at Mercyhurst Prep:

- a. Listen to others when they speak.
- b. Value other people's opinions.
- c. Be considerate of people's likes and dislikes.
- d. Don't mock or tease people.
- e. Respect the rights and possessions of others.
- f. Be sensitive to other people's feelings.
- g. Don't insult people or make fun of them.
- h. Try to learn something from the other person.
- i. Never stereotype people.
- j. Don't go along with prejudices and racist attitudes

Throughout the year, you will grow as an individual; learn more about yourself and those around you. It is important to remember that you are part of this experience to receive a high school education in the United States, with the goal of being accepted into the top colleges and universities. Intellectual honesty is a trait that is highly valued in the United States, and at Mercyhurst Preparatory High School (MPS). Violations of this policy are treated very seriously and could result in expulsion (dismissal from the program.) We encourage you to meet with your teachers, classmates and the Student Ambassador Team throughout the year for guidance. Meeting with your peers and others will help you become familiar with the American culture and prepare you for college/university life.

**13) 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:

- a. Possession or use of alcohol, drugs, E-Cigarettes or tobacco.
- b. Possession of alcohol, drug, or tobacco paraphernalia, including empty containers.
- c. Unauthorized possession or use of prescription or sports enhancement drugs or over-the counter medications.
- d. Possession or use of nitrous oxide cartridges of any kind.
- e. Being intoxicated or under the influence of alcohol, drugs, or other banned or addictive substances.
- f. Smoking inside the building

To ensure the safety of the Academy's students, failure to comply with these rules/regulations may result in a Disciplinary Committee meeting and/or fine.

**14) ANTI-DISCRIMINATION:** At PIA, we are proud of our diversity. Students and adults studying, living, and working at PIA 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.

**15) 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:

- a. Obscene, suggestive, intimidating, or demeaning remarks, jokes, or insults.
- b. Display of offensive, explicit, or demeaning materials.
- c. Threatening or intimidating behavior.
- d. Unwelcome touching or violation of a comfortable personal space.
- e. 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.

**16) ANTI-VIOLENCE (BULLYING):** Threats, threatening behavior, intimidation, or acts of violence against students, visitors, guests, or other individuals by anyone on PIA 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 suspension, 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. PIA 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 and or dismissing any individual accused or involved from the campus.

**17) ANTI-SEXUAL ABUSE / MOLESTATION:** PIA has a Zero-Tolerance policy for any sexual abuse committed by a student, employee, volunteer, family member, or other third party.

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.

Accordingly, PIA 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.

Instances or suspicions of sexual abuse should be reported immediately to Senior 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.

**18) ANTI-SEXUAL INTIMACY:** PIA 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 PIA community.

**19) ANTI-HAZING:** As a Mercy School committed to the concern for the dignity of all persons, both MPs and PIA strive to make all members of our community feel safe, comfortable and included. It is the role of the older students to help make new students feel welcome and valued as class members and participants in athletics and other extracurricular activities. At no time is it acceptable to participate in any type of hazing as defined above or other behavior in which individuals or groups are treated as subservient to others individuals or groups or in which certain individuals or groups are made to perform demeaning tasks in order to be accepted by the group. Any such behavior will be treated seriously and consequences may include Tier 2 or 3 detention, suspension or removal from the athletic team or extracurricular group, expulsion and / or referral to appropriate authorities for criminal prosecution.

MPS has also provided this information to coaches and staff and asks, as always, that they be vigilant in setting appropriate expectations for our students and intervene as necessary. While this may be a new law for Pennsylvania, Mercyhurst Prep, under the guidance of the sisters of Mercy, has long held behavioral standards that call for respect and inclusion in all aspects of the school community.

## SECTION THREE: CAMPUS LIFE

### **1) PROTOCOL (NAMES & TITLES)**

There is 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. A student should address all the staff by title and last name.

**2) AMBASSADORS:** Student Ambassador Team members provide general guidance for each of the students. SAT members 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 SAT member in any matter, especially in any case of confusion regarding the regulations listed in the Student Handbook. Students are expected to treat their Resident Assistants/ Student Ambassadors with respect and to follow their directions. Failure to do so will result in disciplinary action.

**3) APPROPRIATE DRESS & HYGIENE:** In the U.S. students are expected to dress appropriately for the occasion. Students are required to follow the MPS dress code during the school day. As students, dressing casually (jeans, shorts, t-shirts) is generally acceptable for going to the movies or hanging out at the residence hall. While the residence hall is considered "home" during your stay, students should still maintain a minimum acceptable standard for dress while in the dorm. Pajamas or night shirts (intended for sleep wear) are not acceptable "outer garments" for hanging out in the dorm. If students are relaxing during free time, whether eating, doing laundry, or just hanging out, they should wear a robe over their pajamas or night shirt.

**4) DRESS ACCORDING TO ERIE WEATHER:** Although summers are often warm, winters can be very cold. During the winter months it is very important to dress appropriately 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.

**5) 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 be charged for damages.

## 6) RESIDENT HALL HOURS:

- *Monday, Tuesday, Wednesday & Thursday (school nights)*  
Wake-up - 6:00am  
Breakfast: 6:15am-7:00am  
Bus Departs - 7:10am  
Lunch at MPS  
After school snack – 3:30pm-4:30pm  
Dinner - 6:00pm-7:00pm  
Front doors locked – 10:00pm  
Headcount - 10:15pm
- *Friday (other than non-school days)*  
Wake-up - 6:00am  
Breakfast: 6:15am-7:00am  
Bus Departs - 7:10am  
Lunch at MPS  
After school snack – 3:30pm-4:30pm  
Dinner - 6:00pm-7:00pm  
Front door locked - 10:30pm  
Residence Hall secured /Headcount - 10:45pm
- *Saturday*  
Wake-up - Student decision, unless testing, activity, or Community Service  
Brunch - 11:00am-11:45am  
Dinner - 5:00pm-5:45pm  
Front door locked - 10:30pm  
Residence Hall secured /Headcount - 10:45pm
- *Sunday*  
Wake-up - Student decision, unless testing, activity, or Community Service  
Brunch - 11:00am-11:45am  
Dinner - 5:00pm-5:45pm  
Front door locked - 10:00pm  
Residence Hall secured /Headcount - 10:15pm

**7) 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.

- a. 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, and styles of housekeeping.
- b. The Academy makes every effort to match students with suitable roommates. We realize that difficulties in adjusting to a new school or new living arrangement may result in disagreements between roommates; roommates are expected to make every effort to work out these conflicts.
- c. Good communication can eliminate misunderstandings. SAT members are always willing to help students resolve their differences.
- d. 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 to do so at that time. **This must be approved by Administration.**



**8) DORM ROOMS:** We pay strict attention to the cleanliness of our facility. Every day, PIA devotes a lot of time and energy to ensuring that the residence hall is clean and sanitary, to maintain your safety. You have the responsibility to clean your room and keep it in an orderly manner. To help prevent germs spreading within the residence hall, it is very important to clean your room on a regular basis. Cleaning your room regularly will help you maintain a healthy lifestyle throughout the year. It will also help you learn to build a decent living habit for your entire life. To help prevent hazardous conditions, you are encouraged to place your personal items in the areas provided in your room. (EX: Do not place clothing items on your heater, do not have excessive items plugged into the surge protector, and no cooking appliances are to be operated in your room.)

#### **PIA STUDENT COUNCIL:**

In an effort to more closely include student voices and concerns regarding PIA policies and decisions, a Student Council comprised of 2 males and 2 females shall be formed each term. The Council will meet twice monthly with PIA staff and Administration to discuss potential changes to PIA policies or other student concerns.

An eligible candidate for Student Council membership must be:

- 1) Grade 11 or 12
- 2) Returning for at least their second full year at PIA.
- 3) In good academic standing; on neither probation nor suspension from MPS.
- 4) Eager to hear and be an advocate for other students.
- 5) Willing to lead and help enact changes that are made.

Council members who are unable or unwilling to fulfill their duties will be removed. Either a second election will be held to replace the member, or the runner-up will be selected on a case-by-case basis.

**9) ROOM CHECKS:** 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. To help maintain a safe and clean living space for all students, Ambassadors will conduct monthly room checks. During these checks Ambassadors will look to make sure that all trash is removed, garbage is not piling up on the floor or on desk tops, laundry isn't thrown all over the floor, that there isn't an excess of electrical devices plugged in, and that the room is generally safe.

Room checks will be conducted on the last Friday of every month. A day and time will be announced by the ambassadors and/or posted on our information table as well as around the A/B Wing area. You will receive a pass/fail notice and what (if any) cleaning needs to be completed. Students who fail to maintain these standards can expect to receive disciplinary consequences such as loss of transportation privileges, dorm restrictions or possible fines.

**10) ROOM INVENTORY – BEGINNING OF YEAR:** At the beginning of the year, students will be asked to complete a room inventory form. This form will allow students to take inventory of the items in their dorm room, review the items, and write down if anything that needs attention.

**11) ROOM INVENTORY – END OF YEAR:** Students will be charged replacement costs for missing or damaged inventory. Failure to leave your room in the same condition as when you arrived will result in a fine.

- A single room contains one single bed, one contemporary four-drawer dresser to store clothing items, one standing wardrobe closet, which is convenient to store and hang personal clothing items, one contemporary style arm chair that allows for comfortable seating (style and color of chair will vary in each single room), spacious desk area that is convenient for studying, two mesh desk chairs, one surge protector with USB port, one ottoman (foot rest) (style and color of ottoman will vary in each single room), one area rug (style and color of rug will vary in each single room)
- A double room contains two beds, two dressers, two standing wardrobe closet's, which is convenient to store and hang personal clothing items, spacious desk area that is convenient for studying, two desk chairs, one window blind and valance, one surge protector with USB ports.

**12) OFF CAMPUS TRANSPORTATION FORM:** Students who live at PIA share the joys and challenges of boarding school life with a wide variety of friends, and they are and can be enriched by this diversity of talents and backgrounds. PIA encourages our students to become part of the Mercyhurst experience and interact and become part of Mercyhurst Prep. We want those informal times shared at school to extend outside the classroom and we challenge our students to hang out in the evenings, have fun on the weekends, and interact with the day students of Mercyhurst Prep. We encourage students to get out, visit with friends and become a part of the Mercyhurst Prep family as well as a bigger part of the Erie community. These are all fine, but for your safety we require all students to fill out the Off Campus Release Form. An Ambassador can help you with this.

**13) VISITOR POLICY:** Guests, family and friends are always welcome. Safety is always at the front so PIA does require visitation forms to be filled out for anyone on campus. Parents are always welcome to visit their children during their stay at PIA. However, there are restrictions. Please remember these restrictions and their reasons to avoid unfortunate or inappropriate situations.

- a. All visitors should first sign in on our On Campus Visitation Sign-in Form located at the front desk.
- b. Parents are restricted to common areas during their visits. Any family member wishing to visit the student's room must be escorted by staff members
  - a. Reason: Staff members are required to have clearances from the state and federal governments in order to work with our students. While parents have certain rights regarding their own child, they are not cleared to be unattended around other people's children.
- c. Parents are permitted to be on PIA property only during business hours. They are at no time permitted to stay overnight, either in student rooms or common areas.
  - a. See reason 1
- d. Parents may take their own child from PIA property at any time, however if they wish to take any other student, the same restrictions apply as any other off-campus visitation. Driver forms and ID copies must be completed. Parent permission and release of liability forms must also be on file if it will be an overnight trip.
- e. Parents are responsible for their own transportation to and from the airport, as well as travel within the city.

**15) SIGN-IN / SIGN-OUT:** 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.

**16) PIA WEEKEND CULTURAL ACTIVITIES:** Weekends are a fantastic time to take in the many cultural events, sporting events, malls, movies or local attractions that make Erie a very unique place. Students have the opportunity to participate in a wide variety of both PIA sponsored and paid for activities, as well as trips that will be offered at your cost: We plan weekend activities to go shopping at Millcreek Mall or one of the many local shopping centers, to visit the Erie Museum, Erie Play House, Waldameer Amusement Park, Presque Isle State Park, Grove City Outlets, Erie Zoo, and Warner Theater. Students can also go Bowling, Skating or play a round of Putt-Putt Golf. We can also go Paint-Balling. Erie has three minor league pro-sports teams to watch too so make sure you get out, enjoy and have fun!

**17) MPS CLUBS, EVENTS & ACTIVITIES:** At Mercyhurst Prep athletics fuel the energetic and dynamic rhythm in the day-to-day heartbeat of our school. Our athletes win on the field and they win in life. Each year dozens of MPS student athletes go on to compete at the collegiate level. Members of our rowing team are consistently awarded scholarships and compete on their college rowing teams. As part of the Laker and PIA family, we strongly encourage you to participate in one of the many sport activities offered at Mercyhurst Prep. **Students are responsible to pay any fees associated with playing or participating in any Mercyhurst Prep sponsored sport or activity.**



**18) PEACH STREET RUN:** Peach Street Runs are days where PIA provides bus transportation to the local shopping centers along Peach Street. Students frequently shop at Wal-Mart, Target, Wegmans, Giant Eagle, the Millcreek Mall and many other local shopping centers. Peach Street Runs occur on Wednesdays and Sundays.

**19) STUDENT LOUNGES (Great Room, A/B/C/D & Common Area):** The academy lounges are 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 lounges.**

**20) BOYS / GIRLS WING RESTRICTIONS:** Students are not permitted to be in hallways of the opposite sex at any time and for any reason. For the safety and respect of the opposite sex, students are to remain in his or her dorm wing.

**21) STUDENT MEETINGS:** There will be Thursday after school meetings with the students, to ensure information is clearly communicated to and to keep everyone informed of any scheduled upcoming weekend events. The Student Ambassador Team will announce the time and day of the meeting. These meetings will normally be held every two-weeks; please check communication board for meeting dates & times.

**22) COMMUNITY SERVICE BOARD:** The community service board is located in Lounge areas for students to review upcoming service events and other necessary information. Students should look at this board daily for any updated information. If students have any questions regarding an update, they are required to speak with an Ambassador.

**23) 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 throughout the year. At the beginning of the year, students will be introduced to the variety of different sports/clubs/and activities that are offered to students who attend MPS. Students are required to pay for any necessary sport fees and have the proper sport paperwork completed, including the PIAA Physical Document. Any required physicals will be at the student's expense.

**24) FITNESS CENTER:** *Mercyhurst Fitness Center*– located on MPS campus, (538 East Grandview Blvd.Erie, PA 16504), MPS students have access to the school gym during hours of operation. Many students will utilize the MPS Fitness Center to train for specific sports. *Family First Athletic Club* – students also have access to this fitness center located on the Academy's Campus. The Athletic Club includes a number of treadmills, ellipticals, weight machines and free weights. Students are required to follow the Athletic Club rules while at the gym. Any student(s) who fail to follow Athletic Club rules will be asked to leave the Fitness Center immediately.

**25) FOOD SERVICE:** PIA provides a variety of daily meals that are healthy and fresh. In addition we have an International Fusion chef that prepares international dishes to everyone's delight. The kitchen operating hours are from 5:00am to 7:30pm Monday through Friday. Saturday and Sunday operating hours are from 11:00am to 6:00pm.

**BREAKFAST:** 6:15am to 7:00 am (Monday, Tuesday, Wednesday, Thursday, Friday)

**BRUNCH:** 11:00am to 11:45am (Saturday, Sunday or during non-school days and holidays)

**LUNCH:** 1:00pm to 1:45pm (Half-days)

**AFTER SCHOOL SNACK:** 3:30pm to 4:30pm

**DINNER ON SCHOOL NIGHTS:** 6:00pm to 7:00pm (Monday, Tuesday, Wednesday, Thursday, Friday)

**DINNER ON WEEKENDS/NON-SCHOOL DAYS:** 5:00pm-6:00pm (Saturday, Sunday and Non School Days)

***HELD MEALS REQUEST FORM: Used for School Obligation's, sports, extra-curricular activities.***

Students are responsible to submit an electronic version of the held meals form from the PIA website, if they will be participating in after school sports and will not be home for dinner

1. Forms for dinner on a school day– must be received by 5:00pm
2. Forms for dinner on a weekend, holiday or no school, must be received by 4:00pm
3. If you are requesting a lunch or dinner boxed meal due to an organized event or extra-curricular activity, you are required to submit the form at least 24 hours in advance.
4. Held meals are available until 9:00pm each night.
5. Any meal form received AFTER the 4:00pm deadline is not guaranteed.

***SICK STUDENTS:***

1. If students are home sick from school, a light lunch will be provided between 12:00pm - 12:45pm
2. Lunches during school days are not automatic: Students must request this lunch from a PIA staff member during the morning wake up rounds

**26) LAUNDRY:** Laundry is located in both A& B wings. Assigned Laundry Days are as follows:

- Boy have the use of the laundry rooms on Monday, Wednesday & Friday
- Girls have the use of the laundry rooms on Tuesday, Thursday & Saturday.
- Sunday is open for anyone to use the laundry rooms in either A or B wing

a. Laundry Room Tips

1. Sort clothes by color. Failure to do so may result in dyes that run together which could stain other clothing items.
2. Take your clothes out of the washer when they are finished. Do not leave clothes in washer for an extended period of time; otherwise, some students may not be able to use the washing machine.
3. Take your clothes out of the dryer when they finished so other students can place their clothing items in the dryer. Please be cautious to others when doing your laundry. Add...
4. Choose a laundry detergent that has the “HE” (high efficiency) label on it. Tide is recommended for students to use. These detergents are formulated to be used in high efficiency washing machines like front load washers as well as top load washers that use less water. The HE detergents are low-sudsing and quick dispersing for use in low water volume machines.
5. Check the lint trap in the dryer after each use. The lint trap is required to be emptied after each use for a safety precaution. Clothing items that remain in the laundry room (in the washer, dryer, on the shelves, or floor) for more than one week will be donated. It is important that students empty washers and dryers of their clothing items within the same day.

**27) STORAGE: End of Year Storage (If Academy chooses to offer)**

- 18 Gallon (small) -----\$10 per-bin (40lbs max)
- 30 Gallon (Medium) -----\$20 per-bin (50lbs max)
- 50 Gallon (Large) -----\$30 per-bin (75lbs max)

- Bin(s) must be paid for before they can be placed in storage and waiver signed
- Students must include a list of items that are in their storage bin and reviewed with staff
- Students may pay using cash or a CC; however there is a 3% fee on all CC payments.
- A receipt will be issued that must be shown to a PIA Staff before your bin(s) can be placed in storage.

Students are also required to sign a storage waiver form. No food is permitted to be kept in the storage container during the summer months. PIA is not responsible for the student's personal property and/or any damages to the items in storage.

**28) WI-FI POLICY:** Wi-Fi will automatically turn off at 1 AM and back on at 5 AM. Students will not be able to access WI -Fi from 1 AM – 5 AM throughout the academic year. Students are enrolled in our program to achieve academic success, enhance their English speaking skills, and learn more about the American culture. It is the student’s best interest to have the Wi-Fi automatically turned off by 1AM so the students can get a good night’s rest for the following day. Students who are well rested will perform better in school and live a healthier life style. No student is to touch for any reason the Wi-Fi units found in the dorm hallways. Please go to the front desk for all Wi-Fi issues or concerns.

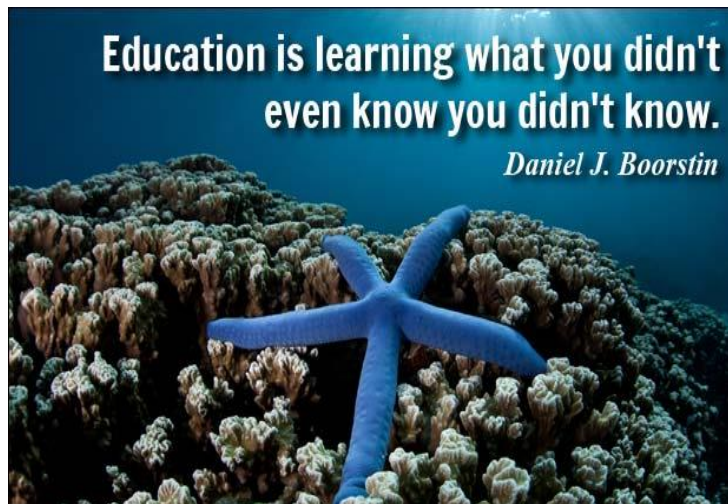
**29) GAMING:** The Academy discourages students from gaming as this is a program for academic studies and to become immersed into the American culture. Excessive gaming may result in poor academic standing.

**30) ROOM KEYS:** All students are provided a room key which will allow you to lock your dorm room when you leave. Although we have cameras throughout the building, we cannot see into your rooms. Please make every effort to lock your room when you leave for an extended period of time.

You are expected to return your room key prior to your final day of attendance here at PIA. Keys not returned or lost are subject to a \$50 replacement fee.

**31) FRONT DOOR ACCESS “FOB”:** All students are provided a front door access “FOB” which will allow you to enter the front doors of our dorm. This “FOB” is assigned to each individual student and has a unique code which we can use to determine when you enter the building. This new security system is for your safety. It is important to secure and keep your “FOB” in a safe, accessible location for you to use daily.

You are expected to return your “FOB” prior to your final day of attendance here at PIA. “FOB’s” not returned or lost are subject to a \$20 replacement fee.



## SECTION FOUR

# TRANSPORTATION

- 1) DAILY TRANSPORTATION:** Basic information you need to understand for daily transportation.
  - a. All transportation requests must be submitted using the on-line form. Paper requests at the front desk will not be accepted, no exceptions.
  - b. All requests must be submitted by 9PM to be considered for the next day transportation. Requests received after 9PM may be pushed to the 2<sup>nd</sup> day
  - c. There is a 10 minute window to receive transportation. If you are not at the front desk ready to go at your requested time you will lose your transportation opportunity after 10 minutes.
- 2) TARDY TRANSPORTATION:** PIA will provide you with daily bus transportation to and from school. Two (2) morning buses will arrive around 7:05 am and will depart PIA around 7:15 am. You are expected to be on the morning buses. If you miss the morning bus you will be responsible for taking a cab or a Third Party option for your late transportation at your expense. Students who have early AM medical appointments and have followed procedures for setting up those medical appointments will be transported to school immediately following their appointment by PIA.
- 3) TRAVEL TRANSPORTATION:** Basic information you need to understand for travel.
  - a. When scheduling Travel Transportation you must use the Erie International Airport, the Erie Bus Station or Erie Train Station.
  - b. If you choose not to use the Erie International Airport, the Erie Bus Station or Erie Train Station, transportation by PIA will not be provided as it is outside our regional area. Students can choose to fly into Cleveland, Buffalo or Pittsburgh, but it is your financial responsibility to secure transportation to PIA.
  - c. PIA has a time frame window of transportation service that will be followed and is shared in each of the travel opportunities below.
  - d. PIA requires a minimum of 3 days-notice for all personal travel, not including beginning or end of year travel and holiday travel.
  - e. Students must also have on file the following to travel: 1) The Off Campus Housing Release Form 2) Authorized parent permission received by PIA through our Travel Email. PIA Permission to travel will not be granted for last minute notification. Exceptions can be made for emergency situations. PIA is not responsible for cost associated for missed flights, buses or trains for a student not following PIA travel policy.
  - f. Cab or Uber service is available at your cost if you request transportation service outside the PIA provided time frame window and regional area provided within the Transportation Policy. If a cab is needed, PIA will try to arrange this for you based on the cab availability as long as we have the 3 day notice on travel.
- 4) FALL ARRIVAL:** PIA provides the following transportation service during the Fall Arrival:
  - a. For all Fall Arrivals there are no time frame transportation restrictions for your arriving flight. EX: 6 AM or 8 AM or 12:30 PM or 7:45 PM or 11:30 PM all are acceptable times
  - b. PIA will provide pick-up anytime as long as it is into the Erie International Airport, the Erie Bus Station or Erie Train Station and you have submitted your travel plans in advance.
- 5) HOLIDAY BREAKS OR EXTENDED WEEKEND TRAVEL:** PIA provides the following transportation service for any school recognized holiday or extended weekend break of 5 or more days.
  - a. Time frame transportation policy: PIA will not provide transportation during breaks before 7AM or after 10PM
  - b. To receive transportation from PIA your flight or bus cannot leave before 7AM or after 10PM
  - c. We will not pick-up from MPS or you cannot skip school for transportation

- d. Any flights or buses departing before 7 AM or after 10 PM will require you to use a cab through one of the local cab service agencies at your cost. PIA will arrange your cab upon your request when available.
- e. All flight and transportation schedules or requests **that require** PIA provided transportation **must** be emailed to [travel@piacademy.org](mailto:travel@piacademy.org) no later than (3 days) prior to your departure. This allows us to provide proper staff coverage. If you do not provide the appropriate schedules within this time frame, PIA can deny transportation AND this would now become your responsibility. Any notification received within 3 days of your departure, transportation will be denied.
- f. If you are planning to leave PIA for any travel overnight stay two things must occur:
  - 1) You must fill out a PIA Travel Approval Form that must be signed by your parents and sent back to the Travel Email provided which can be found online
  - 2) Your parents need to email Shelly Yu giving you permission to travel outside of PIA
  - 3) Both steps need to be completed prior to scheduling any transportation
  - 4) If both steps are not completed within the appropriate time frame (3 days) your transportation request can be denied.
- g. PIA will provide departure transportation service during the following days & times:
  - 1) Two (2) hours after the school officially lets' out for break, however we will not pick any student up from school to catch a flight.
  - 2) 1-Day after the break begins
  - 3) EX: The last day of school before the holiday, is Friday, December 21<sup>st</sup> at 3:00PM. PIA would provide transportation as follows: Friday beginning at 5:00 pm to Saturday night at 10PM. Transportation must fall within the time frame examples listed above.
- h. PIA will provide pick-up transportation service during any of the following days.
  - 1) You can be picked up any time during the recognized holiday break as long as you follow the time frame of the policy that has been provided.
  - 2) EX: The holiday break ends Tuesday, January 2<sup>nd</sup> you are expected to be back at PIA by January 2<sup>nd</sup> by 10:00 pm in order to attend the first day back to school. PIA **will not** provide transportation for any arrival after January 2<sup>nd</sup> after 10:00 pm
- i. Holiday Transportation Exceptions: PIA will not provide any transportation service the day of a recognized holiday. **No exceptions.** These holidays include:
 

• Thanksgiving:	Thursday, November 22 <sup>nd</sup>	No Transportation Requests
• Christmas Eve:	Monday, December 24 <sup>th</sup>	No Transportation Requests
• Christmas Day:	Tuesday, December 25 <sup>th</sup>	No Transportation Requests
• New Year's Eve:	Monday, December 31 <sup>s</sup>	No Transportation Requests
• New Year's Day:	Tuesday, January 1 <sup>st</sup>	No Transportation Requests
• Easter Sunday:	Sunday, April 21 <sup>st</sup>	No Transportation Requests

**6) END OF YEAR:** PIA provides the following transportation service during the end of year departure:

- When scheduling flights, trains or buses for the Summer Departure you must use the Erie International Airport, the Erie Bus Station or the Erie Train Station. Any departure from any other site other than those listed above **will not** be provided as it is outside our regional area.

**7) SENIORS:** Transportation will be provided on the following days exclusively for you

- b. Graduation is Thursday, May 30<sup>th</sup>. All PIA Seniors are expected to attend Graduation.
- c. PIA will not provide transportation On or before the May 30<sup>th</sup> Graduation
2. On May 31<sup>st</sup>, June 1<sup>st</sup>, June 2<sup>nd</sup> & June 3<sup>rd</sup>: Transportation will be provided for Senior's only.
3. Senior Departures: The following times are the only Airport Trip times provided by PIA.
  - 1) May 30<sup>th</sup> Transportation is on your own
  - 2) May 31<sup>st</sup>, June 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 4:15 am Airport Trip
  - 3) May 31<sup>st</sup>, June 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 11:00 am Airport Trip
  - 4) May 31<sup>st</sup>, June 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 3:30 pm Airport Trip
4. If you choose to depart PIA anytime outside the times and dates listed above, transportation will not be provided and it will become your responsibility and cost. Please email [travel@piacademy.org](mailto:travel@piacademy.org) for any extenuating circumstances.



**8) JUNIORS / SPOHOMORES / FRESHMAN:** Transportation will be provided on the following days exclusively for you.

- a. On June 7<sup>th</sup> (2-hours after school is completed), 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> transportation for all underclassman.
- b. Underclassman End of Year Departures: The following times will be the only Airport Trip times provided by PIA:
  - 1) June 7<sup>th</sup> 3:00 pm Airport Trip
  - 2) June 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> 4:15 am Airport Trip
  - 3) June 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> 11:00 am Airport Trip
  - 4) June 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> 3:30 pm Airport Trip
- c. If you choose to depart PIA anytime outside those dates, transportation will not be provided and it will become your responsibility and cost. Please email [travel@piacademy.org](mailto:travel@piacademy.org) for any extenuating circumstances at least 3 days in advance.

**9) MPS SPORTS/CLUBS/EVENTS:** PIA will provide transportation to and from Mercyhurst Prep for all local recognized school events. PIA will not however provide transportation for outside club practices, events, meets or general meetings that occur outside our regional area. (Ex: going to tour a college outside our area, a soccer match in Ohio, or participating in a non-Mercyhurst Prep league sport) For all school events outside our regional area; State Playoffs, Etc., Mercyhurst typically sponsors a FAN Bus.

**10) PIA ACTIVITIES EVENTS:** PIA will provide transportation to any organized and recognized events sponsored by PIA. EX: Paintball, the Mall, Asian Market, Cleveland Cavs Game, trips to Pittsburgh, trips to Presque Isle State, Niagara Falls, Buffalo, Carnegie Mellon University along with other cultural events.

**11) OFF CAMPUS WEEKEND TRANSPORTATION:** PIA will not provide transportation to the Erie Airport, Bus Terminal or Train Station for weekend travel. Students are free to take UBER or a third party form of transportation. PIA Off Campus Travel to these locations is limited and provided for the Beginning, Holidays and End of Year Travel only.

**12) TRANSPORTATION TO FRIENDS HOUSE or ACTIVITIES:** PIA, with the appropriate transportation request form submitted, will allow boarding students to travel to friend's homes for visits, weekend overnight stays, out for pizza, to the movies, to a PIA event, etc. and be transported by a licensed driver 16 years or older. Please read carefully the following policy as it pertains to this section:

- a. PIA will allow the following for all outside transportation:
- b. A legal, licensed driver 16 years or older to transport you to and from PIA
- c. Before any transportation can be provided the following procedures must be completed:
  - 1) A parental release form must be on file from your parents giving you permission to be transported by individuals outside the PIA Staff.
  - 2) The driver must enter and fill out a Transportation Request Form. Every individual who will transport you must fill out one of these request forms.
  - 3) They must provide their **driver's license, certificate of insurance, and registration to be copied**, their address and phone number
  - 4) This only needs to be completed once as these will remain on file for future transportation request
- d. As long as there is a form on file for an individual the process is simple:
  - 1) For future request to be transported, you must notify / call PIA and give the name of the individual transporting you, date, time, location of transportation and return time.
  - 2) PIA will record the information on that individuals Transportation Request Form indicating they are transporting you

- e. **Policy Infractions & Consequences:** This policy allows you to show responsibility, trust and growth. However if any of the following rule infractions occur you will lose this privilege.
  - 1) EVERY driver you ride with MUST have a Transportation Request Form on file
  - 2) If you ride with someone without this form on file - You will lose this privilege
  - 3) If you ride with someone and DO NOT notify / contact PIA prior to riding - You will lose this privilege.
  - 4) Drinking/Smoking/Illegal substances suspicion will result in transportation privileges being revoked and a meeting with the members of the Disciplinary Committee.

**13) PIA LOCAL TRANSPORTATION RUNS:** PIA will be following the schedule listed below to provide you with a set, organized and more efficient transportation. School functions and medical appointments take preference over requested transports. To travel outside PIA you must have a Transportation Waiver on file signed by your parents.

- a. **Sunday:** Peach Street Run – Walmart, Wegmans, Target stops / Requested Transportation Run
- b. **Monday – Tuesday – Wednesday – Thursday:** No Requested Transportation Runs. PIA will only allow: Sports, School functions, Doctors Appointments or Volunteer work. No personal transportation requests will be conducted on any of these days. If you choose to go somewhere you are free to use a cab or third party transportation at your cost.
- c. **Wednesday:** Peach Street Run – Walmart & Wegmans stops
- d. **Fridays:** Alternating Dinner & Movie Night / Planned Activities
- e. **Saturday:** Requested Transportation Run after 12:00 pm / Planned Activities in advance

**14) PEACH STREET RUNS:** Peach Street Runs are days where PIA provides bus transportation to the local shopping centers along Peach Street. Students frequently shop at Wal-Mart, Target, Wegmans, Giant Eagle, the Millcreek Mall and many other local shopping centers. Peach Street Runs occur on Wednesdays and Sundays.

**15) GUESTS/FAMILY/FRIENDS VISITING:** PIA will follow the policy below with regards to transporting outside individuals in PIA owned vehicles.

- a. **Fall Arrivals:** PIA will extend the courtesy and offer transportation for parents who are arriving with PIA students during the Fall Arrival. This is based on being flexible as all PIA events, activities and transportation requests take priority.
- b. **End of Year Departures:** PIA will extend the courtesy and offer transportation for parents who are arriving to help PIA students with End of Year Departures for summer. This is based on being flexible as all PIA events, activities and transportation requests take priority.
  - 1) As a courtesy, PIA may provide transportation for parents and family members visiting to the Wingate Hotel, up to 9PM. Activities and transportation requests for the students take priority.
- c. PIA will not provide transportation for parents for any of the following:
  - 1) Holiday Visits such as Thanksgiving, Christmas, New Year, Easter etc.
  - 2) General Weekend visits
  - 3) Cabs, Car Rentals and hotel transportation (Wingate) should be used at this time

Please see Visitors policy found on pages 27-28

## 16) CAB OR THIRD PARTY TRANSPORTATION:

PIA allows students over the age of 18 to utilize 'ride-sharing' services such as a Uber and Lyft. However, limitations apply.

- 1) No student under the age of 18 is permitted to travel unaccompanied using a ridesharing service (Uber, Lyft, etc). All 'ride-sharing' services within the Erie area explicitly state within their Terms of Service that; unaccompanied minors are forbidden from using their services. Any student under the age of 18 MUST be accompanied by a student 18 years of age or older, or a legal adult. PIA will not be held responsible for any negative or punitive actions taken by third-party entities.
- 2) Students, regardless of age, may not leave the Erie metropolitan area without both parent and PIA permission.
- 3) Students on academic probation or suspension must ask PIA staff permission. This is not a punishment, but a way to verify that academic requirements are met. Students who fail to request permission may be subject to disciplinary action.
- 4) Students of any age have the right to request a ride from the Yellow Cab taxi service at any time. PIA staff can and will help with arranging these rides on a student's behalf if asked.
- 5) Any drivers unaffiliated with a professional service such as Yellow Cab or Uber MUST complete the Off-Campus Travel form. No exceptions.

## 17) SHOPPING

- a. **Millcreek Mall** - The Millcreek Mall or Millcreek Mall Complex is a one-level shopping center located 3.4 miles (5.5 km) southwest of downtown Erie, Pennsylvania, between Peach Street and Interstate 79, in Millcreek Township. The center is often cited as being the eighth-largest shopping mall in the United States.  
Address: 425 Millcreek Mall  
Erie, Pa 16565  
(814) 868-3997  
Open Mon-Sat 10am-9pm; Sun 11am-6pm
- b. **Best Buy** – *an Electronic store to purchase computers, appliance, cell phone, video games and more*  
Address: 6650 Peach Street  
Erie, PA 16509  
(888) 229-3770
- c. **Wegmans** – *Super Market to purchase food items and daily necessities*  
Address: 6143 Peach Street  
Erie, Pa  
(814) 860-5300
- d. **Wal-Mart** – *Shopping store for daily items including school supplies, food, clothing and much more.*  
Address: 900 Keystone Drive  
Erie, Pa  
(814) 864-7330
- e. **Target**- *Shopping store for daily items including school supplies, food, clothing and much more.*  
Address: 6700 Peach Street  
Erie, Pa 16509-7712  
(814) 860-8511
- f. **Asian Market** – *convenient store to purchase oriental food items*  
2720 Peach Street  
Erie, Pa (814) 459-1415



## SECTION FIVE: PERSONAL PROPERTY

**1) PERSONAL PROPERTY:** Students may have hair-care appliances, fans, clocks, humidifiers, radios, stereos, computers, and small, dorm-room-sized refrigerators, electric tea kettles, and rice cookers. All appliances must be completely turned off when not in use; otherwise, the items may be confiscated.

**Students may not have candles, infrared lamps, halogen lamps, ovens, toasters, microwaves, hot pot's, crockpots, toaster ovens or any other type of cooking appliance in their dorm room for safety reasons.**

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.

**2) CASH AND MONEY MATTERS:** All students are held solely responsible for any personal cash, US or foreign currency that is kept with them or with their personal belongings. We encourage all students to open & utilize a US bank account and not to keep any more than \$200 USD cash in their possession or assigned dormitory room. Any student can turn in their personal cash to the Accounting Office to be held for them in a locked safe until they need to use the funds. When a student would like to have some or all of their money from the PIA Accounting Office safe they will need to speak to the Accountant Monday through Friday 8AM to 5PM to ask for and sign for the money they are requesting.

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 of where they spent their money. Students could also earn interest on the balance of their account with a savings or interest-bearing checking account.

**When banking, always take your passport with you.**

**a. PIA ISSUED SAFES:** We have secure safes that students can rent for the year at a cost of \$100 USD. All students who request a single room will be issued a safe as part of their single room agreement. Safes are located in an open, visible location with cameras located for security.

**b. ATM MACHINE:** An ATM (Automatic Teller Machine) allows students who have bank accounts with debit cards and/or credit cards to withdraw money from their personal bank and/or credit card accounts

**c. 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 - you can consider debit card as a "cash card"; if your account balance is too low for the purchase, your card will be rejected unless you place overdraft on your account. A bank representative will explain all of your banking options when you open your account. Students are responsible to keep track of the funds they have in their account.

**d. 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.

PIA accepts Visa and Master Card for all Academy transactions. As with all major credit cards, there is a 3% handling fee on all transactions.

Mercyhurst Preparatory School does not accept any form of credit card or debit cards. They accept cash or checks as a method of payment.

The advantages of credit cards 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 credit card may cost you only a yearly fee, usually between \$20 and \$50. If you cannot pay the total at the end of each month, you will be charged interest on the balance.



**3) ELECTRONIC DEVICES:** All electronic devices are required to be used in an appropriate manner. Students are not permitted to use computers, iPads, phones, cameras, or other apps in any way that is offensive, profane, threatening, obscene, or damaging to another person. Student are not permitted to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials of those that can be interpreted as harassing or demeaning on any type of technology. Students should not take photographs or video of other students, guests, or PIA personal without their permission.

**4) COMPUTER USE:** Computers are for educational and administrative purposes and are to be used in a manner that is consistent with those purposes.

**5) 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.

Student Ambassador Team members guide students throughout the year if the student has a problem with his/her computer. If the RA is not able to solve the issue, he/she will contact an IT Coordinator to help resolve the issue. The student is responsible to pay any fees if the computer is damaged or broken.

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

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.

**6) UNIFORMS:** PIA will purchase a start-up uniform for all 1<sup>st</sup> year students in August. This is a one-time purchase and will consist of the following: 2 Pants or 1 Pant & 1 Skirt, 2 Dress Shirts, 1 Sweater, Socks or Tights and a Tie. Returning students will not receive a new uniform set and are expected to take care of, keep and store prior year uniforms. Returning students may purchase individual uniform needs at their own cost. Uniforms will arrive in September and be distributed at that time. Students are expected to follow Mercyhurst Preparatory dress code found in the Mercyhurst Student Hand Book.

## 7) HEALTH CARE



Health care in the U.S. is generally expensive, particularly in comparison with other countries. A short stay in the hospital could cost thousands of dollars. For this reason your International Health Care Insurance Policy is provided by Cisi a Cultural Insurance Services International. All policy questions can be found in your orientation packet.

### CONTACT

Ted Cenatiempo  
Senior Account Executive  
CISI  
One High Ridge Park  
Stamford, CT 06905  
203-399-5556

### CLAIMS OFFICE

#### Mail all claim forms to:

CISI  
One High Ridge Park  
Stamford, CT 06905  
e-mail: [claimhelp@mycisi.com](mailto:claimhelp@mycisi.com)  
Fax: 203-399-5596

**8) MEDICAL APPOINTMENTS:** If students are sick or have a special appointment that needs to be scheduled, they are to complete the medical appointment form on the PIA Website. An appointment will be scheduled based on the physician's office availability. At times, appointments may not be available until several days later.

Student Services will schedule all initial medical appointments. If an appointment is scheduled for a student, and the student refuses or decides not to go without informing a Student Service staff member at least one day (24 hours) in advance will result in a \$100.00 cancellation fee. **Student will be responsible to pay the \$100.00 cancellation fee by cash or credit card when they cancel or miss the appointment.**

Students and parents are responsible for any medical expenses they may have while attending the Academy. **The Academy is not responsible for paying for any student medical fees.** Please refer to the Cisi – Cultural Insurance Services Policy for all medical coverages, copays and deductibles not covered by the insurance policy.

#### Brief overview about your insurance:

- a. For each visit to a Doctor / EPN / Urgent-care you must pay a \$50 deductible at the time of the visit
- b. Emergency Room deductibles for NON Emergencies is \$100 at the time of the visit
- c. This policy does not cover: Physicals, Flu Shots, Dental Cleaning or Eye Exams
- d. Please go to the Cisi web page for more details on your insurance coverage
- e. Cisi Web site: [www.mycisi.com](http://www.mycisi.com)

#### Medical Billing

PIA will at no point assume financial responsibility for any student medical expenses. All students are provided medical insurance as required by the United States Government, but this does not absolve the student of all responsibility. Often, payment must be made at the time of exams or procedures, and it is the student's responsibility to meet these costs.

**9) PRESCRIPTION MEDICATIONS:** These are medications which may only be purchased after a doctor has prescribed them for a specific purpose and period of time. The doctor sends a "prescription" to the pharmacy and requests that the patient be allowed to purchase the medicine. All prescription medication is required to be kept in the Student Service locked medical room. The student must follow the procedure for taking the medicine, under the supervision of a Student Service staff member. A staff member will issue the medicine to students when necessary. For the safety of the students, prescription medication is not to be kept with the student at any time.

**10) OVER THE COUNTER (OTC) MEDICINE:** OTC medications are those which may be purchased at most grocery stores, drug stores and pharmacies - without a doctor's prescription. OTC medications may be in the form of pills (e.g., Tylenol, Aleve, Ibuprofen, cough drops, etc.) or liquids (Nyquil, Pepto-Bismol, cough syrup, etc.). The Student Ambassador Team maintains a small supply of the most common OTC medications to treat minor discomforts that periodically bother students. For the safety of the students, OTC medication is not to be kept with the student at any time. If students choose to keep OTC medications in their room, they should follow all usage and dosage instructions found on the medication. PIA assumes no liability or responsibility for this. A student who needs to take an over-the-counter medicine must have a PIA Student Medication Authorization form on file, signed by their parents.

**11) PIAA COMPREHENSIVE INITIAL PRE-PARTICIPATION PHYSICAL EVALUATION:** Students who plan on participating in school athletics are required to have a PIAA Physical on file and are required to pay the necessary fees. PIAA stands for **Pennsylvania Interscholastic Athletic Association** and is the Pennsylvania High School Sports governing body. PIAA is not affiliated nor to be confused with PIA

