



DORM GUIDELINES



- a. Dormitories are “Off Limits” between the hours of 7:45 AM - 3:15 PM on normal School days. Students needing to enter a dormitory or room during these hours must first be cleared by the School Office and supervised at the dormitory.
- b. The Senior Wing is off limits to underclassmen students except by specific permission of the Dorm Parent.
- c. Throwing of articles from the windows or doors is not permitted.
- d. A student may not enter another student's room unless one of the occupants of that room is present.
- e. Students may not exit bedrooms of a dormitory unless appropriately dressed (undergarments or towels only are not appropriate dress).
- f. Students may not exchange furniture between rooms or move furniture into or out of their rooms without permission of dorm parent.
- g. Furniture in rooms is to be arranged as it was at the beginning of the school year. The Dorm Parent must approve all changes to the arrangement of room furniture.
- h. In order to prevent damages, athletic equipment, such as weights, will not be used or stored in dorm rooms.
- i. Occupants of a room are responsible for any damages to doors, windows, screens, furniture, alarm systems, fixtures, etc., and will be charged accordingly. A fine and disciplinary action will be imposed for tampering with the intercom speakers, speaker covers, fire alarms, window or door alarms, door locks, or extinguishers in any of the dormitories. If any of these items fail to function properly, a report should be made to dorm staff immediately.

***Any student activities, gatherings, study groups, or any other group projects must be held in Main dormitories. Students that do not reside in the Kleberg Dormitory or Casablanca are not allowed in facilities.**

FOOD

- a. Food may be kept in rooms as long as it is properly stored in metal or plastic containers. Once canned food is opened, however, it must either be eaten immediately or discarded. Dorm policy will determine times for eating and preparing food in the dorm.

INSPECTIONS OF STUDENT ROOMS

- a. PPAS Dorm staff will normally conduct inspections of student rooms on weekdays. Rooms will be expected to be kept in a “generally neat condition,” as part of the Residential Life Program. Students are responsible for purchasing cleaning materials (see Dorm Parent for dorm supply list).

- b. No nails, thumb tacks, screws, etc., are to be driven into any walls or doors. Decorations (posters) for the walls must be attached by using only white putty or removable adhesive devices.
- c. Any poster, picture, or item advertising tobacco, alcohol, or considered to be in poor taste, will be confiscated by dormitory personnel without recourse for payment.
- d. Students will not be allowed to burn candles, incense, or any other substance in the dormitory. All students are expected to observe fire, safety, and energy conservation practices. Light globes must be white. If such items are found they will be confiscated and property of PPAS.
- e. Furniture in the rooms is to be kept upright and used for its intended purpose. No furniture may be arranged in such a way as to block visibility to any portion of the room or a path to the doorway for quick departure.
- f. Study desks must remain neat. A dormitory fine may be issued if a student does not secure his or her dorm locker with the issued padlock.
- g. Students are not allowed to possess any wireless device for internet access. They will be confiscated and become property of PPAS.

LATE LIGHTS

Students may only have late lights in their rooms by approval from their Dorm Parent.

LAUNDRY AND DRY CLEANING SERVICES

Pan Am provides coin operated washing machines and dryers to be used by students during free time. Students are responsible for providing their own soap and fabric softener.

RESIDENTIAL ASSISTANTS AND RECREATION ASSISTANTS

- a. These positions are filled by college students, who have been carefully selected for academic achievement, experience, and strength of character.
- b. Residential and Recreational Assistants are to be regarded with the same respect afforded any adult staff member. They are employed to aid in supervision and guidance, and students are expected to follow all instructions and directions with courtesy and good grace.

SECURITY PROVISIONS

- a. In order to provide the best security for personal belongings of PPAS students, students are advised not to bring valuables to campus. Rooms should be locked at all times when the student is not in the room. Cash exceeding \$20.00 may be secured in the dormitory safe.

STUDY HALL IN RESIDENCE HALLS

Mandatory Study Hours: Sunday thru Thursday 7:30-9:30

- a. **Every student will have Mandatory Study Hall hours on a school night, whether the student is failing or not.** If no homework is given they must read, work on additional skills for SAT, ACT or TOEFL. This is not social hour and they must be working on an academic activity.
- b. Monitored Study Hall is when a student is failing classes and must be monitored by dorm personnel to ensure that every effort is being made for the student to succeed in their academic area of difficulty. Any student placed on Monitored Study Hall will not be released until new grading period, whether it is Progress Report or Report Card term. If a student is then passing a class days or couple of weeks after being put on the list they must wait until new grading period.
- c. During this time no calls may be made or received unless the Dorm Parent approves them.
- d. During study hours no movies, cell phones and any other forms of entertainment besides studying.

TELEPHONES AND OTHER COMMUNICATION DEVICES

- a. A limited number of telephones are available in certain dormitory locations for students who do not subscribe to a personal telephone.
- b. Certain restrictions are necessary for the use of telephones by students. PPAS reserves the right to restrict the use of a telephone for disciplinary or other reasons.

The dorm life is guided by the Golden Rule: *“Do to others as you would have them do to you.”*
Luke 6:31

General Dormitory Guidelines:

1. **Vulgar and foul** language will **NOT** be permitted.
2. **Students are not allowed to view or** have in their possession **R rated movies--they will be confiscated.**
3. **Pranks or jokes** that might hurt your peers **will not be accepted.**
4. Students are **NOT** allowed at the dorm of the opposite sex **AT ALL.**
5. **On “work days”** students **MUST** be dressed **appropriately.**
6. No wrap-around towels are allowed at the phone area.
7. You **MUST** inform the Dorm Parent or the Adult in charge when you leaving the campus.
8. **Monday - Friday, Dormitories are OFF LIMITS until after Lunch.**

Dorm Room Guidelines:

1. Air conditioners, lights, or any electric appliances (curling irons, irons, and radios) MUST be turned OFF when you are not in your room.
2. Cooking appliances (hot plates, sandwich makers, microwaves etc.) are not permitted in the dorm rooms. They will be confiscated and will only be returned at the end of the year. They may use cooking appliances that are available in the Boys' Center
3. No writing is allowed on the bulletin boards, walls, doors, or desks.
4. Only Posters that are appropriate may be pinned to the bulletin boards. NO items may be attached to the walls or any other area other than the bulletin board.
5. No jumping on beds or desks.
6. No jumping or entry to the dorm is allowed from the windows.
7. For safety, no playing of water is allowed on the dorm premises.
8. No playing with fire alarms or fire extinguishers.
9. Rooms will be checked every day and must follow cleaning rules.
10. Must be in your room by 10:15 p.m.
11. Lights must be turned off at 10:30 p.m.
12. Weekend hours (Friday and Saturday): In dorm by 11:00; In room by 11:30; Lights out by 12:00 am midnight.
13. If you lose your room key, a \$15.00 fee will be charged to your account.
14. No medications are allowed to be kept in your room.
15. Students are not permitted to have tools in their possession.
16. Noise levels (music or talking) from your room should not be heard beyond two room doors away.

Room Cleaning

Rooms will be graded according to the guidelines established in the **Room Inspection Weekly Record sheet**. Inspections will be done daily at the discretion of the Dorm Parent.

1. Everyone is responsible for cleaning their own room.
2. Each room is responsible for cleaning their own sink daily.
3. Every student is responsible for cleaning restroom.
4. Each room is responsible for the proper cleaning supplies.

Room Search: Presbyterian Pan American School reserves the right for personnel to search dormitory rooms if necessary for the welfare of the campus community.

LEAVE REGULATIONS FOR PPAS STUDENTS

Overnight/Weekend Leaves

- a. Definition: The student checks out of the dormitory to go to either his or her home of record or to another destination for one or more nights. Once signed out of the dorm, accountability and supervision of the student become the responsibility of the

parent/guardian. The same individual who checks the student out of the hall is responsible for checking them back into the hall, unless other arrangements have been approved by the Director of Campus Life.

- b. Written permission from the parent is required for each occurrence (see page 12).

Early Leave

- a. Students needing to leave school early or return late from the regularly designated dates and times must complete an Early Leave Request. This request is done in writing through the Principal's Office. All early leave requests must be submitted at least one week prior to the desired leave date unless an emergency occurs. Examples of valid reasons for early leave would include medical appointments, senior college visitation days, and emergencies requested by the parent and approved by the Principal.
- b. Copies of the request and the early leave form are kept in the school. The principal reserves the right to consider each application on an individual basis with regard to the necessity of the leave and the impact the leave may have on the student's grades. Students leaving school without an early leave request will be considered unexcused absence and will receive consequences accordingly.

General

- a. All leaves may be affected by the student's behavior level.
- b. Students are expected to depart the campus during "specified holiday" periods. Plans should be made to leave campus by 6:00 p.m. of the last class day unless approved by Dorm Parent. It is understood that international students may need to stay overnight one night in order to catch an early morning flight.
- c. Students who are "grounded" for disciplinary reasons are not authorized for passes or leave during the period they are grounded, unless approved by Principal/Dorm Parent.
- d. When departing by private conveyance, the person transporting the student must appear at the appropriate dormitory with the student at the time of sign out. Except in situations where prior arrangements have been made, the individual who signed the student out of the dormitory must sign the student back in to the dormitory. Sign out and sign in must be witnessed by dormitory staff. Students may not check out with any person less than **24 years of age**.
- e. Leave request forms must be completed accurately and the student is expected to be at the place and with the persons indicated thereon. Any deviation constitutes a falsification of an official statement and is subject to disciplinary action.
- f. PPAS policy does not permit a student to sign out for a pass or leave in a motel or hotel locally, unless accompanied by his or her parent or guardian.

- g. A student is not permitted to check out overnight with any unauthorized person.
- h. Except for urgent emergency reasons, students are not permitted to miss academic classes or scheduled leadership development training. Dental or medical appointments are not considered as emergencies and should be taken care of on long leave weekends or during holiday periods. If, for any reason, students find that they cannot return to PPAS by the time indicated on their leave request, they are responsible for notifying their Dorm Parent with the reason and a new expected time of arrival. The reason stated will be verified with the student and his or her family. A failure to return from pass or leave by the specified time, except for emergencies, constitutes an unauthorized absence, and may include disciplinary actions and academic consequences.
- i. Any student who fails to check out properly will be subject to consequences upon return to the campus and may constitute denial of future leave.
- j. Students are checked out overnight and for weekends with the understanding that they will be visiting with adult supervision in a “family” setting. When students return to the local area, they must check into PPAS immediately.
- k. Any check out, other than those expressly permitted in the student handbook will require the express written consent of the parent, before the student will be authorized to leave.