

Welcome 2018-2019

Pan Am – Girls' Dorm Life

A decorative graphic consisting of several horizontal lines of varying lengths and colors (red, white, and light blue) extending from the right side of the page.

Sunday Night

- Welcome
- Ice Breaker game
- Power point for Sunday
- Walk around campus (boundaries)
- Names
- How to have more fun!!!

Staff Introductions . . .

- Mrs. Caitlin – Girls' Dorm Co- Director
- Ms. Becca– Girls' Dorm Co- Director
- Ms. LeeAnne – Resident Assistant
- Mrs. Quintanilla– Resident Assistant

Things to know . . .

- We are on a ranch, so there are lots of animals.
- The train goes by the school every day and night. It will blow its horn and it is very loud.
- You will get used to all of the noises, and soon you will be able to ignore them while you sleep.

Boundaries . . .

The following areas are off limit

- Boys dorm
- Dining hall before or after meals
- School buildings when classes are over or without permission
- Gym – must have permission
- Pool
- Behind the chapel
- SUB – if there is no activity
- The road without permission
- We will go for a walk to see the different areas

Living in a dorm . . .

Living in a dorm is different from living in your home. There will be a lot of things that you will need to do differently in a dorm.

You will learn to be more independent here in the dorm.

You will learn to share your room and the common areas of the dorm with others.

You will learn to respect people you do not like.

You will learn to understand that everything at the school has to be done and looked at as a large group.

Respect, Respect, Respect

The first, most important thing you will learn is RESPECT

You will respect . . .

- Others who live here
 - the adults and your peers
- The dorm and school

Respect people . . .

- Pan Am has a unique culture from any other place in the United States, but you will learn how to live in the United States
- Always respect other peoples differences.
- Take time to get to know people from other cultures.
- Use your best manners all of the time. Always say please and thank you.
- You do not have to like everyone, but you do have to respect them.
- Do not talk badly about others, you do not want others talking about you!

Use manners at all times

- Always say “please” and “thank you”
 - When people do things for you
 - When dorm staff drives you on the bus or van
 - When other students do something for you
 - When you are buying and selling
- Do not interrupt people when they are talking unless it is an emergency.
- Do not steal from others

Respect the staff . . .

- The dorm staff is hired to take care of you and keep you safe
 - They are not your maids
 - They are not your nannies
 - They are not your friends
- They are to make sure **you** respect the rules of the school and respect each other.
- They will make sure **you** clean your room.
- They will make sure **you** keep the common areas of the dorm clean.
- They are responsible for knowing where **you** are *ALL* of the time
- They will make sure you have all your medical needs taken care of – they will talk with the nurse as needed.
- **They will work as a team to keep you safe**

Respect the staff . . .

- Do not yell for the staff – unless there is an emergency.
- If you need a staff person - go to them.
- You are not the only person in the dorm who needs staff, you must share the staff.
- Do not bother the staff on their day off – unless there is an emergency.
- The staff works hard to take care of you.

Respect the building . . .

- If you make a mess – clean it up.
- If you use something – put it back.
- If you drop something – pick it up.
- If you spill something – clean it up.

- Trash goes into the trash can – do not leave trash on furniture or the floor!
- Do not drop your gum and candy on the floor – put it in the trash!
- Do not paint on the floors or tables without a tarp to protect the surface.
- Do not tear signs down or take pins from boards.
- Do not write on others name boards with out permission. Never write anything inappropriate or you will receive consequences.

Respect the kitchen . . .

- Clean the microwave after you use it.
- Clean the stove after you use it.
- Do not leave dirty dishes around.
- Do not leave trash on the counters or floor.
- Put your name on food in the fridge.
- Clean the table and counters after you use them.

Respect the laundry room . . .

- Sign up for your wash time.
- Do not leave your clothes in the laundry room.
- Take your clothes as soon as they are finished.
- Do not leave your clothes in the machines, dorm staff will take them out.
- If you leave your clothes alone, you risk something happening to them.
- Do not leave laundry trash on the floor – fabric softener sheets go in the trash can!

Respect the entertainment . . .

- There are two TVs and you must share them.
- You must share the game console (Wii).
- You must share the DVD player.
- We will record any TV shows you would like to watch, so ask the staff and it will be done.
- No rated R movies, any shows PG-14 or higher must be approved by dorm staff.

Respect the phones . . .

- If the phone rings, answer it!
- If the person is not there to take the call, go to their room to inform them they have a call.

OR

- Write a message for the person receiving a call.
- Do not yell in the dorm for the person to come to the phone!!!
- If you know you will be getting a call, be near the phones to receive the call.

Respect the outside of the dorm . . .

- You may play outside near the dorm while there is daylight – as soon as it is dark you must be inside the dorm.
- You may grill in the fenced yard.
- You may sit outside and talk.
- After study hours you may be in the fenced yard.
- You may not leave the area around the dorm without permission – except for meals, school, work, and activities.
- Please do not kick balls near the windows.

Respect your rooms . . .

- No painting in your rooms –
- Always have a mattress cover on your mattress.
- Do not have more than one mattress – you may buy risers from Walmart to raise your bed – then you could store luggage or plastic boxes under your bed.
- Keep your room clean and pass all of your inspections.
- Do your part to clean your room and bathroom – do not make your roommate or suitemates do all of the cleaning.

Respect your roommates and suitemates . . .

- Help clean your room and bathroom.
- Do not leave your stuff in other people's space.
- Do not interrupt your roommates and suitemates while they are doing school work – **NO FRIENDS DURING STUDY HOURS!**
- If you are listening to music, use earphones if others are doing homework or talking on the phone.
- You have the right to say no to visitors in your room.
- If your friend is visiting, respect your roommates privacy and space.
- Inform your roommate if you have a friend spending the night.
- If you will be gone, please let your roommate know.
- Never take anything from your roommate or suitemate without asking – it will be considered stealing!

Respect your roommates and suitemates . . .

- You do not have to be best friends with your roommates and suitemates, but you do have to treat them with respect.
- It is actually better to live with people you can work with and compromise with, than to live with your best friend.
- There have been many friends that have ended their friendships after living together – so be very cautious in who you want to live with.
- **School is first** – allow the people you live with to focus on their school work.
- Talk with your roommates and suitemates about a bathroom schedule. Everyone needs to shower, so plan well and respect each other.
- **Practice your English – you are here to learn English, so work hard!**

Monday Night

- Ice Breaker
- Rules and Policies

Room inspections . . .

- Everyone is responsible for cleaning her room.
- A grade below 70 is a fail.
- If your roommate or suitemates are not cleaning report to Ms. Becca or Mrs. Caitlin.
- Girls not working together will get a cleaning schedule from Ms. Becca or Mrs. Caitlin.
- Do not leave metal on bathroom counters or in shower – it causes rust.
- Clean your toilet very well. Dirty toilets grow bacteria!!!
- Do not make a mess during your menstrual cycle.
 - Wrap you pads and tampons in tissue and place in the trash can. NEVER flush or you will get charged \$25.
 - Keep your used tampons and pads covered out of respect for others in your room.
 - Do not leave body fluids on or around the toilet.

Cleaning your toilet . . .

Use a brush to clean



Gloves are good to use



Don't forget the base!!!

Respect the rules and policies . . .

- The school rules are in the handbook that you and your parents signed.
- You and your parents agreed to follow the school rules when you agreed to come to Pan Am.
- There are consequences for breaking the school rules.
- The dorm is a happy and fun place as long as everyone follows the rules and respects each other.

Handbook rules . . .

- 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.
- PPAS Dorm staff will conduct inspections of student rooms on weekdays. Rooms are expected to be kept in a “generally neat condition,” as part of the Campus Life Program. Students are responsible for purchasing cleaning materials.
- 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 – no tape.
- 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.
- Students will not be allowed to burn candles or any other substance in the dormitory.
- All students are expected to observe fire, safety, and energy conservation practices. Light bulbs must be white.
- 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.
- Study desks must remain neat.

Handbook rules . . .

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

Handbook rules . . .

- Air conditioners, lights, or any electric appliances (curling irons, irons, and radios) MUST be turned OFF when you are not in your room.
- Any cooking devices must be promptly turned in to dorm staff. If a student needs to use their device then they can sign it out and use it in the kitchen ONLY before returning it to the front desk.
- No writing is allowed on the bulletin boards, walls, doors or desks.
- No jumping or dancing on beds or desks.

Handbook rules . . .

- Exit or entry into the dorm is not allowed through the windows.
- No playing with water inside the dorm.
- No playing with fire alarms or fire extinguishers.
- Rooms will be checked every day and must follow cleaning rules.
- Must be in your room by 10:15 p.m.
- Lights must be turned off at 11:00 p.m.
- Weekend hours (Friday and Saturday): In dorm by 11:00; In room by 11:30; Lights out by 12:00 am midnight.

Handbook rules . . .

- If you lose your room key, a \$15.00 fee will be charged to your account.
- When you move out, you will be charged \$100 if you do not clean the room.
- No medications are allowed to be kept in your room.
- Students are not permitted to have tools in their possession.
- Noise levels (music or talking) from your room should not be heard beyond two room doors away.

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

Study hours . . .

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

- **Every student will have Mandatory Study 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.
- 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 a couple of weeks after being put on the list they must wait until new grading period.
- During this time no calls may be made or received unless the Dorm Parent approves them. Emergencies may be taken care of in Dorm parents office.

Study hours . . .

- During study hours no movies, cell phones, and any other forms of entertainment besides studying. Cell phones and computers being used to talk or watch movies on during Study Hours will be confiscated for two weeks for first offense, two months for second offense, and end of school year for third offense.
- If you need to go to another person's room to work on school work, you must have permission from a staff member. Then you will sign the paper on the desk – ask first!
- You must sign out for computer lab, or if you are leaving the dorm to tutor.

Monitored study hall . . .

If you fail one or more classes on progress reports or report cards, you have mandatory monitored study hall.

- Study hall is Sunday – Thursday 7:30-9:30pm.
- Every person in study hall must sign in by 7:30pm and be in the girls' center.
- You must have your school work.
- You must be quiet.
- You may not talk to anyone without staff permission.
- You must ask dorm staff for a tutor if you need help.
- If meeting with a tutor, dorm staff will assign you an area to talk in.
- Do not talk to people in study hall or people who are walking by.
- If you are not in study hall, do not walk by and talk to people who are. Ask a staff person if you need to talk to someone in study hall.

Tuesday Night

- Dress Code
- Routines in the dorm
- Consequences

Dress Code . . .

- Casual wear is acceptable after school and on weekends. Casual wear consists of at least an appropriate T-shirt. Pants must be appropriately sized, fitting at the waist and in the crotch. They must be secured around the waist, not worn low on the hips.
- Spaghetti straps and halter tops are not permitted. Sleeveless blouses, tank tops, and dresses must be fitted around the armholes and not reveal undergarments. Necklines must be unrevealing.
- The midriff may not be exposed when the student goes through the normal activities of the day (bending, sitting, stretching, reaching, etc.).
- Tight fitting or stretch-type (knit or spandex) pants are not allowed.

Dress Code . . .

- Shorts may be worn for recreation as long as they are not “too” short, as approved by the Girls Dorm Directors. Boxer shorts are not allowed.
- Sports bras, as outer clothing, are not acceptable at any time on campus.
- One-piece swimsuits are acceptable in the pool area – no bikinis.
- For sanitary purposes, footwear must be worn anytime a student is outside his/her dorm room.
- During special weekend activities, the sponsoring group will announce the appropriate dress.

Dress Code . . .

- Church clothing must be modest and respectable – nothing too short or tight!
- No bellies, bottoms, back or breast may be showing at any time – no cleavage.
- No body contouring clothes.
- All shorts, dresses and skirts must be 6 inches below your buttocks.
- Dorm staff will determine if clothing needs to be changed before you leave the building.
- Mrs. Perez and Mr. G will check all clothing before special events.
- It can be very embarrassing to be told to change – it's better to ask if something is okay then to go out and get sent back to the dorm.

Nights . . .

Sunday – Thursday nights

- You may not go outside without permission.
- Kitchen and Laundry is closed at 10:00pm – Sign up to wash clothes
- Common area lights will be turned off about 5 minutes before you report to your room.
- Be in your room by 10:15pm.
- Be in your bed with the lights off at 11:00pm – no homework in bed
- Do not sneak into another girls room!

The dorm staff has to know where you are in case of an emergency.

If you get caught sneaking into another girls room, you will receive a referral and consequence!

Nights . . .

Friday and Saturday Nights

- Kitchen and Laundry close at time posted on kitchen door – do not ask for extra time – plan your time well.
- Common area lights will be turned off about 5 minutes before you report to your room.
- Be in your room by 11:30pm.
- Be in your bed with the lights off at 12:00am.
- You do not have to go to sleep, but you must be quiet.

Weekday Mornings . . .

- The dorm staff will turn on lights and open the kitchen at 6:30am – do not ask them to do so earlier.
- You must leave the dorm **before** 7:00am – at 7:00am you are considered late, and you will be grounded from activities.
- You must be in the dining hall **before** 7:15am – or you will have to work in the kitchen at 6:30am the next day.
- If you are sick, you or your roommate must inform the dorm staff on duty **before 6:45am.**
- Do not play your music loud enough to be heard the next room down.
- Do not try to sneak out of the dorm if you are late – you will receive a consequence for going out the back or kitchen doors or a window.

Weekdays . . .

- 3:20-4:30pm After school report to your work crew site
- 4:45-6:00pm Athletics, library, computer lab, etc.
 - No meeting boys or hanging out with boys at this time
- 6:00pm dinner
- 6:30pm activity – typically with the boys
- 7:15pm In dorm
- 7:30-9:30pm Study hours
- 10:15pm report to room
- 11:00pm Lights out

Fridays . . .

- 5:00pm dinner
- Activity held after dinner – times are announced
- Sign up for sleepover by 11:00pm
- Be in dorm by 11:00pm
- Be in room by 11:30pm
- Lights out at 12:00pm

Saturdays . . .

- Brunch is at 11:00am
- You must be dressed appropriately
- After brunch you may spend time on the quad area or in your dorm - yes you may meet boys on the quad, but no PDA (Public Displays of Affection) as arranged by dorm staff.
- Dinner at 5:00pm
- Activity held after dinner – times are announced.
- Sign up for sleepover by 11:00pm
- Be in dorm by 11:00pm
- Be in room by 11:30pm
- Lights out at 12:00pm

Sundays . . .

Sunday Worship is mandatory!

- Worship at 10:00am
- Brunch at 11:00am
- Walmart
- Dinner at 6:00pm
- Dorm meetings at 6:30pm
- Study hours 7:30-9:30pm
- Common area lights will be turned off about 5 minutes before you report to your room.
- Be in your room by 10:15pm.
- Be in your bed with the lights off at 11:00pm – no homework in bed.

Consequences . . .

Referrals

- 5 referrals for any violation will result in a meeting with Mr. G
- Mr. G will determine the consequences after that in his office.
- Mr. G can and will ground you from going home on the weekend if you get too many referrals, and you will be grounded to the dorm on that weekend.
- See hand book for levels and consequences for rule breaking.

Consequences . . .

Failing room inspection

In same week . . .

- **One time** = Grounded Friday Night and can work to participate in activity
- **Two times** = Grounded Friday and Saturday, no Quad
- **Three times** = Grounded Friday, Saturday and Walmart on Sunday
- **Four or Five times** = Grounded Friday, Saturday and Walmart on Sunday no Quad **AND** you will work in the dorm on Saturday (cleaning).
- **If you continue to have problems passing inspections you will be grounded from going home.**

Consequences . . .

You will receive referrals for:

- **Disrespect**
- **Public Displays of affection**
- **Inappropriate behavior**
- **Running, screaming or rough play in the dorm**
- **Leaving the dorm without permission**
- **Going to off limits areas without permission**
- **Leaving a mess in common areas**
- **Breaking dress code**
- **Lights out violation**
- **Study hours violation**
- **Going out of your window**
- **Talking back to adults**

Wednesday Night

- Reporting repairs
- How to . . .
- Rest of Week TBD

Report repairs . . .

It is your responsibility to report any repairs to the dorm staff – ***do not try to fix items yourself!***

- Air conditioner/heater that does not work – if your AC/Heat is not repaired that night, you may ask permission to sleep in another persons room from dorm staff.
- Sinks that do not drain
- Toilets that do not clear or flush
 - Do not flush underwear, tampons or pads.
 - Do not flush large items or large food items.
 - You may flush toilet paper and regular body waste – including vomit.
 - You may flush liquids, small food items and tiny noodles.
- Need for lights bulbs
- Broken furniture
- Broken windows
- Broken doors or knobs
- Lost keys
- Broken Safe

Work Crew . . .

- Many students are responsible for cleaning the girls' dorm.
- They will clean everyday.
- Please respect these students as they work very hard for all of you to have a clean place to stay.
- Please do not make a bigger mess for them to clean up.
- These girls will do all they can to make the dorm a pleasant place to stay.

Damage to dorm . . .

You will be charged for:

- Writing on walls
- Writing on or in furniture
- Breaking anything in dorm
- Damage of any kind
- Damage to other peoples property – which will also lead to suspension or expulsion
- Damage to beds
- Glow in the dark paint

How to do your laundry . . .

Wash

- Sort your clothes by color
- Put 4 quarters in machine
- Fill the washer with water
- Add soap
- Add clothes
- Allow to run full time

How to do your laundry . . .

Dry

- Place damp clothes in dryer
- Add fabric softener sheet (optional)
- Clean out lint filter – put in trash
- Close door
- Put 4 quarters in machine
- Start dryer
- Allow to run full time
- Take out clothes
- Put fabric softener sheet in trash!

How to do your laundry . . .



Reasons to follow the rules . . .

- You get to go have fun every weekend.
- You won't be grounded.
- You won't have extra work.
- You won't have adults disciplining you.

Fun in the dorm . . .

- Social Committee
- Food Runs
- Order pizza Tuesday night before 10:10pm for Wednesday night delivery
- Shopping trips
- Parties
- And more . . .