

# Resident Student Handbook

2023- 2024



CONWELL-EGAN  
CATHOLIC HIGH SCHOOL



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# CEC Boarding

# New Student Orientation

2023 -2024  
Conwell Egan Catholic High School

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# AnB Education

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AnB Education by Summa Global Education has over 27 years of experience developing rewarding relationships between international students, their family, school, and community.

We provide students with a stable environment that helps them to achieve their goals and encourages them to share their ideas. In this environment, students can embrace different challenges and explore their potential with a sense of adventure. We are currently working with hundreds of high schools and host families in the U.S.

AnB Education operates Conwell-Egan Catholic High School's boarding facilities which is located on the school's campus in Pennsylvania. The dormitory has staff on site 24 hours a day and offers ESL tutoring, group activities and group trips.



## VISION

AnB Education is a place for innovation, where people with a passion for inspiring students to embrace challenges, achieve their potential, and go above and beyond to reach success. We are committed to cultivating a new generation of leaders

## MISSION

AnB Education creates a safe and ideal environment where international students can overcome educational challenges and reach their full potential.

By providing purpose, vision, direction and motivation for students who are achieving their goals, AnB Education will inspire, influence and empower our students to become leaders of their generations.

## VALUE

- **Integrity**

AnB Education staff, students and families are held to the highest standards and strong moral principles to positively affect all parties involved.

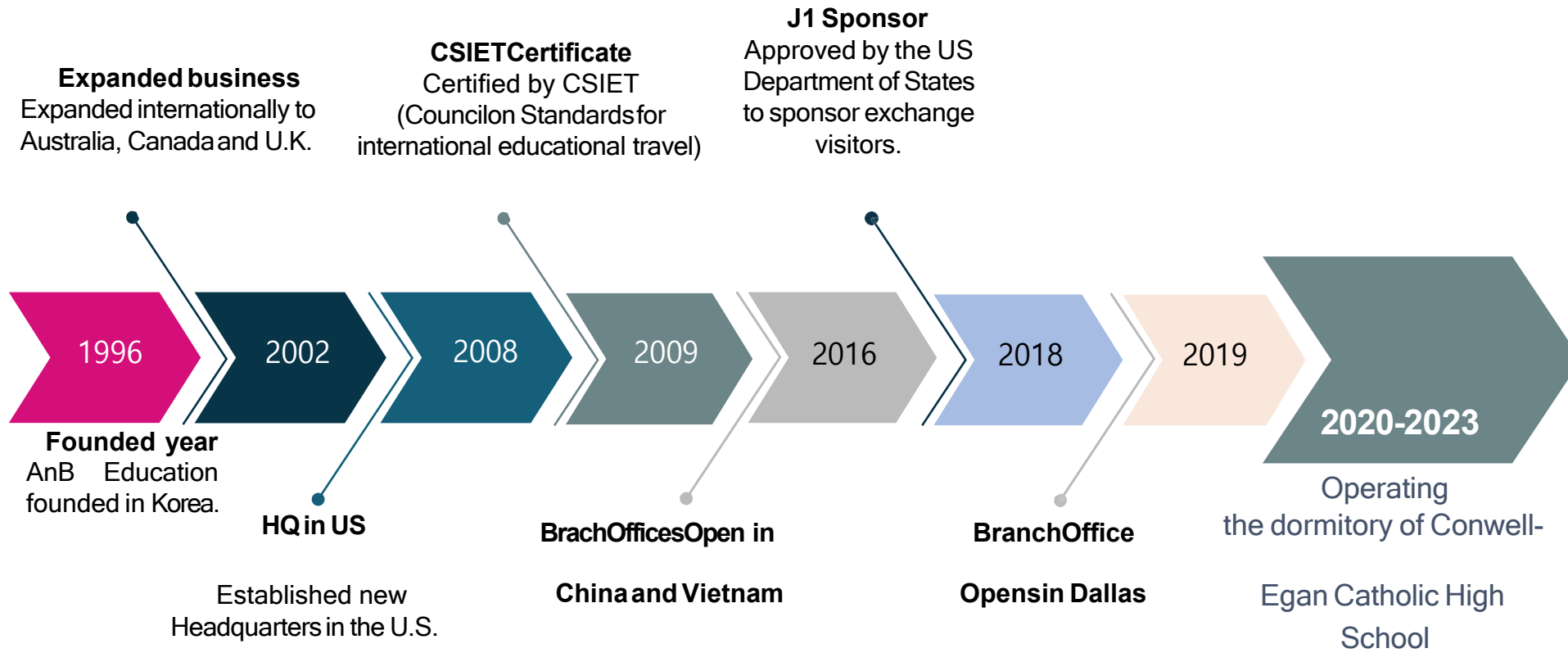
- **Sharing**

With teamwork and effective communication, AnB Education collaborates with our students and families in order to share the cultures and lives of one another through education.

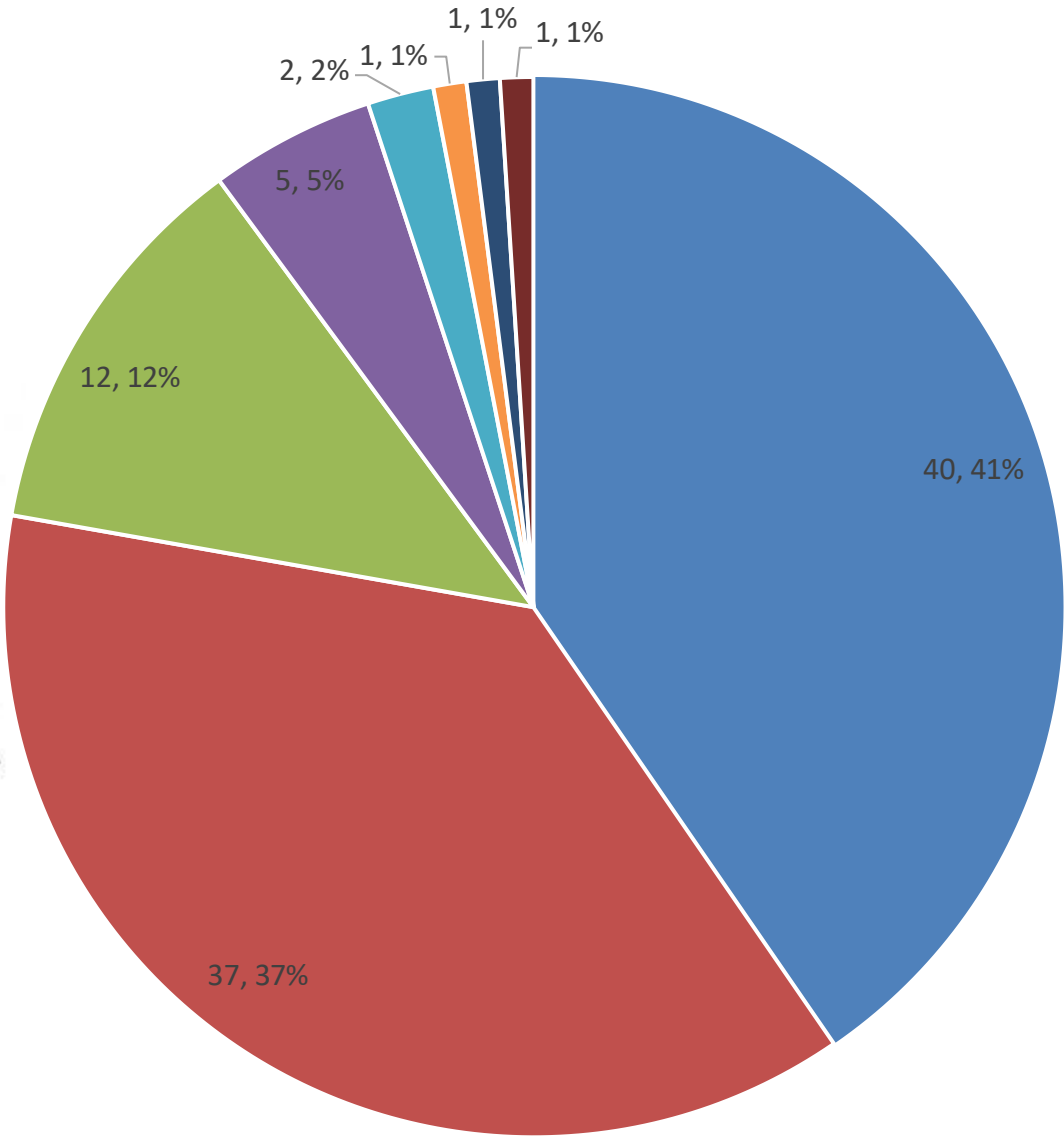
- **Accomplishing**

AnB Education staff, students and families achieve a sense of fulfillment by accomplishing our goals proficiently.

# Our History



# Student Diversity



■ Spain ■ Korea ■ Italia ■ Vietnam ■ China ■ Cambodia ■ England ■ Hongkong ■ Indonesia

# Our U.S. Headquarters – Fairless Hills, PA





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## Local Coordinators

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- Our local coordinators support schools and families in a given area from the day the students arrive until they return home.
- We currently have more than 30 local coordinators throughout the U.S.
- Your local coordinator:
  - Lives in your area
  - Is someone you can rely on
  - Is your first person of contact for any issues or emergencies
  - Is in frequent contact with you, your host family, and your school



## Benefits of Boarding School

A boarding school is a place where students not only study, but also live. There are many benefits of studying at a boarding school.

Boarding schools provide a stimulating environment for **academic work** and **personal development**. If you enjoy being challenged academically, socially, and personally then a boarding school is the best place for you.

# What will going to boarding school mean

## You will...

- Learn about lots of **new things**
- Adjust to a new place, new routines, rules and responsibilities
- Meet **new people and make new friends**
- Stay in touch with family and friends
- Take **new opportunities**
- Learn to become **independent**

# New Routines

Most things happen at a set time. Students should adjust to the new routines while at boarding school.

- Time to wash up
- Mealtimes
- School and study hours
- Free time
- Bedtime



# Your Responsibilities

You will be expected to take care of your clothes and shoes. Everything must be labelled. you will wash and fold your own clothes .



You will buy personal items like towels, sheets, and toiletries. Everything should be labelled. You will be expected to replace them if they run out.

You will learn new routines. You will be responsible for getting up and getting ready for school on time. It is your responsibility to look after your body and your personal hygiene. You will also have to make sure you eat well, do your best at school, study during set times, shower, and go to sleep when you are expected to.



Students must maintain satisfactory progress, which means attending all classes regularly and actively participating in all their classes. If the CEC Boarding Program Director becomes aware that a student has failed to comply with any of these regulations, they may be required to report this to the Department of Homeland Security and may be required to terminate the student's F-1 Visa without having their program fee refunded.



**Finally..**

One of the most important things that you will need to help you to settle in at boarding school is a

**Positive Attitude**





# Money Related

- You are not eligible to set-up a bank account if you are under 16 years old.
- Credit/Debit Card: from parents; Master/Visa card, Use ATM machine to withdraw cash.
- Cash: Keep a small amount of cash as needed.
- Do Not Commingle Your Finances with boarding members (e.g. phone plan, money).
- You are responsible for your own expenses, such as buying lunch at school.
- Parents can also wire your allowance to AnB Education and we will give you a gift card with the given amount of money.
- Students are responsible for lunch at school
- Students may not work off-campus in the U.S. However, volunteer work is allowed.



# Important Documents

- I-20 Form
- Passport
- School ID
- Health Insurance Card



Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
<b>SEVIS ID: N0004705859</b>			
<b>SURNAME/PRIMARY NAME</b> Sample STEM		<b>GIVEN NAME</b> Student	<b>CLASS</b> <b>F-1</b> <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b>		<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> UNITED KINGDOM		<b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM	
<b>DATE OF BIRTH</b> 05 FEBRUARY 1957		<b>ADMISSION NUMBER</b>	
<b>FORM ISSUE REASON</b> CONTINUED ATTENDANCE		<b>LEGACY NAME</b> Jay SamOne	
<b>SCHOOL INFORMATION</b>			
<b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies		<b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744	
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson FDSO		<b>SCHOOL CODE AND APPROVAL DATE</b> BAL214F4444000 09 APRIL 2015	
<b>PROGRAM OF STUDY</b>			
<b>EDUCATION LEVEL</b> BACHELOR'S	<b>MAJOR 1</b> Mechanical Engineering 14.1901	<b>MAJOR 2</b> Forest Engineering 14.3401	
<b>NORMAL PROGRAM LENGTH</b> 24 Months	<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient	
<b>PROGRAM START DATE</b> 01 SEPTEMBER 2011	<b>PROGRAM END DATE</b> 30 MAY 2015		
<b>FINANCIALS</b>			
<b>ESTIMATED AVERAGE COSTS FOR: 4 MONTHS</b>		<b>STUDENT'S FUNDING FOR: 4 MONTHS</b>	
Tuition and Fees	\$ 1	Personal Funds	\$ 5
Living Expenses	\$ 2	Funding.School.Remarks	\$ 6
Expenses of Dependents (0)	\$ 3	Funding.Other.Remarks	\$ 7
Expense.Other.Remarks	\$ 4	On-Campus Employment	\$ 8
<b>TOTAL</b>	<b>\$ 10</b>	<b>TOTAL</b>	<b>\$ 26</b>
<b>REMARKS</b> finished program - applying for OPT			
<b>SCHOOL ATTESTATION</b>			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(5). I am a designated school official of the above named school and am authorized to issue this form.			
<input checked="" type="checkbox"/>	<b>DATE ISSUED</b>	<b>PLACE ISSUED</b>	
SIGNATURE OF: Helene Robertson, FDSO	15 October 2015	Ft. Washington, MD	
<b>STUDENT ATTESTATION</b>			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
<input checked="" type="checkbox"/>	<b>DATE</b>	<b>DATE</b>	
SIGNATURE OF: Student Sample STEM			
<input checked="" type="checkbox"/>	<b>SIGNATURE</b>	<b>ADDRESS (city/state or province/country)</b>	<b>DATE</b>
NAME OF PARENT OR GUARDIAN			



# Medical Issues

- When you are injured or sick:
- Call 911 if it is a medical emergency
- Visit walk-in Clinic / Urgent Care / Emergency Room
  - No appointment needed
- Visit family doctors/specialists
  - Appointment in advance
- Bring the following documents
  - Passport/Student ID
  - Insurance Card
  - Guardianship Authorization



# Health Insurance

## What does your insurance cover?

- Illness or Accidental Injury
- Emergency Medical and Dental treatment
- Emergency Reunion
- Care Clinic and Urgent care visits
- Ambulance & Emergency Room
- Prescription drugs
- Mental Health Outpatient /Inpatient

## What your insurance does NOT cover?

- Treatments for pre-existing conditions
- Team-Related Sports Injuries or Physicals
  - Treatments for Eating Disorders
  - Injuries caused by Self Infliction
    - Routine check-ups
    - Immunizations

**If the new students need to be vaccinated in the US, parents have to pay transportation fee + extra work \$100 + Immunization shot fee**

# Academic Life

- School Rules
- Expectations for International Students
- How to Get in Top 50 U.S. Colleges
- What Ivy League Schools Look at
- Stress Management



# School Rules

- Absence (excused and unexcused)
- Don't be tardy
- Submit schoolwork on time
- Follow the school's dress code



- No Fighting
- No Alcohol & Cigarettes (under 21)
- No Electronic Cigarettes
- No Bullying
- No Plagiarism & Cheating
- No Working off-campus
- No asking for, sending, receiving, downloading, or possessing inappropriate photos

**Students agree that Conwell-Egan Catholic High School Boarding staff has the right to expel a student from the program and send them back to their native country immediately if the student gets caught watching any inappropriate TV or Internet pornography or engaging in any sexual behavior.**

# Expectations for International Students

- Prepare yourself before each class
- Actively participate in class (group discussion, sharing ideas)
- Continue to improve English proficiency
- Maintain and improve GPA (at least 2.0 to graduate)
- Take each test/exam seriously
- Talk to school counselor regarding course selection
- Participate in school activities (i.e. clubs, association, competition)
- Take an active part in sports
- Do community service
- Respect other students, teachers, and property
- Discuss and decide with Boarding staff if they need rides for extracurricular activities
- Must use computers properly in the residence hall. They should abide by the dorm's rule for Internet usage
- When students have an issue. They should discuss it with one of the CEC Boarding staff members first before speaking with their parents or agency
- If the student damages or steal school property or personal property belonging to others, the student is responsible for giving compensation

**Students are fully responsible for abiding by the school and CEC Dorm's rules. The students must accept punishment or expulsion from school without argument.**

# Top 50 U.S. College Requirement

- 50% - GPA + AP/IB/Honor Courses
- 10% - Test score (SAT/ACT, TOEFL/IELTS)
- 10% - Extracurricular activities (sports, music, awards...)
  - \*School/Local/State/National/International level
- 10% - Community Service
- 10% - Recommendation Letters
- 10% - Essay & Resume





## What Ivy League Schools Look at

- 30% -Grade ( GPA, AP/IB/Honor Courses, SAT /ACT, TOEFL/IELTS)
- 25% -Extracurricular activities (Tier I, II, III)
- 25% -Essay & Resume
- 15% -Recommendation Letters
- 5% -Interview

# How can we help you?

## **College consulting service**

- Our professional counseling team provides full support when preparing for college applications. Our counselors are all from Top 10 US colleges.

## **Academic consulting service**

- Our tutors can develop individualized learning plans to help you. We can help with test preparation and high school courses.

Contact: [college@anbeducation.com](mailto:college@anbeducation.com)



# Stress Management

- Common Phenomena
  - Homesickness
  - Loneliness
  - Sleep Disturbances
  - Boredom
  - School Stress
  - Peer Pressure
  - Culture Shock
  - Identity Issues
- Psychological Problems
  - Anxiety
  - Depression
  - Eating Disorders
- How to Deal with Stress
  - Time management
  - Healthy Lifestyle (Exercise, Diet, Positive Attitude, Sleep Well)
  - Venting (Parents, HF, LC, School counselors, SA)
  - Intervention (School psychologist, Psychiatrist, etc.)



# Questions?

Email us at [contact@anbeducation.com](mailto:contact@anbeducation.com)

Or call us directly at 1-215-361-8588

**Enjoy your journey in the U.S.!**



# Travel Rules

Please notify CEC Boarding Staff of all overnight, out-of-state, and out-of-country travel at

## **Overnight trips without boarding staff:**

- Travel release form is necessary.
- There must be a chaperone during overnight stays.
- A chaperone must be 25 years of age or older.
- Chaperone verification will be conducted by CEC Boarding Staff.
- Students are responsible for their personal expenses and travel

CEC Boarding Staff must have chaperone contact information to include the following:

Name, address, home phone number, cell phone number, and e-mail address

It is mandatory for students to keep the Students Tracking App active at all time

## **Overnight trips with boarding staff and members:**

- Within dormitory state: Travel release form is not necessary, unless staying more than 3 nights away from the dormitory.
- Outside dormitory state: Travel release form is necessary

## **Day trips:**

- Going to Philadelphia city or other states: Travel release form is necessary

CEC Boarding staff must be informed of travel timeline, destination, and activities.

- Going for the school events or places near school premises: A travel release form is not necessary

## **Out of county trips:**

- Without boading staff: Travel release form and chaperone are necessary.
- With boarding staff: A travel release form is necessary.

\*Natural parents must sign the travel release form. Written permission e-mailed to CEC Boarding Staff is acceptable in place of a signature.

\*\*If the student's school is not in agreement with the student's travel plans, the student may not travel. This is the case even if permission to travel has been granted by CEC Boarding Staff and the natural parents.

\*\* Students who fail to adhere to the 10 PM dorm curfew will face a one-week grounding

\*\*Students are required to utilize public transportation or Uber services in the company of one or more fellow students

\*\*For enhanced safety, students are required to keep their location app turned on at all time

# Medical Care Instruction

## **AnB Education™ provides students with Traveler's insurance**

Covered by the insurance plan:

- Injuries
  - Medical/dental emergencies
  - Serious illness during the student's stay
- Not covered:
- Treatments for pre-existing conditions
  - Routine check-ups
  - Immunizations
  - Sports Physicals

If a student needs medical attention, it is recommended to visit a clinic such as "Patient First" or "Urgent Care" instead of the emergency room at a hospital.

Some students cannot differentiate between the terms "hospital" and a "clinic" and may say that they need to visit the "hospital."

To obtain medical treatment, the following documents are needed:

- "Authorization and Consent of Parents or Legal Guardians" Form
- Placement Confirmation
- Student Passport as ID
- IMG/United Health

You will not have to file a claim.

In some places, prescriptions are as not covered at the point of service. Please save the receipt and send it to your Local Coordinator, who will process it.

Please inform Local Coordinator when a student has had to visit a doctor.

# T-Mobile Plan

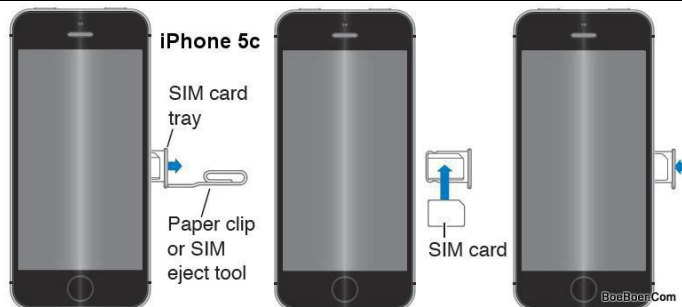
## Super Saving Phone Plan

CEC Boarding offers a "T-Mobile Phone Service" (SIM card, Unlimited talk, text and data) for purchasing. After a student pays the plan fee, he/she will receive their SIM card once they arrive at their Host Family's home. The SIM is ready to use!

**CEC Boarding plan is 30% cheaper than any other plan in the market !**

- **Student Plan**  
\$480 (12 month, No Devices included )  
2GB data/Month (2G or 3G unlimited after 2 GB), Unlimited talk and text

**T-mobile SIM card is compatible only with Unlocked GSM phones**



- Phone prices are not including tax
- T-mobile will provide invoice for all devices
- There is no refund if student switches phone plan or leaves the exchange program
- Students can purchase phone insurance separately
- T-Mobile is responsible for Network and quality of devices
- Payment Method: Students can pay at <https://www.anbeducation.com/payment.html>
- If students would like to join the yearly plan, please contact [studentservices01@anbeducation.com](mailto:studentservices01@anbeducation.com) or 215-361-8588

# Preparing for Your Trip

## Spending Money

CEC Boarding recommends that each student bring approximately \$2,500 for an academic year in traveler's checks or cash. This money should finance any personal expenses during the year. Your boarding staff is not responsible for covering your personal expenses such as school lunch or personal items.

## Medical Arrangements

While you are in the US, you will be covered by your own traveler's insurance plan. This plan will cover you for any injuries or sicknesses that you may experience during your stay in the U.S. Pre-existing conditions, routine check-ups, and immunizations will not be covered.

We recommend that you make the following preparations before you leave your home country:

- Schedule all routine doctors' appointments before leaving your home country including annual medical check-ups including vision and dental check-ups.
- Bring a copy of any important medical information including notes from your doctor, medication prescriptions, vision prescriptions, etc.
- Make sure that your immunization record is current and that you have all the necessary immunizations. You will need a complete current immunization record before you will be allowed to attend school in the United States. Requirements vary by state.

## Packing

- Planning for a year or semester abroad can be a difficult task. Many students like to bring items that remind them of their home. Please try not to bring too many personal items. Airlines have a limit to how much you can bring on the flight.
- Usually you will be allowed two suitcases (to check-in) and one carry-on bag. It is a good idea to call the airline to find out about the luggage requirements. Airport security in the US is very strict and you may be asked to open your bag and show the contents.

## Arriving in the United States

- When you arrive in United States, the boarding staff will meet you at the airport. Once you have gathered your luggage and met with your party, you will leave the airport and go to your new room.

# Uniform



## UNIFORM SHOPPING WITH FLYNN O'HARA

SUMMER 2020



### COMMITTED TO QUALITY SINCE 1972

FlynnO'Hara Uniforms was founded in 1972, with 15 customers and a mission to provide the highest quality garments coupled with exceptional customer service to schools and students across the United States. We've remained family-owned-and-operated since our start, a mentality that impacts every facet of how we run our business. 46 years later, although we've grown from 15 schools to over 1500, our mission remains the same.

#### GETTING STARTED

To view your school's uniform requirements or place an order, visit us online at [www.flynnohara.com](http://www.flynnohara.com). Enter your state and the name of your school to get started! Our website is also the best place to find the FlynnO'Hara store that supports your school, to learn about our School Year Product Guarantee, to find information on returns & exchanges, and so much more.

[VISIT OUR WEBSITE](#)

#### STAY CONNECTED

##### DISCOUNTS, STORE OPENINGS & SAFETY UPDATES!

Information, especially now, is constantly changing. Stay up-to-date on the latest back-to-school uniform information by opting into our emails, or following us on social! This is where we'll be communicating COVID-19-related safety updates, sharing at-home resources, announcing discounts, etc. We promise we won't overwhelm your inbox! We're just sending the important stuff, focused on making back-to-school shopping as safe and easy as possible this year.

[OPT INTO OUR EMAILS](#)

Follow Us:



**WE'RE HERE TO HELP**

Give us a call at (800) 441-4122 or email us:  
[atyourservice@flynnohara.com](mailto:atyourservice@flynnohara.com)

[FLYNNOHARA.COM](http://FLYNNOHARA.COM)





**CONWELL-EGAN**  
CATHOLIC HIGH SCHOOL

## 2022-2023 Men's Uniforms for Grades 9-12

**FlynnO'Hara**  
UNIFORMS



**Charcoal Men's relaxed fit pants**

**\$45.00**



**Dark Navy banded Bottom polo shirt**

**Youth: \$27.25**

**Adult: \$31.00**



**Navy 1/4 zip Sweatshirt with Logo**

**\$40.25**



**Sperry Boat Shoe**

**\$103.50**

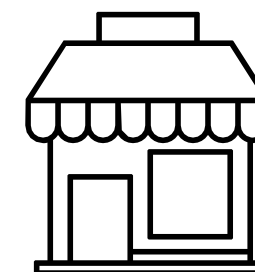
**Order online**

**at**

**[www.flynnohara.com](http://www.flynnohara.com)**

**Shop by August 1, 2021**

**for Back to School delivery**



**Shop at our Retail store at**

**10905 Dutton Road**

**Philadelphia, PA 19154**

**Customer Service:**

**800.441.4122**

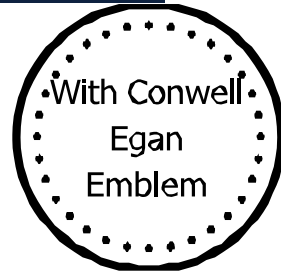




**CONWELL-EGAN**  
CATHOLIC HIGH SCHOOL

# 2022-2023 Ladies Uniforms for Grades 9-12

**FlynnO'Hara**  
UNIFORMS



**Navy A line jumper with emblem**

**\$61.50**

**Short sleeve blue blouse**

**\$26.50**

**Long sleeve blue blouse**

**\$27.50**

**Navy 1/4 Zip sweatshirt with Logo**

sizes larger than and AXL are more expensive



**1455 Navy knee sock**

**\$7.00**

**Navy crew sock**

**\$6.00**

**Navy opaque tight**

**\$11.00**

**Navy ribbed tight**

**\$14.75**

**Ladies Sperry boat shoe**

**\$103.50**



✉ [studentadvisor@anbeducation.com](mailto:studentadvisor@anbeducation.com)

☎ 718-710-2068

# Jaewook Ha

Hello! My name is Jaewook Ha, and I am a Student Coordinator at CEC Boarding. I was born in Korea but spent my life in United State since when I was in middle school. So, I know much about hardships and problems that international students have, and it will help me understand more about them!

My number one priority for students is to make sure that they are learning the culture and achieve their goals with safety. I will check students' academic progress and their social life in school and outside of school every month. You can also speak to me about any questions or concerns that you may have regarding the dorm, school, or personal issues.

I will always do my best to help students with what they need and try to be their best friend who they can rely on, have conversation, and be the most comfortable person.

Please do not hesitate to reach out if you have any questions!

# Summer Reading

After Course Selection, students need to go to [conwell-egan.org/summer-reading](http://conwell-egan.org/summer-reading) and finish the reading assignment during the summer, before school starts.

When you click the link, you will see the instruction on your reading assignment.



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CATHOLIC HIGH SCHOOL

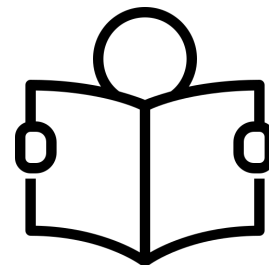
DISCOVER CEC

ADMISSIONS

## ELA

- Grade 9 - ELA I (Honors & College Prep)
- Grade 10 - ELA II (Honors & College Prep)
- Grade 11 - ELA III (Honors)
- Grade 11 - ELA III (College Prep)
- Grade 12 - ELA IV (Honors)
- Grade 12 - ELA IV (College Prep)
- AP Literature & Composition

**“Today a reader, tomorrow a leader.”**  
– Margaret Fuller





CONWELL-EGAN  
CATHOLIC HIGH SCHOOL



CONWELL-EGAN  
CATHOLIC HIGH SCHOOL

2023 - 2024

# BOARDING HANDBOOK





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# ABOUT ST. ANTHONY RESIDENCE HALL

Conwell-Egan Catholic High School is a private Catholic high school located in Fairless Hills, Pennsylvania. Students are able to build character by serving others, achieve academic excellence, and excel in scholastic activities. Students will also learn leadership, feel a sense of pride, and become a part of a community as they achieve their personal goals. Students will also be able to participate in a variety of clubs and activities that will help them find their niche among students with similar interests. This will help in making new friends and gaining confidence.

AnB Education is a leading international student's organization with over 27 years of experience of being committed to cultural experiences along with academic development. Beginning from Fall 2020, AnB Education began partnering with Conwell-Egan High School to operate their dormitory to give students a safe, "at home" environment where they could experience everything the school has to offer while having the support of experienced and devoted staff. AnB Education will push students beyond their comfort zone while supporting them throughout their journey. Students who live in Saint Anthony's Residence Hall will be monitored by the boarding staff of AnB Education which is staffed 24-hours a day, seven days a week. The boarding staff also offers academic support and consulting to ensure that the boarding students are able to develop skills, reach their academic goals, and give them an active and rich social and recreational outlet.

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## LOCATION AND SECURITY

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St. Anthony Residence Hall (SARH) provides a secure environment for international students who are attending Conwell Egan Catholic High School (CEC). SARH is a recently renovated residence hall located right next to the main school building on the school's campus. Fairless Hills is a safe and quiet city 30 minutes away from Princeton University, 40 minutes from University of Pennsylvania in downtown Philadelphia, and one and a half hours away from New York City. The local YMCA is within walking distance from the dorm and there is an Asian market five minutes away by car.

Safety is the first priority for all the students. It is important that students know the quickest way out of the building in case of a fire or any other emergency. Students will be informed about fire safety and other emergency procedures upon their arrival at SARH. Fire drills are conducted periodically so that students can learn and practice the evacuation routes. Failure to cooperate during fire drills will result in disciplinary action.

Boarding staff will be on site 24 hours to ensure the students' safety and help with any concerns. The Boarding Staff's role is vital to the growth and development of the students. Each staff member is held responsible for the students in the dorm and the welfare of the students is put into their care. This involves the efficient day-to-day running of the residence

hall and includes the establishment of rules and routines that are consistent with the school's rules. The Boarding Staff sets out duties that all students are to follow on a weekly basis and are managed by the student leaders and staff.

The Boarding Staff will communicate with the students and respond to the students' concerns or questions. The Boarding Staff will send monthly reports to overseas agencies or parents.

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## BOARDING FACILITIES

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On the first floor, there is the Boarding Staff office, dining room, recreational room, pantry, main office, coordinator's office, server room, and storage room. On the second floor, there are the students' bedroom, a recreation room, study room, student storage, and a public vacuum. In the basement, there is a free laundry room.

### Dorm Hours

On normal weekdays, the dorm will be locked at 7:30 am. Entrance back into the Residence Hall after this time is not permitted except for medical reasons. The Residence Hall will reopen at 2:15 pm. All students must ensure they pack all their necessary books, instruments, sports gear, etc. before departing SAHR in the morning.

**\*Students are prohibited from leaving campus without consent**

**\*Students who wish to continue studying after the designated quiet hours may sign up for the after-hours study sessions, available until 2 AM**

**\*For safety purposes, students must register their fingerprints on the sign-in and sign-out device and consistently use it for both entry and exit**

### Student Room

Girls and boys will reside in separate floors under the care of the boarding staff who understands their needs. **one student will be assigned per room**. Each room will share a bathroom with an adjoining room or will have his/her own bathroom depending on number of total students. Each room includes a bed, dresser, desk, desk chair, desk lamp and a closet.

**\*Please seek permission before entering others' rooms**

### Roommates

Room assignments and roommates are pre-assigned. Even though there is no guarantee, students may request specific roommates. Changes in either rooms or roommates are generally not permitted without adequate reason. All requests will be reviewed on a case by case basis, but there is no guarantee that a request will be honored.

### Cleaning Responsibilities

One of the primary duties of each student resident is to care for his or her own living area by keeping it clean and neat, making their bed each day and keeping their personal belongings neat and tidy. Cleaning supplies are located in the supply closets and are available upon request.

Bedding linens are not supplied. Students are expected to bring their own linens.

**\*Maintain good personal hygiene (Mouthwash, deodorant, foot sprays, shoe freshener, etc.)**

**\*Take a shower, brush your teeth, and change socks/bottoms/clothes on a daily basis**

**\*Wash bedding at least once a month**

**\*Keep your personal space tidy. Curtain hanging on/over beds is prohibited. Posters and signs must have a dorm teacher's approval**



## Room Check Procedures

Room inspections conducted by authorized CEC Boarding staff members will be held randomly. These inspections aim to ensure student safety and address any potential issues while also respecting their privacy

- **Bed made; trash containers emptied**
- **Floors vacuumed and cleared of clothes and clutter**
- **Desk and closets cleared of clutter; clothes hanging neatly**
- **No food or drink, No kitchen utensils**
- **No alcohol, tobacco, or illegal drugs.**

## Room Furnishings

Approved items may be attached to the wall using acceptable adhesives. **Student may not remove furniture from their rooms without prior permission from the boarding staff.** Students will be billed for any furniture that is broken or missing from their room.

## Room Entry and Inspection

**The boarding staff has the right to enter the bedroom of a student for administrative, housekeeping, safety, medical, and regulatory purposes after first knocking on the door. They may also enter rooms without students' permission when there is evidence or probable cause of an emergency warranting immediate entry, such as, but not limited to, the presence of smoking, fire, flooding, suspicious odors, emergencies, illness, danger to others, or improper or illicit conduct.**

## Electric Appliances

All electric appliances brought into the boarding houses by students should be tagged according to Occupational Health and Safety standards. These tags indicate that the device is safe to use and will be highly unlikely to cause harm. Students should ensure that all appliances are tagged before they come into the dorm. Untagged goods may be confiscated. Students must ensure that they turn off all electrical appliances before leaving for school.

## Laundry Room

Washing machines and dryers in the laundry room can be used twice a week per student for free. Students must finish their laundry by 8pm.

## Dining Room

Students will enjoy their delicious hot meals every day from the onsite cafeteria.

The kitchen staff provide a tasty, varied and nutritious menu for our students to eat in the Dining Hall. CEC Boarding employs kitchen staff to satisfy the students' appetite. During School days, we provide breakfast and dinner in the Dining Hall. During non-school days and weekends, we provide brunch and dinner.

***Food may not be taken from the dining hall to be stored and be consumed at a later time in the room. Unless authorized by the Boarding staff, meals may not be taken to students in their rooms. Those who abuse the food policy may lose their privileges. It is expected that students will eat in the dining hall at designated mealtimes.***

***Students are not allowed to bring any food into their rooms. Ordering food to the dorm is discouraged and must be consumed in the dining area under dorm staff's permission and all wrappings, leftover food, etc. must be cleaned up and put away. Any food that has surpassed its expiration date will be disposed and at all times, it is required to keep all beverage caps sealed in the room for safety issues. Also, students are welcome to consume any beverages or food from the 1<sup>st</sup>-floor refrigerator. However, kindly refrain from using it to personal belongings.***

Dining Hall behavioral expectations are as follows:

- Students must exhibit good manners that are considerate to others
- Phones should not be used in the Dining Hall
- Students are to be dressed appropriately
- Students are limited to only using the microwave in the Dining Hall
- When casual clothes are worn to dinner, those clothes must be neat and tidy.  
Girls should not be showing their midriff and singlet tops are discouraged

### Meal Schedule

From Monday through Friday, mealtimes are generally as follows;

Breakfast: 7:00am – 7:30am  
Dinner: 5:00pm - 6:00pm

\*Any changes in the meal schedule will be posted. It is the student's responsibility to keep informed of any changes. Brunch at the dorm on the weekends or non-school days are available between 10:00am to 12:00pm

### Study Room

Students can go to the study room for studying, and study related activities any time after school. It is a quiet public area, which requires students to keep quiet and keep it clean and tidy.

### Fitness Room

The fitness room is in the lower level of the dorm. Students are free to use it during the allowed time frame for maintaining their health.

**\*Students are required to wear gym shoes at all times**

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## GUEST AND VISITATION POLICIES

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### In The Dormitory

Students may freely visit with one another in all public areas. Resident students of the same sex may visit with each other freely in their respective rooms, but they may not visit students' rooms of the opposite sex. Exceptions to the above policies may be granted in special circumstances, but must be approved by the boarding staff.

No domestic/local students are allowed in the dorm. Anyone in the dorm without permission will be asked to leave. The dorm staff can give permission for special circumstances.

### Off-Campus Housing Visitation

Students must have written permission from the Program Director and their parent/guardian to make a visit off-campus. Even with such written permission, students are required to abide by the following rules:

1. No overnight visits
2. Students must follow established Code of Conduct, Curfew, and Leave Policy rules
3. The Program Director must authorize any exception to this policy

### Parental or Guardian Visitation Policy

All parents and guests must get permission for visitation at least 2 weeks in advance. Parents can visit their student in their rooms, during designated times and when bringing items to and from their rooms. Parents and friends may not spend overnights in the dormitories.

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## TRANSPORTATION POLICY

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1. Arrangements for airport pickups or drop-offs may be made through CEC Boarding. If a student arrives and leaves on the designated date and time at JFK, then those two trips will be provided by CEC Boarding without any additional fee. Any trip to the airport outside those dates and times, will come with a \$150 transportation fee.
2. Boarding staff will provide transportation for students for planned events, outings, and to school-related activities at their discretion, or upon request.
3. Boarding staff will provide transportation for shopping on a regular basis.
4. In most instances, outings will be available to all students and will be announced prior to the event. Sign-up sheets may be posted for such outings.
5. The boarding staff will provide transportation for the students' medical appointments that are made through the nurse's office or for a medical emergency.
6. Whenever riding in a vehicle, students must wear their seat belt and abide by safety procedures at all events and activities.
7. Students may not own motor vehicles

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## ACADEMIC DEVELOPMENT

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### Tutoring & Homework Help

Conwell Egan High School provides two hours of after-school tutoring for students and CEC Boarding will provide ESL tutoring and homework assistance after dinner for free upon request. It will be mandatory for those with insufficient grades.

### College Consulting Program (\*additional fee)

Whether a student is falling behind or excelling in school, the advising program works as a personalized student support system designed to assist them with maximizing their academic opportunities.

Each student is assigned an academic advisor who they meet with regularly to review their academic progress and experience at school. During these one-on-one sessions, students and advisors will work together to address ongoing projects and develop a road map for achieving goals.

Advisors can help with:

- Identifying Personal Motivations & Academic interests
- U.S. University Admissions
- Evaluating Academic Progress
- Goal Setting
- Course Selection Planning
- Supportive Transitioning to U.S. School Environment
- Resume Building

[SAT & TOEFL \(\\*additional fee\)](#)

CEC Boarding provides TOEFL & SAT tutoring (2 hours per session, 3 times a month) after dinner for registered students.

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SAMPLE OF DAILY SCHEDULE AT SARH

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[Weekday Schedule](#)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>6:30-7:30</b>	<b>Wake up - Breakfast</b>					<b>Wake up</b>	
<b>7:30-2:15</b>	<b>Classes</b>					<b>Brunch 10:00 AM-12 PM</b>	
<b>2:15-2:30</b>	<b>Dismissal</b>					<b>- Activities -Community Service -Private Lessons</b>	<b>Free Time</b>
<b>2:30-4:30</b>	<b>Academic Tutoring (Mon – Thurs, by appointment) After school Activities Study at the 2nd-floor study hall (Average below 90)</b>						
<b>5:00-6:00</b>	<b>Dinner</b>						
<b>6:30-8:00</b>	<b>Homework help/ ESL (By appointment)</b>					<b>Free Time</b>	
<b>8:00-10:30</b>	<b>Personal Time (Homework, Exercise, Study, Etc.)</b>						
<b>10:30</b>	<b>Bedtime Onward</b>						

## Weekend Schedule

- A full day college tour and sightseeing will be arranged once a semester.
- A half day activity will be arranged once a month.
- Grocery and shopping transportation will be available every other week.

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## ACTIVITIES

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Weekends at Saint Anthony Residence Hall are meant for students to rest, recharge, connect with friends, and enjoy their free time. All weekends activities are created, organized, and sponsored by the on-duty staff, along with suggestions and help from the student body. Boarding staff will take students to college tours, picnics, sightseeing (major places in nearby cities), sports, seasonal events, and games once or twice a month.

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## MEDICAL CARE

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### School Nurse

CEC is served by a nursing staff provided by the Bristol Township School District.

CEC has a school nurse on-hand every day, from 8 am - 12 pm, and on Wednesdays from 8 am - 2 pm. In case of emergency during non- school hours, students may be transported to an urgent care/emergency room by the boarding staff.

### Insurance

CEC Boarding provides the Student Insurance Plan. The Student Insurance Plan offers global insurance for the student while participating in an educational program. Student safety is the number one priority. Coverage is Worldwide excluding the Insured's Home Country.

\*Please refer to the AnB Insurance Brochure for a full description of the plan benefits, exclusions, and details.

**\*\*For safety reasons, students must submit all medication to CEC Boarding staff and take it as instructed when needed.**

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## PROHIBITED CONDUCT

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Students are not only members of the CEC community, but also members of the larger society. By choosing to attend Conwell-Egan Catholic high school, each student accepts responsibility for promoting the community's welfare by adhering to school policies. Failure to do so may result in response from CEC up to and including dismissal. Note that students who assist others in violating any policy may be charged with the same violation. Students are responsible for the activities that occur in their residence hall rooms. Students are responsible for ensuring that all guests know and behave consistently within school policy.

### ***Bullying***

***Bullying means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or***

**perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be included by the state or local educational agency. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived.**

### Sexual Harassment and Prohibited Harassment on the Basis of Sex/Gender

Harassment refers to unwelcome sexual conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with a student's educational performance, or creating an intimidating, hostile, or offensive educational environment. Harassment on the basis of sex also violates this policy. Harassment may be verbal, physical, visual, or online.

### Sexual Conduct

CEC Boarding and CEC High School recognizes that sexuality is important during adolescence, and therefore strives to provide education and support services to help students address all aspects of sexuality, including sexual identity and expression. However, sexual activity involving students of any age, even if consensual, is not allowed while students are under CEC Boarding's care.

Students are expected to be conscious of what constitutes appropriate behavior. Additionally, students are prohibited from creating, possessing, sharing, or distributing any nude photos, videos, and other media of any individual, including themselves. Violations of any aspect of this policy will result in disciplinary action, and the parents of all students involved will be contacted.

## Illegal Drugs and Substances

Unlawful manufacturing, distribution, possession, use, transportation, transfer, selling, or the attempted manufacturing, distribution, or sale of controlled substances, identified in federal or state laws or regulations is prohibited. Illegal drugs and substances include, but are not limited to:

- All Drug Enforcement Administration (DEA) classified narcotics under schedules 1 through 5, such as: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana (medicinal marijuana is not allowed); synthetic narcotics (Demerol, methadone); and dangerous non

-narcotic drugs (barbiturates, Benzedrine); or all illegally obtained prescription drugs.

- All other drugs such as designer or synthetic drugs, hallucinogens/or psychotropic herbs (such as K2, Spice, “herbal incense” or “herbal smoking blends”).

CBD oil/THC: The Bureau of Marijuana Regulation (BMR) and the Rural Development (MDARD) issued joint guidance in March regarding CBD (cannabidiol) and industrial hemp. They specify that, “Any product derived from industrial hemp with a THC concentration above 0.3% is classified as marijuana and regulated under the laws that apply to [marijuana].” Any non-consumable product containing CBD with a THC concentration of 0.3% or less is approved for student use (e.g., lotions or personal care items). The FDA has not designated CBD as safe to add to any food, drink, or dietary supplement product. As such, consumable products with CBD are not allowed.

Alcohol: Purchase, possession, transfer, use, or evidence of use of alcohol is prohibited. Possession of empty alcohol bottles and cans is not allowed.

Tobacco/Nicotine: Purchase, possession, transfer, or use of tobacco/nicotine (all forms, including vaping devices) is prohibited. Smoking any substance is also prohibited. This includes the use or possession of electronic cigarettes or similar devices, such as vaping devices. Evidence of tobacco/nicotine use or any smoked substance, smelling of smoke, associating with others while they are using tobacco/nicotine, or having cigarette or smoke smells on clothing or in the residence hall room is not permitted.

Other Substances: Misuse, abuse or evidence of use of prescribed medications, over-the-counter drugs, aerosol products or inhalants (“huffing”), other substances used as a hallucinogen or for the purpose of getting high, including the transfer or sale of such materials, or associating with others while they are involved with these activities, is prohibited.

## Compliance with Staff

Students are expected to comply with requests and directives given by the Boarding staff or faculty, which includes requests for meetings.

**\*\* Speak to staff and other students in a respectful manner**

## Damage or destruction of Property

Damage to, or destruction of, any property belonging to CEC or CEC Boarding, or any property of others on CEC premises must be compensated for.

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## STUDENT ABUSE

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“Student abuse” can be defined as causing or permitting any harmful or offensive contact on a student’s body; and, any communication or transaction of any kind which humiliates, shames, or frightens the student. Some student development experts go a bit further, and define student abuse as any act or omission, which fails to nurture or in the upbringing of the students.

The Student Abuse Prevention and Treatment defines student abuse and neglect as: “at a minimum, any recent act or failure to act on the part of the boarding staff, which results in death serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of serious harm.”

A student of any age, sex, race, religion, and socioeconomic background can fall victim to student abuse and neglect. There are many factors that may contribute to the occurrence of student abuse and neglect. Boarding staff may be more likely to maltreat their students if they abuse drugs or alcohol. Some boarding staff may not be able to cope with the stress resulting from the changes and may experience difficulty in caring for their students.

### Types of Student Abuse

**Emotional Abuse:** (also known as: verbal abuse, mental abuse, and psychological maltreatment) includes acts or the failures to act by boarding staff or caretakers that have caused or could cause, serious behavioral, cognitive, emotional, or mental disorders. This can include boarding staff/caretakers using extreme and/or bizarre forms of punishment, such as confinement in a closet or dark room or being tied to a chair for long periods of time or threatening or terrorizing a student. Less severe acts, but no less damaging are belittling or rejecting treatment, using derogatory terms to describe the student or habitual blaming.

**Neglect:** the failure to provide for the student’s basic needs. Neglect can be physical, educational, or emotional. Physical neglect can include not providing adequate food, supervision, or proper weather protection (heat). Educational neglect includes failure to provide appropriate schooling or special education- all needs, allowing excessive truancies. Psychological neglect includes the lack of any emotional support and love, never attending to the student, drug and alcohol abuse including allowing the student to participate in drug and alcohol use.

**Physical Abuse:** the inflicting of physical injury upon a student. This may include, burning, hitting, punching, shaking, kicking, beating, or otherwise harming a student. The boarding staff may not have intended to hurt the student, the injury is not an accident. It may, however, been the result of over-discipline or physical punishment that is inappropriate to the student’s age.

**Sexual Abuse:** the inappropriate sexual behavior with a student. It includes fondling a student’s genitals, making the student fondle the adult’s genitals, intercourse, incest, rape, sodomy, exhibitionism and sexual exploitation. To be considered student abuse these acts have to be committed by a person responsible for the care of a student (for example, a Local Coordinator, a boarding staff, or a teacher) or related to the student. If anyone commits these acts, it would be considered sexual assault and handled solely by the police and criminal courts.

### **How do you report suspected student abuse?**

If you find that anyone has done any of the above-described activities to you, keep your distance to this person and report it immediately to below phone numbers:



1-718-710-2068 (Jaewook[Jay] Ha, CEC Boarding Student Coordinator) or Toll-free 1-888-361-8588 (AnB Education National Office); or 911. The above numbers are available 24 hours a day, 7 days a week.

CEC Boarding will take immediate action, and a report will be filed immediately to the police to take immediate action and to inform students' parents and overseas agents.

If it is under an extremely urgent situation, which you think can be very harmful to you or even life-threatening, please call 911 immediately. Just tell them where you are located; the police will be there immediately.

Please remember that it is our responsibility to provide you with a safe environment during your exchange program in the U.S. We will do whatever we can to protect you and to let you have a pleasant experience while in the U.S.

***\*Students who fail to adhere any rules at SARH will be assigned penalty points and subjected to disciplinary action at each stage***

***\*\* Receiving two warning letters can lead to the deportation of students from the US and their expulsion from the academic program***

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## WHAT TO BRING

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In addition to school and sports uniform requirements, stationery, books, and personal hygiene necessities, boarders should bring the following:

- Passport with Visa and I-20
- Enough Face Masks
- Emergency Medication – cold medicine, fever reducer, anti-inflammatory, etc.
  - First Aid (bandages, antibiotics ointment, etc.)
- Sleepwear/Pajamas (2-3 sets for winter and summer)
- Sleeping clothes/pajamas (2-3 sets winter and summer)
- A week's worth of casual clothes for everyday wear (summer and winter)
- Smart casuals – jeans, trousers, (skirt or dress for girls), belt, collared shirts, long sleeved buttoned shirts, tie, dress shoes, socks, jumper/jacket
- Footwear (1 x thongs, 1 x sports shoe, 1 x casual shoe, 1 x dress shoe)
- Bedding set and comforter, pillow and pillowcase (Bed size: standard twin bed 38" x 75")
- Small backpack
- Swimming suits and beach towel
- Sunscreen, hat and cap
- Toothbrush, toothpaste, soap, shampoo, tissues, nail clippers, shaving gear, hairbrush/comb, deodorant, and other personal hygiene needs.
- Laundry bag/basket
- Spare shoelaces, Shoe polish
- Coat hangers
- Spare name tags
- 2 x padlocks
- Airtight food containers
- Wet weather jacket
- Reusable mug/cup/water bottle
- Toilet Paper

## Optional Items

- Photographs, posters, appropriate pictures
- Personal music devices and headphones (not speakers)

## What NOT to Bring

- Personal game consoles/games
- Personal TV's
- Large stereos
- Personal refrigerators
- Large quantities of sweet foods or drinks
- Inappropriate/unsafe recreational equipment (nerf guns, water pistols, dart boards)
- Aerosols of any type

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## MAIL, TELEPHONE, AND INTERNET

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### Mail

The mailing address of SARH St. Anthony Residence Hall is 607 Wistar Rd. Fairless Hills, PA 19030. The dorm's phone number is (215) 361-8588; the fax number is (855) 277-6562. Any mail should be sent to that address, and add the student's name on the first line as shown.

Sample Address:

Name of Student C/o Conwell-Egan Catholic High School/St. Anthony Residence Hall 607 Wistar Road Fairless Hills, PA 19030
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Individual mail can be picked up at the office. In cases of valuable mail sent, senders are asked to call the SARH so that we may anticipate its arrival. All packages should be clearly labeled with the student's name. Parents are requested to limit the number of valuables to a minimum. Postal carriers should insure packages. Cash should never be mailed to students. Students should ask that packages and mail be sent to the main office of the residence hall.

### Telephone and Internet Access

Students can bring their own cell phone with a Sim card or purchase it through CEC Boarding upon arrival. In case of emergencies, parents can call SARH directly at 888-361-8588.

Students with their own computers will be able to access both the internet and their e-mail accounts from their rooms through the dorm's network. Please note that the internet is available from 6:00 am to 12:00 am.

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## IMPORTANT CONTACT INFORMATION

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CEC Boarding is here to help you with any concerns you have during your stay. If you feel there is a problem regarding your safety and health, please do not hesitate to contact us.

**If you have any emergency or concerns,**

Jae Yun

Executive Assistant

[jaeyun@anbeducation.com](mailto:jaeyun@anbeducation.com)

215-470-2239, or 888-361-8588

**If you need academic help,**

Jaewook(Jay) Ha

Student Coordinator

[studentadvisor@anbeducation.com](mailto:studentadvisor@anbeducation.com)

**If you're in an immediate danger, call 911**

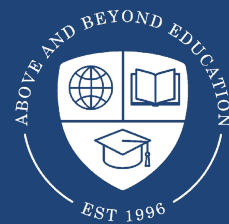


CONWELL-EGAN  
CATHOLIC HIGH SCHOOL

**AnB Education**  
**CEC Boarding**  
607 Wistar Rd.  
Fairless Hills, PA  
19030

**T** 215 361 8588  
**F** 855-277-6562

**E** [contact@anbeducation.com](mailto:contact@anbeducation.com)  
**W** [anbeducation.com](http://anbeducation.com)



**AnB Education**

# **Parent Authorization for Making Health Decision**

Date:

To whom it may concern,

I give permission to \_\_\_\_\_ (name of the designated person/people) to make all health decisions for my child \_\_\_\_\_ (name of the child) on my behalf.

\_\_\_\_\_  
(Parent's name)

\_\_\_\_\_  
(Parent signature)

Relationship to the Child:  Mother  Father  Legal Gaurdian

# Pre-orientation & Welcome Package Acknowledge Confirmation

Overseas Agency name: \_\_\_\_\_ Orientation Date: \_\_\_\_/\_\_\_\_/2022  
I \_\_\_\_\_ (Student's name) attended a Pre-Departure Orientation  
and received all the materials within the AnB Welcome Package,  
Including the following documents:

- **Welcome letter from AnB Education & Conwell Egan Catholic High School**
- **New Students Orientation**
- **Health Insurance Manual**
- **Insurance Card**
- **Travel Rules**
- **Medical Care Instruction**
- **Boarding Handbook**
- **Office & Emergency Contact Information**
- **Students Coordinator Profile**
- **Uniform Information**
- **Summer Reading Assignment**
- **Placement Confirmation (will be sent individually)**
- **T-Mobile Plan**

Signature \_\_\_\_\_

Date \_\_\_\_\_