

PCC 2009



"GUARANTEED! BY THE END OF THE
SUMMER YOUR STUDENT WILL BE SO
SELF-RELIANT THAT YOU CAN CANCEL
THEIR ALLOWANCE."

PARENT SURVIVAL GUIDE

What is PCC?

PCC is a six-week advanced studies summer program for students entering their freshmen and sophomore years of high school. For the past forty-two summers, about five hundred students from the southeastern Massachusetts area come to Bridgewater State College to participate in PCC. At PCC, students are exposed to exciting, innovative, and challenging educational and recreational activities - you will be amazed at all we shall do this summer.

Your student could be telling you many different names at PCC... Here is your cheat sheet for "Who's who on the PCC staff?"

ADMINISTRATION

Dr. Ronald Gerhart is the Executive Director of PCC. Dr. Gerhart makes the administrative decisions for the entire program, and supervises the master teachers and the residential administration. He is assisted in his office by **Mrs. Kathy McPeck, Ms. Theresa Coyle, and Ms. Rachael Footit**. **Dr. Gerhart** is the person that parents communicate with the most prior to the program opening, and is also responsible for making sure that PCC follows the guidelines set forth by Bridgewater State College.

MASTER TEACHERS

Master teachers teach the PCC classes and are either teachers in your local school systems, college professors, or professionals in their respective fields. For the most part, master teachers will play the same role that teachers do in a regular school day. The master teachers are also in charge of providing comments at the end of the summer to allow you to see your child's performance.

PROGRAM DIRECTORS

Mr. Ryan Gill and Ms. Sarah Brooks are the Program Directors of PCC. They have worked for PCC for over 10 years and are very excited to be back for PCC 2009. They are responsible for all planning and programming at PCC and oversee the residential portion of the program. If you have any problems or concerns regarding the program, please feel free to contact them.

ADMINISTRATIVE ASSISTANT TO THE PROGRAM DIRECTORS AND EXECUTIVE DIRECTOR

Mr. Tim Sullivan is the Administrative Assistant to the Program Directors and Executive Director. He assists in all aspects of the program, but specifically focuses in the public relations and marketing of PCC and has also been the Master Teacher for Music and Movement and Technical Theater for over 10 years.

RESIDENT ADMINISTRATORS

Ms. Ashley Craig and Mr. Chris Olson are the Resident Administrators. They are responsible for the dormitory and residential life in the building. Whenever you have any problems or concerns regarding the residential aspect of your student's stay at PCC, they are the ones to contact. We ask that all contact be made directly to the RAs, especially regarding student issues as the Floor Leaders and Proctors report daily to the RAs and PDs.

FLOOR LEADERS

Floor leaders are proctors with the additional responsibility of being in charge of a floor. There are 10 floor leaders this summer, one for each floor, administering the dorms with the PDs and RAs. Floor leaders make sure that his or her floor runs smoothly. They'll hold floor meetings each week to explain the goings-on of the floor and at the program to your child. The floor leaders interact directly with the RAs regarding any student or program issues.

PROCTORS

The people with whom the students will spend the most time will be the **proctors**. Each student at PCC is assigned to a proctor's hall. The proctors will live in the dorm with the students. Wherever students are found, proctors are found also. Proctors are men and women who are college students or recent graduates, their main responsibilities are to look after your students, and to make this the best summer of your student's life.

The proctors' duties are many. First and foremost, they are in charge of about ten students each who live on the same hall. Each floor is made up of either 4 or 5 halls that live together on a floor and are under the direction of the floor leader. These halls do many activities together throughout the summer, and you will find that your student's roommates and hallmates will become some of their closest friends throughout the summer.

Proctors also work in classes with the students as interns to the master teacher staff. Depending on the size of the class, a student may have from one to five proctors in their class.

What are Halls and Floors?

Your child will be assigned to a Hall, where they will be one of approximately ten students from all over Southeastern Massachusetts. Each student will have one to three roommates. PCC encourages your student to meet other students from the surrounding school systems and places students from different towns in each room. PCC tries extremely hard to ensure that students are also placed with students in the same grade. The Proctor, a college-aged student responsible for ensuring your child has an excellent experience, leads each Hall. There are approximately five Halls on a Floor, which is led by a Floor Leader – an experienced Proctor. The female floors are under the direction of the

female RA: Ms. Ashley Craig, and the male floors under the direction of the male RA: Mr. Chris Olson.

How does PCC ensure the safety of my student?

Through many years of being on the Bridgewater State College campus, PCC has developed rules and procedures designed to make sure that your student's safety is our number one priority. PCC works closely with the BSC Police, a fully functioning police department, to ensure the safety of the Program and your student. PCC consistently maintains a 10:1 student to staff ratio to maintain constant supervision. Students are informed of program and campus rules and regulations the very first day, and are frequently reminded of these rules throughout the six weeks. The proctor staff also takes attendance at least five times throughout the day. Additionally, PCC has three Registered Nurses who are either present or on-call 24 hours a day.

How do I drop off a package?

We know that students (and staff) love to receive packages from home (especially homemade baked goods). You may bring any packages for or send any mail to students at PCC. For packages, you may leave them at the front desk of Shea-Durgin and the desk proctors will keep it in a secure room. The student will then be notified through a message board to pick up his or her package. There are specified times for when the students can pick up packages, so keep in mind students may not receive their packages immediately after they are dropped off. *Please note that it is the student's responsibility to check the message board daily.* Due to lack of equipment, PCC may not have the capability to store refrigerated items. The address for sending mail is:

STUDENT NAME
SHEA-DURGIN HALL
PCC/ ASP
P.O. Box 27
Bridgewater, MA 02324

How do I get in contact with my student?

You may contact your student by mailing them or by calling the PCC front desk, where the desk proctor staff will be happy to leave a message for your student. Also, you may arrange to have your student call you during the permitted cell phone time (see below). There are also a few pay phones located on lower campus which students can use on the break between classes and after dinner.

What is the cell-phone policy?

In 2008, PCC designed a policy to allow students to have cell phones, but still maintain certain aspects of the program that make it special. According to the policy, students may bring cell phones to PCC, but must keep them in their proctor's room for the duration of the day. Then, from 10:00 pm to 10:30 pm, they may use their cell phones as they wish. You may want to have a conversation with your student about proper cell phone use. PCC cannot control who your student can call during their cell phone time. As the program progresses, students return later and later to their rooms, as evening activities last longer. Therefore, especially Thursday nights, students may not be able to call home at the usual time. We advise that for Thursday nights (often in preparation for Friday pick-up), arrangements be made earlier in the week. *Please note that in bringing a cell phone to PCC, students are bringing it at their own risk. PCC takes no responsibility for any lost, damaged, or stolen cell phones.*

We ask that your student's cell-phone be used only by your student. If parents would like to talk to a staff member, they can call one of the Resident Administrators or the Front Desk. Proctors and Floor Leaders have responsibilities that require them to be visible on the floor for the benefit of all of the students' on the floor. The RA position is specifically designed to allow for communication with parents at any necessary time.

Why do we have this policy in place?

It has been PCC's experience that the more a student focuses on the short six weeks of the program, the greater experience your student will have. We have found that students' use of their cell phones actually decreases as the summer progresses – and we think that is a great testament to your student's happiness and adjustment at PCC. PCC understands that this can be difficult for some parents, especially if this is your student's first time away from home. We want to stress that your student wanting to use their cell phones less allows them to be a more active participant in the program, to meet new people, and to experience a sense of independence.

What if my student does not have a cell phone or wishes not to bring it?

If a student does not bring a cell phone, he or she may use the phones provided in proctors' rooms. Each proctor has a phone in their room that is connected with a BSC landline. This phone is available for student use between 9:00 and 10:00, although similar to the cell phone policy, as night activities progress this window may become smaller. Also keep in mind that these landlines cannot receive phone calls and in order to make an outgoing call *students must have a calling card.*

What if my student has medication?

You may drop off any medication, with instructions, to the PCC nurses. All medication (including over-the-counter medicine such as aspirin, Tylenol, etc.) is administered by the nurses or administrative staff. If your student needs

to carry the medication with him or her, please inform the nurses immediately. Please make every effort to notify and talk with the nurses prior to move-in day.

What if my student needs to get dismissed?

The best time for students to be dismissed is the early afternoon. Please send your students with a note to be given to the student's proctor on Monday morning (or as soon as possible). When the student is being dismissed, PCC asks that the adult picking the student up comes to the front desk and signs the student out and the student must give his or her lanyard and tags to the desk proctor. **All students must be dropped off at Shea-Durgin before 5:00 pm.** If a student cannot be dropped off before 5:00 pm, you may drop them off at the program the next morning. The dorm opens at 7:00am and a reminder that classes begin at 8:30am.

What is the normal weekly drop-off and pick-up procedure?

On Monday mornings weeks 2 through 6, you may drop your student off between 7:00 am and 8:30 am. For weeks 2 through 6, you must proceed all the way up the hill on Burrill Ave (behind the dorm), take a right at the stop sign onto Great Hill Drive, and take another right into the Shea-Durgin lot, where you can park your car. **For weeks 2 through 6, when you drop off your student please note that only students are allowed past the front desk area for safety reasons.**

On Friday afternoons, starting at 12:20 pm and ending at 2:00 pm, you may pick up your student from the Shea-Durgin parking lot. We have an important procedure in place to know when students have been picked up and who is still waiting. Therefore, when you pick up your student please kindly remind them that they need to sign out with the floor leaders. **Please remember that only students are allowed in the dorm during all pick up times weeks 1 through 5.** Please note, however, that the procedure used for drop-off on week 1 is different as well as pick-up procedure on Week 6 . There will be more explicit instructions on week 6 pick-up procedure in the week 5 flyer.

Does my student need money during the program?

PCC is an all-inclusive program that includes room, meals, and programming activities. However, your student may need some spending money throughout the week. For example, proctors will usually have a hall or floor party, which is a bonding event done with the students on a hall or floor and might include food and games or even a t-shirt decorating party. For this, \$5 to \$10 would be sufficient; your student's proctor will give specific details to your students. Additionally, your student may wish to purchase soda from vending machines, or a smoothie from the very popular smoothie station in-between classes. This is left up to your own discretion and is by no means a mandatory requirement.

In addition, Week 5 PCC traditionally sells “Warm Fuzzies.” Warm Fuzzies are messages that students get to write to the friends they made over the summer and are distributed Week 6. It is a fun way for your student to thank those individuals who were part of their PCC experience. There is a small fee for each Fuzzy and all proceeds are given to a charity of the students’ choice.

Additionally, PCC will often organize charity drives (simple activities such as penny wars). More information on these events will be distributed in the future.

What happens if my student has difficulty adapting to PCC?

For many students, PCC is the first time they have left home for an extended period. The first week or two can be especially daunting (for student and staff alike!). It has been our experience, however, that students grow to love the program and make many new friends throughout the six weeks. PCC has developed methods of dealing with this common occurrence of homesickness and the staff is trained to handle these types of issues. It works best if the parents are supportive of PCC’s efforts in helping the students become more independent at PCC. It might be best, for example, that a student only calls home a few times a week to encourage more time with room- and floormates. We encourage you to contact the administration if there may be issues or questions regarding your student adapting to life at PCC. Ultimately, the more PCC knows your student, the more helpful we can be in this new experience for him or her.

If you have questions or concerns regarding your student, please contact either the Resident Administrators or Program Directors, instead of individual proctors. For contact information, please refer to the phone numbers included in the guide.

What if my student is in a student performance week 6?

More details concerning student performance will be given out later in the program. Generally, though, family is permitted to students’ performance with entry into the performance space from 6 pm to 7 pm.

THINGS TO BRING

SCHOOL SUPPLIES (notebooks, pens, pencils, etc.)

BED LINENS. This should include a pillow (with case), sheets (either 2 flat sheets or 1 extra long fitted and 1 top sheet), and a blanket. It is recommended that you also bring a twin size mattress cover. You may also find you wish to provide your student with a beardspread.

A FAN. The rooms are not air-conditioned and fans come in handy on humid July nights.

MUSICAL INSTRUMENTS. If students play any type of instrument, it is encouraged that you bring it along. There are rooms in the dorm that are set aside especially for instrument storage and practice, and students will have time to practice and collaborate with their fellow musicians during REC time. Please note that while encouraged, all instruments are brought at the students' own risk and PCC holds no responsibility for lost or damaged instruments.

DOWNTIME ACTIVITIES. It's generally a good idea to bring books, drawing pads, or stationery for letter writing - don't forget the stamps!

THINGS FOR THE WALLS. Students are allowed to have a few posters on their walls. All posters must be in good taste! Please remember to use poster puddy that is friendly to the walls (tape is not allowed as the paint comes off very easily). Please note: proctors and floor leaders will let you know if your room decorating is appropriate!

RADIOS. Radios can usually liven up the room. You may also want to bring headphones as radios are not allowed to be played aloud during quiet times such as downtime and morning time.

TRASH BAGS. You will find that trash bags (or even grocery store bags) are very convenient things to have for trash collection.

TOILETRIES. These would include a toothbrush, toothpaste, deodorant, shampoo, soap, mouthwash, etc.

MEDICATION. Medication should always be left with the nurse even if not a prescription. Students are not allowed to have any form of medicine in their room.

INSECT REPELLENT. This usually comes in handy during evening outdoor activities.

FOOD. Some students like to keep snacks in their rooms. Plug-in coolers are ok!

THINGS NOT TO BRING

Due to PCC and Bridgewater State College rules, the following items are prohibited from PCC:

TV sets, refrigerators, air conditioners, DVD players or portable DVD players, personal gaming devices, microwaves, pagers, laptop or computers, and other communication devices are not permitted. Cell phones are allowed under the conditions stated under the cell phone policy. In lieu of refrigerators, students are permitted to have plug-in coolers. Please direct any questions to either the Program Directors or the Resident Administrators.

****A NOTE ABOUT CLOTHING:****

When packing your clothes, keep in mind that the temperature gets very high both outdoors and indoors. Almost all activities at PCC are informal, and you are expected to dress in comfortable summer attire. An outfit for a typical day would include a T-shirt, a pair of shorts, socks, underwear, and shoes. Usually a sweatshirt will keep you warm enough for evening activities. You will rarely find the need for long pants. Formal occasions will take place at the end of the program and you will know about those well in advance.

It is also good idea to bring clothing appropriate for inclement weather. This includes a raincoat, umbrella, rain hat, poncho, etc. Sometimes, it helps to bring clothes that you can use for mud sports.

Keep in mind that all clothing should be neat, appropriate, and tasteful.

For girls who choose to wear tank tops: the straps should be AT LEAST ONE INCH WIDE. Shorts require at least 3-inch in-seam. The dress-code will be reviewed on the first day of the program, but you will find our dress-code is very similar to that of the school systems.

CONTACT INFORMATION

Listed here are the PCC phone numbers. If you need to contact PCC, please use the number that corresponds to your request or question. Thank you.

Please call **508-531-1748** for all requests or questions regarding:

- Attendance (tardy Monday morning)
- Lab Fees/Field Trips
- Classes
- To contact the Program Directors or Resident Administrators
- General inquiries

Please call **508-531-1302** for all requests or questions regarding:

- Tuition
- General inquiries

Please call **508-531-1310** (the front desk) for all requests or questions regarding:

- Messages to students
- Student mail
- Student packages
- Dismissals during the week

PCC Glossary

The ins and outs to what your student is telling you on the weekends.

BIG Cup Day – Our wonderful SAG organizes surprise big cup days when students can use HUGE cups for their drinks at meals.

Core Course – Every evening students are treated to a presentation in the humanities. Past examples include speakers from humanitarian organizations, a capella groups, motivational speakers, and magicians.

Dance Themes – Every week, PCC transforms into a different theme, culminating in a dance Thursday evening. Past examples include a Caribbean theme, Haunted Hill, and school pride.

Floor Colors – Each floor has a separate color, around which the floors' students and staff bond and become closer.

Hall Parties – Most weeks, proctors will lead hall parties. Sometimes they will take the place of meals (for example, a pizza party!) or sometimes they might involve decorating t-shirts at night.

"The Hill" – PCC's term for our lovely dormitory, Shea-Durgin. Right at the bottom of the Hill is where REC takes place every day.

History Starts Now – Each summer, PCC presents a mission to the students. *History Starts Now* is PCC 2009's theme to inspire our students!

PST – Proctor Study Time; every proctor organizes a lesson about anything from traveling around the world to basic yoga. Students have the opportunity to attend these sessions after lunch during Down Time.

REC – Short for Recreation, PCC runs organized REC every day between 2:30pm and 5pm. Proctors organize REC invites as varied as 4-square and Leaky Bucket.

SAG – Student Advisory Group is an elected student organization that organizes and plans student activities and fundraisers, and serves as a voice for all of PCC's students.

Soda Runs – Fun bonding skits, songs, or other events performed by halls for the desk proctors to be able to purchase sodas before room time.

Tags – Your student's identification and keys to their room

Toilet Bowl – The court yard behind the Campus Center used for various activities.

Tranquility – A nighttime activity intended for bonding and reflection.

Warm Fuzzies – A charity fund-raising activity organized by SAG where students can send messages to their friends made throughout the summer.

Weekly Flyers – A sheet given out during Friday check-out with helpful information for the following week.

Young Voices – PCC's very own student newspaper, put together by our students in the journalism class.