

## Shady Side Academy Enrollment Rules and Guidelines for Boarding Students

*This supplement to the Continuous Enrollment Contract is to help boarding families, particularly those who live outside the United States, plan for the 2023-2024 school year and complete all of the necessary enrollment steps. Please read this document carefully and abide by all of the deadlines set forth as you plan for your child's transition and travel this upcoming school year.*

### Arrival to/Departure From Campus

Students and their parent(s)/guardian(s) are expected to pay close attention and adhere to the arrival and departure dates specified on the school calendar and in communications from the dean of student and residential life office. The dates below are subject to change and are provided for preliminary planning purposes and will be finalized as soon as possible.

### Start of School

- Prefect Orientation: Thursday, August 24- Friday, August 25, 2023
- Move-in Day for **New International Students**: Saturday, August 26, 2023 from 10 a.m.-12 p.m.
- New International Student Orientation: Saturday, August 26-Sunday, August 27
- Move-in Day for **New Domestic Students**: Sunday, August 27, with a new boarding parent meeting beginning at 4:15 p.m. This will be followed by dinner for all new boarding students, parents, prefects, and residential life faculty. In the evening, there will be a meeting for all new Senior School parents.
- New Student Orientation: Monday, August 28, 2023
- Move-In Day for Returning Boarding Students: Monday, August 28, 2023
- Opening Day (First Day of School): Tuesday, August 29, 2023
- Early Check-in for Fall Sports Season Athletes only: The dorms will be open for any boarding student-athletes who wish to participate in preseason athletics beginning on Sunday, August 20, 2023 (the start of the final week of pre-season). Student-athletes who are boarding students who would like to participate in preseason athletics prior to August 20 should notify the head coach of their respective sport as soon as possible. Coaches will work with local athletes and families to arrange for a local host if possible. If you are a local athlete whose family would be willing to host a boarding student for some portion of the preseason please notify your head coach directly.

### School Breaks

Dormitories close for school breaks in November, December, and March as noted below.

**Students are not permitted in the dormitories during these times and it is up to families to determine plans during these breaks.** Seven day boarding students may leave on the mornings following the beginning of each break. All other boarders must depart from campus by 6 p.m. the day that marks the start of the vacation. Students may return to the dorms after 5 p.m. on the return day, unless otherwise instructed by the Dean of Residential Life or stipulated below.

- Thanksgiving Break: Begins at the end of the school day on Friday, November 17, 2023. All 5-day boarders must depart by 6:00 p.m. All 7-day boarders must depart by noon on Saturday, November 18. All students may return after 3:00 pm on Sunday, November 26, 2023.
- Winter Recess: Begins at the end of school day on Friday, December 15, 2023. Boarders may stay in the dorms Friday evening and depart Saturday, December 16, 2023 by 12:00 pm. International students returning from overseas may return after 5:00 pm on Monday, January 1, 2024. Domestic boarders may return on Tuesday, January 2, 2024. Classes begin on Wednesday, January 3, 2023.
- Spring Recess: Begins at the end of school day on Friday, March 15, 2024. Boarders may stay in the dorms Friday evening and depart Saturday, March 16, 2024 by 12:00 pm. International students returning from overseas may return after 5:00 pm on Saturday, March 31, 2024. Domestic boarders may return on Sunday, March 31, 2024. Classes begin on Monday, April 1, 2024.

### **Local Host Requirements**

- Families are required to identify a host, located within 5 hours of Shady Side, in the event that the student needs to vacate Shady Side's campus or if there is a campus closure. [Complete the host form online.](#)
- Shady Side collaborates with an organization called WholeRen to help students with local hosts and finding places to stay over school breaks. More information will be sent directly to interested families.

### **End of School**

All boarders should plan to depart within 24 hours of their final academic commitment. Graduation Form VI boarders and any underclassmen boarders who choose to stay for commencement must depart from the dorm by no later than 2:00 pm on the day of commencement.

### **Required Medical and Athletic Forms**

In late May, families received an email with instructions on how to access required medical and athletic forms in their Magnus Health account, which can be accessed via the Veracross New Family Portal. Most forms can be completed online in Magnus Health by a parent. Some forms must be downloaded and printed, completed and signed by a physician, then scanned and uploaded into your Magnus Health account. Please note the physical exam form and immunization record must be completed, signed and dated by a physician after June 1, 2023. All forms are due August 1, 2023, and must be received prior to the student's arrival on campus. Students missing required forms will not be permitted to attend classes or participate in preseason athletic practices. (For new students entering grades 10-12, additional athletic eligibility paperwork is required, which must be signed by the student's previous school head/principal. Families requiring these additional forms will be contacted by the SSA Athletic Department over the summer.)

### **Requirements for Health Insurance**

SSA requires all students to have health insurance. All newly admitted international students will be enrolled in an Academy-sponsored health insurance plan offering coverage in the United States. Please view our brochure for more information. The charge for the 2023-2024 school year (10 months) is \$1,880. Later this spring, you will be sent information from our insurance provider, Clifford Allen Associates, via the e-mail address provided during the admission process. You will register and pay for your student's health insurance through their website. No student is allowed to move into the dormitory and begin preseason athletics and/or classes until proof of insurance is provided.

### **Immunization Requirements in Pennsylvania**

Proof of immunization must be presented when enrolling in school. Immunization information can be obtained from your family doctor or former school district, and should be uploaded to your Magnus Health account as noted above under "Required Medical and Athletic Forms." Required Immunizations for Grades K-12. *International families should do everything possible to arrange for all immunizations before arriving at Shady Side Academy.*

- 4 doses of Diphtheria and Tetanus (DTaP, DTP, TD, or DT) – 1 dose must have been administered after the student's 4th birthday
- 1 dose of Tetanus/Diphtheria/Pertussis (Tdap) on or after the student's 10th birthday
- 4 doses of Polio (OPV or IPV)
- 2 doses of Measles, Mumps, and Rubella (MMR)
- 3 doses of Hepatitis B
- 2 doses of Varicella OR MD documentation of disease
- 1 dose of Meningococcal (Menactra) for Grades 7-11
  - 2 doses of Meningococcal (Menactra) required for Grade 12. If the first dose of the vaccine was given on or after the student's 16th birthday, this will count as the second dose, and will meet this requirement.

### **Medical or Religious Exemption**

A medical exemption is granted if the physical condition of a child is such that immunizations would endanger his/her life or health. A religious exemption, which includes a strong moral or ethical conviction, is granted if a parent or guardian of a child adheres to a religious belief whose teachings are opposed to such immunizations.

### **International Student Fee**

For the 2023-2024 school year, the international student fee is \$4,000. This fee covers transportation to and from Pittsburgh International Airport for international students who are flying internationally during one or more of three major school breaks (Thanksgiving Break, Winter Break and Spring Break) and the end of the school year. The Academy does not provide transportation from the airport at the beginning of the school year. This fee also covers banking and processing fees and various administrative costs incurred by the Academy.