

The Perkiomen School 2010-11 Community Handbook

Dear Perkiomen Families,

The 2010-2011 school year is upon us and, as always, we must all become re-acquainted with the structure, routine, and daily expectations of a new academic year. Structure and routine are essential components of success for students as they work towards matriculation in a college of their choice. The Perkiomen School Community Handbook is the first layer of structure that supports students, families, and faculty in our mutual endeavor to educate Perkiomen students for college and life.

Please read the Handbook completely and carefully to understand the expectations of our community. While there have been some minor adjustments from last year that reflect suggestions from students, parents, and faculty, the changes are generally focused on clarity and on creating an atmosphere conducive to learning. Areas that have been clarified include dress code, honor code and violations, student privileges, religious holidays, and graduation requirements. Areas that need your attention include our ongoing effort to provide a safe and secure campus for every member of the community. To that end, please review the times and locations for drop-off. Please also remember ALL Perkiomen students are welcome to join us for breakfast and dinner at school any day of the week. As a boarding and day school, we pride ourselves in being a welcoming and inviting place for every member of the community.

As you peruse the Community Handbook, please know that no handbook can cover every eventuality. The spirit of the Handbook is as important to the school community as the letter of the Handbook. The School's goal, as always, is to treat every student, employee, family, and the community at large in a fair and consistent manner, and to provide an environment conducive to a college-going culture and to inquiry-based learning.

As we begin the 2010-11 school year, I want to thank the members of the community who serve in many capacities that help the school each day. To the Parents' Association, thank you for your hard work. To the Alumni Association, thank you for supporting the school in many ways. To those on the Strategic Plan Task Force, we all appreciate your efforts on our behalf. To the parents and faculty at large, thank you for supporting the school and the students as we all look to the future to *Bringing out the Best* through the Perkiomen Experience.

Sincerely,

Mr. Christopher R. Tompkins
Headmaster

School Motto – Solvitur Vivendo

While the literal translation of the The Perkiomen School Motto is “it is solved by doing,” the interpretation of the Latin is closer to “experience is the best teacher” or “we learn through experience.” Colloquial usage might even allow for “the learning is in the doing.” However one interprets our Motto, the fact remains that experience is the best teacher and the Perkiomen Mission and Philosophy embrace hard working, inquisitive, ethical, and independent learners.

Mission Statement

The Perkiomen School is an independent, non-sectarian, co-educational, college preparatory school dedicated to the pursuit of academic excellence within a caring and personalized setting. Our curriculum challenges students to become inquisitive and independent learners. We provide opportunities for intellectual and creative exploration within a diverse and trusting environment. Perkiomen seeks to foster self-confidence, respect, and integrity in our students so that they may become responsible citizens in the local and international community.

Statement of Philosophy and Goals

The Perkiomen School is a traditional and structured co-educational, college preparatory boarding and day school. Founded by a descendant of a Schwenkfelder immigrant in 1875, Perkiomen School has a philosophy focused on creating an effective environment for individual growth and for the development of personal ethics.

Perkiomen is a world community. Perkiomen admits students in grades six through twelve and offers a year for postgraduate students. We embrace diversity, and actively pursue students and faculty from many neighborhoods of our own country and the world.

As a school, Perkiomen strives to develop individuals who appreciate learning and work to acquire the skills necessary to learn. We endeavor to develop an inquisitive student who knows how to set appropriate goals, and who can work independently and collaboratively once those goals are established. Perkiomen instills in its students the belief that education is a lifelong pursuit with both tangible and intangible rewards. We help our students focus on ideals which are purposeful, reasonable, and consistent with traditional values and spiritual balance. We seek to nurture common sense, a sense of justice, a sense of honor, a sense of responsibility, and a sense of humor.

As members of the Perkiomen School, we have established the following goals for all students. Students will:

Academic - develop the ability to think clearly, communicate effectively, and acquire a broad sense of knowledge from which to make intelligent judgments;

Aesthetic - develop an appreciation of nature and beauty and the ability to discriminate between their many facets and forms through instruction, example, and opportunities for personal experience;

Cultural - develop an appreciation for all cultures both past and present;
Physical - develop a commitment to a sound mind and body through athletics and extracurricular activities, allowing students to attain their full potential;
Spiritual – develop a sensitivity to and an understanding of the religions of the world.

Perkiomen School 2010-2011 Calendar

FALL TERM

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| Friday, August 27 | Football (American) Registration |
| Wednesday, September 1 | ACADEMIC YEAR BEGINS; ATTENDANCE RECORDS BEGIN REGISTRATION FOR ALL STUDENTS – Required for all students (see summer mailing for details) International Student Orientation (Required for new students) New Student Orientation Pre-season programs: Athletics, Art, Afternoon Programs (REQUIRED for Grades 6-12; see summer mailing for details) |
| Thursday, September 2 | Pre-season (Required grades 6-12) |
| Friday, September 3 | Pre-season (Required grades 6-12) Pre-season ends for Middle School (see schedule) |
| Saturday, September 4 | Pre-season ends for Upper School (required grades 9-12) Morning and afternoon practice (see schedule) Middle School Field Trip (Optional for day students; ALL are welcome) Evening – various trips (Wal-Mart, mall, movies, etc.) |
| Sunday, September 5 | Dorney Park (all boarding students; day students welcome) |
| Monday, September 6 | FIRST DAY OF CLASSES (8:00 a.m.) All School Convocation (<i>Mesnier Chapel</i>) Formal Dress (REQUIRED for all students/all faculty) Academic Classes Begin |
| September 10-12 | Closed Weekend (<i>all boarding students on campus</i>) |
| Tuesday, September 28 | End of first progress report cycle |
| Tuesday, October 5 | Senior Portraits |
| Wednesday, October 6 | Underclass Photos |
| Saturday, October 9 | SAT I and II |

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| Saturday-Monday, October 9-11 | Fall Long Weekend NO CLASSES (boarding students return by 8:00 p.m.) |
| Wednesday, October 13 | PSAT (<i>all 10th and 11th grade students</i>) |
| Friday-Sunday, October 22-24 | Family Weekend (closed weekend for students through Family Day Commitments) |
| Friday, October 22 | End of second progress report cycle |
| Monday-Friday, October 25-29 | Middle School Signature Trips |
| Friday, November 5 (7:30 p.m.) | Fall Drama (<i>Kehs Hall, Kriebel Theater</i>) |
| Saturday, November 6 (7:30 p.m.) | SAT I and II Fall Drama (<i>Kehs Hall, Kriebel Theater</i>) |
| Sunday, November 7 (2:00 p.m.) | Fall Drama (<i>Kehs Hall, Kriebel Theater</i>) |
| Wednesday, November 10 (5:30 p.m.) | Upper School Fall Varsity Sports Banquet |
| November 12-14 | Closed Weekend (<i>all boarding students on campus</i>) |
| Friday, November 12 | 25 th Hewett Concert (optional for students) (<i>Kehs Hall</i>) |
| Monday, November 15 (5:30 p.m.) | Thanksgiving Dinner |
| Tuesday, November 16 | End of third progress report cycle |
| Wednesday, November 17 | Fall Trimester Examinations (Mathematics/History) |
| Thursday, November 18 | Fall Trimester Examinations (English/Science) |
| Friday, November 19 | Fall Trimester Examinations (World Languages/Conflicts) |
| Friday, November 19 (11:00 a.m.) | Thanksgiving Break Begins |

WINTER TERM

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| Monday, November 29 | Thanksgiving Break Ends (boarding students return by 8:00 p.m.) |
| Tuesday, November 30 | Classes Begin |
| Saturday, December 4 | SAT I and II |
| Wednesday, December 15 | Christmas Dinner (5:30 p.m.) (7:00 p.m.) 136 th Christmas Vespers Service (optional for students) (Kriebel Hall, Mesnier Chapel) |
| Thursday, December 16 (3:00 p.m.) | Winter Break Begins |
| Monday, January 3 | Winter Break Ends (boarding students return by 8:00 p.m.) |
| Tuesday, January 4 | Classes Begin |
| Tuesday, January 11 | End of first progress report cycle |
| Friday, January 21 (8:00 p.m.) | Upper School Winter Instrumental Concert (Kehs Hall, Kriebel Theater) |
| Saturday, January 22 | SAT I and II (all juniors) |
| Friday, January 28 (7:30 p.m.) | Middle School Theater Production (Kehs Hall, Kriebel Theater) |
| Saturday, January 29 (7:30 p.m.) | Middle School Theater Production (Kehs Hall, Kriebel Theater) |
| Friday, February 4 | End of second progress report cycle |
| Saturday-Monday, February 5-7 | Winter Long Weekend – NO CLASSES (boarding students return by 8:00 p.m.) |
| Friday, February 11 (7:30 p.m.) | Middle School Winter Concert |
| Sunday, February 13 (7:00 p.m.) | College Night for Parents of Juniors |
| Tuesday, February 22 (5:30 p.m.) | Upper School Winter Varsity Sports Banquet |

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| Friday, February 25 (7:30 p.m.) | Upper School Musical Play (Kehs Hall, Kriebel Theater) |
| Saturday, February 26 (7:30 p.m.) | Upper School Musical Play (Kehs Hall, Kriebel Theater) |
| Sunday, February 27 (7:30 p.m.) | Upper School Musical Play (Kehs Hall, Kriebel Theater) |
| Thursday, March 3 | Trimester Course Exams |
| Friday, March 4 (3:00 p.m.) | End of third progress report cycle Spring Break Begins |
| <i>SPRING TERM</i> | |
| Monday, March 21 | Spring Break Ends <i>(boarding students return by 8:00 p.m.)</i> |
| Tuesday, March 22 | Classes Begin |
| Thursday, April 7 | Grandparents Day |
| Friday, April 8 (7:30 p.m.) | Upper School Theater Awards (Kehs Hall, Kriebel Theater) |
| Wednesday, April 13 | End of first progress report cycle |
| Saturday-Monday, April 16-18 | Spring Long Weekend – NO CLASSES <i>(boarding students return by 8:00 p.m.)</i> |
| Friday, April 29 (8:00 p.m.) | Upper School Choral Concert |
| Monday-Friday, May 2-6 | Advanced Placement Exams |
| Friday, May 6 (8:00 p.m.) | Upper School Spring Instrumental Concert End of second progress report cycle |
| Saturday, May 7 (7:30 p.m.) | SAT I and II (all juniors) Middle School Fine Arts Festival (reception 7:00 p.m.) |
| Monday-Friday, May 9-13 | Advanced Placement Exams |
| Friday, May 13 | Prom (LaMassaria at Bella Vista) |
| Friday, May 20 | Spring Board of Trustees Meeting |

Families and the School

As members of this unique community, Perkiomen School families are expected to know and understand the rules and policies of the school as outlined in the Community Handbook, and to support them. As a community, each constituency should engage other constituencies with the same decorum and respect they would expect to be accorded unto themselves. It is never appropriate for Perkiomen families to discuss other students or involve other families by any communication or conversation device when they have a concern particular to their own child/ren or their relationship with the School. As a close-knit school, we want to protect the family atmosphere that each employee and family has come to expect and enjoy, so families with any concerns, questions, or issues should speak directly with the appropriate teacher or administrator as follows.

As a rule, the school maintains an open door policy. Families may contact faculty and other members of the staff through telephone, email, or through personal meetings that are scheduled ahead of time. Families can expect a reply to email and phone calls within 24 hours. If an urgent matter arises, it is best to contact the Office of Student Life or the Middle/Upper School Offices.

Office of the Headmaster

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| Headmaster | Christopher Tompkins |
| Assistant to the Headmaster | Elizabeth Burns |

Office of Student Life

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| Assistant Headmaster for Student Life (student life, including residential matters and discipline) | Kevin Manferdini |
| Director of Student Activities/ Transportation Coordinator | Al Orio |
| Chaplain (pastoral concerns) | Jonathan Moser |

Upper School Office

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| Head of Upper School (broad curricular matters, faculty) | Jeannene Ziegler |
| Registrar (course selection and schedule) | Kathy Eck |

Middle School Office

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| Head of Middle School | Paige Longstreth |
| Assistant to the Head of Middle School | Dana Heimbach |

Office of College Counseling

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| Associate Director of College Counseling | Erin Davidson-Kellogg |
| Associate Director of College Counseling | Patrick Colonna |
| Assistant to the Associate Directors | Trish Manferdini |
| Consultant | Lloyd Paradiso |

College Counselor
College Counselor

Sue Baker
Carol Dougherty

Office of Business and Finance

Assistant Headmaster for Finance and
Operations
Student Billing
Bookstore

Mike Foux
Gail Schmoyer
Jackie Gardner

Admission Office

Director of Admission
Financial Aid
Summer Programs

Stormy Johnson
Shaun Yorgey
Tim Gaiser

Advancement Office

Assistant Headmaster
Director of Development
Director of Alumni Affairs

Carol Dougherty
Jim Armfield
Diana Weir-Smith

Athletics/After School Program

Director of Athletics
Assistant to the Director of Athletics

Kendall Baker
Denise Breidenbach

Institutional Technology

Director

Richard MacIntyre

Leadership Team

The Headmaster is the Chief Executive Officer of the School and is responsible for the School's good order to the Board of Trustees. The Board of Trustees, acting solely as a unified whole, oversee the mission of the School and broad policy issues, but have no individual oversight nor any group oversight of the daily operation of the School, which is delegated solely to the Headmaster and his/her representatives on the leadership team. The Headmaster is assisted by his Administrative Assistant and the following administrators:

The Assistant Headmaster/Director of Institutional Advancement is responsible to the Headmaster for all external affairs of the School, with a focus on the School's public relations and fund raising. She is assisted by the Director of Alumni Affairs and the Director of Development. In the absence of the Headmaster, she assumes the role of Headmaster.

The Assistant Headmaster for Finance and Operations is responsible to the Headmaster for administering the School's accounts, maintaining the School's physical plant, and for safety and security. He is assisted by the Assistant Business Manager, Student Billing and Accounts Receivable Assistant, grounds, security, and housekeeping.

The Assistant Headmaster for Student Life is responsible to the Headmaster for the discipline and morale of the student body. In this role, he handles all matters of discipline for the upper school not requiring the response of suspension or expulsion. In these matters, he advises the Headmaster. He oversees residential life, administers and oversees weekends and student activities, and works with the Administrator on Duty in supervising the School's weekends. In the absence of the Assistant Headmaster, he assumes the role of Headmaster.

The Director of Admission is responsible to the Headmaster for administering the Office of Admission and Financial Aid and the Office of Summer Programs. She oversees all admission related travel, open house events, and marketing to families, peer schools, and the educational consultants. She is responsible for annual enrollment of new students and re-enrollment of returning students.

The Head of Upper School/Head of Middle School oversee the daily operation of their respective divisions and are responsible to the Headmaster for the academic direction of the School. In this role, they assist the Headmaster in appointment of new faculty, the supervision and evaluation of existing faculty, and direction of the School's curriculum. They direct the department chairs in the supervision of their respective departments, maintain discipline in the academic buildings, and enforce the academic standards of the School. They serve as the School's primary liaison in academic matters with individual parents. They supervise all academic extracurricular activities. The Head of Middle School, in conjunction with the Assistant Headmaster for Student Life, handles disciplinary matters for the middle school.

The Director of Athletics is responsible to the Headmaster for the direction of all athletics and after school programs of the School, including the physical education of students. He appoints all coaches, supervises their coaching, and schedules all practices and matches. He directs the students' athletic participation and is responsible for all discipline in the Hollenbach Athletic Center and on the field. The Director of Athletics also organizes and oversees the School's after school programs.

Academics

Perkiomen School expects its students to take an active role in their own education. This means that we expect all students to take responsibility for their own learning and act in an appropriate way both in their classes and in preparing for them each day. Examples of this include the following: Students must work earnestly to complete every assignment to the best of their abilities and in a timely fashion. Students are expected to come to class prepared to participate in a positive way, which includes entering class and opening books and notebooks immediately, or otherwise preparing themselves appropriately for a particular class without being asked; listening actively and participating in class discussions and other activities in an appropriate manner; being polite, positive, and respectful to the teacher and classmates alike; staying alert and attentive throughout classes, including taking notes and focusing on the work being presented, working in earnest with others when classes are doing group work or laboratory work; responding to criticism, setbacks, and requests in a mature way.

Students are expected to actively seek help from teachers and attend conference or other extra help sessions when needed. All work should be completed with integrity. This means acknowledging sources and help received in an appropriate fashion, and neither giving nor accepting help without permission or knowledge of teachers. Students are also expected to follow all School rules regarding dress code and other expectations willingly, without hesitation or rancor. Consumption of any food or beverages (including chewing gum) in any academic building is strictly prohibited. Students are expected to rise when faculty or adult guests arrive in their classroom, unless directed not to do so by their classroom teacher.

As part of Perkiomen's ongoing commitment to honesty and integrity and long-term development of good character, all students must adhere to the following **Honor Pledge**: *On my honor, this work is my own, and I have neither given nor received any unauthorized assistance on this assignment.* This pledge will be written out and signed on all tests, exams, and papers prior to turning them in for assessment. A teacher may elect to type the Honor Pledge at the bottom of a quiz or test with a space for the student to sign. In the event that time or space is limited, with permission of the instructor, a student may acknowledge their work is submitted in accordance with this pledge by writing, "On my honor this work is my own" above their signature. The honor system applies to all academic work represented by the student to be his or her own work. It is therefore the expectation of the faculty that all work submitted by the student is Honor Pledged.

Any work missed due to an absence, including tests and quizzes, should be completed upon returning to class or within a reasonable period of time as determined by the teacher. If at all possible, students should communicate with their teachers in person prior to missing a class, or via e-mail or phone, to find out what was missed so they may be prepared for the next class. Students should be proactive and contact classmates in the event a teacher cannot be reached. These are rudimentary expectations of Perkiomen students.

The school year is divided into three trimesters: Fall, Winter, and Spring. Each trimester is composed of three progress report cycles of approximately three weeks in length. The term grades are composite trimester examination when given. Middle school students taking Upper School courses will take trimester examinations with their Upper School class. Year grades are the average of the trimester grades.

All students are required to carry five full credit courses, in addition to term credit courses such as Health, World Religion, and Band/Chorus. In order to graduate from Perkiomen School, students must meet their requirement of five major courses in the senior year, even if they have already obtained the 19 credits required for graduation.

Perkiomen School requires 24 hours of community service as a requirement for graduation. These 24 hours may be earned all at one time or spread out over a period of 4 years (grades 9 through 12). Organizations that will suit the purpose of fostering community service are: nursing homes, hospitals, soup kitchens, shelters, Habitat for

Humanity, and the like. Government agencies and Church organizations offer many opportunities for service as well. The service does not have to be performed here at school, but may be done in the students' home communities with documentation. The program is structured, but flexible.

Baccalaureate Service, Commencement Banquet, and Commencement are held at the end of the year. Because Perkiomen School highly values its sense of community, the end of the year capstone events and commencement program are required of all seniors including postgraduate students. Middle School students are required to be present at the Middle School Moving Up Ceremony at the end of the year. Speakers for the Middle School Moving Up Ceremony will be chosen for academic promise in the Upper School by a committee chaired by the Head of Middle School.

Upper School Honors List Requirements

High Honors: an average of 3.6 and no course grade below a B+

Honors: an average of 3.3 and no course grade below a B

Students who fail to make the honors list but who earn an average of 3.0 with no course grade below a B- are given recognition on a separate Honorable Mention List.

Placement on the honors list is determined at the end of each progress report cycle, at the end of each trimester, and a final list based on the end of the year grade point average. In all, there are 13 separate lists, one each progress report cycle, one each trimester, and one at the end of the year.

Middle School Honors

Students receive grades as follows:

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| A, A- | Excellent - achievement on all work is consistently of the highest quality |
| B+, B, B- | Good - achievement on all work is consistently of high quality |
| C+, C, C- | Average - achievement reflects essential learning, some improvement may be needed |
| D+, D | Improvement needed - A "D" in two or more classes at mid-term or term end places a student on academic warning |
| D- | Near failing - A "D" in two or more classes at mid-term or term end places a student on academic warning |
| F | Failing - An "F" in two or more classes at mid-term or term end places a student on academic warning |

Formal honors lists are published at the mid-trimester, trimester end, and end of the school year. To make the Honors List, a student must have A's and B's in English, Social Studies, Mathematics, Science, and World Languages or Developmental Language, and not lower than C in all other classes. If a student has a B- in one or two classes and all A's and B's in all others, they qualify for the Honorable Mention List.

Upper School Honors and High Honors Privileges

Students earning a place on the High Honors and Honors list may take advantage of the following privileges: return no later than 9:30 p.m. on Sunday evening *with the permission of the Assistant Headmaster for Student Life*, students are allowed to study on their beds, with headphones on, watch TV in the dorm lounge (all with the dorm parents' permission), and use the Carnegie Library without a teacher pass. Students on the High Honors *Trimester* list may also go to town for lunch (walking, not using car), during their lunch period on Fridays. *Students must check out with the Assistant Headmaster for Student Life when they leave and upon return.*

Robbie's will be open for students on High Honors on Monday and Wednesday evenings during study hall, and a movie trip will be offered for those students on Wednesday evenings as well.

Middle School Honors Privileges

Students earning a place on the honors list may take advantage of the following privileges: allowed to study on their beds, with headphones on, watch TV in the dorm lounge (all with the dorm parents' permission) and use the Carnegie Library without a teacher pass. Students who are on honors have the following privileges during their academic day study hall period: Eighth grade students may go to Robbie's, their dorm room, or the Carnegie Library. They do not have to check in at study hall. The sixth and seventh grade students do not have to attend study hall in the classroom but may play quiet games in the Nallo Center during that period or check out to Robbie's for a snack.

Conference Period Procedures

A formal conference period is scheduled daily from 2:30-3:10 p.m. Conferences called by a teacher automatically become required academic appointments that must be met promptly. These conference appointments take precedence over other non-scheduled obligations. When conferences are sought voluntarily by the student, it is his/her obligation to make the arrangements necessary ahead of time to ensure the faculty member is able to grant the request, and they too become required appointments once set. A required appointment is equivalent to an academic class. Any student whose performance does not meet class or school expectations because of inadequate preparation, class absence, or other academic deficiency, may be assigned by a teacher to mandatory attendance at a scheduled conference period.

Academic Honesty and Integrity

Teaching and promoting academic honesty is a three-way partnership among the school, the family, and the student. The Perkiomen School faculty believes that mutual trust is the cornerstone of its program and any violation of this trust is a serious disciplinary matter. Parents are expected to support our unalterable position on all matters of academic honesty. Any violation of the **Honor Pledge** is a violation of Major School Rules. This will require immediate referral to the Head of Upper School/Head of Middle School, and will receive appropriate disciplinary action up to and including Mandatory Required Withdrawal. Students in violation of any Major School Rule should assume the loss of any current and/or future leadership position and/or membership in National Honor Society. In all actions, the School urges students to use good, common sense before acting. If an action seems "wrong," chances are that it is "wrong."

Academic Dishonesty: refers to forms of cheating and plagiarism that result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit.

Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another to violate academic integrity.

Plagiarism: the deliberate adoption or reproduction of ideas, data, language, or statements of another person as one's own without proper acknowledgement.

All students must adhere to the following **Honor Pledge**: *On my honor, this work is my own, and I have neither given nor received any unauthorized assistance on this assignment.* This pledge will be written out and signed on all tests, exams, and papers prior to submission for assessment. A shortened version of *On my honor, this work is my own* may be written out and signed if a teacher prefers.

Graduation Requirements

While these graduation requirements provide the minimum acceptable credits or courses for a Perkiomen diploma, it is essential to know that most colleges expect more than the minimum.

A minimum of 19 credits required for graduation include:

English – 4 credits

Mathematics – 3 credits (2 credits of Algebra, 1 credit of Geometry)

History – 3 credits (1 credit of U.S. History)

Science – 3 credits (2 credits of Lab Science)

World Languages – 2 credits (a two year sequence is required and once a student has begun a sequence, the second year is an expectation, a three year sequence or more is preferred by selective colleges)

Fine Arts – 1 credit

Other Credits – 3 credits (World Religions, Health and additional credit(s) of history, science, math, world languages, or fine arts)

Additional Requirements

Community Service (24 hours)

Completion of all work crew hours

Attendance at all commencement related programs

Perkiomen, recognizing that colleges expect students in a college preparatory school to graduate with excellent credentials, has the following expectations:

1. Each student at Perkiomen School carries five major courses and any minor required courses such as Health and World Religions. A sixth major course may be selected only with the permission of the Head of Upper School.
2. If a student completes any basic academic requirement, they should seek advice from their advisor, the Head of Upper School, and/or the College Counseling Office prior to making their next course selection. In mathematics, for example,

the three credit requirement through Algebra II may be met early in one's career at Perkiomen. Students should plan to continue the study of math beyond that level if they have any interest in a selective college.

3. Once a student begins a first year world language, that student is required to enroll in the next level. Only if the school grants a waiver to this exception can a student shift to another language prior to completing the first two levels. Most selective colleges look for a sequence of three years, even if their minimum requirements state otherwise.
4. Students should understand that their grade point average is the sum total of all credits earned while at Perkiomen School.
5. Grades nine, ten, eleven and twelve of a student's education fully count toward the cumulative average. Students should work consistently throughout upper school to achieve a cumulative average and standardized test scores that will maximize their chances of entrance to a selective college.

Family Responsibilities

It is expected that all financial obligations to the school will be satisfied before the onset of the graduation program festivities. Faculty will not grade final papers/exams or submit grades until all financial obligations are met. This may prevent a student from graduating with their class.

Student Attendance

Class attendance is essential to academic success at Perkiomen School. Students who are absent are deprived of the benefit of instruction and classroom discussion, and reduce the value of the investment made in a Perkiomen education. Students are required to attend appointments and events as listed on the school calendar. Students who are frequently absent also create significant additional work for faculty members. Therefore, absences of eight or more days/classes during a trimester or twenty days/classes for the school year may result in a conference with parents and a possible reduction in grading. Students absences of twelve or more days in a trimester or thirty days for the school year may result in the assignment of a failing grade or loss of credit for the course. The Assistant Headmaster for Student Life, Head of Upper School, and Head of Middle School will consider and process individual situations where extenuating circumstances have contributed to or caused the absences.

When a student misses work due to an unexcused absence, the teacher is under no obligation to allow the work to be made up. In most such cases, unless there are extenuating circumstances, a grade of zero will be recorded. In case of disciplinary suspension, if a student is allowed to return to school, he/she will be given a maximum

of one week to make up all academic work missed during the suspension time, and the principal burden of responsibility for completing that required work must be borne by the student. After one week has passed, if graded work has not been completed, a student will receive a grade of zero.

Absence from School – If a student is going to be absent, a parent (not a student) must call the school (215-679-9511 Upper School Office or 215-679-1134 Middle School Office) by 8:30 a.m. Students are excused only for illness and must have a note upon return. Any illness longer than three days requires a doctor's note. Students will not be excused for vacations, leaving early or returning late from school vacations, visits to other schools, or any other reason. International students should plan their travel well in advance to avoid conflicts with the school calendar.

Tardiness to School – Any time a student arrives late, please contact the school (215-679-9511 Upper School Office or 215-679-1134 Middle School Office) by 8:30 a.m. When arriving at school, please check in with the Assistant Headmaster for Student Life. Middle School students should report directly to the Hollenbach Middle School Center when checking in. If a student misses any academic commitment without a proper excuse (note from a doctor's appointment), the absence is considered unexcused. Students may not participate in any athletic event (scheduled game) or fine arts activity (play practice or production) scheduled for that day. Students will still, however, be required to attend their after-school activity.

Doctor/Dentist Appointments – Please schedule routine appointments during vacation periods or times when academic commitments will not be missed.

Perkiomen School does not close for snow or any other weather conditions. If weather conditions worsen after the students are in school, students will not be dismissed until the individual school districts dismiss their classes. Students who drive to school will not be permitted to leave until the Assistant Headmaster for Student Life has spoken with a parent or guardian. Day students are welcome to spend the night on campus if the weather conditions are poor. If this is the case and a student wishes to spend the night, both the student and their parent must notify the Assistant Headmaster for Student Life so that proper arrangements can be made. If a day student misses class time because of inclement weather, they will not be penalized but are responsible for making up all class work missed.

Transportation and Arrival/Departure for Residential Students - Students are welcome to arrive in the Pennsburg vicinity no more than 48-hours prior to the opening of school, though they may not be present on campus for any reason until the registration date, except with the approval of the Assistant Headmaster for Student Life. During school holiday periods, students are expected to depart from campus no more than 24-hours after their final class or exam. Students are welcome to return to the Pennsburg vicinity no more than 24-hours prior to their dorms reopening. In both cases, students may not be on campus without permission of the Assistant Headmaster for Student Life and charges will apply to overnight stays when the school is closed.

Students (new and returning) who are enrolled in any Perkiomen Summer Program are welcome to remain in the Pennsburg vicinity for up to 48-hours after the end of the program at their own expense. At the end of the 48-hour period, students are welcome to enroll in the Bridge Program (see website for details and costs). Students who choose not to enroll in the Bridge Program should depart from the Pennsburg vicinity and plan to return for the first day of school.

Holidays and Religious Observances - As a residential school, Perkiomen determines its school breaks based upon the needs of the school students, the number of school days necessary to meet curricular needs, the dates of Advanced Placement exams, and the length of each trimester, which are generally equal in length. As a rule, Perkiomen does not close or cancel classes for most holidays and religious observances due to their interference with the curriculum of the school and the fact that most of the students are in residence. Throughout the year, Perkiomen takes breaks from the rigors of the academic course of study with three long weekends at the mid-point of each term, and three long breaks for the end of a term or for the convenience of two National Holidays that fall close together.

The only religious holiday for which the School is closed on an annual basis is Christmas, which along with New Year's Day, is a National Holiday as designated by the United States Congress. Other National Holidays for which the School is closed are Thanksgiving and Independence Day, with a day off for office staff in recognition of Labor Day that does not necessarily coincide with the observed federal holiday. In any given year, as a function of the calendar, religious holidays such as Yom Kippur, Rosh Hashanah, Chanukah, Good Friday, Easter, Ramadan, Eid al Adha, and others may fall in a scheduled school break. Often, however, these high holy days fall outside School breaks and, thus, will take place concurrent with classes.

When students are actively engaged in observing religious holidays during the academic year, the School will accommodate such observances with excused absences and rescheduled assignments. Teachers are required to be mindful of major religious holidays when planning major assignments and assessments, but such assignments are given with ample time for a student to seek accommodation from the teacher or from the school. Every effort is made to keep major assignments and assessments from taking place on the day of a major observance

It is always the responsibility of the student to keep up with assignments and to take any assessments or turn in assignments within 24-hours of the absence for religious observations. In the case of AP courses where very tight time constraints in preparation for the annual examination exist, Perkiomen will NOT restrict teachers with regard to their assignment due dates, but students may seek to reschedule assignments with their teachers.

The Employee Handbook lists the following major religious holidays for faculty to review prior to assigning work:

| | |
|----------------|---------------|
| August 11 | Ramadan |
| September 8, 9 | Rosh Hashanah |

| | |
|------------------|------------------------------------|
| September 29 | Eid al Fitr |
| September 17, 18 | Yom Kippur |
| December 7-15 | Chanukah |
| April 17-25 | Palm Sunday |
| | Passover |
| | Good Friday |
| | Easter (Including Easter Orthodox) |
| | Easter Monday |

Upper School Final Exams

Final exams will be given in November and June on Wednesday, Thursday, and Friday. Middle School students taking Upper School courses will take trimester examinations with their Upper School class. During these days, the campus is closed until after the second exam period each day for both boarding and day students. Day students will not be allowed to leave campus between exam periods and will be assigned to study hall in various areas of the school. If a day student has only a morning exam, he/she may leave after that exam, or if a day student has only an afternoon exam, he/she is not required to arrive at school until the exam period. If day students with just one exam stay or arrive early to school they will also be placed in a study hall.

Middle School Classes During the Final Exam Period

The Middle School students have classes during the Upper School exam period. Middle School students who are taking Upper School classes will take the exams in the scheduled rooms with the Upper School students. Occasionally, there will be field trips scheduled during this time period for grades 6-8. The Head of Middle School and the Head of Upper School will coordinate schedules so that all eighth grade students will have exam experience before they reach the Upper School. The Middle School students (unless they have an Upper School exam) are done with the school day at 3:10 p.m. during the exam period and should plan on returning home unless his/her bus is not leaving until the regularly scheduled time.

National Honor Society

The Perkiomen School is a member of National Honor Society, a nationwide organization that promotes scholarship, leadership, service, and character in high school students. To qualify for consideration for selection into Perk's Amantes Scientiae chapter of NHS, a junior or senior who has studied at Perk for a minimum of one year must earn a 3.5 cumulative grade point average. The student's candidacy is then considered by the Faculty Council, a group of five faculty members appointed annually by the Headmaster, which deliberates over the candidate's record, particularly regarding leadership, service, and character. A simple majority vote of the council determines the candidate's selection to the society.

Below follows a step-by-step outline of the procedure for the selection process.
Description of Selection Process for National Honor Society

1. This selection process article is posted in writing on the Perkiomen School website as well as in the student handbook, the faculty handbook, and in the Kriebel Chronicle at the beginning of each term.

2. Candidate list of academically eligible juniors and seniors qualifying with a 3.5 cumulative grade point average is assembled and reviewed by the Head of Upper School and the Assistant Headmaster for Student Life in order to remove from consideration any candidates with any honor or major disciplinary infraction. Candidates must have a minimum of one academic year at Perkiomen for eligibility. Seniors with less than one year at Perk may be considered for honorary membership, as described in step 8.

3. The list of approved candidates is submitted to the chapter advisor who then begins to gather information on each candidate (transcripts, list of activities, community service, faculty evaluations).

4. Students are notified in writing by the chapter advisor of their eligibility and are invited, though not required, to submit an activity information form summarizing their non-academic qualifications, particularly with regard to leadership, service, and character. Leadership is exemplified by contributing to improving the civic life of the school, being thoroughly dependable in any responsibility accepted, maintaining positive attitudes and inspiring positive attitudes in others. Service entails cheerfully and enthusiastically rendering any requested service to the school, willingness to take on challenging responsibilities, participating in some activity outside of school, and working well with others. Character demands the highest standards of honesty and reliability, showing courtesy, concern and respect for others, and taking criticism willingly and graciously.

5. A faculty council of five teachers appointed by the Headmaster is responsible for selecting members to National Honor Society. The council shall hold the selection process in trust. These members are selected in a confidential manner to protect the integrity of the process and protect it from any outside influences, save the academic leadership of the school. Once selected, the Headmaster, the Head of Upper School, and the chapter advisor will meet with the council to review their charge and advise them regarding the process. The faculty council then meets, with the chapter advisor presiding, to discuss each candidate.

6. After careful deliberation, each faculty council member, with the exception of the chapter advisor, who is a non-voting member, votes on whether each candidate should be selected or not. It is a blind vote on a paper ballot. A simple majority vote of three votes out of five earns the candidate selection.

7. Following the vote and initial determination of selection for membership, the chapter advisor will review the results with the faculty council, specifically the reasons for selection or nonselection, to ensure that all information was fully considered and to maintain a level of fairness and consistency in the process.

8. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the School in keeping with the spirit and purposes of National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

9. The complete list of selected and nonselected students will be shared and reviewed with the Headmaster and Head of Upper School before students are notified.

10. A brief summary of the basis for the decisions by the council should be compiled and maintained by the chapter advisor. This summary is anonymous (no individual council decisions are reflected), but includes enough detail so that the chapter advisor can offer some sense of nonselection or respond to any questions. This information will be destroyed at the beginning of the next selection cycle.

11. The chapter advisor notifies all candidates—selected and nonselected—by mail. The newly selected members will be introduced to the school community at an announcement during morning meeting several days subsequently.

12. Each nonselected candidate may seek feedback from the chapter advisor in the event of questions or concerns regarding nonselection.

13. An induction reception will be held towards the end of the school year to honor all selected members during the school year.

Academic Warning

Any student whose Grade Point Average falls below 1.5, or fails two subjects at the end of a progress report cycle, will be placed on academic warning for the next progress report cycle with the following restrictions: student will be assigned study hall by the Head of Upper School during free periods, and if necessary, other times. For example, if the student fails to complete any major assignment, the student will be assigned to study hall until the work is completed. The student will be placed on weekly evaluation reports, which entails weekly teacher evaluations on the student's progress and a weekly meeting with the Head of Upper School. Returning students who ended the past school year poorly will begin the next year on academic warning.

A student who is on academic warning over the course of two successive trimesters will have his/her records evaluated at the end of the trimester to ensure that adequate academic progress is being made, and that the student is making a genuine effort to achieve progress. The student's continued attendance at Perkiomen will depend upon that effort and progress, and the school reserves the right to require withdrawal if it deems a student's academic progress and/or effort unsuitable for continued enrollment. Every student, regardless of status, is evaluated at the end of each year. If the School determines that a student is no longer mission-appropriate, the student may have their

offer of re-enrollment rescinded. The Headmaster will make the final determination of re-enrollment, with input from faculty.

Evening Study Hall

Evening study hall is held every night except Friday and Saturday. During the evening, students study in their rooms. If a student has an appointment during study hall, at the beginning of study hall he/she will show the faculty in charge the note confirming the appointment. Upon return to the dormitory, the student will show the faculty in charge a note signed by the teacher whom the student was seeing.

Students study at their desks and may not visit other rooms during study hall without the permission of the faculty on duty. Music may not be played during study hall, but students in The Learning Center or on the honors or high honors list, will be permitted to wear headphones during study hall. Any communications (cell phones, texting, etc.) unrelated to academic work are unacceptable.

Students who need to use the library during study hall should obtain written permission from the faculty member for whom the work is to be done prior to the beginning of study hall. At the beginning of study hall, the pass should be given to the faculty member on duty and then presented to the person on duty in the library. When work is completed, the student should have their pass signed with the time clearly noted at the library and return to their dormitory to give the pass to the faculty member on duty. Seniors and students on the honors list may use the library, without a pass, after checking out with the faculty member on duty.

Students whose grades are low as deemed by the Head of Upper School or who are behind in work, will be assigned to study hall during their free periods and evenings. Supervised study hall is held every evening from 7:30-10:00 p.m. in the Schumo Academic Center. Students assigned to supervised study hall are required to attend this study hall until their grades and reports are at an acceptable level as deemed by the Head of Upper School.

Testing Days

The school establishes a list of acceptable testing days that becomes the testing calendar.

Middle School Homework Policy

Each middle school student should expect about 20 minutes of homework per major academic subject each evening. Students may have an estimate of 1 hour and 40 minutes of homework an evening. Some evenings this will be more, and some evenings this will be less. If a student is spending more time than this on a consistent basis, the students, parents, and faculty members should communicate.

Summer Reading

Each student has a summer reading assignment which is posted on the school website in June. Students should complete summer reading according to the published guidelines in a timely fashion. The students should come to the first day of classes in September ready to discuss and complete their work in their relevant classes.

Trips

When students are on any school-sponsored trip, such as an athletic game, extracurricular activity, spring athletic training, etc., they are governed by, and must comply with all school rules and the direction of the faculty in charge. They are also responsible for their assignments. This means that both assignments due as well as given in class the day of the trip. All school rules apply on any school-sponsored program.

The Perkiomen School Libraries Carnegie Library and The Nallo Center

The Perkiomen School's libraries are the heart of the academic program at Perkiomen School. We provide intellectual and physical access to information through creative information literacy education and considered collection development. The collection of electronic resources includes several academic subscription databases (available 24 hours a day on- or off-campus) as well as those made available through the Access PA Power Library. Print materials support academic research as well as recreational reading. Our online catalog, Destiny, provides 24-7 access to records of all of our holdings. Millions of volumes from libraries throughout the Commonwealth are available through Inter-library Loan. Periodicals are for use only in the library but articles may be photocopied according to copyright guidelines. Books not on reserve may be kept for four weeks, and may be renewed once for the same period. Books must be properly checked out, and a minimum of \$10.00 will be charged for any lost or damaged book. Please give appropriate courtesy to students using the library to study.

Carnegie Library is open for unlimited use during the day and all students and faculty in the school are encouraged to use it. The library is open Monday through Friday from 8:15 a.m. to 3:15 p.m., Sunday through Thursday evenings from 7:00 - 10:00 p.m., and Saturday and Sunday from 12:00 p.m. to 5:00 p.m.

The Nallo Center in the Hollenbach Middle School houses a collection of resources to support the curricular and recreational information needs of the Middle School. The Nallo Center serves as a gathering place for Middle School students and faculty and is accessible to students during specified class periods and study hall.

Student Records

When a current student requests an official transcript, the first twelve transcripts are furnished by the Registrar without charge. If further copies are needed, there is a

charge of \$25.00, plus postage, per transcript payable before the transcript can be sent. For alumni of the school, transcripts will be furnished by the Registrar for a nominal fee of \$5.00 each. Notes: No transcript or other academic records shall be released until all contractual and financial obligations are met. Unofficial transcripts carry no charge. In ALL cases, requests should be made as early as possible.

Policy on Disclosure of Disciplinary Records

Perkiomen School abides by the letter and spirit of Pennsylvania Education Law Section 1305-a (**SEE NOTE A**) and, where applicable at an independent school, the Family Education Rights and Privacy Act (FERPA) (**SEE NOTE B**). When requested, the School will provide a certified copy of a student's disciplinary record to any school or school entity to which the student is applying or transferring. For students who are applying to or transferring to schools, colleges, universities, or school entities outside the Commonwealth of Pennsylvania, Perkiomen will provide certified copies of discipline records upon request and will provide factual information regarding discipline in writing on college admission applications. In accordance with the Principles of Good Practice (**SEE NOTE C**) of the National Association of College Admission Counselors, Perkiomen School will inform colleges and universities of any change in a student's status during the period between the time of recommendation and graduation.

NOTE A: Section 1305-a. Transfer of records. —“whenever a pupil transfers to another school entity or nonpublic school, a certified copy of the student's disciplinary record shall be transmitted to the school entity or nonpublic school to which the pupil has transferred. The school entity or nonpublic school to which the student has transferred should request the record. The sending school entity or nonpublic school shall have ten (10) days from receipt of the request to supply a certified copy of the student's disciplinary record. The requirements of this section apply as well to transfers between schools within the same school entity.”

NOTE B: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

For more details on FERPA, please see:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

PERKIOMEN SCHOOL DOES NOT RECEIVE ANY FEDERAL FUNDING and, thus, abides by the spirit of FERPA under its policies and procedures.

NOTE C: (From PGP/NACAC)

III. Counseling Members—Best Practices

A. Admission, Financial Aid and Testing Policies and Procedures

Counseling members should:

7. report any significant change in a candidate's academic status or qualifications, including personal school conduct record between the time of recommendation and graduation, where permitted by applicable law.

Parental Rights regarding the Education Record (inclusive of disciplinary records maintained by the Assistant Headmaster for Student Life's Office):

These rights apply to custodial and non-custodial parents unless rights have been revoked by state statute or court order. With the written request to the Head of Upper School, parents have the right to inspect and review their child's education records (while the child is less than 18 years old). Once a student attains the age of 18, parents have access to their child's record only if the student is still considered "dependent" under IRS guidelines. After "dependency" ceases, parents no longer have access to their child's education record without written consent from the student. Official copies of transcripts are available for students and alumni (fees may apply). To receive or forward transcripts, official or unofficial, the student's school account must be current.

Office of College Counseling

Mrs. Erin Davidson-Kellogg and Mr. Patrick Colonna serve as the Associate Directors of College Counseling. They serve as the primary liaison for colleges, parents, and students as they work through the college search process. Mrs. Sue Baker and Mrs. Carol Dougherty assist with college counseling to ensure students have the opportunity to attend an appropriate college of their choice. NAVIANCE, a well-known software package that supports the college counseling process, is also used to facilitate an effective college search.

Seniors may take up to five college visit days throughout the academic year with prior approval. Juniors may take two college visit days during the spring term only. A student must be in good academic standing to take a visit day. If the student is on academic warning or has a D in a major subject, a visit day will not be granted. Students are responsible for all academic work while they are away. Please note that college visits should not be scheduled immediately before or after a long weekend or vacation period in order to extend the break from school nor should they be scheduled during closed weekends.

Faculty Recommendation Policy

Faculty recommendations are a regular part of the college preparatory and application experience for teachers and students alike. Perkiomen faculty are advocates for students and are expected to write letters in support of students in the college application process. In cases where teachers feel they cannot advocate for a student, they should inform the student of this and seek recusal from the admission process. Confidential letters of recommendation are considered superior in the application process (and required for THE COMMON APPLICATION ®), therefore the School recommends that students request "confidential" letters, which will mean the student and family will neither see nor review the contents at any time. The School further recommends to

teachers that they not provide letters where a family and student have not waived their right to review said letter. Letters will be sealed in confidential envelopes and forwarded directly from the College Counseling and Upper School Offices to colleges. At no time will letters be provided directly to the student or family. Regarding student discipline records, teachers are specifically asked to focus on student's positive attributes, strengths, and weaknesses, but not on matters of discipline or honor. Disciplinary issues are covered under the policy regarding disclosure of disciplinary records. Students who are 18 years of age or parents of minors are required to sign a waiver for any and all access to the college counseling record. (Educational records fall under the Upper School Office and are accessible by students and graduates.) If a family or student chooses not to sign a waiver of rights for access, the School will not maintain a college counseling file, nor will the School facilitate an application from its College Counseling Office. Following graduation from The Perkiomen School, all college counseling records will be destroyed.

The Perkiomen School will gladly transfer a student's academic record and teacher comments in lieu of recommendations if a student is transferring prior to graduation.

For questions regarding academic records, testing, or other transcript information, please see the Registrar.

Student Life

Advisory Program

Each student is assigned a faculty advisor with whom they will meet with weekly to discuss individual and/or school issues. Advisors will also conduct workshops with students covering topics such as self-esteem, peer relations, internet use and safety, and drugs and alcohol. Students should know their advisors are available to discuss various concerns, personal as well as academic. A student may also seek help from any member of the faculty with whom he or she feels comfortable talking. Advisors are available to talk with parents at any point during the school year.

Health Center

The Perkiomen School is committed to every student's health and well being. The Health Center has professional nurses on duty 24-hours a day when school is in session. Students who need to take medication report to the Health Center during clinic hours to receive their medication. It is important that students who need medication take it when regularly scheduled. Students wishing to see the nurse for routine medical attention should report to the Health Center during the following clinic hours:

Monday-Friday: 7:15-8:00 a.m., Noon-1:00 p.m., *7:00-7:45 p.m.

*Friday evening clinic is from 6:30-7:00 p.m.

Saturday-Sunday – 11:30 a.m.-12:15 p.m., 6:30-7:00 p.m.

Please note that students need to see the nurse during clinic hours only, unless there is an emergency. Students who are ill in the morning should report to the nurse after breakfast. If the nurse requires an ill student to stay in the infirmary, she will admit the student and he/she will remain in the Health Center until 5:00 p.m. Students confined to the Health Center are expected to complete their academic work to the degree deemed appropriate by the nursing staff. Visitors are allowed in the Health Center with the permission of the nurse on duty. Any student that the nurse may excuse from after school sports or place on limited participation must receive a note from the nurse and present it to their coach. If a student cannot participate in sports and/or activities because of a medical restriction, he/she is still expected to attend all practices and games.

Personal Hygiene - It is essential that students maintain good personal hygiene at all times. Regular washing of hands with soap and warm water throughout the day and soon after any activity such as sports, band, or theater is encouraged. Students should take precautions at all times when they feel ill. Sneezing or coughing of any kind should be done into the elbow area of the arm if at all possible. If done into the hands, hands should be washed in soap and warm water immediately afterward without touching any other student. At no time should a student sneeze or cough openly while at school for both good personal hygiene and good manners. The School has anti-bacterial gel dispensers throughout campus for use by members of the community, and students are encouraged, beyond washing, to utilize such gels for good personal hygiene. If the School at any time feels a student is not maintaining good hygiene, the Health Center or Assistant Headmaster for Student Life's Office will communicate directly with the student, the advisor, and/or Dorm Head, and/or the parents to rectify the situation.

After School Activities and Athletics

The Mission of the Athletic Department is as follows: Athletics at Perkiomen School are offered to provide an opportunity for physical activity, competition and emotional development. There is emphasis on personal development of the individual as well as integration of that development within the team concept.

All students are required to participate in an after-school activity each trimester. Students are required to participate, as a team player, in at least one interscholastic team sport each school year. Activities run from 3:15 – 5:30 p.m. each day and during that time the student lounges will be closed. Middle School students are required to participate in the after school activities program which includes a competitive sports schedule each term, and an option of trying out the Middle School play in the winter term. Sports for Middle School students are from 3:15 – 5:15 p.m. each day. Students participating in sports or other physical activities after school wear a practice uniform each day. Perkiomen shorts and gray t-shirts, along with the PERK warm up suit, may be purchased at the bookstore in Roberts Hall.

The Hollenbach Athletic Center houses both an exhibition gymnasium and a practice gymnasium, a fully equipped weight room, wrestling room, the Athletic Trainer room/office, the Athletic Director's office, male and female locker rooms, and the Huttel

Natatorium. The lounge area has a large screen TV for student viewing. There is also a snack stand for various home athletic contests during the year. Please remember that street shoes and cleats are never to be worn on the playing surfaces of the gymnasium or the pool deck area. No outdoor activities or sports may take place in the Hollenbach Athletic Center except under a coach's supervision.

The Huttel Natatorium is open to students periodically and under the supervision of a faculty member and/or lifeguard. Please remember that no shoes are to be worn on the deck of the swimming pool and there is no running or pushing in the pool area. Only swimsuits are allowed to be worn in the pool and showers are to be taken before entering the pool.

When there are home athletic contests in the Hollenbach Athletic Center or on the various fields of campus, you are encouraged to attend as spectators to support your school and classmates. Keep in mind that visiting teams, spectators, and officials are guests of Perkiomen School and are to be treated with courtesy. Our players and coaches are expected to play fair, follow the rules of the game, respect the judgment of officials and referees, and treat our opponents with respect. It is also expected that fans and spectators will abide by our sportsmanship code. At all games, spectators must remain in the designated areas. They should not be on the sidelines with the team or within proximity to interfere with the coaching staff or players. Anyone who is deemed unsportsmanlike will be asked to leave the area by any employee or referee, and those who are asked to leave must comply with said request.

Parking for Athletic Events: Spectators are expected to know and follow all public and school parking requirements. Seminary Street in front of Kriebel Hall (both sides) and, on the East side along the football field to the School signage across from the Schwenkfelder Library, is a NO PARKING ZONE at all times. Spectators who fail to follow these expectations should expect the Upper Perkiomen Police Department to ticket their vehicles. Seminary Street from the entry to the Schumo Academic Center parking lot to the entry to the Schwenkfelder Library parking lot is an open parking zone and may be used, unless otherwise posted. Parking is also available on both sides of Second Street. Parking lots include the Kriebel Hall lot, Schumo Academic Center lot, Hollenbach Athletic Center lot, and Parents Hall lot. At NO TIME should the Schwenkfelder Library lot be used by spectators, as this is a private lot and for the sole use of the library. For spectators seeking parking and entry to the softball field, parking is found along Seminary Street and in the Schumo Academic Center lot. Please know that The Creamery (headmaster's residence) is a private home and, as such, should be respected by not using the area for parking or for access to the field.

ID Cards

All students will be issued a Student ID card that is used for attendance at all meals, purchases at the bookstore in Roberts Hall, and withdrawals for student banking. Students are required to have their ID cards and will be charged a \$10.00 fee for replacements. Students are not to alter their ID card in any fashion.

Parents Hall – Dining Hall

All meals are served in Parents Hall either family style, buffet, or through the serving line. Proper dress is required at all meals. When entering Parents Hall for meals, please hang your coat on the coat rack and place your books and/or backpack on the shelves of the foyer. Breakfast is served from 7:00-7:40 a.m. The serving line begins at the right door as you face the kitchen from the foyer. After you have gone through the line and finished your meal, students are expected to take their trays and any trash to the dish room. At no time are students permitted in the kitchen behind the serving line.

Lunch is served cafeteria style Monday through Friday from 11:30 a.m.-12:45 p.m. All students are required to check in for the meal.

Dinner on Monday evening is a formal dinner, and Thursday evening a family style dinner, with both meals served at 6:30 p.m. Tuesday and Wednesday evenings are served buffet style from 6:00-7:00 p.m. Friday, Saturday, and Sunday meals are served buffet style from 5:30-6:30 p.m. Each boarding student is required to either wait tables at dinner or to fulfill some other dining room task during an assigned period. Any problems with fulfilling waiter responsibilities should be brought to the attention of the Dining Room Supervisor, Mrs. Betsy Hoffmann. For family style meals, remain in the foyer until the first bell and please stand at the table until the blessing is offered. The head of the table will serve the food to everyone and any requests of the waiter should be made to the table head. Dismissal is upon the sounding of the bell at which time faculty, seniors, and then underclass students may leave the dining room.

Cars – It is a privilege for students to drive to school. Any and all vehicles are under the jurisdiction of the school during any school related business. Cars must be registered with the school and parked in assigned areas. Students should be aware that their cars will be jointly accessible to the student and school officials when on campus. The campus speed limit is 15 mph as is the speed limit in the Seminary Street school zone, Sunday-Monday from 7:00 a.m. – 10:30 p.m.

Day Students - Licensed day students may use their private motor vehicles for transportation to and from school. All cars need to be registered with the Assistant Headmaster for Student Life and parents must complete a permission form before a car is allowed on campus. Students are to obtain a parking permit (\$75.00 fee) from the Assistant Headmaster for Student Life, and this permit is to be placed on the vehicle where it can be easily seen. Students may not use their vehicles during the day. Day students are to park in the lot behind the Hollenbach Athletic Center. This is the parking area that is to be used anytime a day student is on campus whether it be for the academic day, after school sports, play practice, athletic events, etc. The student's vehicle is to remain in the parking area until the student is ready to leave school for the day. Students are restricted from this parking area during the day, and all cars are to be locked.

Boarding Students - Only members of the senior class are allowed to bring a car to campus. The vehicles are to be registered with the Assistant Headmaster for Student

Life and require a parking permit (\$150.00 fee) placed in the vehicle. Those students with cars will have to have a permission form filled out as well. The boarding student parking lot is located on the side of the Parents Hall. Cars are to be locked and are off limits until the time of departure. Boarding students are to use their vehicles only for transportation to their home or approved weekend destination.

Students with cars on campus may not transport any other students in their cars without the proper permission. There must be permission from that student's parents as well as from the driver's parents. Students who abuse the privilege of having a car on campus will have their car permission revoked for the remainder of the school year. Any student in possession or use of an unauthorized motor vehicle, on campus, or off campus in the surrounding area, is considered a violation of Major School Rules.

PERSONAL COMMUNICATION DEVICES

Students are encouraged to have mobile and/or smart phones at The Perkiomen School, but are asked to manage them responsibly and with respect toward our academic community. We expect Perkiomen School students to register their phone number with the Assistant Headmaster for Student Life. Personal communication devices and mobile phone use is prohibited during the academic day, evening study hall, and after lights out until 6:00 a.m. Communication devices are never acceptable to use in Parents Hall, Carnegie Library, Mesnier Chapel, Roberts Hall, or the Kehs Hall Theater. Students who do not follow these guidelines, which are for the benefit of every member of this community, will receive one warning and then will lose their mobile phone privileges for a period determined by the Assistant Headmaster for Student Life and the student's advisor. Faculty may confiscate illicit devices and turn them in to the Assistant Headmaster for Student Life for parent retrieval.

Students may not use cameras (personal, cell phone, school issued, other) to take any images or movies involving students, faculty or staff without permission. Any images taken by students, including those posted on the internet, without permission, will be reported to the Assistant Headmaster for Student Life and will be subject to disciplinary action, which includes the possibility of Mandatory Required Withdrawal.

Students are encouraged to have personal computers in their rooms to support their academic work. The use of the computer for entertainment (i.e., playing games, instant messaging) is not permitted during study hall. **The Acceptable Use Policy** is as follows: Computers, the use of e-mail and the internet, and other technology are now as common in school as they are in many parts of our culture. In the broadest terms, the expectations that apply to computer use are like all other policies of expected behavior at Perkiomen School. Students are expected to use these tools legally, responsibly, with a sense of respect for others, and in keeping with the spirit of the rules and expectations in the Community Handbook. Failure to adhere to these expectations will result in the notification of parents, limits on the use of these tools, and in the case of serious or illegal breaches, suspension or Mandatory Required Withdrawal from school.

All students are given access to the Perkiomen phone system. This system allows students to dial any phone on the system by dialing the last 4 digits of any phone on the system. Students can dial out of the system by dialing “8” first, followed by the phone number. Students will have unlimited access to any local or local long distance number. Students will be blocked from dialing 900 numbers, dialing long distance, and receiving incoming collect calls. If a student wishes to make a toll call, he/she must purchase a calling card. These are available at the bookstore and in various local stores. Students are not permitted to use the phone line to connect to any Internet Service Providers (AOL, NetZero, etc.). Students are not permitted to use the phones during study hall or after lights out.

Safety and Security

Perkiomen School is dedicated to providing a safe and secure environment for every member of the school community. To that end, the school has safety and security personnel to monitor the school’s boundaries, buildings, and people. Employee and students are encouraged to be aware of their surroundings at all times, and to report anything that seems out of the ordinary or suspicious to safety and security personnel, faculty, or staff. In the case of any emergency, any member of the community may contact 911 directly and provide the school’s address “200 Seminary Street in Pennsburg” to the dispatcher. They should then follow the directions of the dispatcher and also immediately report the call to safety and security or another staff member of the School.

At no time should students invite or allow any non-student into buildings or residences prior to approval by a staff member. If any non-student is seen in any building, each member of the community has an obligation to report their presence to school personnel immediately. It is the responsibility of every member of the community to remain vigilant at all times and to report anything that may compromise the safety of other members of the community.

In the furtherance of safety and security, The Perkiomen School has security cameras located on campus outside the Hollenbach Athletic Center, Hollenbach Middle School Center, and Schumo Academic Center. Cameras are also located on the inside hallways of Ruhl Hall, Schultz Hall, Schumo Academic Center, Hollenbach Middle School Center, Roberts Hall Bookstore, and Kriebel Hall. These cameras are placed in common areas (hallways, lounges, parking lots) for the safety and security of students, and in no way interfere with our primary goal of educating our students. Cameras are monitored, though not on a 24 hour a day basis, through the Assistant Headmaster for Student Life’s Office. It is the responsibility of students to recognize that cameras are installed in these various public spaces and that they are being monitored live or on tape from remote locations that are controlled by the Assistant Headmaster for Student Life and/or Safety and Security.

Insurance

The School assumes neither responsibility nor liability for the loss of personal property. Parents who desire to have insurance placed on their child's effects should consult their insurance agent as the school does not carry fire or theft insurance on student's personal property. Valuable jewelry should not be brought to school, and large sums of money should be kept in the School's safe. All dormitory rooms provide a personal safe in order to give the students an area in which to secure their personal belongings, and we strongly encourage students to use their safes and to not share their codes with other students.

Roberts Hall – Robbie's

Renovated in 2009, Roberts Hall is the hub of student activities. The bookstore hours are:

Monday-Friday – 8:00 a.m.-3:00 p.m.
Monday, Wednesday, Friday – 7:00-10:00 p.m.
Tuesday, Thursday – 7:00-8:00 p.m.
Saturday – 1:00-5:00 p.m.
Sunday – 6:00-8:00 p.m.

School clothing, class supplies, food and drinks are available in the bookstore. All food must be consumed in Roberts Hall or on the patio. Consumption of any food or beverage in any academic building is strictly prohibited. The chewing of gum is prohibited during the academic day (from early morning through conference period) and during any meal. Mrs. Jackie Gardner is available for any special requests and can be contacted at 215-541-5056 or by email at jgardner@perkiomen.org.

Student Banking

Student banking is located in Roberts Hall and students may withdraw money from their accounts Tuesday through Friday Noon-3:00 p.m., and Thursday evening 7:00-7:55 p.m. The school suggests students receive an allowance of \$25 per week. Parents may send money weekly to the students, establish an account with a local bank, or use the School's in-house "checking account." To receive additional allowance money, students must have their parents call the Business Office to grant permission. International students must have approval from the Assistant Headmaster, Assistant Headmaster for Student Life, or Head of Middle School for amounts up to \$300. Parents must fax or call the Business Office directly for higher amounts. No e-mails will be accepted. If a student forgets to withdraw his/her allowance, the amount does not roll over to the next week.

Dormitory Rooms

All dormitory rooms provide a bed, bureau, desk, closet, and safe for each student. Safes are provided in order to give the students an area in which to secure their personal

belongings, and we strongly encourage students to use their safes and to not share their codes with other students. A refrigerator may be brought from home, and other furniture is neither necessary nor allowed. Microwaves, toasters, or any cooking utensils, including hot pots and coffee makers, are strictly prohibited because they represent an imminent fire and safety hazard. Any type of open flame such as a candle, incense, cigarette, lighter, or lighter fluids in any building are strictly prohibited and considered a violation of Major School Rules. Cork strips are provided in all rooms and all posters or other items are to be hung on these strips only. Cleanliness of your closet is as important as that of your room, and locks are not permitted on the doors. Window screens are not to be loosened or taken off for any purpose. All lights and radios should be turned off when leaving the room. Please note that the use of any type of aerosol can (Lysol, etc.) is strictly prohibited as the fumes will set off the building-wide fire alarm, and if a student does set off a fire alarm under these conditions, he/she will be charged a fine of \$250.00. Music should be used with consideration given to everyone else in the building with the music played only as loud as can be heard in your own room and not outside the door. Televisions are available in the dormitory lounges and are not allowed in rooms. Students are responsible for the care of their personal property, dormitory room, and equipment. While fans may be needed for a few weeks in the Fall and Spring, they must be placed in storage during the remainder of the school year. Kriebel Hall is air conditioned, and fans are unnecessary.

Students are permitted to bring their bicycles, skateboards and rollerblades to campus; however they must be used with proper safety equipment (i.e., helmets, elbow pads, knee pads). If a student does not wear the proper safety protection, then he/she will not be permitted to use the equipment. Bicycles, skateboards, and rollerblades are not to be used on the tennis courts, handicapped ramps, the road to Parents Hall, Schumo Plaza, or inside any building, including dormitory hallways. Any damage incurred by students in these areas will be charged to the student.

Breakfast is served daily in Parents Hall from 7:00-7:40 a.m. Students are present for daily room inspection at 7:45 a.m. At that time rooms are to be cleaned, waste baskets emptied, closets in order, and desks cleaned. Boarding students must carefully check their room condition sheets on Registration Day because they will be charged for any damage not indicated on the form when it is time to check out. Unless one of the students agrees to bear the responsibility alone, the cost of the repair of any damage to the room is divided equally among the students who share the room.

Mail

Boarding students will receive a mailbox number and key when they register at the beginning of the school year. All student mail will be distributed in the student mailboxes located on the lower level of Kriebel Hall. When checking out for the year, students will turn in their mailbox key. If the key is lost or not turned in, there will be a \$25.00 replacement fee. To facilitate the distribution of mail, please have the mail addressed in the following manner:

Student's Name

Perkiomen School - School Mailbox Number

200 Seminary Street

Pennsburg, PA 18073

Permission to Leave School on Weekends

Boarding students who would like to leave school for the weekend are to fill in a weekend card and give it to the Assistant Headmaster for Student Life by Noon on Wednesday preceding the requested weekend. Middle school students may give their weekend cards to the Head of Middle School. Students also need parental permission for the requested weekend in the Assistant Headmaster for Student Life's office by Noon on Thursday. There are certain weekends during the year that are closed and all students are required to be on campus. Please do not ask to be excused from these weekends as they are an important part of the educational experience and school year. The following are the closed weekends for 2010-11:

September 10-12 - First full weekend, get acquainted

October 22* - Family Weekend

November 12-14 - Exams

May 27-29 - Final Weekend

*Family Weekend is closed for Friday, October 22, 2010, and students may leave on October 23, 2010, after their last commitment. The school reserves the right to modify or deny a student's weekend permission because of commitments at school (athletic or academic), disciplinary status, or failure to submit a weekend card. Boarding students are to return from weekends by 7:00 p.m, unless special permission is granted. When boarding students return from the weekend, they are to check in (in person) with the faculty member on duty in their dormitory. Students returning from the weekend before 7:00 p.m. Sunday evening are to sign back in with the Administrator on Duty. If a student does not return on time or a procedure is violated, he/she is to report to the Assistant Headmaster for Student Life and will lose permission for the next requested weekend.

Students' travel to and from home is the responsibility of their parents or guardians. However, it must be understood that all school regulations concerning alcohol and drugs are in effect when the student leaves home to return to school or reaches home from school. If a parent arranges or allows his/her son or daughter to travel with another student, the school permits the arrangement but takes no responsibility for it. Students who have left for the weekend are not to be on campus once they have signed out. If they return, they must check in immediately with the Administrator on Duty.

Weekend Procedures for Students Remaining on Campus

Students remaining on campus on the weekends are to follow the procedures outlined below:

Friday evening:

Dinner (5:30-6:30 p.m.) - all students are required to check in. If you are planning to go to town between dinner and 7:00 p.m. check out with the Roberts Hall checker during dinner.

Roberts Hall Check In (7:00 p.m.) - all students are required to check in at Roberts Hall at this time. Students may sign out to town at this time as well. Seventh and eighth grade boarding students may sign out to town from 7:00-8:00 p.m. only and upon return to campus are to check back in at Roberts Hall. Students in grades nine through twelve must return from town by 10:00 p.m. and are also to check in at Roberts Hall upon their return. No students are allowed off campus after 10:00 p.m.

Return to dorm: 9:30 p.m. - Grades 7 & 8

10:45 p.m. - Grades 9-12

Lights out: 11:00 p.m. - Grades 7-10

12:00 a.m. - Grades 11 & 12

Saturday:

Brunch (continental 10:30 a.m., full brunch 11:00 a.m.-Noon) - all students are required to check in.

Students wishing to go to town during brunch or anytime during the afternoon hours check out and check back in with the Roberts Hall checker, either in Roberts Hall (after Noon) or during brunch (10:30 a.m. - Noon).

Dinner: SAME AS FRIDAY EVENING

Roberts Hall Check In: SAME AS FRIDAY EVENING

Lights Out: SAME AS FRIDAY EVENING

Sunday:

All procedures are the same as Saturday with the exception of returning to regularly scheduled study hall at 8:00 p.m.

Daily Arrival and Departure

The student lounge in the lower level of Kriebel Hall and the Hollenbach Middle School Center will open each morning at 7:30 a.m. Students who arrive earlier must report to Parents Hall and check in for breakfast. At no time may students be on campus prior to 7:00 a.m. The Hollenbach Middle School Center closes at 5:30 p.m. and middle school students must be picked up at that time. Kriebel Hall lower level and main level floors close at 6:30 p.m. and upper school students must depart at that time. If students are on campus at 6:30 p.m., they must report to Parents Hall for dinner. Students cannot be in any area of the school without supervision and are always welcome to attend community meals. The lower level of Kriebel Hall is off limits to all students after 6:30 p.m. If students are on campus during the evening following dinner, they are to follow study hall guidelines and must report to a faculty member in the dorm or in the Carnegie Library.

Student Lockers

All day students are assigned lockers in the Student Lounge. Middle School students receive a locker in the Hollenbach Middle School. The School does provide locks that are to remain on each locker. There will be a \$10.00 fee charged if the School lock is lost or not on the locker at the end of the school year. Lockers are to be kept neat and clean, and are not permitted to have anything hanging on the outside or inside of the doors. Students should be aware that their assigned locker will be jointly accessible to the student and School officials.

Upper School Student Lounge

The Student Lounge is located on the lower level of Kriebel Hall and is for the use of all upper school students. Students are welcome to use the lounge during free time but need to be mindful of noise and be considerate of everyone using the lounge. It is important that students treat the furnishings in the lounge with respect and remember to clean up after themselves. If students are being loud or disruptive they will be asked to leave the lounge and will not be allowed back in the area for a period of time. Wireless technology is provided in the Student Lounge. Please note that the Student Lounge will be closed each day from 3:15-5:30 p.m. during after school activities. The Senior Lounge is located on the lower level of Kriebel Hall as well. The lounge and lockers are to be kept clean at all times with students being aware of the noise level in the area. At no time may middle school students be in the upper school lounge.

Proctors

Student proctors, who are selected by the administration and faculty, are assigned to specific areas to assist the faculty. Regular mandatory meetings are held during the year with the Assistant Headmaster for Student Life and other faculty members to help proctors in their roles. Workshops on topics such as leadership, peer relations, and community living are also held during the year. The proctors may receive a day off from school on the Monday or Friday following the close of the first progress report cycle of the third trimester.

Multiculturalism

At Perkiomen School, diversity is a positive aspect of our lives and an essential component of education. The students, staff, parents, board members, alumni, and friends of the school recognize and embrace the diversity that exists in the languages we speak, and the traditions we observe, as well as the differences in our race, gender, age, sexual orientation, and the structural, financial, and educational differences of our families, combined with our unique heritages, personal beliefs, and choices of expression.

The Perkiomen School assumes an ongoing responsibility to act as part of a larger environment. Although the family is the primary source of culture, celebrations, and values for our students, the role of our school is to supplement this by helping students to appreciate their own identities, as well as those of others. As a school, we recruit students and faculty from diverse backgrounds whose goals are consistent with the sense of tradition we foster. In the School's curriculum and other programs, we introduce and explore topics concerning race, ethnicity, family structure, gender, religion, physical attributes, sexual orientation, and socio-economic differences.

We believe that the experience of a Perkiomen education will enable students to value themselves while preparing to participate with pride and confidence in a rich and complex global society. Perkiomen School is a place where a person can explore the world around them and examine their role within it. When students graduate from our

school, they will bring with them a strong sense of their identity, a willingness to see the common threads that run through all our lives, and a high regard for the value and breadth of differences and similarities.

Certain aspects of multi-culturalism are inconsistent with the American education system and with the American democratic tradition and values. With this in mind, any type of behavior that implies subservience, sexism, racial stigmas, or any other act, overt or covert cannot be accepted. Examples of unacceptable traditions and acts include, but are not limited to, bowing, age deference, deference based upon one's gender.

Moral and Ethical Standards

One of the objectives of The Perkiomen School is to foster a mature and intelligent respect for and an adherence to accepted moral and ethical standards. It is essential that all Perkiomen students understand that, in addition to rules governing student conduct at Perkiomen, all local, state, and federal laws are followed. Students who aspire to or hold student office must exemplify this important element of leadership. Failure to meet this standard will disqualify a student from seeking or retaining any student office or holding any position of student leadership. Once in a position of leadership, the School reserves the right of removal if student behavior is deemed unacceptable.

Re-Enrollment

Each year underclass students may be invited to return for the following school year. An invitation to return to Perkiomen is based on academic and social standing within the community and a comprehensive review of the student's record by the faculty and administration of the school. Students are reviewed by the faculty in January and will receive communication from the School with a contract to re-enroll, a contract with stipulations on performance, warnings with a contract held, or possibly a recommendation to seek a different educational setting. Once a contract is offered, however, families should re-enroll by the contract deadline. Those who do not re-enroll by the deadline should expect a late fee to be assessed by the School.

Following the close of the school year, the faculty and the administration review all students. Invitations to return may be withdrawn or have conditions attached, depending upon the circumstances. For those students who were awaiting a final decision from January, it will be made at this time.

It is always the aim of Perkiomen to have students enrolled who choose to be here, strive to achieve, and who are positive additions to this academic community. If families have any concerns about decisions or wish to appeal them, they may do so directly with the Headmaster.

Student Conduct and Discipline

The Perkiomen School believes that every student has a right to study, to learn, and to enjoy all that the School offers each day free from behavior that is detrimental to that experience. The School's policy on discipline is based upon the understanding that students will treat the School, its physical property, the employees, and all students with decorum and respect at all times. Student behavior that is deemed in any way detrimental to the best interests of The Perkiomen School community will be subject to disciplinary action by the School. It is incumbent upon students to report any and all abuses of the student code of conduct. Failure to report incidents in a timely manner may prevent the School from taking complete action. If parents report an incident to the School, the School will investigate with the expectation that the student who witnessed or knows of the violation must come forward and discuss the incident with the Assistant Headmaster for Student Life.

Minor Rules: Basic rules of daily life are important for success in school. As previously stated, students should arrive on time, be prepared for class, treat people respectfully, and refrain from eating or drinking in buildings. Minor issues of discipline are the responsibility of each classroom teacher or any employee that observes a student acting in a way contradictory of common courtesy and decency in our community. Minor violations may lead to a student earning lower grades, if their actions impact academic performance. Repeated minor violations will be referred to the Assistant Headmaster for Student Life's Office for appropriate disciplinary measures that may include Saturday Work Crew (day students are NOT exempt), Probation, Final Probation, Suspension, or Mandatory Required Withdrawal. Students will also meet with the Assistant Headmaster for Student Life and/or advisor to review and assess their progress and to address any concerns.

Major Rules: Violation of Major School Rules will require immediate referral to the Assistant Headmaster for Student Life Office and will normally receive disciplinary action of Probation, Final Probation, Suspension, or Mandatory Required Withdrawal. In all actions, the School urges students to use good, common sense before acting. If an action seems "wrong," chances are that it is "wrong."

Disciplinary Status

Probation: A period of ten weeks from the date of infraction where a student may not return to the Assistant Headmaster for Student Life for ANY major violation, or face further consequences.

Final Probation: A period of one year from the date of the infraction during which time the student may not return to the Assistant Headmaster for Student Life for any Major Violation, or face further disciplinary action.

Suspension: The School reserves the right to temporarily separate the student from the School as the School reviews the disciplinary case and determines a course of action. The student may be allowed to return or may be required to withdraw.

Mandatory Required Withdrawal: The infraction rises to the level that a student must withdraw from school and depart from campus immediately. The use, possession,

consumption, or being under the influence of alcohol or other drugs rises to this level immediately, regardless of quantity or type.

Appeals: Once the School has determined a course of action after a disciplinary infraction, a student may appeal the decision to the Headmaster or his representative. The Headmaster may accept or deny the appeal request and he may accept or amend the decision of the Assistant Headmaster for Student Life. The Headmaster makes the final determination regarding any and all issues pertaining to enrollment and status at The Perkiomen School. There are no further appeals.

The following is a list of possible Major Rules Violations. The list is neither complete nor exhaustive, as no list can be. The list does, however, offer guidance for students, families, and the School when reviewing disciplinary cases. In all cases, the Headmaster or his assignee makes the final determination.

Any behavior that infringes upon the safety and well being of any member of the school community. Each person attending Perkiomen School has a right to feel safe and valued. Harassment of any type violates personal rights and creates an atmosphere which is intimidating and demeaning to the parties involved. Verbal abuse, written abuse, physical abuse, hazing, fighting, vandalism, cyberbullying, and sexual harassment are unacceptable at Perkiomen School. Such behavior undermines the spirit of community and is considered a major violation of the School's policies. Any instance of harassment must be reported to the Assistant Headmaster for Student Life and Head of Middle School for appropriate action. Harassment is a violation of Major School Rules and will be handled accordingly.

Absences from academic commitments or other required school functions: Students are expected to attend and be prompt for all scheduled classes, be prepared for class, and attend all required school functions and academic commitments. All absences are recorded as part of the student's permanent record and will be listed on their academic transcript. Any unexcused absence from class, conference period or after-school program will result in that student receiving a zero in class for that day. Absence from assembly or chapel is also considered an unexcused absence. No boarding student is to be absent from the School without permission of the Headmaster or Assistant Headmaster for Student Life. This includes absences from dormitories between 10:30 p.m. and 6:30 a.m. Sunday through Friday and between 11:00 p.m. and 6:30 a.m. on Saturday. Students who are absent from school without permission will not receive credit for any school time missed, and violations of these rules are a violation of Major School Rules.

Dishonesty: The possession of another person's property (physical or intellectual) without their knowledge does not represent the values that Perkiomen School teaches and is considered stealing. Students found to be possession of another person's property or caught in the act of stealing are in violation of Major School Rules. Vandalism of any type is unacceptable and a violation of Major School Rules. In addition, the borrowing or lending of money or property is discouraged. Students are reminded that the contents of their rooms or lockers are their responsibility. Any violation of the **Honor Pledge** is a violation of Major School Rules. This will require

immediate referral to the Head of Upper School/Head of Middle School, and will receive appropriate disciplinary action up to and including Mandatory Required Withdrawal. Students in violation of any Major School Rule should assume the loss of any current and/or future leadership position and/or membership in National Honor Society. In all actions, the School urges students to use good, common sense before acting. If an action seems “wrong,” chances are that it is “wrong.”

Firearms, knives, and weapons: Firearms, knives, and weapons of any kind as determined by the school are prohibited.

Tobacco: Any use of tobacco is harmful to one’s health. Perkiomen School is therefore a tobacco free campus for students, families, and guests. Smoking, chewing tobacco, etc. are not permitted anywhere either on or off the campus or while attending any school function. If a student is found smoking or in the possession of tobacco or tobacco products, it is considered a violation of Major School Rules. Any student found to be in violation of the School’s tobacco policy will be placed in a mandatory eight session Smoking Cessation Program. This program will also carry a charge of \$150.00 that will be charged to the student’s activity account.

Open Flame: Any type of open flame such as a candle, incense, cigarette, lighter, lighter fluids in any building are strictly prohibited and considered a violation of Major School Rules.

Alcohol and Drugs: The possession, consumption, or being under the influence of alcohol or other drugs will result in Mandatory Required Withdrawal. The return to campus under the apparent influence of alcohol or other drugs will also result in Mandatory Required Withdrawal.

The Perkiomen School is committed to help any parent or guardian who has concerns about adolescent chemical use/abuse. Support is also available for the student who may have a parent, guardian, or significant person with a chemical problem.

Unauthorized access to school areas such as locked offices, closed floors or buildings, opposite gender dorms or dorm rooms, another student’s dorm room, and locations that are known or determined by the School to be off limits, is a violation of Major School Rules. In addition, possession or use of an unauthorized key, password, computer database, network, or tampering with a school lock or security system is prohibited and consider a violation of major school rules. In all cases, disciplinary action can include Mandatory Required Withdrawal.

Vehicles may be used with the Assistant Headmaster for Student Life’s permission only. If another student is to ride in the car, there must be permission from that student’s parents as well as from the driver’s parents. Students who abuse the privilege of having a car on campus will have their car permission revoked for the remainder of the school year. Underclass boarding students in possession of a motor vehicle on campus or off campus in the surrounding area is a violation of Major School Rules.

Discretion and Sensitivity: Students are expected to behave in a manner which exhibits respect for others. The school will not tolerate the use of foul language in public. Students are expected to show restraint and good manners in their relationship with other students. Forms of sexual profanity, including sexually profane gestures, and explicit sexual language are always unacceptable. Verbally or physically forcing oneself onto another is simply intolerable. Inappropriate sexual behavior while under the jurisdiction of the school is considered a violation of Major School Rules, and will most likely result in separation from the school.

Dress Code

Boys' Standard Dress - Tuesday through Friday, including dinner on Thursday

Slacks-Chino type with belt (navy blue, gray, black or khaki only) - no cargo pants
Shorts-(September and May only) – Tuesday-Friday only) – Bermuda style shorts (navy blue, gray, black or khaki only) with school shirt and sneakers and socks (no cargo shorts or plaid shorts)

Shirt-Perkiomen School issued shirts (polo, oxford, turtleneck). A sweater or Perkiomen School sweatshirt may be worn over a school shirt

Shoes-Dress shoes, casual dress shoes, sneakers (no flip flops, sandals, open backs) boots (inclement weather only)

Socks

Middle School- Perkiomen School issued shirts (polo, oxford, turtleneck). A sweater or Perkiomen School sweatshirt may be worn over a school shirt

Girls' Standard Dress - Tuesday through Friday, including dinner on Thursday

Slacks-Full length chino type with belt (navy blue, gray, black, or khaki only) - no cargo pants

Shorts-(September and May only) – Tuesday-Friday only) – Bermuda style shorts or capris (navy blue, gray, black or khaki only) with school shirt and sneakers and socks (no cargo shorts or plaid shorts)

Shirts-Perkiomen School issued shirts (polo, oxford, turtleneck). A sweater or Perkiomen School sweatshirt may be worn over a school shirt

Skirts-Solid color skirt only

Shoes-Dress shoes, casual dress shoes, sneakers (no flip flops, sandals, open backs) boots (inclement weather only)

Socks, tights or pantyhose

Middle School- Perkiomen School issued shirts (polo, oxford, turtleneck). A sweater or Perkiomen School sweatshirt may be worn over a school shirt

Boys' Formal Dress – Monday, including dinner

Blazer-Navy blue

Slacks-Chino type with belt (navy blue, gray, black or khaki only)-no cargo pants

Shirt-dress shirt

Tie- School Tie

Shoes-Dress shoes or casual shoes (loafers or similar, no athletic shoes, flip flops, sandals, open backs), boots (inclement weather only)

Socks-Dark dress socks (no peds or athletic socks)

Girls' Formal Dress – Monday, including dinner

Blazer- Navy blue

Skirt-Navy or khaki chino skirt only

Slacks-Full length chino type with belt (navy blue, gray, black or khaki only) – no cargo pants

Shirt-dress shirt or blouse

Skirt-Solid color skirt only

Shoes-Dress shoes or casual shoes (loafers or similar, no athletic shoes, flip flops, sandals, open backs), boots (inclement weather only)

Socks-Dark dress socks only (no peds or athletic socks), tights or pantyhose

Athletic Practice Uniform

Students may purchase their practice uniforms in Robbie's, the school bookstore.

Students are required to wear purple PERK shorts, a gray PERK athletic t-shirt, and the PERK warm-up suit.

Game Days: Students may wear their game day shirts to school over a school shirt. The rest of the student's attire must follow the regular the dress code. Game day dress is not permitted on Mondays.

Relaxed Dress (Tuesday and Wednesday dinner and from end of academic day on Friday until breakfast on Monday): Relaxed dress includes t-shirts, jeans, sweatshirts, shorts, sweatpants. Shirts do not need to be tucked in, shoes are the choice of the student but must be indoor/outdoor safe, in good repair – not slippers. This policy does not include “inappropriate” shirts with messages related to drugs, alcohol, violence, gangs, tank tops, bare stomachs, etc. This policy does not include ripped, torn, baggy, etc. Anything deemed in “poor taste” by the School will be disallowed.

Commencement Dress (seniors):

Senior Boys: Navy blue blazer, white dress shirt, school tie, belted khaki slacks, dark dress socks, and black dress shoes.

Senior Girls: Long white gowns (no off white gowns), white dress shoes

Moving Up Dress (8th grade):

8th Grade Boys: Navy blue blazer, belted khaki slacks, white dress shirt, school tie, navy blue socks, and black dress shoes

8th Grade Girls: White dress, white dress shoes

Clothes should be laundered, fitted, neat and in good repair. Blouses and shirts must be buttoned and tucked in during the school day. Shoes must be tied or fastened appropriately. Blazers are to be worn not carried, and hats are to be removed inside any building.

NOTE: Perkiomen School understands that fashion changes rapidly; however, clothing that is too tight (including spandex or lycra material), too short or too baggy that may be distracting or may cause harm to a student will not be permitted. Perkiomen School will use its best judgment to determine when clothing is inappropriate.

Haircuts: Hair must be kept clean, neat, well groomed at all times, and must be styled and trimmed. Wild or distracting styles or other styles as determined by the School are not permitted. Boys must be clean shaven at all times and their hair length should not be excessive.

Piercing: Ear piercing is allowed for girls. However any other type of body piercing (i.e., nose, navel, tongue, etc.) is not permitted for boys or girls. At no time are boys to wear earrings. Excessive jewelry is unacceptable. Boys are to wear any necklace under their shirt.

Blue Blazers: Blue blazers (for both girls and boys) may be purchased at A. Weitzenkorn's Sons, Inc., 145 High Street, Pottstown, PA 19464-5448, (610) 323-8810.

The following items may be purchased at Robbie's, the school bookstore: Perkiomen School issued shirts (polo and turtleneck), school tie, dark dress socks, belts, athletic practice uniforms, and warm-up suit.

Fire Regulations

Every building on campus is equipped with its independent fire alarm system. At the sounding of the fire alarm, everyone inside the building will evacuate immediately by the shortest route, walking quickly but not running. Remain calm and follow instructions.

If a fire drill occurs when you are in the dormitory:

Everyone living in Kriebel Hall will line up on the opposite side of the street. During inclement or cold weather, students will go to Kehs Hall and line up. All residents of other dormitories will line up in front of their respective dorms. Line up with your roommate, listen to the roll call, answer when your name is called, and do not become noisy under any circumstances. Return to the building only when signaled to do so.

If a fire drill occurs at night: Dress warmly, leave the light on, close the door and follow the above procedures.

If a fire drill occurs while in the dining room: Proceed to the nearest exit in an orderly fashion.

If a fire drill occurs during a class period: Go to the nearest exit and leave in an orderly fashion. Reassemble with your teacher at a safe distance from the building.

In the event of a bomb scare or threat, five long rings on the bell system will indicate that all buildings are to be evacuated following the standard fire plan. Students and faculty are then to report to the football field for further instructions.

Severe Weather Emergency Plan

During any severe weather such as thunderstorms, tornado warnings, etc. the siren from Kriebel Hall will initiate the emergency plan with a **continuous signal**. In case of a weather emergency, it is best not to panic and follow all outlined procedures. The greatest danger to students, faculty, and staff is from falling trees, falling limbs, and broken and flying glass. All students, faculty, and staff are to move away from all windows or doors with glass. Faculty are responsible for keeping attendance whether it is during class time or dormitory times. During class time, the dormitories will be checked by designated faculty members. Any student, faculty, or staff member who is outside when the siren sounds is to proceed immediately to the nearest building for shelter as outlined below. When the siren is no longer sounding, regular activities may be resumed.

KRIEBEL HALL:

Class Hours: All classroom students, faculty, and staff will assemble down by the mailboxes in the lower level of Kriebel. They will sit by classes with their teacher. One member of the faculty will be assigned to check all dorm floors in Kriebel and move those students down to the lower level. Everyone will stay in this location until released by the Headmaster or Assistant Headmaster for Student Life.

After Class Hours: All students, faculty, and staff will be moved to the lower level of Kriebel. They will assemble by the mailboxes and be grouped by floors. Floor Heads will take attendance and report to the Head of the Dorm who will then report to the Headmaster or Assistant Headmaster for Student Life. All will stay in this location until released by the Headmaster or Assistant Headmaster for Student Life.

CARNEGIE LIBRARY:

Class Hours: All students in the library classrooms as well as in the library will assemble in the lounge on the lower level. They will stay in this area until released by the Headmaster or Assistant Headmaster for Student Life.

After Class Hours: Students will move from the library to the lower level. They will stay until released by the Headmaster or Assistant Headmaster for Student Life.

KEHS HALL:

Class Hours: All students will move from the third, second, and first floor to the lower level floor by the Theater Director's Office. All students in the lower level and staff personnel from Roberts Hall will move to this area as well. They will stay until released by the Headmaster or Assistant Headmaster for Student Life.

After Hours: During play or musical rehearsals or productions, all students, guests, and faculty will move to the lower level hallway by the Theater Director's Office. They will remain until released by the Headmaster or Assistant Headmaster for Student Life.

HEALTH CENTER:

All students and staff will move to the basement of the Health Center. They will remain there until released by the Headmaster or Assistant Headmaster for Student Life.

SCHULTZ HALL, DUYCKINCK HALL, FRITZ COTTAGE:

All students and staff will move to the basement of the building. They will remain there until released by the Headmaster or Assistant Headmaster for Student Life.

RUHL HALL:

All students and staff will proceed to the Parents Hall basement, if time permits. If this is not possible, students and faculty are to assemble in the hall of the first floor. All doors must be closed. They will remain until released by the Headmaster or Assistant Headmaster for Student Life.

HOLLENBACH ATHLETIC CENTER:

All students and staff will assemble in the main hall by the Hall of Athletic Honor. They will remain there until released by the Headmaster or Assistant Headmaster for Student Life. If there is a threat of severe weather during afternoon sports practices or games, teams are to assemble in the nearest building in the location outlined - coaches will keep attendance of their teams at such a time.

HOLLENBACH MIDDLE SCHOOL CENTER:

All students and staff will assemble in the hallway by the lockers. They will remain there until released by the Headmaster or Assistant Headmaster for Student Life.

CROOK RESIDENCE, ENGLE HOUSE, THIRD STREET HOUSE, HOSSMAN/HAUSMANN COTTAGE, MAINTENANCE CENTER AND APARTMENTS, CHRISTMAN HOUSE:

All members of the above houses will proceed to their respective basements until released by the Headmaster or Assistant Headmaster for Student Life. All members of Maintenance Staff will proceed to basement of Maintenance Center and follow the outlined procedures.

PARENTS HALL:

All faculty, staff and students will proceed to the basement of Parents Hall. They will remain there until released by the Headmaster or Assistant Headmaster for Student Life.

SCHUMO ACADEMIC CENTER:

All students and staff will assemble in the hallway of their classroom floors. The students will sit by class with their teacher. One faculty will be assigned to each floor to check that all students are in the hallway. Everyone will stay in the hallway until released by the Headmaster or Assistant Headmaster for Student Life.

RELEASE BY THE HEADMASTER OR ASSISTANT HEADMASTER FOR STUDENT LIFE WILL BE MADE WHEN THE SIGNAL ENDS AND AFTER THE THREAT OF THE STORM HAS PASSED. THE HEADMASTER WILL DESIGNATE MEMBERS OF THE FACULTY TO CHECK EACH LOCATION.

2010-11 Administration, Faculty, and Support Staff

Leadership Team

Christopher R. Tompkins – Headmaster
Carol Dougherty – Assistant Headmaster and Director of Institutional Advancement
Kevin Manferdini – Assistant Headmaster for Student Life
Michael Foux – Assistant Headmaster for Finance and Operations
Jeannene Ziegler – Head of Upper School
Paige Longstreth – Head of Middle School
Stormy Johnson – Director of Admissions
Kendall Baker – Director of Athletics

Institutional Advancement

Carol Dougherty - Assistant Headmaster and Director of Institutional Advancement

Admissions Office

Stormy Johnson – Director of Admissions
Timothy Gaiser – Assistant Director of Admissions/Director of Summer Programs
Shaun Yorgey – Assistant Director of Admissions/Director of Financial Aid

Alumni and Development

Diana Weir-Smith – Director of Alumni Affairs and Public Relations
James Armfield – Director of Development

Al Orio, Jr. – Transportation Coordinator, Student Activities, Community Service
Richard MacIntyre – Director of Institutional Technology

Support Staff

Karen Bauer – Assistant Business Manager
Joan Berg – Development Office/Admissions Office
Suzanne Boesch – Development Office
Denise Breidenbach – Athletic Office
Elizabeth Burns – Headmaster’s Office
Kathryn Eck – Registrar
Dana Heimbach – Head of Middle School Office
Trish Manferdini – Student Life Office/College Counseling Office
Barbara Nace – Admissions Office
Gail Schmoyer – Accounts Receivable

Physical Plant and Grounds

Jason Smith, Buildings Supervisor
Jerry Schantz, Grounds Supervisor
Michael Ashley
Larry Hange
Ryan Hanowek
Rick Smith
Merrill Yorgey
Jacqueline Bonilla (housekeeping)

Ximena Ponce (housekeeping)
Brittany Weaver (housekeeping)
Robin Douglas (housekeeping)

Security

Tom Calvario, Head of Security
George Moser

Bookstore

Jackie Gardner – Bookstore Manager
Sharon Alexander – Assistant Bookstore Manager

Faculty

English Department

Megan Wilberton, Chair
Clay Crook
Mark Longstreth
Katie Lupo
Robert Naylor

Mathematics Department

Peter Dougherty, Chair
Keegan Ash
Suzanne Baker
Susan Bock
Erin Davidson-Kellogg
Jacob Hauser
Justine Segear
Jennifer Weiss

Science Department

Michael Ireland, Chair
Benjamin Fidler
Jennifer Garris
Timothy Klavon
Scott Robinson

History Department

Jonathan Moser, Chair
Taylor Coble
Peter Dougherty
Catherine Gibbons
Jean Thobaben
Christopher Tompkins

World Languages Department

Henryk Hoffmann, Chair
Julietta Bekker
Paulette Cutruzzula
James Jones

English as a Second Language (ESL)

Michael Romasco, Director
Christina Coons
Clay Crook
Paulette Cutruzzula
Jennifer Garris
Katie Lupo
Al Orio

The Learning Center

Melissa Gaiser, Director
Keegan Ash
Patrick Colonna

Institutional Technology

Richard MacIntyre, Director

Fine and Performing Arts Department

Amber Goupil, Chair
Lisa Boyko
Jacob Hauser
Norman Stull
Jean Thobaben

Physical Education Department

Kendall Baker, Chair
Maryrose Tompkins

College Counseling

Erin Davidson-Kellogg, Associate Director
Patrick Colonna, Associate Director
Suzanne Baker
Carol Dougherty

Library

Kate Hammond, Director of Library Services
Cathy Sweeney, Assistant Librarian

Middle School Faculty

Paige Longstreth, Head of Middle School
Christina Coons

Paulette Cutruzzula
Jacob Hauser
Henryk Hoffmann
James Jones
Timothy Klavon
Jeannene Ziegler

Medical Staff

Esther Larimore, RN
Barbara Theesfeld, RN

Dining Hall

Elizabeth Hoffmann, Coordinator

Dormitory Faculty

Kriebel Hall:

Spaatz Floor

Benjamin Fidler, Dorm Head
Taylor Coble

Carlson Floor

Clay Crook, Dorm Head
James Jones

Schultz Floor

Timothy Klavon, Dorm Head
Jonathan Moser

Ruhl Hall

Elizabeth Hoffmann, Dorm Head
Julietta Bekker

Schultz Hall

Jacob Hauser, Dorm Head
Al Orio

Fritz Cottage

Jennifer Weiss, Dorm Head
Christina Coons

Duyckinck Hall

Amber Goupil, Dorm Head
Lisa Boyko

2010-11 Student Officers:

Student Senate President: Young-Kwon “Noah” Yu ‘11
Vice-President:

12th Grade President: Haopeng “Sam” Zhou ‘11
Vice-President: Jui-Shen “Rick” Huang ‘11

11th Grade President: Alexa Turner ‘12
Vice-President: Min Joo “Sabrina” Kim ‘12

10th Grade President: Anya Schultz ‘13
Vice-President: Morgan Klavon ‘12

9th Grade President: Dorita Deveney ‘14
Vice-President: Emma Longstreth ‘14

School Telephone Numbers:

School Office: 215-679-9511

Admissions Office: 215-679-1132

Alumni Office: 215-679-1141

Athletic Director: 215-679-1170

Business Office: 215-679-1135

Carl’s Corner Bookstore: 215-541-5056

Carnegie Library: 215-679-8255

Cleaver & Kistler Health Center: 215-541-5065

Assistant Headmaster for Student Life: 215-679-1125

Director of Financial Aid/Assistant Director of Admission: 215-679-1121

Director of Summer Programs/Assistant Director of Admission: 215-679-1133

Head of Middle School: 215-541-5620

Head of Upper School: 215-679-1122

Headmaster’s Office: 215-679-1130

Middle School Office: 215-679-1134

Daily Schedule 2010-11

| | |
|-------------------|------------------|
| Rising Bell | 6:45 a.m. |
| Breakfast | 7:00-7:40 a.m. |
| Room Check | 7:45 a.m. |
| Morning Meeting | 8:00-8:10 a.m. |
| Period A | 8:15-8:55 |
| Period B | 9:00-9:40 |
| Period Extension | 9:40-9:55 |
| Period C | 10:00-10:40 |
| Period D | 10:45-11:25 |
| Period E/Lunch 1 | 11:30-12:10 p.m. |
| Period E/Lunch 2 | 12:15-12:55 |
| Period F | 1:00-1:40 |
| Period G | 1:45-2:25 |
| Conference Period | 2:30-3:10 |

(Schedule is a 7 day rotation (Days A-G) with Chapel/Meeting Day (Day H) the 8th day of the rotation)

Chapel/Assembly Day Schedule (Day H)

| | |
|-------------------|-------------|
| Period A | 8:10-8:48 |
| Period B | 9:53-9:31 |
| Period C | 9:36-10:14 |
| Period D | 10:19-10:57 |
| Chapel/Meeting | 11:02-11:40 |
| Period E/Lunch 1 | 11:40-12:18 |
| Period E/Lunch 2 | 12:23-1:01 |
| Period F | 1:06-1:42 |
| Period G | 1:47-2:25 |
| Conference Period | 2:30-3:10 |

Weekday After Class Schedule

| | |
|--|-----------------|
| Interscholastic Athletics and After School Program Practice/Rehearsal: | 3:15-5:30 p.m. |
| Dinner | 6:30 p.m. |
| Study Hall | 8:00-10:00 p.m. |
| Lights Out: | |
| Underclass (7-11) | 10:30 p.m. |
| Seniors | 11:00 p.m. |

*Note - "lights out" means you are in your room for the evening. Students are not to be visiting other dorm rooms or roaming the halls after lights out.

Weekend Schedule

Friday Evening:

| | |
|------------------------------------|-----------------|
| Dinner | 5:30-6:30 p.m. |
| Roberts Hall check-in | 7:00 p.m. |
| 7th & 8th Grade may go to town | 7:00-8:00 p.m. |
| 7th & 8th Grade return to dorms | 9:30 p.m. |
| Upper School (9-12) may go to town | 7:00-10:00 p.m. |
| Lights out for Grades 7-10 | 10:45 p.m. |
| Lights out for Grades 11-12 | 12:00 a.m. |

Saturday:

| | |
|----------------------|-----------------------|
| Brunch (continental) | 10:30 a.m.-11:00 a.m. |
| (full brunch) | 11:00 a.m.-Noon |

same as above

Sunday:

same as Saturday - return to Study Hall schedule
Sunday evening.