



Perkiomen School

2018-19 COMMUNITY HANDBOOK



Dear Perkiomen Families:

Here is the Community Handbook. Although most of our expectations as an institution are consistent with other schools, Perkiomen School is unique. We have a unique blend of students from around the US and around the world. Understanding our school culture and being well versed in the general expectations of our institution is essential. Please read these guidelines and take them to heart.

As with all thriving independent boarding schools, we work best when each of us understands the basic tenets of living and learning together. Structure, support, trust, dignity, respect, and honor go hand in hand to guide students, colleagues, and families toward success here, in college, and in life. The Handbook further outlines the various expectations by which we all live during the year, expectations that build a culture of trust, support, honesty, and integrity that foster a sense of dignity and respect for each other at all times. These are not just words on a page. In order to live and work in this community, we must embrace these behaviors.

There are so many important parts to effectively educate children, but it begins with being a presence, physically and emotionally. That means everyone has to pay attention to the school calendar, so it is resoundingly clear that as you plan for your personal holidays you do so without conflicting with the school schedule.

As questions arise, please review the section of the Handbook that describes the various offices here at school and those faculty/staff who can best answer them. As a community, we all have duties, obligations, and expectations to uphold, so please review the Our Mission and Our Principles, as well as “What Excellent Teachers Do,” “What Successful Students Do,” and “What Supportive Parents Do” to more fully understand our mutual commitments as members of this academic community. (See Perkiomen.org)

While each of us may offer different perspectives regarding teaching and raising children, we must work together and align our goals. In truth, working together to achieve a common goal can be most gratifying. Let’s keep the best interest of the students in mind while enjoying ourselves in the process. Life is short, so let’s take advantage of this rich opportunity and play an active role in making a difference in people’s lives. It will enrich your lives. I am honored to be the captain of this diverse, multi-talented team and look forward to working alongside each of you.

Sincerely,

Mark A. Devey
Headmaster



OUR MISSION

Perkiomen School inspires students to risk becoming their best.

OUR PHILOSOPHY

Our Community

Perkiomen School is a boarding and day school dedicated to fostering a diverse and multi-talented student body. We challenge each other to work and rework in pursuit of excellence each and every day.

Our Program

Perkiomen School affords the best of a liberal arts education while cultivating entrepreneurial spirit in our students. We promote active inquiry and problem-solving, making education relevant and exportable to a future we cannot predict.

Our Students

Perkiomen School's students embrace global citizenship. Our students join together from different countries, races, socio-economic backgrounds, religions, sexual orientations, gender identities, and worldviews to be the heart of campus life.

Our Faculty

Perkiomen School's faculty meets students where they are. Our faculty members are collectively accomplished in academics, athletics, and the arts, with a desire for continuing education and a passion for mentoring students.

Our Campus

Perkiomen School provides a range of opportunities for students to explore their interests and the world around them. We are an inviting, safe home that nurtures a sense of curiosity, physical well-being, and belonging.

Our Motto

Perkiomen School's motto is "SOLVITUR VIVENDO." We believe that experience is the best teacher and that the challenges of modern life are only solved through engaged and thoughtful living.



Families and the School

As members of this unique community, Perkiomen School families should know, understand, and support the school's expectations and policies as outlined in the Community Handbook. As a community, each constituency should engage other constituencies with the same decorum and respect they would expect to be accorded. 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 closest to the matter and as outlined below.

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 of receipt. If an urgent matter arises, it is best to contact the Office of Student Life or the Middle/Upper School Offices to seek an immediate appointment. Please understand that school personnel, like families, have many responsibilities, and as a result, are usually unavailable for "walk-in" meetings.

Office of the Headmaster

Headmaster	Mark A. Devey
Associate Headmaster	Carol Dougherty
Director of Marketing & Communications	Bernadette Kovaleski
Executive Assistant to the Headmaster	Kristen Smith

Office of Student Life

Assistant Headmaster for Student Life (student life including residential matters and discipline)	Kevin Manferdini
Director of Student Life Programs	Amber Goupil
School Counselor	Emily Wang

Office of Academic Affairs

Upper School Head (broad curricular matters, academic scheduling for Upper School, faculty)	Jonathan Moser
Upper School Dean	Greg Martin
Registrar (course selection and student schedules)	Kathy Eck
Head of the Middle School (All matters pertaining to Middle School)	Krishna Davda

Office of College Counseling

Director of College Counseling	David Antoniewicz
Associate Director of College Counseling, Director of Testing	Erin Davidson Kellogg
Assistant Director of College Counseling	Keegan Ash



Office of Business and Finance

Associate Headmaster Finance/Operations	Michael Foux
Assistant Manager, Accounts Payable	Karen Bauer
Student Billing, Accounts Receivable	Gail Schmoyer
Accounting Analysis/Assistant Director of Summer Programs	Disleiny Rubiera
Bookstore Manager	Jackie Gardner

Office of Admissions and Financial Aid

Assistant Headmaster for External Affairs	Diana J. Gleeson
Director of Admissions and Financial Aid	Abby Parish Moser
Associate Director of Admissions & Financial Aid	Nicole Misevicius
Associate Director of Admissions & Financial Aid	Thomas Baudinet
Associate Director of Admissions & Financial Aid	Rutledge Long
Admissions Counselor	John Williams

Office of Alumni and Development

Director of Development	Karl Welsh
Alumni Director	Diana Weir-Smith
Director of Perkiomen Fund	Christe Konopitski

Athletics/After School Program

Director of Athletics	Kendall Baker
Athletic Trainer	Melissa Brault
Assistant to the Director of Athletics	Denise Breidenbach

Director of English as a Second Language

Sandra Hackett

Director of Learning

Tara McFalls

Director of Entrepreneur Institute

Shaun Yorgey

Director of the Medical Institute

Melinda Irven

Library Services

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

Institutional Technology

Director of Institutional Technology	Chris Templeton
Database Coordinator	Jason Gleeson
Academic Technology Coordinator	Joshua Rosario



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 Executive Assistant and the following administrators:

The Associate Headmaster is responsible for the daily operation of the school and works in concert with the Headmaster on any and all issues pertaining to the operation of the school. The Associate Headmaster acts as the Headmaster when the Headmaster is unavailable.

The Assistant Headmaster for Student Life is responsible to the Headmaster for the general behavior 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 Mandatory Required Withdrawal. 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 Associate Headmaster, he assumes oversight of the campus.

The Head of Upper School oversees the daily academic operation of the school and is responsible to the Headmaster for the academic direction of the School. In this role, he assists the Headmaster in appointment of new faculty, the supervision and evaluation of existing faculty, and direction of the School's curriculum. He directs the department chairs in the supervision of their respective departments, maintains good behavior in the academic buildings, and oversees the academic honesty and integrity of the School. He serves as the primary liaison in academic matters with individual parents. He supervises, in concert with the Director of Athletics, all academic extracurricular activities.

The Head of the Middle School oversees the daily operation of the Middle School and reports to the Head of Upper School. In conjunction with the Assistant Headmaster for Student Life, he also handles disciplinary matters for the middle school.

The Associate 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 Manager/Accounts Payable, Student Billing/Accounts Receivable, and Assistant Director of Summer Programs, grounds, security, and housekeeping personnel.

The Assistant Headmaster for External Affairs is responsible for overseeing admissions, college counseling, and marketing. Communicating with the external constituencies of the school, these departments work together to support the growth of the institution and its students.

The Director of Admissions and Financial Aid is responsible to the Headmaster for administering the Office of Admissions and Financial Aid. She oversees all admissions related travel, open house events, marketing to families, peer schools, educational consultant relations, and the financial aid program. She is responsible for annual enrollment of new students and re-enrollment of returning students.



The Director of Development is responsible to the Headmaster for all development and alumni relations.

The Director of Marketing & Communications is responsible to the Headmaster for all strategic marketing and public relations. She oversees all branding, messaging, marketing, and website/social media content. She works closely with admissions in support of the enrollment and re-enrollment of students.

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.

The Director of English as a Second Language is responsible for the overall operation of the English as a Second Language (ESL) Program and reports to the Head of Upper School. She will hold students and faculty to high standards and assess progress of students and their college readiness.

The Director of Learning is responsible for the overall operation of the Learning Center and reports to the Head of Upper School. She is responsible for creating academic plans and accommodations for students. She is responsible for tracking and applying standardized testing accommodations as well.

The Directors of the Entrepreneur and Medical Institutes are responsible for the overall operation of these specialized institutes and report to the Head of the Upper School. Their duties include facilitating experiential learning, working with students to design a specific path of study, and overseeing capstone projects and external experiences.

ACADEMIC GOALS AND PROGRAMS

WHAT EXCELLENT TEACHERS DO AT PERKIOMEN SCHOOL

Perkiomen School, like all excellent independent schools, asks many things of its teachers and staff. Although it is difficult to list all of them, we value certain practices and ideas as an extension of our mission and philosophy. These extend to classrooms, playing fields, residence halls, art programs, weekends, and all other settings where teachers work and interact with students each and every day.

1. Excellent teachers embrace the mission of Perkiomen School as a residential academic community serving middle and upper school students from around the world.

- Excellent teachers understand, embrace, and enjoy their time working with students after school, in the evenings, and on weekends.
- Excellent teachers understand that study hall, meals in the dining hall, coaching, and weekend trips all provide teachable moments and are a part of the fabric of the Perkiomen experience.
- Excellent teachers develop healthy, long-term connections to students through advisory groups, invitations to their homes for study groups and social events, and in providing a positive adult presence in their student's lives.



- Excellent teachers take the initiative to know their students well – through advisory, classroom teaching, the dining hall table, coaching, clubs, residential duties, and interactions across campus and on weekends.
- Excellent teachers value the importance of residential life and all of its components as much as they value their time in the classroom.

2. Excellent teachers are positive role models.

- They are fair and consistent with students, parents, and fellow professionals in the way they carry out their daily responsibilities as members of a residential community.
- They are leaders by example through their conduct and demeanor during and after school.
- They support their colleagues, the mission, and institutional priorities.
- They maintain a clean, orderly, student-centered, and mission-focused classroom.

3. Excellent teachers create a sense of community in their classrooms.

- The classroom is a positive environment in which to learn.
- A sense of structure and support are both present.
- Excellent teachers value each student and challenge each one to be their very best.
- Excellent teachers engage students actively in the learning process with a focus on the student.
- Excellent teachers communicate effectively with parents, students, and fellow professionals.

4. Excellent teachers are proactive in their work.

- They anticipate problems, and act to prevent them.
- They learn from errors.
- They know when to ask for help.
- They take the initiative to make changes when needed.
- They welcome constructive criticism and advice from colleagues.
- They communicate with parents in a timely manner any concerns or issues pertaining to students.

5. Excellent teachers work to become experts:

- In their disciplines
- Of teaching and pedagogy
- About the students in their classrooms
- They are life-long learners

6. Excellent teachers accommodate different students.

- They teach to different ability levels and learning styles.
- They provide individual help and are available to offer help as requested/needed.
- They are flexible and adapt to different students.



- Their lessons and materials are age and mission-appropriate.

7. Excellent teachers design their courses well:

- Their lessons are carefully planned and effectively delivered.
- They regularly evaluate their teaching practices and materials.
- They create meaningful assignments, assessments, and exams in partnership with colleagues, department chairs, and division heads.
- They create dynamic, meaningful courses that focus on the needs of college bound students.
- They provide clear, concise, and meaningful assignments each week directly related to daily coursework and communicate them to students via Perkiomen.org on the first class day of every school week.
- They use iPads and other appropriate technology as tools to assist in the learning process.

8. Excellent teachers enjoy their work and have a sense of humor.

- Teachers are always supportive and understanding, never overly judgmental or moralistic.
- Teachers recognize that they are working with teenagers who are still developing their sense of right and wrong and revel in working with this age group as they mature toward adulthood.
- Teachers enjoy engaging with students knowing that every interaction -- from dress code violations to being late to class -- is a teaching moment.
- Teachers can enjoy a laugh with students or console them when they need a sympathetic ear.
- Teachers recognize sarcasm and its difficulty when reading social cues, especially when students are learning a new language.

The document "What Successful Teachers do at Perkiomen School" is not wholly original. It is based on best practices documents such as those created by the National Association of Independent Schools (NAIS) and other organizations that support schools.

WHAT SUCCESSFUL STUDENTS DO AT PERKIOMEN SCHOOL

In accordance with our mission and philosophy and the notion that Perkiomen prepares students by working to their individual strengths while supporting areas that need improvement, we have adopted the following goals for our students. These goals represent attributes Perkiomen seeks to instill in each graduate while they prepare for college and life in a global society.

During their time at Perkiomen, students gain the ability to:

1. Communicate clearly

- Read and analyze complex materials
- Develop and use critical, analytical, expository, and creative writing skills
- Listen sensitively and provide constructive feedback
- Speak articulately in class and in public settings



- Understand and appreciate art —music, theater, creative writing, visual arts —as a means of personal and creative expression
- Speak and understand at least one language besides your native tongue

2. Identify and solve problems

- Recognize and interpret mathematical problems
- Understand and utilize the scientific method
- Appreciate and evaluate the problems faced by the artist, writer, historian, and the social scientist in his or her work.
- Ask incisive questions and think critically when solving problems

3. Access and utilize information critically

- Act as self-motivated, inquiry based researchers
- Use appropriate tools —media, technology, and others – to access information
- Use the iPad as a learning tool
- Develop the ability to locate, understand, evaluate, and synthesize information
- Utilize all resources available through libraries, faculty, and electronic sources
- Develop the ability to assess the validity and importance of information

4. Acquire knowledge in core disciplines through various teaching and learning strategies

- Work independently and collaboratively
- Participate actively in classroom discussions, debates, projects, presentations
- Engage faculty and peers with analytical questions and incisive discussion
- Seek knowledge for a better understanding of the human condition
- Develop an appreciation for the aesthetic in arts, humanities, math, and science
- Seek out peers whose desire to learn is equal to or greater than theirs
- Develop a keen understanding of cultures, language, traditions, religions, and locations other than their own
- Risk being their best through academic inquiry and a dedication to hard work

5. Understand and appreciate the importance of physical fitness and maintaining a healthy life

- Actively engage in teambuilding
- Pursue good sportsmanship
- Develop a sense of fair play
- Strive for a healthy lifestyle

6. Engage in all that a college preparatory school has to offer beyond the classroom

- Take full advantage of clubs and programs that engage your interest



- Join weekend programs to cultural destinations in New York City and Philadelphia
- Support your peers at athletic competitions, concerts, and exhibitions
- Volunteer for community service beyond the 24-hour requirement
- Build life-long friendships with faculty and peers from the global community

7. Approach the work required at Perkiomen School with the knowledge and understanding that it is preparing students for a college of their choice.

- Take each and every day seriously, with the knowledge that every term of each academic year is important in the college admission process
- Seek out faculty, advisors, and peers for extra help and academic support
- Develop the self-awareness to know when review and extra work are necessary
- Utilize every resource available to aid in their success
- Set and achieve realistic goals, always seeking improvement
- Learn for the sake of learning

The document "What Successful Students do at Perkiomen School" is not wholly original. It is based on best practices documents such as those created by the national Association of Independent Schools (NAIS) and other organizations that support schools.

WHAT SUPPORTIVE PARENTS DO AT PERKIOMEN SCHOOL

Parents and independent schools work collaboratively to build meaningful and effective relationships that recognize and respect the role of the parents, students, and teachers in educating each child to attend a college of his or her choice. Research shows that appropriate parental involvement in the education of their child is highly effective in providing a solid educational foundation for advanced learning in college and in life.

Supportive Parents:

1. Selected an independent school based upon its mission and the best possible educational match for their student(s). They:
 - Reviewed all information provided by the Office of Admissions regarding the school's program.
 - Reviewed and understand all expectations of the school prior to making the contractual commitment to join the community.
 - Visited several schools to make comparisons and to gain an understanding of the school's ethos, culture, and environment.
 - Shared their goals for and how their particular child fits into the Perkiomen community.
2. Understand and embrace Perkiomen School's mission. They:
 - Read the Community Handbook with their student at the start of every year.
 - Review the Mission and Philosophy on a regular basis.
 - Understand that Perkiomen is a college preparatory school and, as such, academic expectations are high, courses are challenging, and students are college bound.



- Embrace an environment where the advisor is often the primary contact for students and families and not every daily event is communicated home.
 - Understand that the school has expectations beyond the academic day that they are required of every student.
 - Welcome students from diverse backgrounds, and other states and countries into the community and even into their homes to learn more about Perkiomen and the world.
 - Take full advantage of the residential component of the school as it pertains to preparing students for success in college and in their maturation.
3. Recognize the inherent partnership between themselves and the school in effectively educating students. They:
- Communicate regularly with their child regarding peers, activities, assignments, and teachers.
 - Set realistic goals for their child and for what the school can accomplish.
 - Set realistic goals for the college application process
 - Work with college counselors to determine the most appropriate list of applications.
 - Separate failures from their child. A failure on a test does not imply failure in general.
 - Recognize that each day at school brings a new set of experiences and events, but that any given day, week, or term does not equate to the total Perkiomen experience.
4. Positively involve themselves in the life of the school. They:
- Schedule appointments for visits to school and arrive at reception at the appointed time.
 - Contact advisors, teachers, or administrators as needed, via email, telephone, or postal service.
 - Read and understand all communications from the school.
 - Join or support the Parent's Association or other school-sponsored groups or programs.
 - Attend or support school athletic competitions, cultural events, and fundraising.
 - Report any and all observations of problems or issues to the school.
 - Discuss their student, never another student, with the school or others.
 - Support the school, redirecting concerns of others to an appropriate member of the staff.
 - Treat every member of the school community with decorum and respect.
5. Provide a home environment that supports the development of positive learning attitudes and habits. They:
- Review homework assignments with their student on the course website.
 - Provide an organized, quiet, and well-lighted location to complete assignments.
 - Provide suitable technology in a family location and monitor its use.
 - Support the use of iPad technology.
 - Contact teachers if there is any uncertainty regarding assignments.
 - Assist their student in understanding the importance of assignments to the learning process, but never complete their assignments.
 - Show enthusiasm for the school, for schoolwork, and the importance of hard work.
 - Help develop organization skills, but never become overly involved in an assignment.



- Provide genuine, specific praise, honest constructive criticism, and reasonable rewards.
 - Recognize effort, hard work, and perseverance.
 - Focus on their child's strengths and support their child's weaknesses.
6. Seek, value, and support the school's perspective on the student. They:
- Review all communications regarding their child carefully and with an open mind.
 - Respond to all communications from the school with a spirit of collaboration.
 - Follow the guidelines for communications in the Community Handbook.
 - Seek the staff member who can most effectively address concerns or questions.
 - Develop a working relationship with their child's advisor.
 - Listen to the professional opinions, advice, evaluations, and assessments of faculty.
 - Are open to expectations regarding extra help, study hall, learning support, or testing.
 - Are open to concerns about any dramatic changes in a student's progress, behavior, or effort and work with the school to seek solutions.
7. Seek information regarding their child or any concerns directly from the school, always consulting those best able to provide accurate and timely information. They:
- Ask teachers questions regarding progress, mastery, weaknesses, and improvement.
 - Seek out objectives of what level their child should attain in each class.
 - Seek out and review the course description or syllabus for each class.
 - Know the rubric a teacher uses on assessments and seek clarification if unclear.
 - Meet with their student's advisor to develop a trusting relationship.
 - Ask teachers and division heads what their child's strengths and weaknesses are.
 - Review standardized testing with the Office of College Counseling to understand results.
 - Discuss with the school the most appropriate course of study for their child.
8. Share any and all information regarding a student's learning needs, religious and cultural background, medical history, and personal needs. They:
- Provide and review all educational testing with the school.
 - Review any learning styles or learning differences addressed elsewhere with the school.
 - Provide a complete history of their child's education so the school can effectively work with their child.
 - Provide a comprehensive medical history and share all allergies and medication usage.
 - Share religious needs so teachers can work to accommodate students during holy days.

Perkiomen, like most excellent schools, seeks strong, ongoing, and focused relationships with parents. In adopting these principles, Perkiomen has embraced pedagogically sound imperatives, which were compiled from various organizations and educational professionals. This list is not wholly original, but it is comprehensive in providing effective strategies to support the school and, therefore, students.



MORAL AND ETHICAL STANDARDS

One of the objectives of 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.

Good Manners

Manners positively reflect our attitude towards one another and are living symbols of the value we place in other people. Perkiomen School students are expected to:

1. speak to one another, faculty, and guests when passing on campus and be certain that all guests are made to feel welcome;
2. introduce parents and guests to faculty members, to other parents, and to their peers;
3. rise when guests or members of the faculty enter a room and never remain seated while talking to an adult who is standing;
4. respect chapel services by ceasing conversation once inside the door and by being punctual;
5. be mindful of the needs of others in study hall, in the library and in class;
6. take pride in the school's buildings, campus, and equipment and do everything possible to see that they are taken care of, picking up trash and carrying it to the nearest receptacle.

SEXUAL HARRASMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or psychological conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in an educational program.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic evaluation.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.
4. Sexual harassment is not social or courting behavior. It is uninvited and unwanted and is often an assertion of power.
5. Sexual harassment may include:
 - a. Physical assault, including rape, or any coerced sexual relations
 - b. Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of a healthy student/student or adult/student friendship
 - c. Any demeaning sexual propositions
 - d. Unnecessary touching in any form
 - e. Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior
 - f. Verbal abuse



- g. Inappropriate personal questions. Sexual harassment includes written and oral remarks, whether mailed, texted, posted online, or message left on voicemail systems

Sexual harassment of any type is unacceptable and is considered a major violation of school rules. Sexual harassment that occurs from off campus locations including cyberbullying from account or server no matter when or where is considered a major violation of the school's policies.

Any instance of sexual harassment must be reported to the Assistant Headmaster for Student Life and Head of the Middle School for appropriate action. Students may contact the administrative team, counseling office and advisors for guidance, information or resolution of sexual harassment.

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 and with each term will provide a comment on the grade report.

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.

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.

English as Lingua Franca - lingua franca |'liNGgwə 'fraNGkə|noun (pl. lingua francas) a language that is adopted as a common language between speakers whose native languages are different.

Perkiomen School has welcomed international students for generations and acknowledges the fact that, in an increasingly global community, interaction with and understanding of people from around the globe will only improve the opportunities for success in higher education and in life. The number and diversity of international students enrolled requires additional consideration from all of us. International students are here to learn and improve their English skills and to prepare for selective universities. While Perkiomen School is an "American" boarding school and international students have chosen to matriculate here, they will continue to maintain their own linguistic, gastronomic, religious, and other cultural traditions, but we must also recognize that by choosing our educational program, they have made a commitment to their studies in English. Finding the balance between use of students' native tongue and mandatory use of English is difficult, but in all academic settings and any mixed language group settings, the "lingua franca" is English. Simply put, English is the required language of academic and mixed social settings. Perkiomen's approach is one of "common manners" and "societal norms," but not punitive, nor an attempt to stop a student from enjoying the use of his/her native tongue with friends. The use of English can and will improve student performance and increase chances for acceptance to universities of their choice, which is our mutual priority. Perkiomen expects English at formal meals, in classrooms, and when in mixed language company.

STUDENT DIVERSITY LEADERSHIP COUNCIL & CONFERENCE

"The Student Diversity Leadership Conference (SDLC) is a multiracial, multicultural gathering of upper school student leaders (grades 9-12) from across the country that focuses on self-reflecting, forming allies, and building community." (www.nais.org). The following students have been selected to serve as members of the council next year. *These students will attend the annual conference in Nashville, TN:

*Arrayah Brown '20
Marline Charles '19
Fan (Raymond) Fei '19
Dengxin (Silva) Huang '21
*Yaoyi (Yolanda) Jing '19
*Jayden Kemp '20

Hanya (Selena) Lei '20
Yuhan (Lynn) Liu '19
Elijah Murray '20
*Sydney Reddy '19
*Madeleine Robinson '19
*Xueyan (Adeline) Rong '20

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, 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, Kriebel Hall, Kolbe Hall, and Riordan 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.

Perkiomen School has a campus-wide, building access system. Most doors on campus will remain locked and be accessible only via authorized swipe cards. Students will use their student ID cards to gain access to buildings around campus. The system provides the added benefit of being able to lock down key entryways in case of an emergency. Perkiomen also has a notification system (One Call Now Emergency Notification System) that allows us to communicate directly with your mobile device in case of an emergency. Please be certain to keep our Admissions department informed of any changes to your mobile access number. Lastly, we completed a review of our security procedures and will be spending more time throughout the year on security drills, to guide faculty, staff and students in case of an actual emergency. The following are the times when student ID access cards allow students entry to campus facilities.

Dormitories:

Monday-Friday: 6:00 a.m.-11:00 p.m.
Saturday/Sunday: 7:00 a.m.-11:00 p.m.

Kriebel Hall:

Lower Level – Main Door: Monday-Friday: 7:30 a.m.-6:00 p.m.
Lower Level – Portico Door: Monday-Friday: 7:30-8:30 a.m.

Schumo Academic Center:

Monday-Friday: 7:45 a.m.-5:30 p.m.
Sunday-Thursday: 7:00-10:00 p.m.

Kehs Hall:

Monday-Friday*: 8:00 a.m.-12:00 p.m., 12:50-5:30 p.m.
*Wednesday Only: 7:55 a.m.-12:00 p.m., 12:50-5:30 p.m.
Tuesday Ensembles: 6:25-6:50 p.m.
Wednesday Voice Lessons: 4:30-8:30 p.m.
Thursday Ensembles: 7:10-7:40 p.m.



Carnegie Library/Innovation Center:

Monday-Friday*: 8:00-11:10 a.m., 11:55 a.m.-4:00 p.m.

*Wednesday Only: 7:55 a.m.-11:10 a.m., 11:55 a.m.-4:00 p.m.

Sunday-Thursday: 7:00-10:00 p.m.

Saturday/Sunday: 12:00-5:00 p.m.

Hollenbach Middle School:

Monday-Friday: 7:30 a.m.-5:30 p.m.

Hollenbach Athletic Center:

Monday-Friday: 7:30-11:10 a.m., 1:00-6:00 p.m. (front/rear doors on green 1:00-6:00 p.m.)

Friday/Saturday: 6:30-10:00 p.m.

Saturday/Sunday: 12:00-5:00 p.m.

Roberts Hall:

Monday-Friday: 8:00 a.m.-3:00 p.m.

Monday-Sunday: 5:00-10:00 p.m.

Saturday/Sunday: 12:00-5:00 p.m.



GRADUATION REQUIREMENTS

A minimum of 60 course credits are required for graduation including:

ENGLISH (12 credits)

All students are required to complete four years of English study for graduation. ESL composition and literature courses taken in tandem satisfy one year of English study. Qualified students may apply for enrollment in AP English Language (traditionally as juniors) or AP English Literature (traditionally as seniors).

HISTORY (10 credits)

All students are required to complete three and one third years of History study for graduation, including one required year of United States History or AP United States History. Students traditionally complete Foundations of the Modern World as freshmen, Modern World History or AP World History as sophomores, and either United States History or AP United States History as juniors. Students may take Art History or AP Art History but NOT both. Students are also required to complete one term (equal to one credit) of an eligible religion elective for graduation.

SCIENCE (9 credits)

All students must complete three years of science for graduation. The science department subscribes to the Physics First model which means that students traditionally complete Physics as freshmen, Chemistry as sophomores and Biology as juniors. Students enrolled in ESL Composition and ESL Literature classes may be required to take ESL-1110 Physics.

MATHEMATICS (9 credits)

All students are required to complete three years of mathematics up through Algebra 2 or the equivalent. The traditional sequence is: Math Foundations, Pre-Algebra, Algebra 1, Geometry/Honors Geometry and Algebra 2/Trigonometry or Honors Algebra 2/Trigonometry, Algebra 3/Trigonometry or Pre-Calculus/Honors Pre-Calculus, Calculus/AP Calculus AB or AP Calculus BC. International students planning to enroll in AP Statistics must have completed ESL Advanced classes or have the approval of the ESL Program Director.

WORLD LANGUAGES (6 credits)

Upper school students are required to take two consecutive years (in Upper School) of the same world language regardless of whether or not they took world language courses in middle school. Three of four years are preferable for college admission. Qualified ESL students who complete their ESL classes, as sophomores are encouraged to take two consecutive years of the same world language in their junior and senior years.

FINE AND PERFORMING ARTS (3 credits)

Students are required to complete one year of fine and performing arts study. Band and chorus meet every other day and taken in tandem satisfy the fine and performing arts credit. Two consecutive years of band or chorus also satisfy the fine arts requirement.

OTHER COURSES (11 credits)

Students must supplement the required 49 course credits with 11 additional course credits of their choosing.



PHYSICAL EDUCATION

Perkiomen School does not offer physical education classes for Upper School students. To satisfy the physical education requirement students must participate in afterschool activities. One trimester must be an interscholastic athletic team. There are several options each trimester.

HEALTH

Perkiomen School fulfills the health requirements through the school's Wellness Curriculum.

ENTREPRENEURIAL INSTITUTE

All Perkiomen students will have access to all components of the Entrepreneurial Program. Those seeking formalized recognition of their work will fulfill the following requirements:

1. Fulfill all Perkiomen School graduation requirements
2. Academic Component: nine entrepreneurial credits
 - a. Foundations of Entrepreneurship (3 credits)
 - and*
 - b. Two cross listed entrepreneurial courses (6 credits) or a pre-approved equivalent.
3. Complete a capstone project and supporting portfolio (6 credits)

Academic Component: In addition to Foundations of Entrepreneurship, students will take two cross-listed classes. These classes will count toward graduation requirements in their home department, as well as toward Entrepreneurial Distinction on their diploma.

ENT-100 Foundations of Entrepreneurship

This project based year-long course will provide the base for students to succeed in the Entrepreneurial Program. Students will undergo a process of personal reflection as they develop an understanding of what excites and engages them. They will examine how they interact with the world, cooperate and work with others, and lead and manage a process to completion. The course will emphasize specific skills in business development such as marketing, finance and management.

Students may enroll in both the Entrepreneur Institute and the Medical Institute. An individualized plan will be created to meet the required elements of each program.

Entrepreneurial Institute Cross-Listed Courses:

Fine Arts Department: Graphic Design and Marketing, Honors Advanced Graphic Design and Marketing, Additive Manufacturing

History Department: AP Economics, AP Psychology

Math Department: Computer Programming, Advanced Algebra with Financial Applications, AP Statistics, AP Computer Science Principles

Science Department: Engineering and Applied Science, Scientific Research and Design

English Department: Senior Literature and Composition (Entrepreneurship Literature)



Capstone Project: Students will engage in a significant and rigorous enterprise. The capstone project will be the synthesis of all the knowledge a student has developed during their education. Capstone projects may be an individual or group enterprises.

DIPLOMA OPTION for Entrepreneurial Distinction

Upon successful completion of their capstone, students that meet all the requirements of the Entrepreneurial Program (see details in section on Entrepreneurial Institute) will receive a special Entrepreneurial Distinction on their diploma and their transcript will reflect the course title of Entrepreneurship Program and Capstone with a letter grade of A and six credits.

MEDICAL INSTITUTE

The Medical Institute at Perkiomen School launches in the fall of 2018. This competitive program will provide coursework and experiential learning for students interested in pursuing a career in medicine. Students will have the ability to tailor their programming based on their personal interests. The program consists of traditional coursework, external experiences, and a practicum.

All Perkiomen students will have access to all of the components of the Medical Program. Those seeking formalized recognition of their work will fulfill the following requirements:

1. Fulfill all Perkiomen School graduation requirements
2. Academic Component: nine medical credits
 - a. Three cross listed medical courses or pre-approved equivalent which may include Foundations of Medical Science (3 credits)
3. Complete an External Experience and Practicum (6 credits)
 - a. Students will need to submit a Medical Distinction Plan for preapproval

Academic Component: Students will take three cross-listed classes which may include Foundations of Medical Science. These courses will count toward graduation requirements in their home department, as well as toward Medical Distinction on their diploma.

SCI-400 Foundations of Medical Science

This student interest driven course will provide the foundation for students to be successful in the Medical program and beyond. Students will examine aspects of healthcare and medicine and have the opportunity to explore different professions. Students will engage in projects related to their interests to help prepare them for application for Medical Distinction. This course will provide the students with the ability to analyze issues and problems, debate medical ethics, and communicate effectively.

Students may enroll in both the Entrepreneur Institute and the Medical Institute. An individualized plan will be created to meet the required elements of each program.

Medical Institute Cross-Listed Courses:

Fine Arts: Additive Manufacturing

History Department: AP Psychology, Ethics

Math Department: AP Statistics



Science Department: AP Biology, AP Chemistry, AP Physics 1, 2, or C, Anatomy and Physiology, Engineering and Applied Science, Foundations of Medical Science, Scientific Research and Design
Other: AP Seminar (Expected Launch – Academic Year 2019-2020); Fluency in a Second Language, Pre-approved Alternative Course (Perkiomen or non-Perkiomen course)

Institute Enrollment: Students who seek Medical Distinction will need to complete a Medical Distinction Plan that outlines how they will complete each program of the program requirements (academic component, external experience, and practicum). More details on the Medical Institute are in the Course Catalog.

COMMUNITY SERVICE LEARNING REQUIREMENT

An important component of each Upper School student's education is accomplished through the fulfillment of the Community Service Learning requirements. This aspect of Perkiomen's program provides opportunities beyond the traditional, academic classroom experience. Each student is required to complete six hours of community service each year. Students are permitted to perform on or off campus service to fulfill their required hours. Service performed off campus requires proper documentation to fulfill this requirement.

General Academic Requirements:

1. Each student at Perkiomen School is required to carry five major courses. It is not unusual to take six courses. A seventh major course may be selected only with the permission of the Head of Upper School.
2. Students are expected to complete required courses however continued study of all courses benefits the students for college placement.
3. Students and parents should understand that Perkiomen will not make course changes or requests based on teacher preferences.
4. As a rule, Perkiomen does not waive graduation requirements. If a student seeks a waiver, he or she must submit a written proposal to the Head of Upper School. A meeting with the student will also be required.
5. We encourage three and/or four years of a world language. Most selective colleges look for a sequence of three years, even if their minimum requirements state otherwise.
6. Seniors must pass every class for each term of the senior year and meet every requirement in order to graduate.
7. Grades nine, ten, eleven and twelve of a student's education fully count toward the cumulative average. Students should work consistently throughout the 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 or participating in commencement weekend programs.



End of Year Expectations - 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.

STUDENT ATTENDANCE

Our school day begins at 8:00 a.m. Boarding students are served breakfast beginning at 7:00 a.m. in Parents Hall. For those students who arrive between 7:00 and 7:30 a.m., they are required to report to Parents Hall for breakfast. Several buildings open at 7:30 a.m. and students may access them at that time. The Lower Level of Kriebel Hall and the Hollenbach Middle School Center open at 7:30 a.m. so day students can access their lockers and prepare for the day. Other buildings will open just before 8:00 a.m., which is the official start of the academic day with all students required to attend Morning Meeting or Advisory, depending upon the day. After School Programs - athletics, arts, activities - conclude at 5:15 p.m. for the Upper School and 4:45 p.m. for the Middle School, and pick-up for day students should be arranged for those times. Hollenbach Middle School closes at 5:30 p.m. and Kriebel Hall Lower Level closes at 6:00 p.m. Students returning late from athletic contests or other school events can contact security (215-651-2393) for assistance in accessing the Kriebel Hall lounge areas to pick up their belongings. If day students are on campus after that time, they are required to report to Parents Hall for dinner. No student may be unsupervised and must attend meals when on campus. Any day student who remains on campus during the evening for a study group or meeting with a teacher will follow study hall guidelines. Failure to follow these important rules is considered a violation of Major School Rules, as outlined in the Community Handbook.

Students who drive to school each day must register their vehicle on Registration Day to receive a parking permit. (Please see page 40 for complete information about student parking permits.) Students who are driven to school by their parents are to be dropped off at the Hollenbach Middle School or behind Kriebel Hall. At no time are parents to park in front of Kriebel Hall or use that as a pick-up or drop-off area. Seminary Street is designated a "No Parking Zone" by the Borough and stopping creates an imminent danger to students and others who are using the designated crosswalk. Please obey the state speed limit of 15 MPH and the 24/7 campus speed of 15 MPH.

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 the possible reduction in grading, assignment of a failing grade or loss of academic credit. The Assistant Headmaster for Student Life, Head of Upper School, and Head of the Middle School will consider and review individual situations on a case-by-case basis.

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 (215-679-1125 Student Life Office or 215-541-5621 Middle School Office) by 8:30 a.m. Students are excused only for illness and must have a doctor or parental 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 (215-679-1125 Student Life Office or 215-541-5621 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 part of the school day or academic commitment without a proper excuse (i.e., note from a doctor’s appointment), the absence is considered unexcused. Students will still be required to attend their after-school activity though they may not be able to participate in a game or theater performance.

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

Perkiomen School rarely closes for snow or any other weather conditions. The school website and email will alert to any possible closures. 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.

HOLIDAYS AND RELIGIOUS OBSERVANCES

As a residential school, Perkiomen determines its school breaks based upon the needs of the school, 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:

September 10-11	Rosh Hashanah
September 18	Yom Kippur
December 2-10	Chanukah
April 14-21	Palm Sunday, Good Friday, Easter
April 19-27	Passover
May 5-June 4	Ramadan

ACADEMIC HONESTY AND INTEGRITY

Teaching and promoting academic honesty is a three-way partnership among the school, the family, and the student. 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, 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 Cum Laude 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.

PERKIOMEN SCHOOL HONOR PLEDGE

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.

Perkiomen School Honor Review Board

The Honor Review Board (HRB) is made up of four to five faculty members including the Head of Upper School. Faculty members will be appointed by the Headmaster in the spring of the year before they serve on the HRB. Students are chosen by the faculty and administration through an application process to serve on the Honor Review Board. All of the students on the Honor Review Board need to be individuals of character and integrity. It is important that all applicants be willing to uphold the school's ideals in their own lives, both in and out of school. Applicants need to understand that failure to uphold these standards will result in dismissal from the HRB. All applicants must have clean disciplinary records and members of the HRB must have academic records that are free of any violations of the Honor Code. Meetings of the Honor Review Board will occur during LCA "H" periods. The HRB's main responsibility within the Perkiomen community has to do with the education and outreach aspects of the Honor Code, including an Honor Convocation at the beginning of the year.

The Head of Upper School will determine if a case goes to the Honor Review Board. Often first offense may be dealt with privately in the Upper School office, but a second or subsequent charge may be a signal that it is time for the HRB to convene and to deliberate on a response to the student who has broken the Honor Code.

The procedure for reviewing student cases is as follows:

- Faculty report honor code violations directly to the Head of Upper School who advises the faculty member on how to proceed. If the matter cannot be resolved by the classroom teacher than the case is referred to the Head of Upper School who meets with the student and reviews the situation. Outcomes from this process range from the meeting with Head of Upper School, a warning letter and/or grade penalty to referral to the Honor Review Board for a full review of the committee.
- Cases that go before the Honor Review Board are confidential and the after the Head of Upper School gathers information directly from the student(s) and teacher(s) involved the case is presented to the HRB (a quorum would include a minimum of 2 faculty and 4 students). The case is presented without names or specific details that would identify the student who is being reviewed.
- The Honor Review Board reviews and discusses the details of the case and make recommendations (unanimous recommendations are not required) for consideration that will be taken from the Head of Upper School to the Headmaster, who will make the final decision as to the student's status.
- **All information from cases that are reviewed must remain confidential.**



Thank you to the W.T. Woodson Honor Code, the Haverford University Honor Code, the Duke University Honor Council Application, and the Radnor High School Academic Honor Code.

Honor Review Board Members

Eric Bechtel '19	Benjamin Griffaton '20
Liam Brassington '19	Yuhan (Hedy) Jiang '20
Samuel (Sam) Chiesa '19	Ji (Jack) Li '20
Samuel Corrao '20	Brianna Lyman '19
Luke Deratzou '19	Cameron Musser '20
Thomas Dormer '19	Danila Pasiada '19
Megan Flynn '19	Xueyan (Adeline) Rong '20
Maeve Gleeson '19	Greysen Schlupp '19
Abigail (Abbey) Glavin '20	

Middle and Upper School Honors List and Key Requirements

High Honors: grades of A or A- with no more than two B+ grades in a term

Honors: grades of B+ or higher with no more than 2 B grades in a term.

Placement on honors list is determined at the end of each term.

Gold Key: Out of three terms must earn High Honors twice.

Silver Key: Out of three terms must earn High Honors once and Honors once.

Bronze Key: Out of three terms must earn Honors twice.

Upper School Honors and High Honors Privileges

Students earning a place on the High Honors and Honors list at the end of fall and winter terms, may take advantage of the following privileges: students do not need to study at their desk and may watch TV in the dorm lounge (all with the dorm parents' permission). Students on the High Honors 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.*

Middle School Honors Privileges

Students earning a place on the High Honors or Honors list may take advantage of the following privileges: do not need to study at their desks and/or watch TV in the dorm lounge (all with the dorm parents' permission.) Students who are on High Honors or 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.

Cum Laude Society

In 2010, Perkiomen School was granted a membership charter for the Cum Laude Society. This honor is due to the hard work and scholarly achievement of our students, and the teachers who help them grow into powerful learners. The Perkiomen School chapter of the Cum Laude Society will recognize juniors and seniors who have reached the highest levels of academic achievement among their peers. Selection of more challenging courses in the higher grades, including AP, will be taken into consideration when evaluating academic achievement. Schools are limited by the Cum Laude Society to elect up to 20% of the Senior Class (half may be elected



during junior year). It is also expected that students who meet these qualifications will embody good character, honor, and integrity.

Mission of the Cum Laude Society – the Cum Laude Society recognizes academic achievement in secondary schools for the purpose of promoting excellence (Areté), justice (Diké) and honor (Timé). The Cum Laude Society is made up of some of the finest independent schools in the United States. In District II members include: Episcopal Academy, Moravian, The Hill School, Mercersburg, Germantown Academy, Peddie, Blair, and Lawrenceville. Membership in Cum Laude is based upon academic achievement and denotes a student and a school with a demonstrated commitment to academic excellence.

Conference Period Procedures

A formal conference period is scheduled daily at the end of the academic day. Conferences may be called by a teacher – and are required of any student whose performance does not meet class or school expectations because of inadequate preparation, class absence, or other academic deficiency – or they may be arranged by a student voluntarily for extra help. Conferences that are called by a teacher automatically become “required academic appointments,” the same as regular class period. These conference appointments take precedence over all other obligations, except scheduled competitions. In the event of a scheduled competition for the teacher or for the student, the conference will be made up at the soonest available conference or other available period. 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 available and, once confirmed, the conference becomes a “required academic appointment.” Every member of the faculty also has posted “office hours” when they are available during the academic day for conference time with students.

Middle and Upper School Final Exams

Final exams will be given to all Middle and Upper School students during the final week of the fall and spring terms. Monday is class day with exam days on Tuesday through Friday beginning with morning meeting at 8:00 a.m. and concluding after activities/athletics. There are no activities on Friday with school ending at 10:45 after the morning exam. The exam schedule will be posted during the term. **No exams can be changed or rescheduled.**

Every Middle School student will have a graduated exam experience. Students in Grade six will be introduced to the exam process in a modified form. Over the course of the Middle School experience, students are appropriately challenged by their exams. In the spring the Middle School students have no school commitments on Friday.

Each exam is broken up into two one hour sections with an interceding 10-minute break. Some Middle School exams may be shorter in length. Lunch is served from 11:15 a.m. to 12:15 p.m. each day. For the Term 1 exam period, activities/athletics run for one hour. For the Term 3 exams, athletics and activities have concluded, so day students may be picked up at 3:00, and there is quiet study time in the dormitories from 3:00 to 5:00 p.m. Students take exams in their classroom with their classroom teacher. During class periods when they do not have an exam, they are expected to be on campus studying independently or with study groups. In a rare case if a day student does not have any exams on a given day and would like to remain at home, he or she should contact the Head of Upper School and/or Assistant Headmaster for Student Life. Students with any medical issue are handled on a case by case basis during exam week. Any unexcused absence will result in a failing grade on the exam.



AP Exams

Students enrolled in Advanced Placement courses are expected to sit for the national exam in May. AP courses end in an examination, or in the case of the arts, a portfolio of work. The examination or portfolio is an integral part of an AP course and its final focus. Students are expected to take a serious approach and the completion of the exam is expected of all students. An unexcused absence from the exam could jeopardize the student's ability to receive credit for the AP course, and for seniors, colleges will be notified if there is a transcript change. Inappropriate exam conduct may lead to discipline and may lead to disqualification from future AP courses. Students with extenuating circumstances should see the Head of Upper School with any questions or concerns.

Academic Warning and Academic Final Warning

The purpose of Academic Warning and Academic Final Warning is to provide steps for intervention and support to students who are struggling to meet the minimum academic expectations at Perkiomen School. Our hope is to identify issues and interventions and also minimize the damage to transcripts. It is understood that many things affect a student's academic performance, and all factors that the school is aware of will be used when determining the correct course of action for students. In all cases, the final decision regarding academic issues is made by the Head of Upper School.

Academic Warning:

A student may be placed on academic warning when any one of the following criteria is met:

- Grades below a C- in two or more subjects at the end of the midterm or term
- Failing grade in one or two more subjects at the end of term.

Students on Academic Warning may be placed in Evening Supervised Study Hall and/or assigned to meet with specific teachers during the day when the student does not have a scheduled class. Other interventions may include, but are not limited to, weekly meetings with advisor and afternoon study halls in lieu of afternoon activities or sports.

Academic Final Warning:

A student who is on academic warning over the course of two successive terms will have his/her records evaluated at the end of the term to ensure that adequate academic progress is being made, and that the student is making a genuine effort to achieve progress. If not, that student could be placed on Academic Probation. 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.

DAILY AND EVENING STUDY HALLS

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. 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 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 7:45-10:00 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.

UPPER SCHOOL HOMEWORK POLICY

Each upper school student should expect no more than 20-30 minutes of homework per major academic subject each evening. Some evenings there will be less. If a student is spending more time than this on a consistent basis, the students, parents, and faculty members should communicate. It is important to note that for honors or AP classes, the expectation will be higher. Homework should be essential to the course of study and assigned on a weekly basis through the course web pages and class assignment sheets. Teachers will review the work in a timely fashion and offer assessments when appropriate in the unit of study.

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

Research has shown the importance of pleasure reading for lifelong learning. Perk takes a student-centered approach to Summer Reading that is based on choice and peer recommendation. All Upper School students (entering grades 9-12) and faculty will read *There Is No Long Distance Now: Very Short Stories* by Naomi Shihab Nye. Middle School students (entering grades 6-8) will read ten stories from the same book.

All students in Upper School will choose and read one book from a list of options suggested by the student Summer Reading Leaders. These books will encompass a variety of genres and literary interests, so every student should find something she or he will enjoy. In September, Upper School students will meet for a group discussion with the other readers of the book they chose, led by the Summer Reading Leader. Teachers of AP courses can and do assign summer reading books. Please see the website for AP summer reading assignments.

Middle School students will select one of the books for their grade level. You should read at least one other book of your choosing. Please keep a reading log. When we come back to school, you will have the chance to discuss the books you read with your classmates and advisory groups, and write reviews for our library catalog.



All students are encouraged to read other materials of their choosing throughout the summer and academic year. See the library web page for Summer Reading books and other suggestions. Reading lists are available using the following link:

Upper School: <https://perkiomen.libguides.com/read/ussummer>

Middle School: <https://perkiomen.libguides.com/read/msread>

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.

PERKIOMEN SCHOOL LIBRARIES CARNEGIE LIBRARY AND THE NALLO CENTER

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 for the same period. Books must be properly checked out, and a minimum of \$10.00 may be charged for any lost or damaged book.

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. Please give appropriate courtesy to students using the library to study.

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 certain other parts of the academic day.

INNOVATION CENTER

The Innovation Center is home to the Entrepreneur Institute at Perkiomen School. Located on the ground floor of Carnegie Library, it contains a diverse set of resources for students to explore and realize their dreams and vision. Resources include a computer lab equipped with software supporting digital design, videography, multiple coding platforms, architecture, engineering, virtual reality generation, and 3D modeling. The center also includes a boardroom, kitchen, small group meeting spaces, a suite of both additive and subtractive



manufacturing machines, diverse sets of hand tools and electronic devices as part of significant rapid prototyping capabilities. The Innovation Center and its resources are available to all Perkiomen Students and faculty for use in all areas of our community.

Innovation Center Manager: Yuwei (Bruce) Chen '20

Entrepreneur Institute Marketing Specialists: Xueyan (Adeline) Rong '20 and Yuchen (Spark) Zhang '20

As with the rest of the Carnegie Library, the Innovation Center is open Monday through Friday from 8:15 a.m. to 3:15 p.m. (until 5:00 p.m. during the winter and spring terms), 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 WRITING CENTER (LOCATED IN CARNEGIE LIBRARY)

The Perkiomen School Writing Center is a place that serves the academic community across the curriculum, and focuses on helping students, faculty, and members of the Perkiomen community at large develop and improve language and self-expression. Not only does the Perkiomen School Writing Center offer refuge for students struggling with the writing process, but the physical space is also the central location for the creation and celebration of creative writing. Students and faculty alike utilize the Writing Center to develop and share their individual work, such as poetry, stories, personal essays, and lyrics. Keeping the spirit of creativity and community in mind, the introduction of a writing center at Perkiomen School will promote school-wide events focused on writing, including but not limited to poetry slams, guest speakers/authors, and symposiums about writing directed toward both students and faculty.

Writing Fellows:

Ava Beale '19

Liam Brassington '19

Abigail (Abbey) Glavin '20

Maeve Gleeson '19

Megan Hughes '21

Yuhan (Lynn) Liu '19

Danila Pasiada '19

Madeleine (Maddy) Robinson '19

Greysen Schlupp '19

Peng (Rex) Xu '20

Emma Zhao '19

SCIENCE FELLOWS

The Perkiomen Science Fellows program is an opportunity for students interested in pursuing a career in Science, a place to learn advanced lab preparation, organization of labs, and to assist in the mentoring other students. The Science Fellows program will offer help to students struggling with lab skills, science content, and writing lab reports. In addition, students will be expected to attend STEM opportunities throughout the year.

STEM Fellows:

Yuwei (Bruce) Chen '20

Luke Deratzou '19

Molly Hughes '20

Yixuan (Jason) Li '20

Zexuan (Zoey) Liu '19

Tongshu (Sapphire) Yang '19

Ze (Vincent) Yu '20



PEER TUTORING

The Peer Tutoring Program is an important leadership opportunity on campus which was established by students and is organized and run partly by students. The Peer Tutoring program is dedicated to giving academic support to fellow students and providing a reciprocal opportunity for both the tutors and the students to improve themselves.

Peer Tutors:

Luke Deratzou '19
Mark Deratzou '19
Serena Diliberto '21
Maev Gleeson '19
Alexander Hromek '20
Dengxin (Silva) Huang '21
Megan Hughes '21
Molly Hughes '20

Yaoyi (Yolanda) Jing '19
Yuhan (Lynn) Liu '19
Xueyan (Adeline) Rong '20
Madita Schrott '19
Tongshu (Sapphire) Yang '19
Shiyue (Sherry) Zhang '19
Emma Zhao '19

PRESENTATION STATION

The Presentation Station was formed by students in 2015-16 to provide assistance to other students with public speaking and visual presentation skills. Presentation Station mentors are required to make themselves available to offer help and feedback to students preparing presentations – free periods, conference, evenings and weekends are all possible options.

Presentation Station Fellows:

Alexander Hromek '20
Linsen (Philip) Huang '20
Ji (Jack) Li '20
Yuhan (Lynn) Liu '19
Sydney Reddy '19
Tongshu (Sapphire) Yang '19
Yuchen (Spark) Zhang '20

STUDENT RECORDS

When a current student requests an official transcript, the first ten transcripts are furnished by the Registrar without charge. If additional copies are needed, there is a charge of \$25.00 for 11-15 transcripts, \$50.00 for 16-20 transcript and \$100.00 above 20, plus postage, per transcript payable before the transcript can be sent. Official transcripts are released directly to schools and colleges only. Unofficial transcripts are released to families. For alumni of the school, transcripts will be furnished by the Registrar for a nominal fee of \$5.00 each plus postage. 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. Priority is given to those in the college admission process.



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 Statement of Principles of Good Practice (SPGP) (**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 from Perkiomen.

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 SPGP/NACAC)

III. Counseling Members—Best Practices

A. Admission, Financial Aid and Testing Policies and Procedures

Counseling members should: 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

Mr. David Antoniewicz serves as the Director of College Counseling. Mrs. Erin Davidson Kellogg serves as the Associate Director of College Counseling, and Mr. Keegan Ash as the Assistant Director of College Counseling. They serve as the primary liaison for colleges, parents, and students as they work through the college search process. The mission of the office is to ensure students have the opportunity to attend an appropriate college of their choice. The Office of College Counseling uses a variety of programs and services, including NAVIANCE; a well-known software package that supports the college counseling process, to facilitate an effective college search.

College Visits: 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. An Excused Absence/College Visit Form must be fully completed and handed into the student's college counselor AT LEAST ONE WEEK before their trip. Travel arrangements must be made with the Student Life Office at least ONE WEEK prior to the trip. 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.

Discipline Infractions: Perkiomen School's policy is to respond to inquiries about discipline. In accordance with the National Association of College Admission Counselors, Perkiomen School will disclose all major discipline violations that lead to probation, final probation, or mandatory required withdrawal.

These reports will include disciplinary actions that occur during the student's junior and senior year at Perkiomen School only. Perkiomen School will report the disciplinary actions that occur prior to the submission of a college application only when asked; any disciplinary actions that occur after submission of the application will be reported to all colleges to which the student has applied.

Policy regarding seniors who have already applied to colleges and are required to withdraw from Perkiomen School:

Upon occasion, a senior withdraws or is expelled from Perkiomen School after submitting one or more applications to colleges. In these cases, The Office of College Counseling will recommend that the student contact the colleges directly to explain their withdrawal from Perkiomen and to describe how they plan to complete their senior year. It is solely the responsibility of the student and/or their parents to inform colleges of the withdrawal.

Two weeks after the student's exit from school, Perkiomen will send the student's final transcript to those colleges where the Office of College Counseling has sent a transcript and recommendation on the applicant's behalf, including any colleges to which a student has already been admitted. This final transcript will include grades through the last recorded mid-term and will specify the student left school along with the date of withdrawal. If any college admission officers contact Perkiomen with questions regarding the withdrawal, the Office of College Counseling will ask them about their understanding of the situation before answering their questions honestly. If the Office of College Counseling decides their interpretation to be incorrect or insufficient, College Counseling will refer them back to the student for further clarification.



If a college at which the student has been accepted decides to retract that offer due to the student's withdrawal from Perkiomen, the Office of College Counseling does not bear any responsibility to pursue other college possibilities for that student.

NOTE: We do not disclose minor violations of community standards and we do not regularly disclose disciplinary violations specific to students at a boarding school (e.g., curfew and parietal violations). Furthermore, we require our students to respond honestly when asked to divulge all major discipline on their applications.

If a leave of absence (personal, medical, or disciplinary) occurs during a student's senior year at Perkiomen that results in a change to his or her transcript, the school will notify the student's colleges of the leave in a timely manner.

In certain cases, the Office of College Counseling maintains the right to withdraw its recommendations for a student from a college.

Probation/Final Probation: If a student has been placed on Probation or Final Probation during his or her Perkiomen School career, and if a college explicitly asks the Office of College Counseling to identify any disciplinary misstep, then the Office of College Counseling must answer the question directly. In all probability, the college will also expect the student to self-report any disciplinary action, and the student should be open, honest, and thoughtful in his or her explanation. If a college does not inquire about a student's disciplinary history, the Office of College Counseling will not disclose the details.

FACULTY RECOMMENDATION POLICY

Recommendations Requests: Faculty recommendations are a vital element of the college application process. Perkiomen faculty are advocates for students and are expected to write well organized letters in support of students with whom they have worked with in the classroom or, in some cases, through other activities.

Confidentiality: Confidential letters of recommendation are considered superior in the application process (and are required for THE COMMON APPLICATION ®); therefore, Perkiomen School requires that students request "confidential" letters, thereby agreeing to official school policy that the student and family will neither see nor review the contents at any time. Students sign waivers acknowledging their understanding and acceptance of this policy during the application process. At no time will letters be provided directly to the student, family members, or any other agent representing the student or said student's family. Faculty and staff of Perkiomen School will not provide letters where a family and student have not waived their right to review said letter.

Submitting Letters: Teachers upload electronic copies of completed letters of recommendation directly to the student's Naviance account where they are added to each student's electronic file and submitted via eDocs to colleges (along with transcripts, Secondary School Reports, the School Profile and other electronic documents.) The Office of College Counseling will continue to update the status of all active college applications in Naviance. Students can track the progress of letters of recommendations, transcripts, and the status of each college application by accessing their Naviance account. Perkiomen School will only submit letters of recommendation directly to college or universities to which the student is applying.



Student College Counseling Records: Students, parents, and guardians waive the right of access to the student's college counseling records. (Educational records fall under the Academic 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 Perkiomen School, all college counseling records will be destroyed. 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 contact the Registrar.

HEALTH CENTER

Perkiomen School is committed to every student's health and well-being. The Health Center has a professional staff on duty 24-hours a day when school is in session. Any prescription or non-prescription drugs must be stored in the Health Center in the name of the student. Medicines will not be given by anyone but the school medical staff or a designated employee. Students who need to take medication report to the Health Center. It is important that students who need medication take it when regularly scheduled. Students wishing to see the medical staff should report to the Health Center during the following hours:

Monday-Friday: 7:00 a.m. – 10:00 p.m.

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

Please note that students who are ill in the morning should report to the Health Center after breakfast. If the medical staff 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 medical staff. Any student that the medical staff may excuse from after school sports or place on limited participation must receive a note from the Health Center 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.

Nutritional Supplements and Performing Enhancing Products: Perkiomen School does not condone students use of nutritional supplements and/or performance enhancing supplements. The school respects the policy statement of the American Academy of Pediatrics who "strongly condemn the use of performing enhancing substances and vigorously endorse efforts to eliminate their use among children and adolescents." We are in agreement with that rationale which is supported with three general points:

1. The intentional use of any substance for performance enhancement is unfair and therefore, morally and ethically indefensible.
2. The use of any substance for the purpose of enhancing sports performance, including over the counter supplements, the composition and quality of which are not under federal regulation, may pose a significant health risk to a young person.
3. The use and promotion of performance enhancing substances tend to devalue the principles of a balanced diet, good coaching, and sound physical training.

Students are discouraged from using nutritional supplements or performance enhancing products



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.

COUNSELING CENTER

The Counseling Center at Perkiomen School offers professional and confidential mental health services and emotional support for every student on campus. The Counseling Center works to help students successfully transition through various academic and interpersonal challenges to attain their individual goals and optimize their learning experiences. Students learn to manage personal problems, situational crises, and academic stresses, as well as develop self-awareness, personal responsibility, and skills for life-long learning. The Counseling Center also provides consultation and interventions on diversity and multicultural issues.

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 – 5:15 p.m. each day. 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 – 4:45 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 Perkiomen 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 Fitness Center, the Athletic Trainer room/office, the Athletic Director's office, male and female locker rooms, and the Huttel Natatorium. The Bate Lounge 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 will gain entrance into dormitories, academic and athletic buildings, check in 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 \$50.00 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. Breakfast is served from 7:00-7:40 a.m. Middle School boarders are required to check in for breakfast. Lunch is served cafeteria style Monday through Friday from 11:15 a.m.-12:50 p.m. All students are required to check in for the meal. Proper dress is required at all meals. The serving line begins at the right door as you face the kitchen from the foyer and there are other stations throughout the dining room. After you have finished your meal, students are expected to take clear their tables and take any trash to the dish room. At no time are students permitted in the kitchen behind the serving line. Students are not to take food from the dining hall during any meals. There is often fruit available for students, and they are welcome to enjoy the fruit outside of the dining hall as well.

Dinner on Monday evening is a formal dinner served at 6:00 p.m. For formal meals, students 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. Tuesday, Wednesday, and Thursday 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.

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. Boarding students are to park in the lot behind the Hollenbach Athletic Center. 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.

Any student with a car on campus may not transport any other students (boarding or day) 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 use their mobile and/or smart phones responsibly and with respect toward our academic community. Your phone conversation should not impact those around you and when in public places (Library, Robbins, etc.) you should move to a more private location when speaking on your phone. We require Perkiomen School students to register their phone number with the Assistant Headmaster for Student Life.

Students are also encouraged to have personal computers in their rooms, in addition to their i-Pads, to support their academic work both in and out of the classroom in accordance with academic policies. The use of



computers and i-Pads for entertainment (i.e., playing games, instant messaging) is not permitted during study hall. No computer monitor should be larger than 21 inches and TV's are not allowed in student rooms. Students do not need any set up that includes more than one monitor and gaming computers are strongly discouraged. The Acceptable Use Policy is as follows: Perkiomen School provides students with information technology resources to enhance learning and for personal enjoyment. Students are expected to adhere to common sense, legal, and ethical standards when using the technology. Be considerate of the needs of others, do nothing purposefully or carelessly to impeded anyone else's ability to use the school's technology resources. Obey all relevant laws and regulations. Students' conduct while utilizing the school's technology resources should be guided by the same principles that guide everyday life on Perkiomen's campus. As with all privileges allowed while attending Perkiomen, use of the school's technology resources can be revoked temporarily or permanently for failing to act responsibly.

SOCIAL MEDIA

The School encourages students to carefully review the privacy settings on any social media and networking sites they use (including but not limited to Facebook, Twitter, Flickr, LinkedIn, WeChat, Instagram, Snapchat, etc.), and exercise common sense and good judgement when posting content and information on such sites. Students may not include faculty/staff as "friends", "followers," or any similar terminology used by different sites. Students are able to follow Perkiomen School's official Instagram, Twitter, Facebook, Pinterest and Vimeo accounts through links on the school's website.

INSURANCE STATEMENT

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 and large sums of money should not be brought to school. 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. We prohibit the sharing of personal credit card information with other students, ordering items for other students, or students loaning each other money. Sharing of such information can lead to disciplinary consequences.

ROBERTS HALL – ROBBIE'S

Roberts Hall is a space for the students and also houses the bookstore, Robbies. The bookstore hours are:

Monday-Friday – 8:00 a.m.-3:00 p.m.

Monday-Thursday – 5:00-8:00 p.m.*

Saturday – 1:00-4:00 p.m.

Sunday – 6:00-8:00 p.m.

(*please note, Robbies will be closed on Monday from 6:00-7:00 p.m.)

Roberts Hall is open with faculty supervision until 10:00 p.m. on Friday and Saturday nights. 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 from 11:15 a.m. – 12:45 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 for Student Life for amounts up to \$300. If a student forgets to withdraw his/her allowance, the amount does not roll over to the next week.

PETS

Perkiomen School is a pet-friendly campus. For faculty member with pets, many times the interaction between their pets, students, and other faculty members contributes positively to the sense of community on campus. For some students, pets are not beneficial to their health or well-being. If you are concerned with a pet's presence on campus or in a specific classroom, please inform the Assistant Headmaster for Student Life.

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. 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 \$500.00.

Cork strips are provided and posters or other items are to be hung on these strips only. Students residing in Kolbe and Riordan Halls may use only Command products (strips, hooks) to hang anything in their rooms. There should be nothing placed on any dormitory door. 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 should be turned off when leaving the room.

Televisions are available in the dormitory lounges and are not allowed in rooms. Computer monitors are not to exceed 21 inches in student rooms. Students do not need any set up that includes more than one monitor and gaming computers are strongly discouraged. 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, Kolbe Hall, and Riordan Hall are air conditioned, and fans are unnecessary.

Students are permitted to bring their bicycles, skateboards, and scooters to campus; however, they must be used with proper safety equipment (i.e., helmets). If a student does not wear the proper safety protection, then he/she will not be permitted to use the equipment. Bicycles and skateboards 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. All Student bikes should be stored on the bike racks that are located between Kolbe Hall and Riordan Hall, Schultz Hall, behind Kriebel Hall, and at the Middle School.

Students are present for daily room inspection and at that time rooms are to be cleaned, waste baskets emptied, closets in order, beds made, 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.

FOOD DELIVERY

Food delivery to campus from local restaurants is a privilege for students. Delivery hours are: Monday from 7:00-7:45 p.m., Tuesday-Thursday 6:00–7:45 p.m., Friday 5:30-10:00 p.m., Saturday 12:00-10:00 p.m., and Sunday from 12:00-7:45 p.m. Please remember that delivery drivers are not allowed in any campus building and you should wait outside for the drivers. **The dining hall provides nutritious meals daily and food delivery should be kept to a minimum and not be ordered every day to replace the dining hall.**

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. Student packages will be available for pick-up in the Student Life Office at designated times. Perkiomen School reserves the right to inspect any items that come to campus, including packages and U.S. mail. 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 \$75.00 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 the 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 2018-19:

August 31-September 2: First full weekend, get acquainted

September 28-29*: Family Weekend

November 9-11: Exams

May 24-26: Final Weekend

*Family Weekend is closed for Friday, September 28, 2018, and students may leave on September 29, 2018 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.

The Student Life Office offers many activities both on and off campus. Students are not permitted to arrange any trips off campus using Uber or any other car service as all trips are scheduled through the Student Life Office.

TRANSPORTATION FOR BOARDING STUDENTS

The School will assist students and arrange transportation for weekends and school breaks to bus and train stations, as well as Philadelphia International Airport (PHL), Newark Liberty International Airport (EWR), and John F. Kennedy International Airport (JFK). Traffic to each destination varies every day. The School allows three hours travel time to John F. Kennedy International Airport, two and one half hours travel time to Newark Liberty International Airport, and two hours to Philadelphia International Airport. **Please do not schedule departures from JFK before 11:00 a.m. or EWR and PHL before 10:00 a.m. Return trips to Perkiomen should be scheduled for as early in the day as possible. Flights arriving in the evening (after 7:00 p.m.) will delay arrival on campus until very late evening.** All fees for transportation are billed to the student's incidental account and will vary depending on the trip and the number of students sharing a trip.

Students must complete a Transportation Request Form (on student portal) to set up transportation when needed. The School calendar is published well in advance so that tickets may be purchased ahead of time for the school vacation periods. Students must request transportation for school breaks in a timely manner or there will be a \$75.00 late fee added. School transportation will be provided on the following dates:



Opening of School – Tuesday, August 28, 2018 (international student arrival day) and Wednesday, August 29, 2018 (registration day) ONLY.

Thanksgiving Break – Friday, November 16, 2018 after 11:00 a.m. until Saturday, November 17, 2018 by 12:00 p.m. Return on Monday, November 26, 2018 by 8:00 p.m. Requests must be made by November 1, 2018 or be assessed a late fee for set-up.

Christmas Break – Wednesday, December 19, 2018 after 3:00 p.m. until Friday, December 20, 2018 by 12:00 p.m. Return on Monday, January 7, 2019 by 8:00 p.m. Requests must be made by November 29, 2018 or be assessed a late fee for set-up.

Spring Break – Thursday, February 28, 2019 after 3:00 p.m. until Friday, March 1, 2019 by 12:00 p.m. Return on Monday, March 18, 2019 by 8:00 p.m. Requests must be made by February 14, 2019 or assessed a late fee for set-up.

End of Year – Seniors: Saturday, May 25, 2019 after graduation (by 3:00 p.m.). Underclass: Friday, May 31, 2019 after 11:00 a.m. until Saturday, June 1, 2019 by 12:00 p.m. Requests must be made by May 9, 2019 or be assessed a late fee for set-up.

We do not arrange transportation for students who do not follow the School calendar and will only provide service on the above dates/times. Perkiomen School does close during Thanksgiving, Christmas, and Spring Breaks. The School sponsors a trip to Florida over Thanksgiving Break for interested students. Perkiomen School does not allow students to sign out to hotels.

Please note that for the safety of our students and campus, Perkiomen School strongly discourages students from using any outside car services (Uber, taxi, etc.). We prefer and encourage students to use companies that Perkiomen knows and trusts. Please contact Mr. Kevin Manferdini with any questions or concerns.

WEEKEND PROCEDURES FOR STUDENTS

A variety of activities both on and off campus are offered each weekend. Students can sign-up for activities outside the Student Life Office. Students are not permitted to use Uber or any other car service for their own trips as all trips are scheduled through the Student Life Office. When you sign-up for a trip, please be sure to arrive on time so the trip can leave as scheduled. On the weekends students 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 in Roberts Hall during dinner.

Check out for town – Students may sign out to go to town in Roberts Hall. Middle School boarding students may sign out to town from 7:00-8:00 p.m. only in the evening and upon return to campus are to check back in at Roberts Hall. Upper School students 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: 9:00 p.m. – Middle School
10:05 p.m. – Upper School
Lights out: 10:00 p.m. – Middle School
12:00 a.m. – Upper School

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 any time before 12:00 p.m. can check out in Parents Hall. You may check out for town in Roberts Hall during the afternoon and evening. Follow procedures list above in *Check out for town*.
Dinner: 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.

STUDENT LOCKERS

All upper school day students are assigned lockers in the student locker room in the lower level of Kriebel Hall. 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 LOUNGES

The Student Lounges are located on the lower level of Kriebel Hall and are for the use of all upper school students. The lounges are for students to use during free time though students need to be mindful of noise and be considerate of everyone using the lounges. It is important that students treat the furnishings in the lounges with respect and remember to clean up after themselves. If students are being loud or disruptive they will be asked to leave the lounges and will not be allowed back in the area for a period of time. Wireless technology is provided in the Student Lounges. At no time may middle school students be in the upper school lounge.

PROCTORS

A Perkiomen School proctor is a student leader who wants to make the extraordinary things happen. It is about the practices that are used day to day to transform values into actions, visions into reality, obstacles into innovation, separateness into solidarity, and risk into rewards. It is about leadership that creates a space in which people turn challenging opportunities into success while recognizing that the most important thing in life is the kind of person we are becoming – the qualities of character and moral behavior we are developing.

Proctors meet weekly with the Assistant Headmaster for Student Life. The application process to become a proctor begins in the spring of each year.

Arrayah Brown '20

Yuwei (Bruce) Chen'20



Minseo (Mason) Choi '20
Abigail (Abbey) Glavin '20
Zhenran (Dave) Hu '19
Yuhan (Hedy) Jiang '20
Yaoyi (Yolanda) Jing '19
Hanya (Selina) Lei '20
Yixuan (Jason) Li '20
Zhen (Jenny) Li '19
Phu An (Andy) Nguyen '20
Kristine Rivera '19
Xueyan (Adeline) Rong '20
Paul Schlabach '19

Madita Schrott '19
David Smith '19
Rongqing (Frank) Tian '20
Polina Tolmachenko '20
Ying (Krystal) Wang '19
Tongshu (Sapphire) Yang '19
Ze (Vincent) Yu '20
Ching-Ting (Vanessa) Yuan '20
Rahyun (Lois) Yun '21
Yuchen (Spark) Zhang '20
Emma Zhao '19

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, in the amount of \$500.00, 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.

SUMMER STORAGE

Summer storage is provided for returning underclass boarding students (who have their enrollment contracts and deposit to the Admission Office) through the Student Life Office. Parents will receive information regarding procedures for summer storage in May. All storage is in areas designated by the School and through the Student Life Office. A standard fee of \$175.00 will be charged for summer storage.

STUDENT CONDUCT AND DISCIPLINE

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 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 (including paraphernalia), 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 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, taking and posting of images (photos, movies, etc.) 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. Harassment that occurs from off campus locations including cyberbullying from any account or server no matter when or where 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 the Middle School for appropriate action. Harassment is a violation of Major School Rules and will be handled accordingly.

Discretion and Sensitivity: Students are expected to behave in a manner that exhibits respect for themselves, others, and the School. 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.

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. 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, and will receive appropriate disciplinary action up to and including appearance before the Honor Review Board and 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 Cum Laude 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/E-Cigarette (vapor): 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, e-cigarette, etc. are not permitted anywhere either on or off the campus or while attending any school function.



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: Drug and alcohol use in the Perkiomen School community is a threat to the safety and health of students, faculty, staff, and the community as a whole. It compromises the quality of educational programs and can cause physical harm. Perkiomen School strives to maintain a substance free environment to foster a healthy, safe, and drug-free academic community.

No student may possess, use, be under the influence of, or provide to any other student, by sale or any other means, any substance that is, or is represented to be, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, synthetic drug, depressant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items, or any item that could be considered drug use paraphernalia. Students are also prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over the counter stimulants.

Any violation of any of the above will require Mandatory Required Withdrawal. The return to campus under the apparent influence of alcohol or other drugs will also result in Mandatory Required Withdrawal.

Unauthorized access to school areas including locked buildings, offices, opposite gender dormitory rooms or dormitories, another student's dormitory room, fire exits, emergency stairwells, locker rooms and locations that are known or determined by the School to be off limits, is a violation of Major School Rules. Students are not to be behind locked or closed dormitory rooms or any door on campus without direct supervision or permission. 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. Any tampering with fire extinguishers, sprinklers, heat sensors, smoke detectors or any fire preventative equipment is a violation of major school rules, and carries a fine of \$500.

Vehicles may be used with the Assistant Headmaster for Student Life's permission only. If another student is to ride in a car, there must be permission from both students' parents (driver and passenger). 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.



DRESS CODE

Boys' Standard Dress - Tuesday through Friday

Slacks-Chino type with belt (structured pants, no cargo pants, no elastic or drawstring waist, no elastic or gathered at ankle, and all pants must be full length)

Shorts-(September and May only – Tuesday-Friday only) – Bermuda style shorts with school shirt and sneakers and socks (no cargo or athletic shorts)

Shirt-Perkiomen School issued polo shirts. A sweater or Perkiomen School sweatshirt may be worn over a school shirt. A t-shirt is not to be worn over a polo.

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

Socks (peds or low cut socks are worn with shorts only, not slacks)

Girls' Standard Dress - Tuesday through Friday

Slacks-Chino type with belt (structured pants, no cargo pants, no elastic or drawstring waist, no elastic or gathered at ankle, no yoga pants, and all pants must be full length)

Shorts-(September and May only – Tuesday-Friday only) – Bermuda style shorts or capris with school shirt and sneakers and socks (no cargo or athletic shorts)

Shirts-Perkiomen School issued polo shirts. A sweater or Perkiomen School sweatshirt may be worn over a school shirt. A t-shirt is not to be worn over a polo.

Skirts-Solid color skirt only (no athletic skirts)

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

Socks (peds or low cut socks are worn with shorts only) tights or pantyhose

Boys' Formal Dress – Monday, including dinner, and other formal occasions

Blazer-Navy blue

Slacks-Chino type with belt (structured pants, no cargo pants, no elastic or drawstring waist, no elastic or gathered at ankle, and all pants must be full length)

Shirt-dress shirt

Tie-School Tie

Shoes-Dress 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, and other formal occasions

Blazer-Navy blue

Skirt-Solid colored skirt only (no athletic skirts)

Slacks- Chino type with belt (structured pants, no cargo pants, no elastic or drawstring waist, no elastic or gathered at ankle, no yoga pants, and all pants must be full length)

Shirt-dress shirt or blouse

Shoes-Dress 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 Perkiomen shorts, a gray Perkiomen athletic t-shirt, and the Perkiomen warm-up suit. Students are to wear their warm-up suit on travel days for games. 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 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. Graduation pants and dress shirt are all purchased through the school.

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

Moving Up Dress (8th grade):

8th Grade Boys: Navy blue blazer, belted khaki slacks, white or light blue dress shirt, school tie, dark socks, and 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, lycra, neoprene material), too short or too baggy that may be distracting or may cause harm to a student will not be permitted. The following are not acceptable school dress at any time during the academic day or formal dress days: denim (any color), jeggings, yoga pants, stretch pants of lycra or spandex. 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, distracting styles, unnatural hair color or other styles as determined by the School are not permitted. Students are not to use any type of hair dye in any school building. Boys must be clean shaven at all times and their hair length should not be excessive.

Piercings: Ear piercing is allowed for girls, and boys may wear a single stud earring.



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 polo shirts, 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. Please follow procedures below in event of fire:

Carnegie Library (117 Seminary Street)

In the event of a fire, evacuate the Carnegie Library in an orderly manner. Proceed to the front of Kehs Hall. In the event of inclement weather, proceed to inside Kehs Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Carnegie Library.

Cleaver & Kistler Health Center (109 Seminary Street)

In the event of a fire, evacuate the Health Center in an orderly manner. Proceed to the front of the Schumo Academic Center. In the event of inclement weather, proceed to inside the Schumo Academic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Cleaver & Kistler Health Center.

Duyckinck Hall (201 Seminary Street)

In the event of a fire, evacuate Duyckinck in an orderly manner. Proceed to the front of the Carnegie Library. In the event of inclement weather, proceed to inside the Carnegie Library. Stay there until the Fire Marshall instructs you that it is safe to re-enter Duyckinck.

Hollenbach Athletic Center (101 Seminary Street)

In the event of a fire, evacuate the Hollenbach Athletic Center in an orderly manner. Proceed to the soccer field located in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed to inside the Hollenbach Middle School. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Hollenbach Athletic Center.

Hollenbach Middle School (103 Seminary Street)

In the event of a fire, evacuate the Hollenbach Middle School in an orderly manner. Proceed to the soccer field located in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed to inside the Hollenbach Athletic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Hollenbach Middle School.

Kehs Hall (115 Seminary Street)

In the event of a fire, evacuate Kehs Hall in an orderly manner. Proceed to the front of the Schumo Academic Center. In the event of inclement weather, proceed to inside the Schumo Academic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter Kehs Hall.



Kolbe Hall (468 Second Street)

In the event of a fire, evacuate Kolbe Hall in an orderly manner. Proceed to the parking lot of Parents Hall. In the event of inclement weather, proceed inside the Carnegie Library. Stay there until the Fire Marshall instructs you that it is safe to re-enter Kolbe Hall.

Kriebel Hall (200 Seminary Street)

In the event of a fire, evacuate Kriebel Hall in an orderly manner. Proceed to the front of Kehs Hall. In the event of inclement weather, proceed to inside Kehs Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter Kriebel Hall.

Parents Hall (441 Second Street)

In the event of a fire, evacuate Parents Hall in an orderly manner. Proceed to the soccer field in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed to inside Kehs Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter Parents Hall.

Riordan Hall (470 Second Street)

In the event of a fire, evacuate Riordan Hall in an orderly manner. Proceed to the parking lot of Parents Hall. In the event of inclement weather, proceed inside the Carnegie Library. Stay there until the Fire Marshall instructs you that it is safe to re-enter Riordan Hall.

Ruhl Hall (461 Second Street)

In the event of a fire, evacuate Ruhl Hall in an orderly manner. Proceed to the soccer field in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed to inside the Hollenbach Athletic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter Ruhl Hall.

Schultz Hall (451 Second Street)

In the event of a fire, evacuate the building in an orderly manner. Proceed to the patio at Robert's Hall. In the event of inclement weather, proceed to inside Robert's Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter Schultz Hall.

Schumo Academic Center (111 Seminary Street)

In the event of a fire, evacuate the Schumo Academic Center in an orderly manner. Proceed to the front of Kehs Hall unless you exit the rear stairwell door, then go to the Hollenbach Middle School. In the event of inclement weather, proceed to inside Kehs Hall or the Hollenbach Middle School. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Schumo Academic Center.

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.

SEVERE WEATHER EMERGENCY PLAN

During any severe weather such as thunderstorms, tornado warnings, etc., the emergency plan will be announced on the school's intercom along with notification from One Call Now Emergency Notification System. 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 notification is received should proceed immediately to the nearest building for shelter.



2018-19 ADMINISTRATION, FACULTY, AND SUPPORT STAFF

Leadership Team

Mark A. Devey – Headmaster
Carol Dougherty – Associate Headmaster
Kevin Manferdini – Assistant Headmaster for Student Life
Michael Foux – Associate Headmaster for Finance and Operations
Diana J. Gleeson – Assistant Headmaster for External Affairs
Jonathan Moser – Head of Upper School
Krishna Davda – Head of the Middle School
Amber Goupil – Director of Student Life Program
Abby Parish Moser – Director of Admissions and Financial Aid
Kendall Baker – Director of Athletics and After School Programs
Karl Welsh – Director of Development

Office of the Headmaster

Mark A. Devey - Headmaster
Carol Dougherty – Associate Headmaster
Bernadette Kovaleski – Director of Marketing and Communications
Kristen Smith –Executive Assistant to the Headmaster

Office of Alumni and Development

Karl Welsh – Director of Development
Diana Weir-Smith – Alumni Director
Christe Konopitski – Director of the Perkiomen Fund
Joan Berg – Development Research Analyst
Michele Bubb – Manager, Gift Processing and Reporting

Admission Office

Diana J. Gleeson – Assistant Director of External Affairs
Abby Parish Moser – Director of Admissions and Financial Aid
Nicole Misevicius – Associate Director of Admissions and Financial Aid
Thomas Baudinet – Associate Director of Admissions and Financial Aid
Rutledge Long – Associate Director of Admissions and Financial Aid
John Williams – Admissions Counselor
Barbara Nace – Administrative Assistant
Maryjean Sell – Administrative Assistant

Office of Business and Finance

Michael Foux – Associate Headmaster for Finance and Operations
Karen Bauer – Assistant Manager, Accounts Payable
Gail Schmoyer – Student Billing, Accounts Receivable
Disleiny Rubiera – Accounting Analyst, Assistant Director of Summer Programs



Institutional Technology

Chris Templeton – Director of Institutional Technology
Jason Gleeson – Database Coordinator
Joshua Rosario – Academic Technology Coordinator

Physical Plant and Grounds

Jason Smith - Director, Buildings and Grounds/Assistant Director of Summer Programs
Steve Gerhard
Larry Hange
Ryan Hanosek
Jamie Jozefowski
Rick Smith
Merrill Yorgey
Howie Hendricks (cleaning/janitor)

Security

Michael Devlin - Director, Safety and Security
George Moser
Tom Oelschlager
Robert Seville
Robert Robbins

Bookstore

Jackie Gardner – Bookstore Manager
Allison Bush – Bookstore Assistant
Erin Gerlanger – Bookstore Assistant

Upper School Office

Jonathan Moser – Head of Upper School
Greg Martin – Upper School Dean
Kathryn Eck – Registrar
Lauren Schultz – Academic Office Assistant

Middle School Office

Krishna Davda – Head of the Middle School
Dana Heimbach – Assistant to the Head of the Middle School

Faculty

English Department

Margaret Henderson, Chair
Jarad Benn
Mark Longstreth
Shannon Meehan
Michael Romasco
Justin Sell



Louisy Thompson

Mathematics Department

Patrick Kinsella, Chair
Allison Bishop
Pete Dougherty
Ben Kang
Nick Koffel
Casey Perlstein
Justine Segear
Stephen VanHoesen

Science Department

Scott Robinson, Chair
Melissa Brault
Amy Feda
Caleb Harris
Lee Hyatt
Melinda Irvén
Olivier Joseph
Casey Perlstein
Benjamin Roig

History Department

Richard Irvén, Chair
Peter Dougherty
Amber Goupil
Amanda Mock
Jonathan Moser
Greg Martin
Mike Romasco
Tara Smith
Trevor Smith
Jessica Walton

World Languages Department

Joanne Dinsmore, Chair
Charlie Campbell-Decock
Andrea Flores
Henryk Hoffmann
James Jones
Louisy Thompson

English as a Second Language

Sandra Hackett, Director



Jessica Maley
Brianna Seiler

The Learning Center

Tara McFalls, Director of Learning
Jason Lees, Learning Specialist
Paige Longstreth, Learning Specialist

Fine and Performing Arts Department

Sara Shin, Chair
Jarad Benn, Theater and Performing Arts Director
Allison Bishop
Amber Goupil
Olivier Joseph
Amy Morse, Choral and Instrumental Music Director
Mike Romasco
Louisy Thompson

Entrepreneurial Institute

Shaun Yorgey, Director
Keegan Ash

Medical Institute

Melinda Irvén, Director
Olivier Joseph, Assistant Director

College Counseling

David Antoniewicz, Director
Erin Davidson Kellogg, Associate Director/Coordinator of Testing
Keegan Ash, Assistant Director
Trish Manferdini, Administrative Assistant

Library

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

Middle School Faculty

Krishna Davda, Head of the Middle School
Jarad Benn
Pete Dougherty
Amy Feda
Andrea Flores
Sandra Hackett
Caleb Harris
Henryk Hoffmann



James Jones
Ben Kang
Nick Koffel
Jason Lees
Paige Longstreth
Tara McFalls
Casey Perlstein
Michael Romasco
Justin Sell
Sara Shin
Tara Smith, The Writing Center Director
Trevor Smith
Louisy Thompson
Shaun Yorgey

Global Diversity and Inclusion

Olivier Joseph
Trevor Smith
Emily Wang

Athletics/After School Program

Kendall Baker - Director of Athletics
Melissa Brault – Athletic Trainer
Denise Breidenbach – Assistant to the Director of Athletics

Student Life Office

Kevin L. Manferdini – Assistant Headmaster for Student Life
Amber Goupil – Director of Student Life Programs
Emily Wang – School Counselor/Global Diversity and Inclusion
Trish Manferdini – Student Life Office Coordinator

Medical Staff

Theresa Goodrich, RMA, AHI, EMT, Director of Health Services
Bill Eller, CCMA

Dormitory Faculty

Kriebel Hall:

Spatz Floor

Trevor Smith, Dorm Head
Nick Koffel
Justin Sell
Stephen VanHoesen



Carlson Floor

Lee Hyatt, Dorm Head
Charlie Campbell
Jason Lees
Casey Perlstein

Schultz Floor

Richard Irven, Dorm Head
Jarad Benn
Melinda Irven

Riordan Hall

James Jones, Dorm Head
Shannon Meehan
Benjamin Roig

Schultz Hall

Caleb Harris, Dorm Head
Ben Kang

Ruhl Hall

Elizabeth Hoffmann, Dorm Head
Amy Feda

Kolbe Hall

Justine Segear, Dorm Head
Melissa Brault
Laura Kinsella

Duyckinck Hall

Jessica Walton, Dorm Head
Brianna Seiler



2018-19 STUDENT OFFICERS:

Student Senate President: Bianca Diaz '19

Vice-President: Zexuan (David) Xia '19

12th Grade:

President: Emalee Walsh '19

Vice-President: Ying (Krystal) Wang '19

11th Grade:

President: Abigail (Abbey) Glavin '20

Vice-President: Jayden Kemp '20

10th Grade:

President: Megan Hughes '21

Vice-President: Sihan (Victoria) Zhou '21

At-Large Members

Marline Charles '19

Frances DelToro '19

Molly Hughes '20

Yaoyi (Yolanda) Jing '19

Sydnee Reddy '19

David Smith '19

Peng (Rex) Xu '19

Rahyun (Lois) Yun '21



Purple Week Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
US & MS School Morning Meetings	US & MS School Morning Meetings	Advisor Meeting	US & MS School Morning Meetings	All School Morning Meeting
8:00-8:15 (15 min)				
A 8:20-9:10 (50 min)	G 8:20-9:10 (50 min)	C 8:20-9:10 (50 min)	B 8:20-9:10 (50 min)	E 8:20-9:10 (50 min)
B 9:15-10:05 (50 min)	D 9:15-10:05 (50 min)	E 9:15-10:05 (50 min)	A 9:15-10:05 (50 min)	F 9:15-10:05 (50 min)
Morning Break 10:05-10:20 (15 min)				
C 10:20-11:10 (50 min)	F 10:20-11:10 (50 min)	G 10:20-11:10 (50 min)	D 10:20-11:10 (50 min)	A 10:20-11:10 (50 min)
Lunch / D Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / E Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / A Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / G Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / C Lunch/class 11:15-12:00 & 12:00-12:50
Or	Or	Or	Or	Or
Class/lunch 11:15-12:05 & 12:05-12:50				
E 12:55-1:45 (50 min)	B 12:55-1:45 (50 min)	F 12:55-1:45 (50 min)	C 12:55-1:45 (50 min)	G 12:55-1:45 (50 min)
F 1:50-2:40 (50 min)	H 1:50-2:20 (30 min)	D 1:50-2:40 (50 min)	H 1:50-2:20 (30 min)	B 1:50-2:40 (50 min)
Conference 2:45-3:15 (30 min)	Conference 2:25-3:15 (50 min)	Conference 2:45-3:15 (30 min)	Conference 2:25-3:15 (50 min)	Conference 2:45-3:15 (30 min)



Gold Week Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
US & MS School Morning Meetings	US & MS School Morning Meetings	Advisor Meeting	US & MS School Morning Meetings	All School Morning Meeting
8:00-8:15 (15 min)				
F 8:20-9:10 (50 min)	G 8:20-9:10 (50 min)	D 8:20-9:10 (50 min)	B 8:20-9:10 (50 min)	A 8:20-9:10 (50 min)
B 9:15-10:05 (50 min)	D 9:15-10:05 (50 min)	E 9:15-10:05 (50 min)	A 9:15-10:05 (50 min)	F 9:15-10:05 (50 min)
Morning Break 10:05-10:20 (15 min)				
C 10:20-11:10 (50 min)	F 10:20-11:10 (50 min)	G 10:20-11:10 (50 min)	D 10:20-11:10 (50 min)	B 10:20-11:10 (50 min)
Lunch / D Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / E Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / A Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / G Lunch/class 11:15-12:00 & 12:00-12:50	Lunch / C Lunch/class 11:15-12:00 & 12:00-12:50
Or	Or	Or	Or	Or
Class/lunch 11:15-12:05 & 12:05-12:50				
E 12:55-1:45 (50 min)	B 12:55-1:45 (50 min)	F 12:55-1:45 (50 min)	C 12:55-1:45 (50 min)	G 12:55-1:45 (50 min)
A 1:50-2:40 (50 min)	H 1:50-2:20 (30 min)	C 1:50-2:40 (50 min)	H 1:50-2:20 (30 min)	E 1:50-2:40 (50 min)
Conference 2:45-3:15 (30 min)	Conference 2:25-3:15 (50 min)	Conference 2:45-3:15 (30 min)	Conference 2:25-3:15 (50 min)	Conference 2:45-3:15 (30 min)



SCHOOL TELEPHONE NUMBERS:

School Office: 215-679-9511
Admissions Office: 215-679-1132
Alumni Office: 215-679-1142
Athletic Director: 215-679-1170
Business Office: 215-679-1135
Carl's Corner Bookstore: 215-541-5056
Carnegie Library: 215-679-1256
Cleaver & Kistler Health Center: 215-541-5065
Assistant Headmaster for Student Life: 215-679-1125
Director of Admission and Financial Aid: 215-679-1141
Head of Upper School: 215-541-5025
Registrar: 215-679-1123
Head of the Middle School: 215-541-5050
Headmaster's Office: 215-679-1130
Middle School Office: 215-541-5621

WEEKDAY AFTER CLASS SCHEDULE

Interscholastic Athletics and After School Program Practice/Rehearsal: 3:15-5:30 p.m.

Dinner 6:00 p.m. (Monday Formal Dinner); 6:00 p.m.(Tuesday-Thursday)

Study Hall 7:30-8:30 p.m. – Middle School

8:00-10:00 p.m. – Upper School

Lights Out:

Middle School 9:00 p.m.

Underclass (9-11) 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.
Middle School may go to town	7:00-8:00 p.m.
Middle School return to dorms	9:00 p.m.
Upper School may go to town	7:00-10:00 p.m.
Upper School return to dorms	10:05 p.m.
Lights out for Middle School	10:00 p.m.
Lights out for Upper School	12:00 a.m.

Saturday:

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

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

DISCLAIMER

The Community Handbook provides essential information about the school for students and parents. It is meant to be both a reference and a guide for you. As a reference, the Handbook provides answers when a specific question arises. As a guide, the Handbook is where you will find the school's expectations, and the names of the people who can help you meet those expectations. This electronic document is also subject to change during the academic year to meet the needs of the school. The Perkiomen School Community Handbook is intended to provide information and guidance to all members of The Perkiomen School community. It is not a contract. Provisions may be changed at any time at the sole discretion of the administration of The Perkiomen School.



EXAM SCHEDULE FALL 2018 AND SPRING 2019

Fall 2018

Tuesday Nov. 13	Wednesday Nov. 14	Thursday Nov. 15	Friday Nov. 16
Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15
Period A 8:30-9:30 9:40-10:40	Period C 8:30-9:30 9:40-10:40	Period E 8:30-9:30 9:40-10:40	Period G 8:30-9:30 9:40-10:40
Lunch 11:00-12:15	Lunch 11:00-12:15	Lunch 11:00-12:15 (Middle School Students done at 10:40. Pick-up by 12:00)	Lunch 11:00-12:15
Period B 12:30-1:30 1:40-2:40	Period D 12:30-1:30 1:40-2:40	Period F 12:30-1:30 1:40-2:40	
Athletics & Activities Schedule TBD	Athletics & Activities Schedule TBD	Athletics & Activities Schedule TBD	
Buffet Dinner 5:30-6:30	Buffet Dinner 5:30-6:30	Buffet Dinner 5:30-6:30	Buffet Dinner 5:30-6:30
Study Hall 7:00-10:00 *Exam Break – Dining Hall 8:00-8:45	Study Hall 7:00-10:00 *Exam Break – Dining Hall 8:00-8:45	Study Hall 7:00-10:00 *Exam Break – Dining Hall 8:00-8:45	

Spring 2019

Tuesday May 28	Wednesday May 29	Thursday May 30	Friday May 31
Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15
Period D 8:30-9:30 9:40-10:40	Period C 8:30-9:30 9:40-10:40	Period B 8:30-9:30 9:40-10:40	Period F 8:30-9:30 9:40-10:40
Lunch 11:00-12:15	Lunch 11:00-12:15	Lunch 11:00-12:15 (Middle School students done at 10:40. Pick-up by 12:00)	Lunch 11:00-12:15
Period E 12:30-1:30 1:40-2:40	Period A 12:30-1:30 1:40-2:40	Period G 12:30-1:30 1:40-2:40	
MS/US day students pick-up at 3:00. Quiet time in the dormitories/gym open 3:00-5:00	MS/US day students pick-up at 3:00. Quiet time in the dormitories/gym open 3:00-5:00	US day students pick-up at 3:00. Quiet time in the dormitories/gym open 3:00-5:00	
Buffet Dinner 5:30-6:30	Buffet Dinner 5:30-6:30	Buffet Dinner 5:30-6:30 Middle School Moving Up Ceremony 7:00 p.m. (Required for all Middle School Students)	Buffet Dinner 5:30-6:30
Study Hall 7:00-10:00 *Exam Break – Dining Hall 8:00-8:45	Study Hall 7:00-10:00 *Exam Break – Dining Hall 8:00-8:45	Study Hall 7:00-10:00 *Exam Break – Dining Hall 8:00-8:45	



- **Students are expected to attend all exams at the scheduled time.**
- **Exam times will not be altered for unexcused absences, including traveling (*please make your travel plans around your exam schedule*).**
- **Students are not allowed to rearrange their exam schedule, which includes taking an exam at a different time for an unexcused/unapproved reason. Students with extenuating circumstances should see Mrs. Gleeson or Mr. Manferdini.**
- **An unexcused/unapproved absence to an exam may result in a failing exam grade without the possibility of a make-up.**
- **All students are expected to be present at Morning Meeting. If you are a day student and you have an exam time free please see Mr. Manferdini or Mrs. Gleeson to clarify when you need to be on campus.**