

The Perkiomen School 2013-14 Community Handbook

(Revised 08/2013)

Dear Perkiomen Families:

Welcome to the 2013-2014 academic year, which commences on August 27 with required attendance for all students. I wish all of our families, returning and new, the warmest of welcomes. We are pleased you have chosen to join a school with a rich history of serving students from the Upper Perkiomen Valley, the Mid-Atlantic, and the world.

As with all selective college preparatory schools, Perkiomen works best when each of us understands the basic tenets of living and learning together. Structure, support, trust, and honesty go hand in hand to guide students toward success here, in college, and in life. The Community Handbook is the foundation of the trust and honesty that undergird our school and describes the many ways that Perk supports each member of its family. 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.

Every student and family should review this Community Handbook carefully and completely to understand the important expectations and responsibilities within our community. Pay particular attention to the school calendar so that your plans for holidays do not interfere with students' academic progress, and so that students do not receive unnecessary absences or poor marks on their record. As questions arise, please review the section that describes the various offices here at school those faculty who can best answer them. As a community, we all have duties, obligations, and expectations to uphold, so please read "What Excellent Teachers Do," "What Successful Students Do," and "What Supportive Parents Do" to better understand our mutual commitments as members of this academic community. (See Perkiomen.org)

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

As we begin a new school year together, please join me in welcoming the new members of the faculty who have committed themselves to our mission and ethos. Thank you for your trust in us as we embark on a new year with your children in our care. On behalf of the faculty, staff, and Board of Trustees, I look forward to the year ahead and to being a part of the many success stories of our students.

Sincerely,

Mr. Christopher R. Tompkins
Headmaster

School Motto – Solvitur Vivendo

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

Our Mission

The Perkiomen community inspires students to risk becoming their best.

Our Principles

Our Students

Perkiomen students learn through experience and active inquiry. Each student is challenged to excel academically. Students are exposed to new ideas and to friendships spanning different races, socio-economic groups, religions, interests, and learning styles; thus, preparing them for a competitive world.

Our Faculty

Perkiomen’s faculty members are academically talented, with a passion to connect with and challenge students to discover their individual strengths and to develop their greatest potential.

Our Program

Perkiomen has always been and always will be about changing lives. We are committed to creating experiences that will prepare our students to excel in college and life in a world community.

Our Family

Perkiomen’s community of staff, alumni, families, and friends are dedicated to nurturing relationships in an unshakable partnership with the School for the best interest of the student.

Our Campus

Perkiomen is an inviting, safe home that inspires a sense of community and belonging.

Philosophy

The Perkiomen School is a traditional coeducational college preparatory boarding and day school where structure, support, self-discipline, and integrity are valued. Perkiomen is focused on inspiring students to risk being their best every day – by creating an environment where individual growth and the development of personal ethics in preparation for success in college and life is paramount.

Perkiomen is a world community. Perkiomen admits students in grades six through twelve and also offers a year for postgraduate students. We embrace diversity in all its forms, and actively pursue students and faculty with a vast array of life experiences and who are from many neighborhoods of our country and the world.

As a school, Perkiomen strives to develop students who enjoy learning and seek the skills necessary to learn. Perkiomen creates awareness in its students that education is a lifelong pursuit. We nurture common sense, a sense of justice, a sense of honor, a sense of responsibility, and a sense of humor.

As members of the Perkiomen School community, we have established the following goals for all students beyond our missions and stated values:

SCHOLARSHIP – to develop an ability to think clearly, communicate effectively, and acquire a broad base of knowledge from which to make intelligent judgments and;

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

CULTURAL – to develop an appreciation for all cultures both past and present;

PHYSICAL – to develop a commitment to a sound mind and body through athletics and extracurricular activities, which allows students to attain their full potential;

SPIRITUAL – to develop sensitivity to, and an understanding of, ethics and world religions;

LEADERSHIP – develop the skills necessary to make sound decisions, guide groups, and play an active role in civic society;

SERVICE – to develop a keen awareness of your place in society and an understanding of the needs of others through service learning, volunteerism, and community service;

RELATIONSHIPS – to develop meaningful human relationship through athletic competition, artistic performance, scholarly discussions, residential life, and community spirit;

SPORTSMANSHIP – to develop a healthy sense of fair play, hard work, competition, and teamwork;

STEWARDSHIP – to understand that we are holding this campus and its history; and the world around us, in trust for generations to come.

Perkiomen School 2013-2014 Calendar

August

- 23 Football (American) Pre-Season
- 27 **First Day of School – Academic Year Begins**
Registration for all students
- 28 All School Convocation (8:00 a.m., Kriebel Hall, Mesnier Chapel)
(School busing begins)

September

- 6-8 Closed Weekend (All boarding students on campus; all faculty on duty)
- September 27 – 30 Fall Long Weekend – Weekend begins at the conclusion of after school activities on Friday, NO CLASSES MONDAY: Boarders return by 8:00 p.m.

October

- 4 Mid-Term Grading Closes
- 5 SAT I and II (All Seniors)
- 11-12 Family Weekend
- 11 Hewett Concert (7:00 p.m. Kehs Hall)
Carnegie Library 100th Anniversary Celebration (8:00 p.m. Carnegie Library)
- 12 Family Weekend Events
Parent Workshop
College Counseling
Middle School Harvest Fest (3:00 p.m., Hollenbach Middle School Garden)
Upper School Homecoming Dance (7:00 p.m., Schumo Academic Center)
Middle School Harvest Dance (7:00 p.m., Hollenbach Middle School)
- 16 PSATs (All Sophomores and Juniors)
- 21-25 Middle School Signature Trips
- 22 College Counseling Financial Aid 101 (7:00 p.m., Kriebel Hall, Mesnier Chapel)
- 25 Upper School Drama (7:30 p.m., Kehs Hall, Kriebel Theater)
- 26 Upper School Drama (7:30 p.m., Kehs Hall, Kriebel Theater)

November

- 1 Upper School Drama (7:30 p.m., Kehs Hall, Kriebel Theater)
- 2 SAT I and II
Upper School Drama (7:30 p.m., Kehs, Hall. Kriebel Theater)
- 6 Varsity Banquet (5:30 p.m., Parents Hall)
- 12 Music Recital (7:00 p.m., Kehs Hall, Kriebel Theater)
- 15-17 Closed Weekend (All boarding students on campus)
- 18 Term Grading Closes
Thanksgiving Dinner (6:00 p.m., Parents Hall; required for all boarding students and all faculty)
- 19-22 Fall Term Exams (after-school activities continue through Thursday)
- 22 Thanksgiving Break begins at 11:00 a.m.
- 23 Dorms Close (12:00 p.m.)

December

- 2 Dorms open at 12:00 p.m.
Chapel Decorating (7:00 p.m. Kriebel Hall, Mesnier Chapel)
Thanksgiving Break ends at 8:00 p.m.
- 6 Tree Lighting (7:00 p.m., Schumo Academic Center Plaza)
- 7 SAT I and II
Middle School Winter Dance (7:00 p.m., Schumo Academic Center)
- 15 Christmas Vespers (7:00 p.m., Kriebel Hall, Mesnier Chapel)
Headmaster's Holiday Open House (8:00 p.m. to 9:30 p.m., The Creamery)
- 17 Christmas Dinner (6:00 p.m., Parents Hall; required for all boarding students and all faculty)
- 18 Winter Break begins at 3:00 p.m.
- 19 Dorms Close at 12:00 p.m.

January

- 6 Winter Break Ends
Dorms open at 12:00 p.m.
College Financial Aid Overview (7:00 p.m., Kriebel Hall, Mesnier Chapel)
Winter Break ends at 8:00 p.m.
- 11 Mr. Perkiomen Contest (8:00 p.m., Kehs Hall, Kriebel Theater)
- 17 Winter Upper School Musical Concert (7:30 p.m., Kehs Hall, Kriebel Theater)
- 18 Winter Middle School Musical Concert (7:30 p.m., Kehs Hall, Kriebel Theater)
- 24 Mid-Term Grading Closes

Middle School Theater Production (7:30 p.m., Kehs Hall, Kriebel Theater)
- 25 SAT I and II

Middle School Theater Production (7:30 p.m., Kehs Hall, Kriebel Theater)
- 26 Middle School Theater Production (2:00 p.m., Kehs Hall, Kriebel Theater)
- 31-February 3 Winter Long Weekend – Weekend begins at the conclusion of after school activities on Friday, NO CLASSES MONDAY: Boarders return by 8:00 p.m.

February

- 3 Junior College Counseling Night (7:00 p.m., Kriebel Hall, Mesnier Chapel)
- 8 Upper School Winter Formal (7:00 p.m., Parents Hall)
- 14 Middle School Transition Day

Upper School Musical (7:30 p.m., Kehs Hall, Kriebel Theater)
- 15 Upper School Musical (2:00 p.m. and 7:30 p.m., Kehs Hall, Kriebel Theater)
- 16 Upper School Musical (2:00 p.m., Kehs Hall, Kriebel Theater)
- 19 Varsity Banquet (6:00 p.m., Parents Hall)
- 22 Middle School Dance (7:30 p.m., Schumo Academic Center)
- 27 Upper School Term Course Exams

End of Term Dinner (6:00 p.m., Parents Hall; required for all boarding students and all faculty)

28 Spring Break Begins 3:00 p.m.

28 Term Grading Closes

March

1 Dormitories close 12:00 p.m.

17 Dormitories open at 12:00 p.m.
Spring Break ends at 8:00 p.m.

27 Academic Scheduling Day (Students and Advisors)

April

2 Grandparents Day

6 How to Succeed in College Seminar, Young Alumni Panel (4:00 p.m., Kriebel Hall, Mesnier Chapel)

17 Upper School Spring Concert (7:30 p.m., Kehs Hall, Kriebel Theater)

18 Mid-Term Grading Closes

18-21 Spring Long Weekend – Weekend begins at the conclusion of after school activities on Friday, NO CLASSES MONDAY: Boarders return by 8:00 p.m.

20 Easter Egg Hunt (1:30 p.m.)

May

2 Reid Awards for Fine Arts (8:00 p.m., Kehs Hall, Kriebel Theater)

3 SAT I and II

Middle School Fine Arts Festival (7:00 p.m. Reception; 7:30 p.m. Concert)

4 Cum Laude Society Induction Ceremony (7:30 p.m., The Creamery)

9 Prom

16 Variety Show (7:00 p.m., Kehs Hall, Kriebel Theater)

- 19 Term End Dinner (5:30 p.m., Parents Hall; required for all boarding students and all faculty)
Varsity Awards Ceremony (6:30 p.m., Kehs Hall, Kriebel Theater)
Varsity Dessert Reception (8:00 p.m., Schumo Academic Center)
- 21 Graduation Rehearsal (2:30 p.m., Kriebel Hall, Mesnier Chapel)
Senior Class Picnic (6:00 p.m., The Creamery)
- 23 Baccalaureate Service
Commencement Banquet
- 24 Commencement Exercises; End of year for seniors
- 26 Underclass regular school day
Prize Day Chapel
Term Grading Closes
- 27-30 Spring Term Exams
- 29 End of Year for Grades 6-8
Middle School Moving Up Ceremony
- 30 End of Year for Grades 9-11
- 31 Dorms close at 12:00 p.m.

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	Christopher Tompkins
Associate Headmaster	Carol Dougherty
Executive Assistant to the Headmaster	Elizabeth Burns

Office of Student Life

Assistant Headmaster for Student Life (student life, including residential matters and discipline)	Kevin Manferdini
Director of Service Learning and Community Affairs	Paige Longstreth
Chaplain (pastoral concerns)	Jonathan Moser
Weekend Activities	Ben Fidler

Office of Academic Affairs

Assistant Headmaster for Academic Affairs (broad curricular matters, faculty)	Lauren Lambert
Registrar (course selection and student schedules)	Kathy Eck
Dean of Middle School (All matters pertaining to Middle School)	Amber Goupil
Assistant to the Dean of Middle School	Dana Heimbach

Office of College Counseling

Director of College Counseling
Associate Director of College Counseling
Associate Director of College Counseling
Administrative Assistant

Anthony "Tony" Lambert
Erin Davidson Kellogg
Patrick Colonna
Trish Manferdini

Office of Business and Finance

Associate Headmaster Finance/Operations
Assistant Business Manager
Student Billing
Bookstore Manager

Michael "Mike" Foux
Karen Bauer
Gail Schmoyer
Jackie Gardner

Office of Admissions and Financial Aid

Director of Admissions and Financial Aid
Associate Director of Admissions and Financial Aid,
Director of Summer Programs
Associate Director of Admissions and
Financial Aid
Assistant Director of Admissions and
Financial Aid

Abby Parish Moser
Tim Gaiser
Anneke Skidmore
Peter Wickman

Office of Alumni and Development

Director of Development
Director of Alumni Affairs
Director of the Perkiomen Fund
Director of Communications

Karl Welsh
Diana Weir-Smith
John Spurlock
Corin Breña

Athletics/After School Program

Director of Athletics
Assistant to the Director of Athletics

Kendall Baker
Denise Breidenbach

The Learning Center

Director of the Learning Center

Melissa Gaiser

English as a Second Language

Director of ESL

Michael "Mike" Romasco

Library Services

Director of Library Services
Assistant Director of Library Services

Katie Hammond
Cathy Sweeney

Kebs Center for the Arts

Chair, Fine and Performing Arts

Amber Goupil

Institutional Technology

Director of Institutional Technology

Bruce Sarte

Leadership Team

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

The 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 Director of Development is responsible to the Headmaster for all alumni, development, and communications affairs of the 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 Business Manager, Student Billing and Accounts Receivable Assistant, grounds, security, and housekeeping personnel.

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 Director of Admissions and Financial Aid is responsible to the Headmaster for administering the Office of Admissions and Financial Aid and the Office of Summer Programs. 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 Assistant Headmaster for Academic Affairs oversees the daily academic operation of the school and is responsible to the Headmaster for the academic direction of the School. In this role, she assists the Headmaster in appointment of new faculty, the supervision and evaluation of existing faculty, and direction of the School's curriculum. She 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. She serves as the primary liaison in academic matters with individual parents. She supervises, in concert with the Director of Athletics, all academic extracurricular activities.

The Dean of Middle School oversees the daily operation of the Middle School and reports to the Assistant Headmaster for Academic Affairs. In conjunction with the Assistant Headmaster for Student Life, she also handles disciplinary matters for the middle school.

The Director of Service Learning and Community Affairs is a member of the senior administrative team responsible for the oversight and coordination of service learning and community affairs. The Director of Service Learning and Community Affairs supports the mission of the school by facilitating and encouraging initiatives in the academic program, the advisory program, the chapel program, the community service learning requirement, social justice and diversity work, the clubs and activities and the community outreach. The primary focus of the director in 2013-14 will be the development of a student centered chapel program. The day-to-day work of the Director of Service Learning and Community Affairs makes possible connections between The Perkiomen School community and its neighboring organizations. The Director ensures that a diversity of beliefs have voice and vitality throughout the community.

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.

Academic Goals and Programs

What Excellent Teachers Do at The Perkiomen School

The 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 The 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.

The document "What Successful Teachers do at The 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 The 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 The Perkiomen School with the knowledge and understanding that it is preparing students for a college of a 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 The 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 The 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:

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.

Understand and embrace The 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.

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.

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.

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.

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.

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.

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.

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). Qualified ESL students traditionally take AP English Language as seniors.

HISTORY (10 credits)

All students are required to complete three years of History study for graduation; one year must be United States History or AP United States History BUT not both. Students

traditionally complete Foundations of the Modern World as freshman, Modern World History as sophomores, and either United States History or AP United States History as juniors. The combination of three History term courses in either their junior or senior year satisfies completion of one year of History study. Students may take Art History or AP Art History but NOT both. Students are also required to complete one term of World Religion for graduation (HIS-353 through HIS-360) in either their junior or senior year.

SCIENCE (9 credits)

All students must complete three years of science for graduation. Two of the science courses must be lab science. Students must complete a general course of study in Biology, Chemistry, Physics or the equivalent to enroll in the AP course in that content area. Students traditionally complete Biology as freshmen, Chemistry as sophomores, and Physics as juniors. The combination of three term courses in science in either their junior or senior year satisfies completion of one year of science study without lab. Students enrolled in ESL Composition and ESL Literature classes may be required to take ESL-120.

MATHEMATICS (9 credits)

All students are required to complete three years of mathematics up through Algebra 2 or the equivalent. The traditional sequence is Pre-Algebra, Algebra 1, Geometry, Algebra 2. If students are presently enrolled in upper level math courses, MAT-301 through MAT-493, and they plan to continue their math study, they should check with their current math teacher about the next course in the sequence. Students may take Calculus or AP Calculus but NOT both. 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 of the same world language whether or not they took world language courses in middle school. Three years is 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. Students presently enrolled in a world language should talk with their current teacher about the next course in the sequence.

FINE ARTS (3 credit)

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

WORLD RELIGION (1 credit)

Students are required to complete one term of World Religion for graduation (HIS-353, 354, 355, 356, and 360) in either their junior or senior year.

HEALTH (1 credit)

Students are required to complete one term of health study. Traditionally students satisfy the health requirement as freshmen. Transfer students who enter Perkiomen as juniors or seniors may have the requirement waived.

Other Courses (10 credits)
Students must supplement the required 60 course credits with 10 additional course credits of their choosing.

PHYSICAL EDUCATION

The 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.

COMMUNITY SERVICE

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 campus service for a portion of their requirement and then must fulfill the remainder of their hours working out in the community. Three of the six hours each year are completed on-campus or in the local or greater community.

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

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

1. Each student at Perkiomen School carries five major courses and any minor required courses such as Health and World Religions. A sixth major course may be selected only with the permission of the Assistant Headmaster for Academic Affairs.
2. If a student completes any basic academic requirement, they should seek advice from their advisor, the Assistant Headmaster for Academic Affairs, and/or the College Counseling Office prior to making their next course selection. In mathematics, for example, the requirement through Algebra II may be met early in one's career at Perkiomen. Students should plan to continue the study of math beyond that level if they have any interest in a selective college.
3. 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 Assistant Headmaster for Academic Affairs. A meeting with the student will also be required.
5. Once a student begins a first year world language, that student is required to enroll in the next level. Only if the school grants a waiver to this exception can a student shift to another language prior to completing the first two levels. Most selective colleges look for a sequence of three years, even if their minimum requirements state otherwise.
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. Speakers for the Middle School Moving Up Ceremony will be chosen for academic promise in the Upper School by a committee chaired by the Dean of Middle School.

Academic Honesty and Integrity

Teaching and promoting academic honesty is a three-way partnership among the school, the family, and the student. The Perkiomen School faculty believes that mutual trust is the cornerstone of its program and any violation of this trust is a serious disciplinary matter. Parents are expected to support our unalterable position on all matters of academic honesty. Any violation of the Honor Pledge is a violation of Major School Rules. This will require immediate referral to the Assistant Headmaster for Academic Affairs, 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.

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.

The Perkiomen School Honor Review Board:

The Honor Review Board is made up of four faculty members who will be appointed by the Headmaster. The faculty chair casts the deciding vote if there is a decision that ends in a tie. The Assistant Headmaster for Academic Affairs (and the Dean of the Middle School if needed) present the cases. There are six students who will be chosen by the faculty through an application process to serve on the Honor Review Board: two for sophomore year, two for junior year, and two for senior year. There may be no more than three students at a hearing of the Honor Review Board. One of the two seniors will serve as the student chair of the Honor Review Board.

Meetings of the Honor Review Board will occur on a regular basis in Schumo 212. The HRB’s other responsibilities within the Perkiomen community have to do with the education and outreach aspects of the Honor Code, including an Honor Convocation at the beginning of the year. Members of the HRB must have academic records that are free of any violations of the Honor Code. All proceedings must be kept in the strictest confidentiality. The Assistant Headmaster for Academic Affairs will determine if a case goes to the Honor Review Board. A first charge will be dealt with privately in the Upper School office, but a second or subsequent charge will 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 Honor Review Board will be able to listen to the situation, ask questions of the individual(s) involved, and discuss precedents and suitable responses once the student has taken his or her leave. All recommendations from the HRB will be taken from the Assistant Headmaster for Academic Affairs to the Headmaster, who will

make the final decision as to the student's status. Students appearing before the HRB may choose to bring their advisor or another faculty member.

**Recommendations may include referring the case back to a Division Head for final disposition, Probation, Final Probation, or mandatory required withdrawal. Academic penalties will be addressed by the teacher of the course in which an academic honesty violation occurred.

Middle and Upper School Honors List 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.

Upper School Honors and High Honors Privileges

Students earning a place on the High Honors and Honors list may take advantage of the following privileges: return no later than 9:30 p.m. on Sunday evening *with the permission of the Assistant Headmaster for Student Life*, students are allowed to study on their beds, with headphones on, and 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.* Robbie's will be open for students on High Honors on Monday and Wednesday evenings during study hall (with permission from dorm parent.)

Middle School Honors Privileges

Students earning a place on the High Honors or Honors list may take advantage of the following privileges: allowed to study on their beds, with headphones on, 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.

Conference Period Procedures

A formal conference period is scheduled daily from 2:45-3:15 p.m. Conferences called by a teacher automatically become required academic appointments that must be met promptly. These conference appointments take precedence over other non-scheduled obligations. When conferences are sought voluntarily by the student, it is his/her obligation to make the arrangements necessary ahead of time to ensure the faculty member is able to grant the request, and they too become required appointments once set. A required appointment is equivalent to an academic class. Any student whose performance does not meet class or school expectations because of inadequate

preparation, class absence, or other academic deficiency, may be assigned by a teacher to mandatory attendance at a scheduled conference period.

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. Please remember that day students may not be on campus prior to 7:00 a.m. without prior consent and supervision of a specific member of the faculty. 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 5:30 p.m. for the Upper School and 4:30 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 community 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, Sunday through Monday from 7:00 a.m. -10:30 p.m. 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 will result in a conference with parents and the possible reduction in grading or loss of academic credit. Student absences of twelve or more days in a trimester or thirty days for the school year may result in the assignment of a failing grade or loss of credit for the course. The Assistant Headmaster for Student Life,

Assistant Headmaster for Academic Affairs, and Dean of Middle School will consider and process individual situations where extenuating circumstances have contributed to or caused the absences.

When a student misses work due to an unexcused absence, the teacher is under no obligation to allow the work to be made up. In most such cases, unless there are extenuating circumstances, a grade of zero will be recorded. In case of disciplinary suspension, if a student is allowed to return to school, he/she will be given a maximum of one week to make up all academic work missed during the suspension time, and the principal burden of responsibility for completing that required work must be borne by the student. After one week has passed, if graded work has not been completed, a student will receive a grade of zero.

Absence from School – If a student is going to be absent, a parent (not a student) must call the school (215-679-9511 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 (215-679-9511 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 does not close for snow or any other weather conditions. If weather conditions worsen after the students are in school, students will not be dismissed until the individual school districts dismiss their classes. Students who drive to school will not be permitted to leave until the Assistant Headmaster for Student Life has spoken with a parent or guardian. Day students are welcome to spend the night on campus if the weather conditions are poor. If this is the case and a student wishes to spend the night, both the student and their parent must notify the Assistant Headmaster for Student Life so that proper arrangements can be made. If a day student misses class time because of inclement weather, they will not be penalized but are responsible for making up all class work missed.

Transportation and Arrival/Departure for Residential Students - Students are welcome to arrive in the Pennsburg vicinity no more than 48-hours prior to the opening of

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

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

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:

July 8	Ramadan
August 7	Eid al Fitr
September 4, 5	Rosh Hashanah
September 14	Yom Kippur
November 27-December 5	Chanukah
April 13-20	Palm Sunday
	Passover
	Good Friday
	Easter (Including Easter Orthodox)
	Easter Monday

Middle and Upper School Final Exams

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.

Final exams will be given to all Middle and Upper School students during the final week of the fall and spring terms. Exam days on Tuesday through Thursday begin with morning meeting at 8:00 a.m. and conclude after activities/athletics. Friday begins at 8:00 a.m. with morning meeting and ends at 10:45 after the morning exam. There are two exams per day Tuesday, Wednesday, and Thursday and one exam on Friday. 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 Academic Office. Students in AP courses will sit for AP exams at the appointed time. If the exam proctor notes any student falling asleep or failing to take the exam seriously, the student will be required to sit for a final exam at a time set by the school and will not receive AP credit for the course. For seniors, colleges will be notified if there is a transcript change.

Cum Laude Society

In 2010, The 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.

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. The Cum Laude Society mission recognizes academic achievement in secondary schools for the purpose of promoting excellence (Areté), justice (Diké) and honor (Timé).

Academic Warning and Academic Final Warning

Any student who fails two subjects at the end of a mid-term or term will be placed on academic warning for the next term with the following restrictions: the student will be assigned study hall by the Assistant Headmaster for Academic Affairs during free periods, and if necessary, other times. For example, if the student fails to complete any major assignment, the student will be assigned to study hall until the work is completed. The student will be placed on weekly evaluation reports, which entails weekly teacher evaluations on the student's progress and a weekly meeting with the Assistant Headmaster for Academic Affairs. Returning students who ended the past school year poorly will begin the next year on academic warning.

A student who is on academic warning over the course of two successive 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. Music may not be played during study hall, but students in The Learning Center or on the honors or high honors list, will be permitted

to wear headphones during study hall. Any communications (cell phones, texting, etc.) unrelated to academic work are unacceptable.

Students who need to use the library during study hall should obtain written permission from the faculty member for whom the work is to be done prior to the beginning of study hall. At the beginning of study hall, the pass should be given to the faculty member on duty and then presented to the person on duty in the library. When work is completed, the student should have their pass signed with the time clearly noted at the library and return to their dormitory to give the pass to the faculty member on duty. Seniors 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 Assistant Headmaster for Academic Affairs 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 Assistant Headmaster for Academic Affairs.

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

Perk's Upper School takes a creative approach to summer reading. Faculty members have selected a title about which they would like to hold discussions or do projects with Upper School students. Each student will choose one book from the faculty-generated list. The choice will be blind; students will be choosing titles, not teachers. At the beginning of the year, summer reading books will be discussed in faculty-led groups, and assessment of summer reading will take place then. Part of the goal of this

program is to involve all students and faculty in summer reading. Promoting reading for pleasure is a big part of this too, which is why a broad array of choices spanning all genres and appealing to the diverse interests of Upper School students is desirable.

Whether you are a new or returning Perkiomen student, you (and the teachers) are asked to read at least two books before returning to school in the fall (and we hope you actually do read more). AP students will have additional books to read. However, all Upper School students will read *Outcasts United: An American Town, A Refugee Team, and One Woman's Quest to Make a Difference* by Warren St. John. All Middle School students will read *Outcasts United: The Story of a Refugee Soccer Team that Changed a Town*, also by Warren St. John. There is also a choice book that each student will select from the list of possible books. In fall 2013, the groups of students and faculty who read each book will gather for discussions and special projects. Mrs. Longstreth, Ms. Goupil, Ms. Hammond, and Mrs. Lambert will read all of the books for either the Upper School or Middle School, and we would like to challenge any students to achieve the same goal. Read all of the books on your division list, and you will receive a pizza party for you and three friends this coming fall.

Teachers of AP courses may assign an additional summer reading book. Please see the website for AP summer reading assignments.

Students who enroll after August 15 should do the best they can to complete as much of the summer reading as possible.

Trips

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

The Perkiomen School Libraries Carnegie Library and The Nallo Center

The Perkiomen School's libraries are the heart of the academic program at Perkiomen School. We provide intellectual and physical access to information through creative information literacy education and considered collection development. The collection of electronic resources includes several academic subscription databases (available 24 hours a day on- or off-campus) as well as those made available through the Access PA Power Library. Print materials support academic research as well as recreational reading. Our online catalog, Destiny, provides 24-7 access to records of all of our holdings. Millions of volumes from libraries throughout the Commonwealth are available through Inter-library Loan. Periodicals are for use only in the library but articles may be photocopied according to copyright guidelines. Books not on reserve

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

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 study hall.

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 Principles of Good Practice (**SEE NOTE C**) of the National Association of College Admission Counselors, Perkiomen School will inform colleges and universities of any change in a student's status during the period between the time of recommendation and graduation 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 PGP/NACAC)

III. Counseling Members—Best Practices

A. Admission, Financial Aid and Testing Policies and Procedures

Counseling members should:

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

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

These rights apply to custodial and non-custodial parents unless rights have been revoked by state statute or court order. With the written request to the Assistant Headmaster for Academic Affairs, 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. Tony Lambert serves as the Director of College Counseling. Mrs. Erin Davidson Kellogg and Mr. Patrick Colonna serve as the Associate Directors of College Counseling. They serve as the primary liaison for colleges, parents, and students as they work through the college search process. The mission of the office is to ensure students have the opportunity to attend an appropriate college of their choice. NAVIANCE, a well-known software package that supports the college counseling process, is also used to facilitate an effective college search.

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 filled out and handed in to the student's college counselor **AT LEAST ONE WEEK** before their 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: The Perkiomen School discloses any change in student status including major infraction of school rules that result in probation, final probation, dismissal, or withdrawal from Perkiomen that occurs at any point from the time of recommendation to graduation.

Faculty Recommendation Policy

RECOMMENDATION 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, the 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 the Perkiomen School will not provide letters where a family and student have not waived their right to review said letter.

DISCIPLINARY REFERENCES: In writing letters of recommendation, teachers are specifically asked to focus on the student's positive attributes, classroom accomplishments, academic achievements, and strengths and weaknesses, but not on matters of discipline or honor.

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 Perk 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. The

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 The Perkiomen School, all college counseling records will be destroyed. The Perkiomen School will gladly transfer a student's academic record and teacher comments in lieu of recommendations if a student is transferring prior to graduation.

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

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 Life

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.

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.

Health Center

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

Monday-Friday: 7:15-8:00 a.m., 11:45 a.m.–12:45 p.m., *7:00-7:45 p.m.

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

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

Please note that students need to see the nurse during clinic hours only, unless there is an emergency. Students who are ill in the morning should report to the nurse after breakfast. If the nurse requires an ill student to stay in the infirmary, she will admit the student and he/she will remain in the Health Center until 5:00 p.m. Students confined to the Health Center are expected to complete their academic work to the degree deemed appropriate by the nursing staff. Visitors are allowed in the Health Center with

the permission of the nurse on duty. Any student that the nurse may excuse from after school sports or place on limited participation must receive a note from the nurse and present it to their coach. If a student cannot participate in sports and/or activities because of a medical restriction, he/she is still expected to attend all practices and games.

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

After School Activities and Athletics

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

All students are required to participate in an after-school activity each trimester. Students are required to participate, as a team player, in at least one interscholastic team sport each school year. Activities run from 3:15 – 5:30 p.m. each day and during that time the student lounges will be closed. Middle School students are required to participate in the after school activities program which includes a competitive sports schedule each term, and an option of trying out the Middle School play in the winter term. Sports for Middle School students are from 3:15 – 4:30 p.m. each day. Students participating in sports or other physical activities after school wear a practice uniform each day. Perkiomen shorts and gray t-shirts, along with the PERK warm up suit, may be purchased at the bookstore in Roberts Hall.

The Hollenbach Athletic Center houses both an exhibition gymnasium and a practice gymnasium, a fully equipped Fitness Center, the Athletic Trainer room/office, the Athletic Director's office, male and female locker rooms, and the Huttel Natatorium. The lounge area has a large screen TV for student viewing. There is also a snack stand for various home athletic contests during the year. Please remember that street shoes and cleats are never to be worn on the playing surfaces of the gymnasium or the pool deck area. No outdoor activities or sports may take place in the Hollenbach Athletic Center except under a coach's supervision.

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

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

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

ID Cards

All students will be issued a Student ID card that 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. Proper dress is required at all meals. When entering Parents Hall for meals, please hang your coat on the coat rack and place your books and/or backpack on the shelves of

the foyer. Please do not block the doors or the heaters in the foyer with books and backpacks. Breakfast is served from 7:00-7:40 a.m. The serving line begins at the right door as you face the kitchen from the foyer. After you have gone through the line and finished your meal, students are expected to take their trays and any trash to the dish room. At no time are students permitted in the kitchen behind the serving line.

Lunch is served cafeteria style Monday through Friday from 11:15 a.m.-12:50 p.m. All students are required to check in for the meal.

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

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

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

Boarding Students - Only members of the senior class are allowed to bring a car to campus. The vehicles are to be registered with the Assistant Headmaster for Student Life and require a parking permit (\$150.00 fee) placed in the vehicle. Those students with cars will have to have a permission form filled out as well. The boarding student parking lot is located on the side of the Parents Hall. Cars are to be locked and are off

limits until the time of departure. Boarding students are to use their vehicles only for transportation to their home or approved weekend destination.

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

Personal Communication Devices

Students are encouraged to have mobile and/or smart phones at The Perkiomen School, but are asked to manage them responsibly and with respect toward our academic community. We require Perkiomen School students to register their phone number with the Assistant Headmaster for Student Life. Non-academic mobile phone use is prohibited during the academic day, evening study hall, and after lights out until 6:00 a.m. Students who do not follow these guidelines, which are for the benefit of every member of this community, will receive one warning and then will lose their mobile phone privileges for a period determined by the Assistant Headmaster for Student Life and the student's advisor. Faculty may confiscate illicit devices and turn them in to the Assistant Headmaster for Student Life for parent retrieval.

Students are 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. **The Acceptable Use Policy** is as follows: The 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.

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

Safety and Security

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

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

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

In the spring and over the summer we completed a number of projects to improve safety and security on campus. A new campus-wide, building access system was installed. Now, 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 new system provides the added benefit of being able to lock down key entryways in case of an emergency. We added a notification system that will allow 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.

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 the hub of student activities. The bookstore hours are:

Monday-Friday – 8:00 a.m.-3:00 p.m.

Monday and Friday – 5:00-9:00 p.m.

Tuesday, Wednesday, 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 and Thursday from 6:00-7:00 p.m.)

Roberts Hall is open with faculty supervision until 10:00 p.m. on Friday and Saturday nights. Roberts Hall is also open until 10:00 p.m. each weeknight as a senior privilege but the store hours above remain the same. 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 and Friday from 11:30 a.m. – 3:00 p.m., and Wednesday and Thursday from 11:30 a.m. – 1:00 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. Parents must fax or call the Business Office directly for higher amounts. No e-mails will be accepted. If a student forgets to withdraw his/her allowance, the amount does not roll over to the next week.

Dormitory Rooms

All dormitory rooms provide a bed, bureau, desk, closet, and safe for each student. Safes are provided in order to give the students an area in which to secure their personal belongings, and we strongly encourage students to use their safes and to not share their codes with other students. A refrigerator may be brought from home, and other furniture is neither necessary nor allowed. Microwaves, toasters, or any cooking utensils, including hot pots and coffee makers, are strictly prohibited because they represent an imminent fire and safety hazard. Any type of open flame such as a candle, incense, cigarette, lighter, or lighter fluids in any building are strictly prohibited and considered a violation of Major School Rules. Cork strips are provided in all rooms and all posters or other items are to be hung on these strips only. Cleanliness of your closet is as important as that of your room, and locks are not permitted on the doors. Window screens are not to be loosened or taken off for any purpose. All lights should be turned off when leaving the room. Please note that the use of any type of aerosol can (lysol, etc.) is strictly prohibited as the fumes will set off the building-wide fire alarm, and if a student does set off a fire alarm under these conditions, he/she will be charged a fine of \$500.00. Music should be used with consideration given to everyone else in the building with the music played only as loud as can be heard in your own room and not outside the door. Televisions are available in the dormitory lounges and are not allowed in rooms. Students are responsible for the care of their personal property, dormitory room, and equipment. While fans may be needed for a few weeks in the Fall and Spring, they must be placed in storage during the remainder of the school year. Kriebel Hall is air conditioned, and fans are unnecessary.

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

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

Mail

Boarding students will receive a mailbox number and key when they register at the beginning of the school year. All student mail will be distributed in the student mailboxes located on the lower level of Kriebel Hall. Student packages will be available for pick-up in the Student Life Office. All students must sign for their packages as receipt that they were picked up. 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 \$25.00 replacement fee. To facilitate the distribution of mail, please have the mail addressed in the following manner:

Student's Name

Perkiomen School - School Mailbox Number

200 Seminary Street

Pennsburg, PA 18073

Permission to Leave School on Weekends

Boarding students who would like to leave school for the weekend are to fill in a weekend card and give it to the Assistant Headmaster for Student Life by Noon on Wednesday preceding the requested weekend. Middle school students may give their weekend cards to the Dean of Middle School. Students also need parental permission for the requested weekend in the Assistant Headmaster for Student Life's office by Noon on Thursday. There are certain weekends during the year that are closed and all students are required to be on campus. Please do not ask to be excused from these weekends as they are an important part of the educational experience and school year. The following are the closed weekends for 2013-14:

September 6-8 - First full weekend, get acquainted

October 11-12* - Family Weekend

November 15-17 - Exams

May 23-25 - Final Weekend

*Family Weekend is closed for Friday, October 11, 2013, and students may leave on October 12, 2013, after their last commitment. The school reserves the right to modify or deny a student's weekend permission because of commitments at school (athletic or academic), disciplinary status, or failure to submit a weekend card. Boarding students are to return from weekends by 7:00 p.m, unless special permission is granted. When boarding students return from the weekend, they are to check in (in person) with the faculty member on duty in their dormitory. Students returning from the weekend before 7:00 p.m. Sunday evening are to sign back in with the Administrator on Duty. If a student does not return on time or a procedure is violated, he/she is to report to the Assistant Headmaster for Student Life and will lose permission for the next requested weekend.

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

Weekend Procedures for Students Remaining on Campus

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

Friday evening:

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

Check out for town – Students may sign out to go to town in Roberts Hall. Students may sign out during brunch with the Roberts Hall checker and in Robbies in the afternoon and evening. Seventh and eighth grade 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. Students in grades nine through twelve must return from town by 10:00 p.m. and are also to check in at Roberts Hall upon their return. No students are allowed off campus after 10:00 p.m.

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

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

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

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

Saturday:

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

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

Daily Arrival and Departure

Please remember that day students may not be on campus prior to 7 a.m. without prior consent and supervision of a specific member of the faculty. For those students who arrive between 7 and 7:30, they are required to report to Parents Hall for breakfast. Several buildings open at 7:30 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, 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 5:30 p.m. For the Upper School and 4:30 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 community 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.

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

Renovated in the summer of 2011, 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. Please note that the Student Lounges will be closed each day from 3:15-5:00 p.m. during after school activities. At no time may middle school students be in the upper school lounge.

Proctors

Student proctors, who are selected by the administration and faculty, are assigned to specific areas to assist the faculty. Regular mandatory meetings are held during the year with the Assistant Headmaster for Student Life and other faculty members to help proctors in their roles. Workshops on topics such as leadership, peer relations, and community living are also held during the year.

Multiculturalism

At Perkiomen School, diversity is a positive aspect of our lives and an essential component of education. The students, staff, parents, board members, alumni, and friends of the school recognize and embrace the diversity that exists in the languages we speak, and the traditions we observe, as well as the differences in our race, gender, age,

sexual orientation, and the structural, financial, and educational differences of our families, combined with our unique heritages, personal beliefs, and choices of expression.

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

We believe that the experience of a Perkiomen education will enable students to value themselves while preparing to participate with pride and confidence in a rich and complex global society. Perkiomen School is a place where a person can explore the world around them and examine their role within it. When students graduate from our school, they will bring with them a strong sense of their identity, a willingness to see the common threads that run through all our lives, and a high regard for the value and breadth of differences and similarities.

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

Moral and Ethical Standards

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

Re-Enrollment

Each year underclass students may be invited to return for the following school year. An invitation to return to Perkiomen is based on academic and social standing within the community and a comprehensive review of the student's record by the faculty and administration of the school. Students are reviewed by the faculty in January and will receive communication from the School with a contract to re-enroll, a contract with stipulations on performance, warnings with a contract held, or possibly a

recommendation to seek a different educational setting. Once a contract is offered, however, families should re-enroll by the contract deadline. Those who do not re-enroll by the deadline should expect a late fee, 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

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

Minor Rules: Basic rules of daily life are important for success in school. As previously stated, students should arrive on time, be prepared for class, treat people respectfully, and refrain from eating or drinking in buildings. Minor issues of discipline are the responsibility of each classroom teacher or any employee that observes a student acting in a way contradictory of common courtesy and decency in our community. Minor violations may lead to a student earning lower grades, if their actions impact academic performance. Repeated minor violations will be referred to the Assistant Headmaster for Student Life's Office for appropriate disciplinary measures that may

include Saturday Work Crew (day students are NOT exempt), Probation, Final Probation, Suspension, or Mandatory Required Withdrawal. Students will also meet with the Assistant Headmaster for Student Life and/or advisor to review and assess their progress and to address any concerns.

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

Disciplinary Status

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

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

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

Mandatory Required Withdrawal: The infraction rises to the level that a student must withdraw from school and depart from campus immediately. The use, possession (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 The Perkiomen School. There are no further appeals.

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

Any behavior that infringes upon the safety and well being of any member of the school community. Each person attending Perkiomen School has a right to feel safe and valued. Harassment of any type violates personal rights and creates an atmosphere which is intimidating and demeaning to the parties involved. Verbal abuse, written abuse, physical abuse, hazing, fighting, vandalism, cyberbullying, 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. Any instance of harassment must be reported to the Assistant Headmaster for Student Life and Dean of Middle School for

appropriate action. Harassment is a violation of Major School Rules and will be handled accordingly.

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

Dishonesty: The possession of another person's property (physical or intellectual) without their knowledge does not represent the values that Perkiomen School teaches and is considered stealing. Students found to be possession of another person's property or caught in the act of stealing are in violation of Major School Rules. Vandalism of any type is unacceptable and a violation of Major School Rules. In addition, the borrowing or lending of money or property is discouraged. Students are reminded that the contents of their rooms or lockers are their responsibility. Any violation of the **Honor Pledge** is a violation of Major School Rules. This will require immediate referral to the Assistant Headmaster for Academic Affairs, 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: Any use of tobacco is harmful to one's health. Perkiomen School is therefore a tobacco free campus for students, families, and guests. Smoking, chewing tobacco, etc. are not permitted anywhere either on or off the campus or while attending any school function.

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 the car, there must be permission from that student's parents as well as from the driver's parents. Students who abuse the privilege of having a car on campus will have their car permission revoked for the remainder of the school year. Underclass boarding students in possession of a motor vehicle on campus or off campus in the surrounding area is a violation of Major School Rules.

Discretion and Sensitivity: Students are expected to behave in a manner 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.

Dress Code

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

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

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

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

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

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

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

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

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

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

Skirts-Solid color skirt only

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

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

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

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

Blazer-Navy blue

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

Shirt-dress shirt

Tie- School Tie

Shoes-Dress shoes (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-Navy or khaki chino skirt only

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

Shirt-dress shirt or blouse

Skirt-Solid color skirt only

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

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

Athletic Practice Uniform

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

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

Game Days: Students may wear their game day shirts to school over a school shirt. The rest of the student's attire must follow the regular 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 or lycra material), too short or too baggy that may be

distracting or may cause harm to a student will not be permitted. Perkiomen School will use its best judgment to determine when clothing is inappropriate.

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

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

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

The following items may be purchased at Robbie's, the school bookstore: Perkiomen School issued shirts (polo and oxford), 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:

Duyckinck Hall (201 Seminary Street)

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

Fritz Cottage (400 Second Street)

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

Ruhl Hall (461 Second Street)

In the event of a fire, evacuate Ruhl Hall in an orderly manner. Proceed to the parking lot to Schultz Hall. In the event of inclement weather, proceed to inside Parents Hall. 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.

Kriebel Hall (100 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.

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.

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 middle school. In the event of inclement weather, proceed to inside Kehs Hall or the middle school. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Schumo Academic Center.

Kehs Hall (103 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.

Cleaver & Kistler Health Center (95 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.

Hollenbach Middle School (65 Seminary Street)

In the event of a fire, evacuate the Hollenbach Middle School in an orderly manner. Proceed to the 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.

Hollenbach Athletic Center (63 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 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.

Parents Hall (441 Second Street)

In the event of a fire, evacuate Parents Hall in an orderly manner. Proceed to the soccer field located behind Schultz 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 Parents Hall.

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 Blackboard 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.

2013-14 Administration, Faculty, and Support Staff

Leadership Team

Christopher R. Tompkins – Headmaster

Carol Dougherty – Associate Headmaster

Kevin Manferdini – Assistant Headmaster for Student Life

Michael Foux – Associate Headmaster for Finance and Operations

Lauren Lambert – Assistant Headmaster for Academic Affairs

Paige Longstreth – Director of Service Learning and Community Affairs

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

Christopher R. Tompkins - Headmaster

Carol Dougherty – Associate Headmaster

Elizabeth Burns – Executive Assistant to the Headmaster

Office of Alumni and Development

Karl Welsh – Director of Development

Diana Weir-Smith – Director of Alumni Affairs

Corin Breña – Director of Communications

John Spurlock – Director of the Perkiomen Fund

Joan Berg – Development/Admission Office Assistant

Michele Bubb – Development Office Assistant

Admission Office

Abby Moser – Director of Admissions and Financial Aid

Timothy Gaiser – Associate Director of Admissions and Financial Aid, Director of Summer Programs
Anneke Skidmore – Associate Director of Admissions and Financial Aid
Peter Wickman – Assistant Director of Admissions and Financial Aid
Barbara Nace – Admission Office Assistant

Office of Business and Finance

Michael Foux – Associate Headmaster for Finance and Operations
Karen Bauer – Assistant Business Manager
Gail Schmoyer – Student Billing

Institutional Technology

Bruce Sarte – Director of Institutional Technology
Chris Templeton – Technology Assistant

Physical Plant and Grounds - Update

Jason Smith, Buildings Supervisor
Jerry Schantz, Grounds Supervisor
Gary Arndt
Larry Hange
Ryan Hanosek
Rick Smith
Merrill Yorgey
Howie Hendricks, Head Housekeeping
Steve Burgeson (housekeeping)
Ximena Ponce (housekeeping)

Security

Tom Calvario, Head of Security
George Moser
Miguel Montero
Robert Robbins

Bookstore

Jackie Gardner – Bookstore Manager
Sharon Alexander – Assistant Bookstore Manager

Upper School Office

Lauren Lambert - Assistant Headmaster for Academic Affairs
Kathryn Eck - Registrar

Middle School Office

Amber Goupil – Dean of Middle School
Dana Heimbach – Assistant to the Dean of Middle School

Faculty

English Department

Megan Wilberton, Chair
Sean Francis
Lauren Lambert
Mark Longstreth
Paige Longstreth
Katie L. Lupo
Kate Tompkins

Mathematics Department

Susan Bock, Chair
Suzanne Baker
Erik Chase
Erin Davidson Kellogg
Jacob Hauser
Bruce Sarte
Justine Segear

Science Department

Shaun Yorgey, Chair
Benjamin Fidler
Laura Jones
Timothy Klavon
Rachael Porter
Scott Robinson
Louisy Thompson

History Department

Jonathan Moser, Chair
Keegan Ash
Peter Dougherty
Brad Hendershot
Randy Littlefield
Greg Martin
Trevor Smith
Jean Thobaben
Christopher Tompkins

World Languages Department

Brendan Wilberton, Chair
Henryk Hoffmann
Adam Jason
James Jones
Tony Lambert
Louisy Thompson

English as a Second Language (ESL)

Michael Romasco, Director

Keegan Ash
Kathleen McCarney
Carolyn Mendlewski
Louisy Thompson
Brendan Wilberton

The Learning Center
Melissa Gaiser, Director

Fine and Performing Arts Department
Amber Goupil, Chair
Corin Breña
Jacob Hauser
Jeremy Mathison
Jean Thobaben
Louisy Thompson

Physical Education Department
Kendall Baker, Chair
Maryrose Tompkins, Athletic Trainer

College Counseling
Tony Lambert, Director
Erin Davidson Kellogg, Associate Director
Patrick Colonna, Associate Director
Lloyd Paradiso, Consultant
Trish Manferdini, Assistant to the Director

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

Middle School Faculty
Amber Goupil –Dean of Middle School
Erik Chase
Patrick Colonna
Jacob Hauser
Brad Hendershot
Henryk Hoffmann
James Jones
Timothy Klavon
Tony Lambert
Paige Longstreth
Jeremy Mathison
Louisy Thompson
Brendan Wilberton
Shaun Yorgey

Athletics/After School Program

Kendall Baker - Director of Athletics

Denise Breidenbach – Assistant to the Director of Athletics

Student Life Office

Kevin L. Manferdini – Assistant Headmaster for Student Life

Trish Manferdini – Student Life Office Assistant

Medical Staff

Esther Larimore, RN

Linda Scholl, LPN

Chaplain

Jonathan Moser

Dining Hall

Elizabeth Hoffmann, Coordinator

Dormitory Faculty

Kriebel Hall:

Spaatz Floor

Keegan Ash, Dorm Head

Trevor Smith

Adam Jason

Carlson Floor

James Jones, Dorm Head

Erik Chase

Rose DiScipio

Schultz Floor

Jacob Hauser, Dorm Head

Ben Fidler

Ruhl Hall

Elizabeth Hoffmann, Dorm Head

Amy Mathison

Schultz Hall

Sean Francis, Dorm Head

Randy Littlefield

Fritz Cottage/Christman House

Justine Segear, Dorm Head

Rachael Porter

Duyckinck Hall

Amber Goupil, Dorm Head
Kathleen McCarney

2013-14 Student Officers:

Student Senate President: Abdel Ibrahim '14
Vice-President: Emma Longstreth '14

12th Grade President: Arnaldo Contreras '14
Vice-President: Nicole Pupillo '14

11th Grade President: Madelyn Ferdock '15
Vice-President: Henry Fisher '15

10th Grade President: Yinghong (Henry) Yan '16
Vice-President: Ethan Feldman '16

Honor Review Board Members:

Ben Jaindl '14
Emma Longstreth '14
Yijun (Bella) Lu '16
Anthony Perdue '14
Yijun (Lydia) Xu '14
Yinghong (Henry) Yan '16
Yunru (Alanis) Yu '14

Student Diversity Leadership Council:

Jun Young (Jude) An '15
Antonio Coleman '14
Arnaldo Contreras '14
Quinn Kasner '16
Sophie Lambert '17
JinJing (Serena) Li '16
Emma Longstreth '14
Kuangyu (Alan) Luo '14
Anthony Perdue '14
Megan Sweeting '15
Brianna Williams-Massey '16
Yijun (Lydia) Xu '15
Yinghong (Henry) Yan '16

Student Writing Fellows:

Nana Arthur '14
Xiao (Catherine) Jin '14

Abi Rose-Craver '14
Samira Uddin '14
Yitu Wang '14

School Telephone Numbers:

School Office: 215-679-9511
Admissions Office: 215-679-1132
Alumni Office: 215-679-1141
Athletic Director: 215-679-1170
Business Office: 215-679-1135
Carl's Corner Bookstore: 215-541-5056
Carnegie Library: 215-679-8255
Cleaver & Kistler Health Center: 215-541-5065
Assistant Headmaster for Student Life: 215-679-1125
Director of Admission and Financial Aid: 215-679-1141
Associate Director of Admission and Financial Aid/
Director of Summer Programs: 215-679-1133
Director of Service Learning and Community Affairs: 215-541-5620
Assistant Headmaster for Academic Affairs: 215-679-1122
Dean of Middle School: 215-541-5050
Headmaster's Office: 215-679-1130
Middle School Office: 215-541-5621

Daily 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
8:00-8:10 (10 min)				
A 8:15-9:05 (50 min)	G 8:15-9:05 (50 min)	C 8:15-9:05 (50 min)	B 8:15-9:05 (50 min)	E 8:15-9:05 (50 min)
B 9:10-10:00 (50 min)	D 9:10-10:00 (50 min)	E 9:10-10:00 (50 min)	A 9:10-10:00 (50 min)	F 9:10-10:00 (50 min)
Morning Break 10:00-10:20 (20 min)				
C 10:20-11:10 (50 min)	H 10:20-11:10 (50 min)	G 10:20-11:10 (50 min)	H 10:20-11:10 (50 min)	A 10:20-11:10 (50 min)
Lunch / D 11:15-12:50 (50 class/45 lunch)	Lunch / F 11:15-12:50 (50 class/45 lunch)	Lunch / A 11:15-12:50 (50 class/45 lunch)	Lunch / G 11:15-12:50 (50 class/45 lunch)	Lunch / C 11:15-12:50 (50 class/45 lunch)
E 12:55-1:45 (50)	B 12:55-1:45 (50)	F 12:55-1:45 (50)	D 12:55-1:45 (50)	G 12:55-1:45 (50)
F 1:50-2:40 (50)	E 1:50-2:40 (50)	D 1:50-2:40 (50)	C 1:50-2:40 (50)	B 1:50-2:40 (50)
Conf. 2:45-3:15 (30 min)				

Weekday After Class Schedule

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

Dinner 6:30 p.m. (Mon. and Thur.); 6:00 p.m. (Tues. and Wed.)

Study Hall 8:00-10:00 p.m.

Lights Out:

Underclass (7-11) 10:30 p.m.

Seniors 11:00 p.m.

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

Weekend Schedule

Friday Evening:

Dinner 5:30-6:30 p.m.

7th & 8th Grade may go to town 7:00-8:00 p.m.

7th & 8th Grade return to dorms 9:30 p.m.

Upper School (9-12) may go to town 7:00-10:00 p.m.

Lights out for Grades 7-10 10:45 p.m.

Lights out for Grades 11-12 12:00 a.m.

Saturday:

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

(full brunch) 11:00 a.m.-Noon

same as above

Sunday:

same as Saturday - return to Study Hall schedule

Sunday evening.