



Perkiomen School

**2020-21 Community Handbook
Including Guide to Perkiomen Resolved**

Dear Perkiomen Community:

Communities work well when our communication is strong and each of us understands the basic tenets of living and learning together. Structure, support, trust, dignity, respect, and honor go hand-in-hand to guide students, colleagues, and families toward success here, in college, and in life. The Community Handbook outlines the various expectations by which we all live during the year, expectations that build a culture of trust, support, honesty, and integrity that foster a sense of dignity and respect for each other at all times. These are not just words on a page. In order to live and work and thrive in this community, we must embrace these behaviors. Please read these guidelines and take them to heart.

For the 2020-2021 school year, our expectations are higher. As we face a health pandemic, we must take additional, necessary steps to mitigate risk and sustain our health and well-being. More than any other year, it is crucial that we all take these steps and demonstrate responsibility for ourselves and others.

We all have duties, obligations, and expectations to uphold, so please carefully review the entire document and the Perkiomen Resolved addendum to fully understand our mutual commitments as partners working toward a common goal. As questions arise, please refer back to the appropriate Handbook section and the faculty/staff member who can best answer them.

Thank you for the important role you play at Perkiomen School.

Sincerely,

Mark A. Devey
Head of School

Community Handbook Addendum: Guide to Perkiomen Resolved

The measure of the strength of a community is how we rise and take on the moments that challenge us. Each time we think we have reached our capacity, we remember who we are.

We are Perkiomen.

We lead.

We work hard.

We solve through living.

And then we ask what's next.

Our approach to the 2020-2021 academic year will be no different.

Our highest priority at Perkiomen School is the health and safety of our students and employees.

Daily Campus Life Screening:

Perkiomen School requires a daily screening of potential COVID-19 exposure by all faculty and students on campus.

Day Students:

Prior to leaving home, day students will take their own temperature. Students will use the Magnus Health App to log their temperature and complete the health questionnaire. Students whose self-screening present possible exposure to COVID-19 will be instructed to remain home until follow-up from the Health Center. Self-screening results will be evaluated by school representatives to ensure students who present possible COVID-19 exposure remain out of class until evaluated by the Health Center.

Boarding Students:

Prior to leaving the dormitory, students will take their own temperature. Students will use the Magnus Health App to log their temperature and complete the health questionnaire. Students whose self-screening present possible exposure to COVID-19 will be instructed to remain in their rooms for follow-up from the Health Center. Self-screening results will be evaluated by school representatives to ensure students who present possible COVID-19 exposure remain out of class until evaluated by the Health Center.

Community Mitigation Steps

- Students and employees must complete the school's daily screening procedure. Currently, screening includes the following: temperature taking and self-monitoring for symptoms of illness.
- All students and staff must wear a surgical or cloth mask. Face coverings must be worn in indoor spaces and if social distancing is not possible. We recommend that all face coverings (whether disposal or reusable) should be made of at least two layers of material, fully cover the nose and mouth and secure under the chin, fit snugly but comfortable against the side of the face, and be secured with ties, ear loops or elastic. At this time, neck gaiters and open-chin triangle bandanas are not acceptable face coverings. Students should also not wear masks with valves or mesh. Students should launder reusable masks properly. The CDC offers guidelines on washing and drying masks.
- All individuals must follow CDC-prescribed social distancing procedures. The school has established appropriate spacing in classrooms and other required gathering locations. Furniture in classrooms, lounges, and foyers will be rearranged with marked guidelines so individuals can remain distanced.
- Students are expected to respect social distancing when dining. Clear barriers will be installed for dining in Parents Hal. Common gatherings will be moved outside when possible and may be live-streamed.
- Doors will be propped open during period changes.
- Hallways and doorways will be designated with directional signs where necessary and feasible.
- Sharing of pens, pencils, laptops, phones, food, and drink is prohibited.
- Frequent hand washing and use of sanitizing stations is required. Hand sanitizer will be

available throughout the campus and everyone will be encouraged to regularly wash their hands and refrain from touching their face, as well as any other CDC guidelines for limiting tactile spread of COVID-19.

- Areas will be cleaned with EPA and CDC-approved cleaning supplies. Regular cleaning will be completed by professionals and interim cleaning of high-touch surfaces will be carried out by school employees.
- Students and employees who are at higher risk for severe illness as established by the CDC are advised to follow CDC recommendations for limiting exposure to COVID-19.
- The school recommends that all students and employees receive a flu shot for the coming year.

Health Center Protocol

- Access to the Health Center will be limited to sick students only.
- Students displaying symptoms of COVID-19 will enter the Health Center through the side entrance and be assessed immediately in the exam room. The exam room will contain an air filtration system, and the nurse will ensure any areas contacted by the student will be cleaned according to CDC standards.
- All other sick students will enter through the front door (Seminary Street side). Students with minor issues will be assessed and treated in the waiting room. Only two students may enter the waiting room at any time.
- Morning medications will be distributed at the waiting room door or other location deemed appropriate and safe.

On Campus Students Displaying Symptoms of COVID-19

- Sick students will contact the nurse directly or with assistance from faculty and report to the front door (Seminary Street-side) of the

Health Center wearing a face covering or mask.

- Students will be assessed in the Health Center exam room immediately upon entry.
- Students who are presumed-positive will be placed in the isolation room located in the Health Center.

Symptomatic Day Students

- Parents/Guardian will be notified and student must be picked up as soon as possible, but no later than, two hours from the call.
- Student must be tested for COVID-19 and present negative prior to returning to school.
- While at home, students will have check-ins from their Advisor and/or Student Life Office.
- School work will be assessed on an individual basis when a student returns to campus to ensure continuity of education and balance between well-being and academics.

Residential Life Protocol

- Furniture in dormitory rooms may not be moved and there should be no additional furniture in rooms.
- Only dorm residents are allowed in dorms. Kriebel Hall residents are to be on their own floors, not visiting other floors.
- Students will be expected to maintain clean and sanitary conditions in the dorm bathrooms. Toiletries will need to be kept in a carrier in your room, not in the bathroom. Surfaces are to be wiped down after each use.
- Students may visit other rooms within their dorm and will wear face masks and social distance, but there should be only two people at a time in a room with the door open.
- When in dorm lounges, students will be wear masks and follow social distancing guidelines. There will be limits for the number of people in the lounges.

- Dorm residents should change for sports or activities in their own rooms, not in the locker rooms.
- Masks are to be worn anytime a student leaves their room. Students must social distance with roommate.
- Rooms are expected to be clean and wiped down daily including devices, light switches, door handles, IDs, keys.
- Students are not to share clothing, towels, bedding, or any kitchen items.
- All bedding is to be washed weekly, along with towels and clothing being washed frequently.
- Washers and dryers should be wiped down after each use.
- Gaming systems (x-box, etc.) should be played in lounges with each person using their own controller. Single person gaming may be played in dorm room.
- Food delivery will be contactless with one central location, the tent next to Kolbe Hall. Students must pay with a credit card for their orders.
- Going off-campus is not permitted until announced.
- Walking off campus will be limited. Weeknights when walking to town, sign out/sign in, in person, with dormparent on duty. Students should not be eating inside restaurants for the start of the year.
- There will be Walmart shuttles using the school vans with limited numbers in each van.
- Students will be allowed to sign out to their homes only on weekends. They should continue to follow the daily screening procedures that are in place.
- Elevators will be shut off.
- The kitchens in Kolbe and Riordan will be closed at the start of the year. Microwave use will be permitted with cleaning after each use.

- Any additional guidelines by dorm parents are expected to be followed.

Academic Protocols

Online:

- Proper internet and connection abilities are required along with the proper tools (computer, iPad).
- Classes will operate on US Eastern Time and students are expected to be present at classes.
- Attendance is required in class the same as it would be on campus.
- Work is to be completed in the same time frame as students on campus and following the teacher's guidelines.

Zoom Protocols:

- Camera on (unless your surroundings become challenging).
- Mute your mic unless speaking.
- Use chat box, raise your real or virtual hand to chat.
- Remember the host sees all chats, including personal chats.
- Be on-time (text, email if you will be late or experiencing tech challenges).
- Only the host can record (with Zoom or any other device).
- Don't leave the meeting early without explanation.
- Set up your profile to be professional, real name, photo, etc.
- Review guidelines set up by your faculty member. Most likely these will vary by class and activity.
- Create a distraction free environment so you can be on task during class.
- Dress appropriately.
- Prep your space with appropriate background, school supplies, water, and snacks before class starts.
- Be patient when tech doesn't work.
- Attend only your classes, unless invited by a faculty member to another class.

On Campus:

Students are expected to be on campus on time and at their classes, advisory meetings, and activities.

Day Student Protocol

- Day students may not arrive before 7:30 a.m. each day. No early arrivals. The dining hall serves breakfast beginning at 7:30 a.m.
- Day students should plan to leave campus after their afternoon activities. If a day student would remain on campus, they are to notify Mr. Manferdini.
- Day students will not be allowed in the dormitories.

Please follow the six tenants for good health:

- Frequent and thorough hand washing
- Wearing a mask
- Practice social distancing
- Make sure to get proper rest
- Eat properly and do not skip meals. Stay hydrated.
- Exercise daily. Walking is a good form of exercise.

Our Mission

Perkiomen School inspires students to risk becoming their best.

Our Philosophy

Our Community

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

Our Program

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

Our Students

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

Our Faculty

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

Our Campus

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

Our Motto

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

Campus Information

Moral and Ethical Standards

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

Good Manners

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

Speak to one another, faculty, and guests when passing on campus and be certain that all guests are made to feel welcome.

Introduce parents and guests to faculty members, to other parents, and to their peers.

Rise when guests or members of the faculty enter a room and never remain seated while talking to an adult who is standing.

Respect assembly and chapel services by ceasing conversation once inside the door and being punctual.

Be mindful of the needs of others in study hall, in the library and in class.

Take pride in the school's buildings, campus, and equipment to do everything possible to see that they are taken care of, picking up trash, and carrying it to the nearest receptacle.

Equity, Inclusion, and Multiculturalism

At Perkiomen School, diversity and multiculturalism are positive aspects of our lives and essential components of education. The students, staff, families, board members, alumni, and friends of the school recognize and embrace the diversity in race, gender identity, sexual orientation, age, social class, and family structure that exists within the Perkiomen Community and the wider world. Furthermore, we respect and appreciate the differences that exist in the traditions we observe and the languages we speak, as well as each individual's unique heritage, personal beliefs, and choices of expression.

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. As such, the School's curriculum and other programs will introduce and explore topics concerning race, ethnicity, family structure, gender, religion, physical attributes, sexual orientation, and socio-economic differences. As a result, when students graduate from our school, they will do so with 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.

As a school, we recruit students and faculty from diverse backgrounds whose goals are consistent with both the sense of tradition we foster and our desire to promote equity and inclusion. Furthermore, Perkiomen School has welcomed international students for generations and embraces the fact that interaction with and understanding of people from around the world is essential to both educational and professional success in an increasingly globalized world and to fostering a sense of global citizenship.

Given our commitment to creating an inclusive community on campus, any behavior deemed discriminatory on the grounds of race, ethnicity, gender, sexual orientation, age, socio-economic class, physical ability, mental and physical health, country of origin, or religious and/or cultural

beliefs, whether overt or covert, falls outside of school norms and cannot be accepted.

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 continuance of safety and security, Perkiomen School has security cameras located on campus outside the Hollenbach Athletic Center, Hollenbach Middle School Center, and Schumo Academic Center. Cameras are also located on the inside hallways of Ruhl Hall, Schumo Academic Center, Hollenbach Middle School Center, Roberts Hall Bookstore, Kriebel Hall, Kolbe Hall, and Riordan Hall. These cameras are placed in common areas (hallways, lounges, parking lots) for the safety and security of students, and in no way interfere with our primary goal of educating our students. Cameras are monitored, though not on a 24 hour a day basis, through the Safety and Security and Assistant Head of School 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 Head of School for Student Life and/or Safety and Security.

Perkiomen School has a campus-wide, building access system. Most doors on campus will remain locked and be accessible only via authorized swipe cards. Students will use their student ID cards to gain access to buildings around campus. The system provides the added benefit of being able to lock down key entryways in case of an emergency. Each year we review our security procedures and will be spending more time throughout the year on security drills, to guide faculty, staff and students in case of an actual emergency. The following are the times when student ID access cards allow students entry to campus facilities.

Dormitories:

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

Kriebel Hall:

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

Schumo Academic Center:

Monday-Friday: 7:45 a.m.-5:30 p.m.

Kebs Hall:

Monday-Friday: 7:55 a.m.-5:30 p.m.

Carnegie Library/Innovation Center:

Monday-Friday: 7:55 a.m.-4:00 p.m.
Sunday-Thursday: 7:00-10:00 p.m.
Saturday/Sunday: 12:00-5:00 p.m.

Hollenbach Middle School:

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

Hollenbach Athletic Center:

Monday-Friday: 7:30 a.m.-6:00 p.m. (front/rear doors on green 1:00-6:00 p.m.)
Friday/Saturday: 6:30-10:00 p.m.
Saturday/Sunday: 12:00-5:00 p.m.

Roberts Hall:

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

Sunday-Thursday: 5:00-8:00 p.m.
Friday/Saturday: 5:00-10:00 p.m.
Saturday/Sunday: 12:00-5:00 p.m.

Emergency Notification System

Perkiomen also has a notification system (One Call Now Emergency Notification System) that allows us to communicate directly with your mobile device in case of an emergency. Please be certain to keep our Admissions department informed of any changes to your mobile access number.

Technology

Students are encouraged to use their mobile and/or smart phones responsibly and with respect toward our academic community. Your phone conversation should not impact those around you and when in public places (Library, Robbins, etc.) you should move to a more private location when speaking on your phone. We require Perkiomen School students to register their phone number with the Assistant Head of School for Student Life.

Students are also encouraged to have personal computers in their rooms, in addition to their iPads, to support their academic work both in and out of the classroom in accordance with academic policies. The use of computers and iPads for entertainment (i.e., playing games, instant messaging) is not permitted during study hall. No computer monitor should be larger than 24 inches and TVs are not allowed in student rooms. Students do not need any set up that includes more than one monitor and gaming computers are strongly discouraged.

The School's internet will be off from 12:00-5:00 a.m. each day.

Campus Boundaries

Perkiomen School is a 185-acre campus that borders private property and wooded areas. Students should not be in the following areas on campus: fire escapes, roof or ledge of any building, athletic equipment room, wooded areas behind Kriebel Hall, Ruhl Hall and the Hollenbach Athletic Center. Students should always use caution when crossing Seminary Street. Trespassing on private property or empty buildings and the railroad tracks

is not only dangerous, but illegal. These areas are off limits.

Student Life

Advisory Program

Each student is assigned a faculty advisor with whom they will meet with daily/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.

School Calendar

The calendar is published on the school's website <https://www.perkiomen.org/about-perk/calendar>. It is important that it is reviewed before school starts each year to note the vacation periods and other important dates. The following are some important dates to remember:

Family Weekend – September 25-26

Fall Long Weekend – October 2 (after classes) through October 5 (no classes October 5)

Thanksgiving Break – November 20 (at 2:00 p.m.) through November 30, with return to campus on November 30 and classes resuming on December 1

Christmas Break – December 17 (at 2:00 p.m.) through January 4, with return on January 4 and classes resuming on January 5

Winter Long Weekend – January 29 (after classes) through February 1 (no classes February 1)

Spring Break – March 4 (at 2:00 p.m.) through March 22, with return to campus on March 22 and classes resuming on March 23

Spring Long Weekend – April 2 (after classes) through April 5 (no classes April 5)

Close of School – June 1 (2:00 p.m.)

Please note that early departures/late returns from vacation periods are unexcused absences.

Vacation Periods

The School does not provide any meals or housing during Thanksgiving, Christmas or Spring Break. Students must check out on the required date and cannot return until the day designated for return. Students will not be permitted to access the dorms for early return from vacation periods. Purchasing plane tickets for the incorrect dates is not an appropriate excuse for missing class, nor is family vacation.

Attendance

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

Religious Observations

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.

In any given year, 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 following major religious holidays are reviewed by faculty prior to assigning work:

September 18-19: Rosh Hashanah
October 27: Yom Kippur
March 28-April 4: Palm Sunday, Good Friday, Easter
March 27-April 4: Passover

April 12-May 11: Ramadan
May 12-13: Eid al-Fitr

Acceptable Use Policy

The Acceptable Use Policy is as follows: Perkiomen School provides students with information technology resources to enhance learning and for personal enjoyment. Students are expected to adhere to common sense, legal, and ethical standards when using the technology. Be considerate of the needs of others, do nothing purposefully or carelessly to impeded anyone else's ability to use the school's technology resources. Obey all relevant laws and regulations. Students' conduct while utilizing the school's technology resources should be guided by the same principles that guide everyday life on Perkiomen's campus. As with all privileges allowed while attending Perkiomen, use of the school's technology resources can be revoked temporarily or permanently for failing to act responsibly.

Social Media

Perkiomen School encourages students to carefully review the privacy settings on any social media and networking sites they use (including but not limited to Facebook, Twitter, Flickr, LinkedIn, WeChat, Instagram, Snapchat, etc.), and exercise common sense and good judgement when posting content and information on such sites. Students are encouraged to follow Perkiomen School's official Instagram, Twitter, Facebook, and YouTube accounts through links on the school's website.

If a student, student organization, or faculty member desire to create a social media account associated with Perkiomen School and/or any part of the Perkiomen School brand including but not limited to name, mascot, organization, or campus, you must first have it approved by the Director of Marketing and Communications by way of written proposal.

All existing accounts will be evaluated for purpose, tone, and audience. Any account affiliated with Perkiomen School must register the login and password information with the Director of Marketing and Communications. At any time comments, images, and text may asked to be

removed from any social media account if it deemed inappropriate at the discretion of the Director of Marketing and Communication.

There may be disciplinary action for students, faculty, or staff who do not abide by these policies. Further details on creation and maintaining of Official Perkiomen School accounts can be found in the Social Media Documents document available from the Director of Marketing and Communications.

Dress Code

Monday is a formal dress day at Perkiomen. The dress code for all students includes:

- Navy blue blazer
- Gray, black, navy blue or khaki Chino-style pants or a solid colored skirt
- Belt with pants
- Blouse or dress shirt with school tie
- Dress shoes (while Sperry, Dockside, etc. are acceptable for Tuesday-Friday, more formal dress shoes are required for formal dress. Leather shoes with white soles (dress sneakers) are not permitted)
- Hose or dark dress socks

Tuesday through Friday dress is a little more casual and includes:

- Chino-style slacks or skirt
- Perkiomen School polo (black, white or purple with shield logo only)
- Dress or casual shoes
- Socks or hose

Students may also elect to wear a sweater or Perkiomen School sweatshirt over their Perkiomen School polo. Additionally, Bermuda-style or knee-length shorts can be worn in the months of September and May.

Athletic Practice Uniform/Game Day Travel Attire: Students participating in sports or other physical activities after school wear a practice uniform each day. Perkiomen shorts and gray t-shirts, along with the Perkiomen warm up suit, may be purchased at the bookstore in Roberts Hall. While traveling to away contests, players must wear their game uniform and/or Perkiomen warm-up suit. If neither

is appropriate, the team is to travel in Monday formal dress.

Relaxed Dress (weeknight dinners with the exception of Monday, after classes and weekends): Dress includes t-shirts, jeans, sweatshirts, shorts, sweatpants. Shoes can be sneakers but not slippers. Clothing with messages related to drugs, alcohol, violence, or with curse words are not acceptable at any time. Tank tops and bare stomachs are not acceptable at any time. Clothing that is ill-fitting or in poor taste will not be permitted.

Commencement Dress (seniors):

Boys: Navy blue blazer, light blue dress shirt, school tie, belted white slacks, dark dress socks, and dress shoes. Graduation pants and shirts are all ordered through the school.

Girls: Long white gown/dress, white dress shoes or sandals.

Moving Up Dress (8th Grade):

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

Girls: white dress, white dress shoes

Note: The following are not acceptable school dress at any time during the academic day or formal dress days: denim (any color), jeggings, yoga pants, Lycra or spandex stretch pants. Perkiomen School will use its best judgement to determine when clothing is inappropriate.

Haircuts: Hair must be kept clean, neat, well-groomed at all times. Extreme hairstyles or hair color are not permitted. Boys should be clean-shaven at all times. **Piercings:** Ear piercing is permitted.

Weekend Activities

The Student Life Office offers many activities both on and off campus every weekend. Students can sign up for trips outside the Student Life Office each week. Student suggestions are always welcome and the Student Life Office tries to accommodate all requests. When you sign-up for a trip, please be sure to arrive on time so the trip can leave as scheduled. Students are not permitted to

arrange any trips off campus using Uber or any other car service as all trips are scheduled through the Student Life Office.

Proctors

Perkiomen School proctors are selected through an application process each spring. A proctor is a student leader who wants to make extraordinary things happen. It is about the practices used day to day to transform values into actions, visions into reality, obstacles into innovation, separateness into solidarity, and risk into rewards. It is about leadership that creates a space in which people turn challenging opportunities into success while recognizing that the most important thing in life is the kind of person we are becoming – the qualities of character and moral behavior we are developing. Proctors meet with the Assistant Head of School for Student Life weekly during the year.

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 or off campus service to fulfill their required hours. Service performed off campus requires proper documentation to fulfill this requirement

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.

Insurance

The School assumes neither responsibility nor liability for the loss of personal property. Parents who desire to have insurance placed on their child's effects should consult their insurance agent as the school does not carry fire or theft insurance on

student's personal property. Valuable jewelry 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.

Robbies/School Bookstore

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

Monday-Friday – 8:00 a.m.-3:00 p.m.

Monday-Thursday – 5:00-8:00 p.m.*

Sunday – 6:00-8:00 p.m.

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

Roberts Hall is open with faculty supervision until 10:00 p.m. on Friday and Saturday nights. School clothing, class supplies, food and drinks are available in the bookstore. All food must be consumed in Robbies 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.

Parents Hall – Dining Hall

All meals are served in Parents Hall either family style, buffet, or through the serving line. Breakfast is served from 7:30- 8:15 a.m. Middle School boarders are required to check in for breakfast. Lunch is served cafeteria style Monday through Friday from 11:20 a.m.-12:40 p.m. All students are required to check in for the meal, and proper dress is required at all meals. The serving line begins at the right door as you face the kitchen from the foyer and there are other stations throughout the dining room. After you have finished your meal, students are expected to clear their tables and take any trash

to the dish room. At no time are students permitted in the kitchen behind the serving line. Students are not to take food from the dining hall during any meals. There is often fruit available for students, and they are welcome to enjoy the fruit outside of the dining hall.

Dinner on Monday evening is a formal dinner served at 6:00 p.m. For formal meals, students remain in the foyer until the first bell and please stand at the table until the blessing is offered. The head of the table will serve the food to everyone and any requests of the waiter should be made to the table head. Students are not to go to another table during the meal, and cell phone use is not permitted during formal dinner. Dismissal is upon the sounding of the bell at which time faculty, seniors, and then underclass students may leave the dining room. Tuesday, Wednesday, and Thursday evenings are served buffet style from 6:00-7:00 p.m. Friday, Saturday, and Sunday meals are served buffet style from 5:30-6:30 p.m. Each boarding student is required to either wait tables at dinner or to fulfill some other dining room task during an assigned period.

Pets

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

Residential Life

Dormitory Rooms

All dormitory rooms provide a bed, bureau, desk, closet, and safe for each student. Safes are provided in order to give the students an area in which to secure their personal belongings, and we strongly encourage students to use their safes and to not share their codes with other students. A refrigerator may be brought from home, and other furniture is neither necessary nor allowed. The following are not permitted: air conditioners, candles/incense,

coffee makers, hot pots/hot plates, halogen lamps/bulbs, microwaves, toasters or toaster ovens, wireless router/access point. Storing food in dorm rooms is discouraged. Any food should be in a small clear plastic container. Please do not put food in bureau or desk drawers. Other types of cooking items (rice cooker, blenders, etc.) should be kept in the kitchen area or common area in each dorm and should be kept clean at all times.

Cork strips are provided and posters or other items are to be hung on these strips only. Students residing in Kolbe and Riordan Halls may use only Command products (strips, hooks) to hang anything in their rooms. There should be nothing placed on any dormitory door. Cleanliness of your closet is as important as that of your room, and locks are not permitted on the doors. Window screens are not to be loosened or taken off for any purpose. All lights should be turned off when leaving the room.

Televisions are available in the dormitory lounges and are not allowed in rooms. Computer monitors are not to exceed 24 inches in student rooms. Students do not need any set up that includes more than one monitor and gaming computers are strongly discouraged. Students are responsible for the care of their personal property, dormitory room, and equipment. While fans may be needed for a few weeks in the Fall and Spring, they must be placed in storage during the remainder of the school year. Kriebel Hall, Kolbe Hall, and Riordan Hall are air conditioned, and fans are unnecessary.

Bikes/Skateboards

Students are permitted to bring their bicycles, skateboards, and scooters to campus; however, they must be used with proper safety equipment (i.e., helmets). If a student does not wear the proper safety protection, then he/she will not be permitted to use the equipment. Bicycles and skateboards are not to be used on the tennis courts, handicapped ramps, the road to Parents Hall, Schumo Plaza, or inside any building, including dormitory hallways. Any damage incurred by students in these areas will be charged to the student. All student bikes should be stored on the bike racks that are located between Kolbe Hall and Riordan Hall, behind Kriebel Hall, and at the Middle School.

Room Safety and Room Check

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

Any type of open flame such as a candle, incense, cigarette, lighter, or lighter fluids in any building are strictly prohibited and considered a violation of Major School Rules. Please note that the use of any type of aerosol can (Lysol, etc.) is strictly prohibited as the fumes will set off the building-wide fire alarm, and if a student does set off a fire alarm under these conditions, he/she will be charged a fine of \$500.00.

Check-In/Check-Out Procedures

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.

Cars for Senior 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 Head of School for Student Life and require a parking permit (\$150.00 fee) placed in the vehicle. Those students with cars will have to have a permission form filled out as well. Boarding students are to park in the lot behind the Hollenbach Athletic Center. Cars are to be locked and are off limits until the time of departure. Boarding students are to use their vehicles only for transportation to their home or approved weekend destination.

Permission to Leave 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 Head of School for Student Life by 12:00 p.m. on Wednesday preceding the requested weekend. Middle school students may give their weekend cards to the Head of the Middle School. Students also need parental permission for

the requested weekend in the Assistant Head of School for Student Life's office by 12:00 p.m. 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 2020-21:

September 4-6: First full weekend, get acquainted
September 25-26*: Family Weekend
May 28-30: Final Weekend

*Family Weekend is closed for Friday, September 25, 2020, and students may leave on September 26, 2020 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 Head of School 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

Students are to follow the procedures outlined below:

Friday evening:

Dinner (5:30-6:30 p.m.) - all students are required to check in. Check out for town – Students must sign out/sign in, in person, with the AOD or faculty member in Robbies. Middle School boarding students may sign out to town from 7:00-8:00 p.m. only. Upper School students must return from town by 9:00 p.m. and no students are allowed off campus after 9:00 p.m.

Return to dorm: 9:00 p.m. – Middle School
10:00 p.m. – Upper School

Lights out: 10:00 p.m. – Middle School
11:00 p.m. – Upper School

Saturday:

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

Weekend Schedule

Friday Evening:

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

Middle School Return from Town: 8:00 p.m.

Middle School Return to Dorms: 9:00 p.m.

Upper School Return from Town: 9:00 p.m.

Upper School Return to Dorms: 10:00 p.m.

Lights out for Middle School: 10:00 p.m.

Lights out for Upper School: 11:00 p.m.

Saturday:

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

(full brunch): 11:00 a.m.-12:00 p.m.

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

Transportation for Boarding Students

The School will assist students and arrange transportation for weekends and school breaks to bus and train stations, as well as Philadelphia International Airport (PHL), Newark Liberty International Airport (EWR), and John F. Kennedy International Airport (JFK). Traffic to each destination varies every day. The School allows three hours travel time to John F. Kennedy International Airport, two and one half hours travel time to Newark Liberty International Airport, and two hours to Philadelphia International Airport.

Please do not schedule departures from JFK before 11:00 a.m. or EWR and PHL before 10:00 a.m. Return trips to Perkiomen should be scheduled for as early in the day as possible.

Flights arriving in the evening (after 7:00 p.m.) will delay arrival on campus until very late evening. All fees for transportation are billed to the student's incidental account and will vary depending on the trip and the number of students sharing a trip.

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

Thanksgiving Break – Friday, November 20, 2020 (2:00 p.m.). Return on Monday, November 30, 2020 by 7:00 p.m. Requests must be made by November 2, 2020 or be assessed a late fee for set-up.

Christmas Break – Thursday, December 17, 2020 (2:00 p.m.). Return on Monday, January 4, 2021 by 7:00 p.m. Requests must be made by December 3, 2020 or be assessed a late fee for set-up.

Spring Break – Thursday, March 4, 2021 (2:00 p.m.). Return on Monday, March 22, 2021 by 7:00 p.m. Requests must be made by February 11, 2021 or assessed a late fee for set-up.

End of Year – Seniors: Saturday, May 29, 2021 after graduation (by 3:00 p.m.). Underclass: Tuesday, June 1, 2021 (2:00 p.m.). Requests must be made by May 11, 2021 or be assessed a late fee for set-up.

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

Please note that for the safety of our students and campus, Perkiomen School should not be using any outside car services (Uber, taxi, etc.). We prefer and encourage students arrange their transportation through the Student Life Office. Please contact Mr. Kevin Manferdini with any questions or concerns.

Study Hall

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

Students study at their desks and may not visit other rooms during study hall without the permission of the faculty on duty. 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 Head of School 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 Hollenbach Middle School. 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 Head of School for Academic Affairs.

Lights Out

Lights out in dormitories is the following:

Weeknights:

Middle School: 10:00 p.m.

Underclass: 10:30 p.m.

Seniors: 11:00 p.m.

Weekends:

Middle School: 10:00 p.m.

Upper School: 11:00 p.m.

It is expected that students are in their rooms and settled in at those times. Students should plan showers, snacks, etc. before lights out. Lights out also means that devices are to be off and not used after that time.

Laundry

Washers and dryers are provided in all dormitories. Kriebel Hall and Ruhl Hall both require a laundry card. Cards can be picked up in the Student Life Office and can be loaded with cash on the machine in Robbies. Kolbe Hall and Riordan Hall are coin operated machines.

Food Delivery

Food delivery to campus from local restaurants is a privilege for students. Delivery hours are:

Wednesday-Thursday: 6:00–7:45 p.m.

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

Saturday: 12:00-3:00 p.m.; 7:00 – 9:00 p.m.

Sunday: 12:00-3:00 p.m.; 5:30-7:30 p.m.

Please remember that delivery drivers are not allowed in any campus building and you should wait outside for the drivers. The dining hall provides nutritious meals daily and food delivery should be kept to a minimum and not be ordered every day to replace the dining hall.

Student Banking

Student banking is located in Roberts Hall and students may withdraw money from their accounts Tuesday through Friday from 11:15 a.m. – 12:45 p.m. The school suggests students receive an allowance of \$25 per week. Parents may send money weekly to the students, establish an account with a local bank, or use the School's in-house "checking account." To receive additional allowance money, students must have their parents call the Business Office to grant permission. International students must have approval from the Assistant Head of School for Student Life for amounts up to \$300. If a student forgets to withdraw his/her allowance, the amount does not roll over to the next week.

Mail

Boarding students will receive a mailbox number and key when they register at the beginning of the school year. All student mail will be distributed in the student mailboxes located on the lower level of Kriebel Hall. Student packages will be available for pick-up in the Student Life Office at designated times. Perkiomen School reserves the right to inspect any items that come to campus, including packages and U.S. mail. When checking out for the year, students will turn in their mailbox key. If the key is lost or not turned in, there will be a \$75.00 replacement fee. To facilitate the distribution of mail, please have the mail addressed in the following manner:

Student's Name
Perkiomen School - School Mailbox Number
200 Seminary Street
Pennsburg, PA 18073

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. A standard fee of \$225.00 will be charged for summer storage.

Day Students

Transportation from Public Schools

Under provisions set forth by Act 372, the Commonwealth of Pennsylvania provides transportation from certain school districts to Perkiomen School. Parents should inform the Student Life Office of their needs and complete the appropriate school district form by June 28. Each school district has its own guidelines regarding transportation. Parents should discuss transportation details with their home school district. All bus transportation should drop-off and pick-up at the Hollenbach Middle School Center.

Cars and Driving Policies

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.

Licensed day students may use their private motor vehicles for transportation to and from school. All cars need to be registered with the Assistant Head of School 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 Head of School 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.

Any student with a car on campus may not transport any other students (boarding or day) in their cars without the proper permission. There must be

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

School Commitment Expectations

Day students are expected to remain on campus beginning at morning assembly/advisory meeting through their last commitment of the day. All day students are expected to attend all required school functions including events in the evening and on weekends. Please see the school calendar for all events (athletic included).

Absences/Late Arrivals/Early Dismissal

If a student is going to be absent, a parent (not a student) must call the school (215-679-1125 Student Life Office or 215-541-5621 Middle School Office) by 8:30 a.m. Students are excused only for illness and must have a doctor or parental note upon return. Any illness longer than three days requires a doctor's note. Students will not be excused for vacations, leaving early or returning late from school vacations, visits to other schools, or any other reason. International students should plan their travel well in advance to avoid conflicts with the school calendar.

Any time a student arrives late, please contact the school (215-679-1125 Student Life Office or 215-541-5621 Middle School Office) by 8:30 a.m. When arriving at school, please check in with the Assistant Head of School 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.

Inclement Weather

Perkiomen School rarely closes for snow or any other weather conditions. The school website and email will alert to any possible closures. If weather conditions worsen after the students are in school, students will not be dismissed until the individual school districts dismiss their classes. Students who drive to school will not be permitted to leave until the Assistant Head of School 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 Head of School 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.

Lockers

All Upper School day students may request a locker 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 Lounge

The Student Lounges are located on the lower level of Kriebel Hall and are for the use of all Upper School students. The lounges are for students to use during free time though students need to be mindful of noise and be considerate of everyone using the lounges. It is important that students treat the furnishings in the lounges with respect and remember to clean up after themselves. If students are being loud or disruptive they will be asked to leave the lounges and will not be allowed back in

the area for a period of time. Wireless technology is provided in the Student Lounges. At no time may Middle School students be in the Upper School lounge.

Staying on Campus/Overnight Stays

Day students are welcome to stay overnight provided there is room in the dormitories. If a day student would like to stay overnight, they should contact the Student Life Office. Students will be responsible for bringing bedding and any necessary items. They are also responsible for leaving the room clean. There is a nominal fee of \$25.00 per night for overnight stays.

Academics

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 Literature and Composition courses satisfy one year of English study. Qualified students may apply for enrollment in AP English Literature or AP English Language.

History & Social Sciences (9 credits)

All students are required to complete three years of History & Social Sciences study for graduation, including one required year of United States History or AP United States History. Students traditionally complete Human Geography as freshman, Modern World History or AP World History as sophomores, and either United States History or AP United States History as juniors. Students may take electives senior year.

Science (9 credits)

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

Mathematics (9 credits)

All students are required to complete three years of mathematics up through Algebra 2 or the equivalent. The traditional sequence is: Math Foundations, Pre-Algebra, Algebra 1, Geometry/Honors Geometry, Algebra 2/Honors Algebra 2 with Trigonometry, Algebra 3 with Trigonometry, Pre-Calculus/Honors Pre-Calculus or Honors Calculus, AP Calculus AB, or AP Calculus BC.

World Languages (6 credits)

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

Fine and Performing Arts (3 credits)

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

Electives (12 credits)

Students must supplement with 4 courses of their choosing in any department.

Physical Education

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

Health

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

General Academic Requirements:

1. Each student at Perkiomen School is required to carry five major courses. It is not unusual to take six courses.
2. Students are expected to complete required courses however continued study beyond graduation requirements benefits the students for college placement.
3. Students and parents should understand that Perkiomen will not make course changes or requests based on teacher preferences.
4. As a rule, Perkiomen does not waive graduation requirements. If a student seeks a waiver, he or she must submit a written proposal to the Assistant Head of School for Academic Affairs. A meeting with the student will also be required.
5. We encourage three and/or four years of a world language. Most selective colleges look for a sequence of three years, even if their minimum requirements state otherwise.
6. Seniors must pass every class for each term of the senior year and meet every requirement in order to graduate.
7. Perkiomen Upper School courses are used to calculate a student's 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.

Institutes

Entrepreneur Institute

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

1. Fulfill all Perkiomen School graduation requirements

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

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

Diploma Option for Entrepreneurial Distinction

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

Medical Institute

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

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

1. Fulfill all Perkiomen School graduation requirements

2. Academic Component: nine medical credits
 - a. Three cross listed medical courses or pre-approved equivalent which must include either Foundations of the Medical Field or Scientific Research and Design to help complete their capstone. (3 credits)
3. Complete an External Experience and Practicum (6 credits)
 - a. Students will need to submit a Medical Distinction Plan for preapproval

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

Institute Enrollment: Students who seek Medical Distinction will need to complete a Medical Distinction Plan that outlines how they will complete each program of the program requirements (academic component, external experience, and practicum). The Medical Distinction Plan should be completed no later than January 15 of the candidate's junior year. Plans submitted after January 15 will be considered for acceptance on prior work completed. Students who successfully complete a Medical Distinction Plan will be identified as Candidates for Medical Distinction annually every spring.

Diploma Option for Medical Distinction
Upon successful completion of their capstone, students that meet all the requirements of the Medical Institute (see details in Course Catalogue) will receive a special Medical Distinction on their diploma and their transcript will reflect the course title of Medical Program and Practicum with a letter grade of A and six credits.

Artificial Intelligence Institute

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

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

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

Diploma Option for Artificial Intelligence Distinction

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

Daily Schedule

The school day begins at 8:00 a.m. each day with first period class. Classes meet until 1:50 p.m. with conference period following from 1:50-2:40 p.m. Athletics and after school activities begin at 3:00 and end at 5:15 p.m. each day.

Weekday After Class Schedule

Interscholastic Athletics and After School Program Practice/Rehearsal: 3:00-5:15 p.m.

Dinner:	6:00 p.m. (Monday Formal Dinner; Tuesday-Thursday Buffet Dinner)
Study Hall	8:00-10:00 p.m.
Lights Out:	
Middle School	10:00 p.m.
Underclass	10:30 p.m.
Seniors	11:00 p.m.

Class Attendance

Class attendance is essential to academic success at Perkiomen School. Students who are absent are deprived of the benefit of instruction and classroom discussion, and reduce the value of the investment made in a Perkiomen education. Students are required to attend appointments and events as listed on the school calendar. Students who are frequently absent also create significant additional work for faculty members. Excessive absences may result in a conference with parents and the possible reduction in grading, assignment of a failing grade or loss of academic credit. The Assistant Head of School for Student Life and Assistant Head of School for Academic Affairs will consider and review individual situations on a case-by-case basis.

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

Honor Pledge

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

own may be written out and signed if a teacher prefers.

Academic Honesty and Integrity

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

Honor Review Board

The Honor Review Board (HRB) is made up of four to five faculty members including the Assistant Head of School for Academic Affairs. Faculty members will be appointed by the Head of School

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

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

The procedure for reviewing student cases is as follows:

Faculty report honor code violations directly to the Assistant Head of School for Academic Affairs who advises the faculty member on how to proceed. If the matter cannot be resolved by the classroom teacher than the case is referred to the Assistant Head of School for Academic Affairs who meets with the student and reviews the situation. Outcomes from this process range from the meeting with Assistant Head of School for Academic Affairs, a warning letter and/or grade penalty to referral to the Honor Review Board for a full review of the committee.

Cases that go before the Honor Review Board are confidential and the after the Assistant Head of School for Academic Affairs gathers information directly from the student(s) and teacher(s) involved the case is presented to the HRB (a quorum would

include a minimum of 2 faculty and 4 students). The case is presented without names or specific details that would identify the student who is being reviewed.

The Honor Review Board reviews and discusses the details of the case and make recommendations (unanimous recommendations are not required) for consideration that will be taken from the Assistant Head of School for Academic Affairs to the Head of School, who will make the final decision as to the student's status. **All information from cases that are reviewed must remain confidential.**

Cum Laude Society

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

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

Conference Period Procedures

A formal conference period is scheduled daily at the end of the academic day. Conferences may be

called by a teacher – and are required of any student whose performance does not meet class or school expectations because of inadequate preparation, class absence, or other academic deficiency – or they may be arranged by a student voluntarily for extra help. Conferences that are called by a teacher automatically become “required academic commitments,” the same as regular class period. These conference commitments take precedence over all other obligations, except scheduled competitions. In the event of a scheduled competition for the teacher or for the student, the conference will be made up at the soonest available conference or other available period. When conferences are sought voluntarily by the student, it is his/her obligation to make the arrangements necessary ahead of time to ensure the faculty member is available and, once confirmed, the conference becomes a “required academic commitment.” Every member of the faculty also has posted “office hours” when they are available during the academic day for conference time with students.

Homework

Each upper school student should expect no more than 30 minutes of homework per course each evening (total max 1.5 hours). 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 45 minutes per max per course, per night (2.25 hours). Teachers will review the work in a timely fashion and offer assessments when appropriate in the unit of study.

Each middle school student should expect about 20 minutes of homework per course 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.

AP Exams

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

Academic Warning and Academic Final Warning

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

Academic Warning:

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

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

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

weekly meetings with advisor and afternoon study halls in lieu of afternoon activities or sports.

Academic Final Warning:

A student who is on academic warning over the course of two successive terms will have his/her records evaluated at the end of the term to ensure that adequate academic progress is being made, and that the student is making a genuine effort to achieve progress. If not, that student could be placed on Academic Probation. The student's continued attendance at Perkiomen will depend upon that effort and progress, and the school reserves the right to require withdrawal if it deems a student's academic progress and/or effort unsuitable for continued enrollment. Every student, regardless of status, is evaluated at the end of each year. If the School determines that a student is no longer mission-appropriate, the student may have their offer of re-enrollment rescinded.

School Sponsored Trips

When students are on any school-sponsored trip, such as an athletic game, field trip, conference, 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. Students are also expected to follow dress code requirements for all trips off campus.

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.

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 Head of School.

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 to the best and ethical practices endorsed by the National Association for College Admission Counseling (SEE NOTE C), 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 NACAC's Guide to Ethical Practice and recommended best practices)
A. Truthfulness and Transparency: Guiding Principles and Rationale; Members should provide complete, truthful, and factual information that will allow all parties to make informed decisions. Share information about students that is relevant to the college admission process and accurate, up-to-date, complete, and free from misrepresentations of fact or material omissions.

Parental Rights regarding the Education Record (inclusive of disciplinary records maintained by the Assistant Head of School 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 Head of School 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.

Athletics and After School Programs

Mission

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.

Requirements

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 3:00 – 5:15 p.m. each day.

Middle School students are required to participate in the after school activities program which includes a competitive sports schedule each term, and an option of trying out the Middle School play in the winter term. Sports for Middle School students are from 3:00 - 4:45 p.m. each day.

Sportsmanship and Conduct

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.

Ejection from Games

Perkiomen School players will be governed by the National Federation of High Schools rules for player/coach ejections. Those organizations state that the person involved will be ejected for the remainder of the contest and the next contest.

Dress for Practice and Athletic Travel

Students participating in sports or other physical activities after school wear a practice uniform each day. Perkiomen shorts and gray t-shirts, along with the Perkiomen warm up suit, may be purchased at the bookstore in Roberts Hall. While traveling to away contests, players must wear their game uniform and/or Perkiomen warm-up suit. If neither is appropriate, the team is to travel in Monday formal dress.

Varsity Letters/Awards

Varsity letters are awarded differently for each sport. The head coach informs all team players of the sports requirement to earn a varsity letter.

Outside of School Athletics

All students who wish to participate in non-Perkiomen athletic teams must complete a form with the Athletic Department and the Student Life Office. The extent of outside play that Perkiomen

School will permit is determined by the Director of Athletics after consultation with the Perkiomen School coaches and the student-athlete.

Facilities

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

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

Parking

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.

Teams

Fall:

Boys Football (8-Man)
Girls Soccer
Boys Soccer
Girls Tennis
Girls Volleyball
Coed Golf
Boys and Girls Cross Country
Varsity Baseball
Varsity Girls Basketball
Varsity Boys Basketball
Middle School Boys Soccer
Middle School Girls Soccer

Winter:

Girls Basketball
Boys Basketball
Boys and Girls Swimming
Boys and Girls Winter Track
Middle School Boys Basketball
Middle School Girls Basketball

Spring:

Boys Baseball
Girls Softball
Girls Lacrosse
Boys Lacrosse
Boys Tennis
Coed Golf
Boys and Girls Track and Field
Middle School Boys Lacrosse
Middle School Girls Lacrosse

Student Services

Health and Wellness Center

Perkiomen School is committed to every student's health and well-being. The Health Center has a professional staff on duty 24-hours a day when school is in session. Any prescription or non-prescription drugs must be stored in the Health Center in the name of the student. Medicines will not be given by anyone but the school medical staff or a designated employee. Students who need to

take medication report to the Health Center. It is important that students who need medication take it when regularly scheduled. Students wishing to see the medical staff should report to the Health Center during the following hours:

Monday-Friday:

7:00 a.m. – 7:00 p.m.
(on call after 7:00 p.m.)

Saturday-Sunday:

10:00 a.m.-12:00 p.m.
6:00-8:00 p.m.
(on call all weekend)

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

Medications at School

All medications are stored in the Health Center and administered by the Health Center staff. All prescriptions must be from a United States pharmacy in the original container. International students who need assistance with this should contact the Health Center staff.

Health Insurance

Students are required to carry their own health insurance. International students may purchase insurance for the school year through the Business Office.

Medical Form Requirements

Students are required to submit the following forms through their Magnus Health Account (via My

Backpack). The following forms should be entered into Magnus each year:

- Vital Health Record
- Over-the-Counter Medication Form
- Immunization Form
- Physical Form

The following should also be submitted if applicable:

- Prescription Medication Form
- Asthma Action Plan Form
- Food Allergy Action Plan Form
- Diabetes Action Plan Form
- Seizure Action Plan Form

Nutritional Supplements and Performing Enhancing Products

Perkiomen School does not condone students use of nutritional supplements and/or performance enhancing supplements. The school respects the policy statement of the American Academy of Pediatrics who “strongly condemn the use of performing enhancing substances and vigorously endorse efforts to eliminate their use among children and adolescents.” Students are discouraged from using nutritional supplements or performance enhancing products unless there is a specific order form a physician.

Students are not allowed to purchase online or receive packages with medication, nutritional/herbal supplements, performance enhancing formulas or weight gain/weight loss products.

Personal Hygiene

It is essential that students maintain good personal hygiene at all times. Regular washing of hands with soap and warm water throughout the day and soon after any activity such as sports, band, or theater is encouraged. Students should take precautions at all times when they feel ill. 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 Head of School 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.

Office of College Counseling

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

College Visits: Seniors may take up to five college visit days throughout the academic year with prior approval. Juniors may take two college visit days during the spring term only. An Excused Absence/College Visit Form must be fully completed and handed into the student’s college counselor at least one week before their trip. Travel arrangements must be made with the Student Life Office at least one week prior to the trip. A student must be in good academic standing to take a visit day. If the student is on academic warning or has a D in a major subject, a visit day will not be granted. Students are responsible for all academic work while they are away. Students may not take more than 3 consecutive academic days to visit colleges. 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. Visits after the National Candidates Reply Date of May 1 will not be allowed without special permission.

Standardized Testing

Students have the opportunity to take standardized tests (including the SAT®, TOEFL®, and ACT®) on campus at various times during the year. Should a boarding student wish to take a standardized test at an off-campus location, they must secure permission from the Director of Testing AND the Student Life Office before registering for that test date and location. Transportation requests cannot

be guaranteed, and must be approved by the Student Life Office

Discipline Infractions:

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

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

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

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

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

interpretation to be incorrect or insufficient, College Counseling will refer them back to the student for further clarification.

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

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

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

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

Probation/Final Probation:

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

Faculty Recommendation Policy

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

Confidentiality

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

Submitting Letters

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

Student College Counseling Records

Students, parents, and guardians waive the right of access to the student’s college counseling records. (Educational records fall under the Academic Office and are accessible by students and graduates.) If a family or student chooses not to sign a waiver of rights for access, the School will not maintain a college counseling file, nor will the School facilitate an application from its College Counseling Office. Following graduation from Perkiomen School, all college counseling records will be destroyed. Perkiomen School will gladly transfer a student’s academic record and teacher comments in lieu of

recommendations if a student is transferring prior to graduation.

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

Carnegie Library and The Nallo Center

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

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

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

Summer Reading

Research has shown the importance of pleasure reading for lifelong learning. Perkiomen takes a student-centered approach to Summer Reading that is based on choice and peer recommendation.

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

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

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

Upper School:

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

Middle School:

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

Innovation Center

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

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

As with the rest of the Carnegie Library, the Innovation Center is open Monday through Friday from 8:00 a.m. to 3:15 p.m. (until 5:00 p.m. during the winter and spring terms), Sunday through Thursday evenings from 7:00 - 10:00 p.m., and Saturday and Sunday from 12:00 p.m. to 5:00 p.m.

The Writing Center (located in the Carnegie Library)

The Writing Center celebrates the art of writing and empowers students to express themselves with clarity and confidence. We believe that everyone is a writer, and all writers – from novice to advanced – benefit from having their work reviewed in a welcoming, one-on-one environment. At Perkiomen, students of all grades and abilities reflect on their work, build skills, and grow as effective communicators under the guidance of Student Writing Fellows. Moreover, students are encouraged to create and share their work through campus-wide contests and workshops that promote a community of creative, college-ready writers.

Fire Regulations

Every building on campus is equipped with its independent fire alarm system. Please follow procedures below in event of fire:

Carnegie Library (117 Seminary Street)

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

Cleaver & Kistler Health Center (109 Seminary Street)

In the event of a fire, evacuate the Health Center in an orderly manner. Proceed to the front of the Schumo Academic Center. In the event of inclement weather, proceed to inside the Schumo Academic Center. Stay there until the Fire Marshall instructs

you that it is safe to re-enter the Cleaver & Kistler Health Center.

Hollenbach Athletic Center (101 Seminary Street)

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

Hollenbach Middle School (103 Seminary Street)

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

Kehs Hall (115 Seminary Street)

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

Kolbe Hall (468 Second Street)

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

Kriebel Hall (200 Seminary Street)

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

Parents Hall (441 Second Street)

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

of the Hollenbach Athletic Center. In the event of inclement weather, proceed to inside Kehs Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter Parents Hall.

Riordan Hall (470 Second Street)

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

Ruhl Hall (461 Second Street)

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

Schumo Academic Center (111 Seminary Street)

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

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

Severe Weather Emergency Plan

During any severe weather such as thunderstorms, tornado warnings, etc., the emergency plan will be announced on the school's intercom along with notification from One Call Now Emergency Notification System. In case of a weather emergency, it is best not to panic and follow all outlined procedures. The greatest danger to students, faculty, and staff is from falling trees,

falling limbs, and broken and flying glass. All students, faculty, and staff are to move away from all windows or doors with glass. Faculty are responsible for keeping attendance whether it is during class time or dormitory times. During class time, the dormitories will be checked by designated faculty members. Any student, faculty, or staff member who is outside when notification is received should proceed immediately to the nearest building for shelter.

Rules and Expectations

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

Withdrawal. Students will also meet with the Assistant Head of School 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 Head of School 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 Head of School 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 Head of School 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 Head of School or his representative. The Head of School may accept or deny the appeal request and he may accept or amend the decision of the Assistant Head of School for Student Life. The Head of School makes the final determination regarding any and all issues pertaining to enrollment and status at Perkiomen School. There are no further appeals.

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

Bullying/Harassment is defined on our campus as any behavior that infringes upon the safety and well-being of any member of the school community. Each person attending Perkiomen School has a right to feel safe and valued.

Harassment of any type violates personal rights and creates an atmosphere which is intimidating and demeaning to the parties involved. Verbal abuse, written abuse, physical abuse, hazing, fighting, vandalism, cyberbullying, taking and posting of images (photos, movies, etc.) and sexual harassment are unacceptable at Perkiomen School. Such behavior undermines the spirit of community and is considered a major violation of the School's policies. Harassment that occurs from off campus locations including cyberbullying from any account or server no matter when or where is considered a major violation of the School's policies. Any instance of harassment must be reported to the Assistant Head of School for Student Life and Head of the Middle School for appropriate action. Harassment is a violation of Major School Rules and will be handled accordingly.

Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in an educational program.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic evaluation.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or

creating an intimidating, hostile, or offensive educational environment.

4. Sexual harassment is not social or courting behavior. It is uninvited and unwanted and is often an assertion of power.
5. Sexual harassment may include:
 - a. Physical assault, including rape, or any coerced sexual relations
 - b. Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of a healthy student/student or adult/student friendship
 - c. Any demeaning sexual propositions
 - d. Unnecessary touching in any form
 - e. Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior
 - f. Verbal abuse
 - g. Inappropriate personal questions.Sexual harassment includes written and oral remarks, whether mailed, texted, posted online, or message left on voicemail systems

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

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

Hazing Policy

Hazing includes any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of or continued membership in, any organization. The term shall include, but not limited to, any brutality of a physical nature, such as whipping, beating,

branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other force physical activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purpose of this definition, any activity as described in definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Any instance of harassment must be reported to the Assistant Head of School for Student Life and Head of the Middle School for appropriate action. Harassment is a violation of Major School Rules and will be handled accordingly.

Safe2Say Something

The “Safe2Say Something” anonymous reporting system, mandated under Pennsylvania State Law/Act 44, helps to teach students, faculty, and staff how to recognize warning signs and signals within social media, of individuals who may be a threat to themselves or others to “Say Something” to a trusted adult OR use its anonymous reporting system.

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.

What to do if you are a victim of harassment

Students who believe they have experienced or have witnessed any form of harassment or bullying should take action. Students can speak to someone trusted; whenever possible speak up at the time and tell the individual their behavior is unwelcome and must stop immediately; write down what happened being as specific as possible with direct quotes, observations, and actions.

All members of the school community are obligated to take these complaints seriously. Students can report to the Assistant Head of School for Student Life or any administrator. Instances of bullying, harassment, hazing, or any inappropriate behavior will be investigated and appropriate action taken. The School does prohibit retaliation toward someone for making a complaint or who participates in an investigation.

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 Head of School 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.”

Weapons

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

Tobacco/Nicotine/E-Cigarette (vapor)

Any use of tobacco is harmful to one's health. Perkiomen School is therefore a tobacco free campus for students, families, and guests. Smoking, chewing tobacco, e-cigarette, JUUL, etc. are not permitted anywhere either on or off the campus or while attending any school function. Possession of these items are prohibited.

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.

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 considered 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.

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.

Parent Guide

School Calendar

The calendar is published on the school's website <https://www.perkiomen.org/about-perk/calendar>. It is important that it is reviewed before school starts each year to note the vacation periods and other important dates. The following are some important dates to remember:

Family Weekend – September 25-26

Fall Long Weekend – October 2 (after classes) through October 5 (no classes October 5)

Thanksgiving Break – November 20 (at 2:00 p.m.) through November 30, with return to campus on November 30 and classes resuming on December 1

Christmas Break – December 17 (at 2:00 p.m. through January 4, with return on January 4 and classes resuming on January 5

Winter Long Weekend – January 29 (after classes) through February 1 (no classes February 1)

Spring Break – March 4 (at 2:00 p.m.) through March 22, with return to campus on March 22 and classes resuming on March 23

Spring Long Weekend – April 2 (after classes) through April 5 (no classes April 5)

Close of School – June 1 (2:00 p.m.)

Please note that early departures/late returns from vacation periods are unexcused absences.

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.

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.

Hosting Students

Families are welcome to host students on weekend or during school breaks. Parents must contact the Student Life Office with permission for the visit. When students are overnight guests, they are not allowed to change their plans to another destination once the school and their parents have given permission to stay at your home.

Family Weekend

Family Weekend in the fall will be on September 25-26, 2020. This is an opportunity to meet student advisers, dorm parents, teachers, coaches, and other Perkiomen parents. Parents will be able to attend classes, see sporting events, attend the Hewett Concert along with other activities. Information is posted on the website in September.

Phone Numbers

School Office: 215-679-9511
Admissions Office: 215-679-1132
Alumni Office: 215-679-1142
Athletic Director: 215-679-1170
Business Office: 215-679-1135
Robbies Bookstore: 215-541-5056
Carnegie Library: 215-679-1256
Cleaver & Kistler Health Center: 215-541-5065
Assistant Head of School for Student Life: 215-679-1125
Director of Admission and Financial Aid: 215-679-1141
Assistant Head of School for Academic Affairs: 215-541-5025
Registrar: 215-679-1123

Head of the Middle School: 215-541-5050

Head of School's Office: 215-679-1130

Middle School Office: 215-541-5621

Administration, Faculty and Staff

Leadership Team

Mark A. Devey – Head of School
Carol Dougherty – Associate Head of School
Kevin Manferdini – Assistant Head of School for Student Life
Michael Foux – Associate Head of School for Finance and Operations
Diana J. Gleeson – Assistant Head of School for External Affairs
Jonathan Moser – Assistant Head of School for Academic Affairs
Amber Goupil – Director of Student Life Programs
Abby Parish Moser – Director of Admissions and Financial Aid
Bernadette Kovalski – Director of Marketing and Communications
Shaun Yorgey – Director of Strategic Innovation
Kendall Baker – Director of Athletics and After School Programs
Karl Welsh – Director of Development
Justin Sell – Dean of the Middle School

Administration, Faculty and Staff

Mark Adamski – Safety and Security Staff
David Antoniewicz – Director of College Counseling
Keegan Ash – Assistant Director of College Counseling
Kendall Baker – Director of Athletics and After School Programs
Thomas Baudinet – Associate Director of Admissions and Financial Aid; Assistant Athletic Director
Karen Bauer – Assistant Manager, Accounts Payable
Joan Berg – Development Research Analyst
Melissa Brault – Athletic Trainer; Science Department; Kolbe Hall Dormparent
Denise Breidenbach – Assistant to the Director of Athletics
Helene Brown, LPN – Health Center Nurse

Michele Bubb – Manager, Office of Alumni and Development
 Erin Davidson Kellogg – Associate Director of College Counseling; Coordinator of Testing
 Mark A. Devey – Head of School
 Joanne Dinsmore – World Language Department Head
 Carol Dougherty – Associate Head of School
 Peter Dougherty – Mathematics Department Head, History Department
 Kathryn Eck – Registrar
 Meg Eubank – ESL Department, Theater Director
 Amy Feda – Science Department; Ruhl Hall Dorm Head
 Michael Foux – Associate Head of School for Finance and Operations
 Ryan Freemyer – Safety and Security Weekend Staff
 Jackie Gardner – Bookstore Manager
 Erin Garlanger – Bookstore Assistant
 Steve Gerhard – Building and Grounds Staff
 Diana J. Gleeson – Assistant Head of School for External Affairs
 Jason Gleeson – Database Coordinator
 Amber Goupil – Director of Student Life Programs; Fine Arts Department
 Kate Hammond – Director of Library Services
 Larry Hange – Building and Grounds Staff
 Ryan Hanosek – Building and Grounds Staff
 Dana Heimbach – Middle School Office Coordinator
 Howie Hendricks – Evening Building Staff
 Lyndie Hetherington, RN – Health Center Nurse
 Ashley Higginbotham – Director of Music
 James Jones – World Language Department; Riordan Hall Dorm Head
 Ben Kang – Mathematics Department; Carlson Floor Dorm Head
 Chase Koffel – Admissions Database Assistant; Carlson Floor Dormparent
 Nick Koffel – Mathematics Department; Schultz Floor Dormparent
 Bernadette Kovaleski – Director of Marketing and Communications
 Mark Longstreth – English Department
 Jessica Maley – Director of English as a Second Language
 Meghan Malloy – Gift Officer

Kevin Manferdini – Assistant Head of School for Student Life
 Trish Manferdini – Student Life Office Coordinator
 Greg Martin – Upper School Dean; History Department
 David McMillan – World Language Department
 Nicole Misevicius – Associate Director of Admissions and Financial Aid
 Amanda Mock – History Department Head, Kolbe Hall Dormparent
 Abby Parish Moser – Director of Admissions and Financial Aid
 Jonathan Moser – Assistant Head of School for Academic Affairs
 Barbara Nace – Admissions Office Administrative Assistant
 Stephanie Ocenaz – Bookstore Assistant
 Andrew Ohringer – English Department; Carlson Floor Dormparent
 Casey Perlstein – Science Departments; Spaatz Floor Dormparent
 Russ Phillips – Building and Grounds Staff
 Diana Poole, RN – Health Center Director
 Sara Ro – Fine Arts Department
 Scott Robinson – Science Department Head
 Allison Rodgers – Artificial Intelligence Coordinator
 Jeffrey Rodgers – Director of Medical Institute
 Louisy Roest – Fine and Performing Arts Department Head; English Department
 Benjamin Roig – Science Department; Riordan Hall Dormparent
 Michael Romasco – Director of Learning, The Learning Center
 Joshua Rosario – Academic Technology Coordinator
 Abigail Rose-Craver – Development Writer and Stewardship Officer
 Disleiny Rubiera – Accounting Analyst, Assistant Director of Summer Programs
 Julia Rutter – Nurse's Assistant
 Gail Schmoyer – Student Billing, Accounts Receivable
 Lauren Schultz – Academic Office Assistant
 Justine Segear – Mathematics Department; Kolbe Hall Dorm Head; Assistant Athletic Director
 Justin Sell – Dean of the Middle School; English Department; Schultz Floor Dorm Head
 Robert Seville – Director of Safety and Security

Raychel Shannon – Associate Director of Admissions and Financial Aid
Rick Smith – Safety and Security Staff
Tara Smith – English Department Head; Director of the Writing Center
Trevor Smith – History Department; Spaatz Floor Dorm Head; Diversity Collaborative Coordinator
Elizabeth Springer – Mathematics Department
Michelle Squitieri – Learning Specialist, The Learning Center, Riordan Hall Dormparent
Cathy Sweeney – Assistant Librarian
Chris Templeton – Director of Institutional Technology
Stephen VanHoesen – Science Department
Jessica Walton – History Department; Diversity Collaborative Coordinator
Diana Weir-Smith – Alumni Director
Karl Welsh – Director of Development
John Williams – Associate Director of Admissions and Financial Aid
Merrill Yorgey – Building and Grounds Staff
Shaun Yorgey – Director of Strategic Innovation
Chris Yuhasz – Safety and Security Weekend Staff

Disclaimer

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