



Perkiomen School

2022-23 Community Handbook



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Disclaimer



Dear Perkiomen Community,

As we enter into 2022-23 year, many of us will be new and many of us will have called Perkiomen “home” for years. There is a uniqueness about Perkiomen School. Our community both celebrates individuals and values our collective impact. Understanding our culture and being well-versed in the general expectations are essential. Please read these guidelines and take them to heart. Frankly, nothing is more important than our school community being united in the general manner in which we interact with each other.

The last three years have been unlike any other time in our lives, and in many ways have helped to remind us of the importance of each other. If we should have to tackle adversity this school year, we will be better prepared to manage difficult moments.

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.

We all have duties, obligations, and expectations to uphold, so please carefully review the entire document to more fully understand our mutual commitments as partners working toward a common goal for our students.

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



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.

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.

Diversity, 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 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 in and in several buildings on campus. 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.

Kehs 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.



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. Students should know their advisors are available to discuss various concerns, personal as well as academic. Students may also seek help from any member of the faculty with whom they feel 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:

Fall Family Weekend – September 23 - 24

Fall Long Weekend – October 6 (at 2:20 p.m.) through October 9 (classes resume October 10)

Fall Break – November 18 (at 2:20 p.m.) through November 28, with return to campus on November 28 and classes resuming on November 29

Winter Break – December 15 (at 2:20 p.m.) through January 4, with return on January 4 and classes resuming on January 5

Winter Long Weekend – January 26 (at 2:20 p.m.) through January 30 (classes resume January 31)

Spring Break – March 2 (at 2:20 p.m.) through March 20, with return to campus on March 20 and classes resuming on March 21

Spring Family Celebration Day – April 11

Spring Long Weekend – April 20 (at 2:20 p.m.) through April 24 (classes resume April 25)

Middle School Moving Up Ceremony – May 24

Upper School Award Ceremony – May 25

Baccalaureate – May 26

Commencement – May 27

Close of School – May 27 (3:00 p.m.)

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



Vacation Periods

At this time, the School will remain open for boarding students during school breaks. Students will be provided food and also have opportunities for off campus trips. There is a fee (per day) that will be charged to the students account.

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. 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 (215-679-1151) 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

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

- September 25 - 27: Rosh Hashanah
- October 4 - 5: Yom Kippur
- April 2 - 9: Palm Sunday, Good Friday, Easter
- March 22 – April 21: Ramadan
- April 5 - 13: Passover
- May April 21 - 22: 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 impede 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 Instagram, Snapchat, Facebook, Twitter, TikTok, LinkedIn, WeChat, 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 be asked to be removed from any social media account if it is 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

On Mondays, students wear formal dress throughout the academic day, including a navy-blue blazer, dress shirt + school tie or blouse, dress slacks or skirt, and dress shoes.

On Tuesdays-Fridays during the academic day, the standard dress is more relaxed. Students wear a Perkiomen polo shirt with Chino-style dress pants/belt or skirt. Bermuda-style shorts can be worn during September and May. A Perkiomen school sweatshirt may be worn over the polo.

Athletic Practice Uniform: Students participating in sports or other physical activities after school wear a practice uniform each day. Perkiomen shorts and gray t-shirts may be purchased at the bookstore in Roberts Hall.



Relaxed Dress (weeknight dinners except for formal meals, 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.

Commencement Dress (seniors):

Students will wear a navy-blue blazer, light blue dress shirt, school tie, belted white slacks, dark dress socks, and dress shoes or long white gown/dress, dress shoes or sandals. Graduation pants and shirts are ordered through the school.

Moving Up Dress (8th Grade):

Students will wear a navy-blue blazer, belted khaki slacks, white or light blue dress shirt, school tie, dark socks, and dress shoes or 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. Faces should be clean-shaven at all times. 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.

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.

Robbie's School Store

Roberts Hall is a space for the students and also houses the school store, Robbies.

Roberts Hall is open with faculty supervision

Sunday through Thursday - 6:00 – 8:00 p.m.

Friday – 7:00 – 10:00 p.m.

Saturday – 12:00 – 5:30 p.m.

Sunday – 12:00 -5:30 p.m.

The school store hours are:

Monday-Friday – 8:00 a.m.-3:00 p.m.

Tuesday & Thursday – 5:00 – 7:00 p.m.

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.-1:10 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.

Monday-Thursday evenings dinner are served buffet style from 6:00-7:00 p.m. Friday, Saturday, and Sunday dinner is served from 5:30-6:30 p.m. Formal family style (sit-down) dinner served is served occasionally each term and begins 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.

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. Students are responsible for the care of their personal property, dormitory room, and equipment.

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). 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 Dean of 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.

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. When boarding students return from the weekend, they are to check in 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, permission for the next requested weekend may be denied.

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 their child 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

Middle School – 7:00 – 8:00 p.m.

Upper School – 7:00 – 9:00 p.m.

Students must sign out/sign in, in person, with the AOD or faculty member in Robbins.

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: 11:00 a.m.-12:00 p.m.- all students are required to check in.

Check out for town – 12:00 – 5:30 p.m.

Dinner: 5:30 – 6:30 p.m.

Check out for town

Middle School – 7:00 – 8:00 p.m.

Upper School – 7:00 – 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

Sunday:

Brunch: 11:00 a.m.-12:00 p.m.- all students are required to check in.

Check out for town – 12:00 – 5:30 p.m.

Dinner: 5:30 – 6:30 p.m.

Return to Campus if signed out for weekend – 7:00 p.m.

Study Hall – 8:00 p.m.

*Check out to town in person using the sign out sheet with the person on duty in Robbie's or with the AOD

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:

Fall Break – Begins November 18, 2022 (2:20 p.m.). Return by November 28, 2022 by 7:00 p.m.

Requests for transportation must be made by November 4, 2022 or be assessed a late fee for set-up.

Winter Break – Begins December 15, 2022 (2:20 p.m.). Return by January 4, 2022 by 7:00 p.m.

Requests for transportation must be made by December 1, 2022 or be assessed a late fee for set-up.

Spring Break – Begins March 2, 2023 (2:20 p.m.). Return by March 20, 2023 by 7:00 p.m.

Requests for transportation must be made by February 11, 2022 or assessed a late fee for set-up.

End of Year –

Middle School – May 24, 2023

Underclass Upper School – May 25, 2023

Graduating Class - May 27, 2023

Requests for transportation must be made by May 11, 2022 or be assessed a late fee for set-up.

Please note that for the safety of our students and campus, students are not permitted to use an outside car service such as Uber, Lyft, taxi, etc. All transportation is arranged through the Student Life Office.

Study Hall

Evening study hall is held every night except Friday and Saturday. During the evening, students study in their rooms. 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 whose grades are low as deemed by the Assistant Head of School for Academic Affairs or who are behind in work, may be assigned to study hall during their free periods.

Weeknights (Sunday – Thursday)

Middle School Study Hall in Carnegie Library – 7:00 – 8:30 p.m.

Upper School Study Hall in dorms

8:00 – 10:00 p.m.



Students in good academic standing may request permission from their dorm parent to go to one of the following areas during study hall. A signed pass is require to go and upon return.

Library – 7:00 – 10:00 p.m.

Innovation Center – 7:00 – 10:00 p.m. (twice weekly)

Kehs Hall – 7:00 – 10:00 p.m. (three times weekly)

Athletic Center – 7:00 – 10:00 p.m. (twice weekly)

Lights Out

Middle School: 9:30 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. Please arrange for contactless at all times with the address as 468 Second Street Pennsburg (outside Kolbe Hall). Be prompt in picking up your deliveries. Please remember that delivery drivers are not to be inside any school building.

Delivery hours are:

Monday -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.

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 the Student Life Office and students may withdraw money from their accounts on Tuesday or Thursday. Parents may send money weekly to the students, establish an account with a local bank, or use the School's in-house "checking account."

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 year. Every 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 Campus Arrival Circle.

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 while on campus. 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 first period 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 and athletic calendars for all events.

Absences/Late Arrivals/Early Dismissal

If a student is going to be absent, a parent (not a student) must email, attendance@perkiomen.org, or call the school (215-679-1153 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 (215-679-1153 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 earn 3 credits in the fine or performing arts. Either a regular full year course or two years of band or chorus 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 and other programming.

General Academic Requirements:

- Each student at Perkiomen School is required to carry five major courses. It is not unusual to take six courses.
- Students are expected to complete required courses however continued study beyond graduation requirements benefits the students for college placement.
- Students and parents should understand that Perkiomen will not make course changes or requests based on teacher preferences.
- 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.
- 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.
- Seniors must pass every class for each term of the senior year and meet every requirement in order to graduate.
- 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.

Academic Protocols for "Virtual Perkiomen"

As a community, if we choose to utilize distance learning, the following protocols will be put in place in order to help facilitate online instruction.

Online:

- A modified daily schedule with three classes per day and each class meeting twice a week will be implemented.
- 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.



Entrepreneur Institute

The Entrepreneur Institute provides the support system for students to learn how to create value in the world through their own venture. The program seeks to provide authentic experiences to guide students into an understanding of success as an iterative process where only smart, calculated failure can lead to success.

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

- Complete all Perkiomen School graduation requirements
- Academic Component: nine entrepreneurial credits
- Foundations of Entrepreneurship (3 credits)
- and*
- Two cross listed Entrepreneur Institute courses (6 credits) or a pre-approved equivalent.
- Experiential Component: 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 Entrepreneur Institute Capstone with a letter grade of A and six credits.

Medical Institute

The Medical Institute provides resources and guidance for students to engage in deep research and discovery in and around the field of medicine. This competitive program will provide coursework and experiential learning for students interested in pursuing a career in medical or health professions. Students have the ability to tailor their programming based on their personal interests. The program consists of traditional coursework, external experiences, and a capstone.

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

- Fulfill all Perkiomen School graduation requirements
- Academic Component: nine medical credits
- Foundations of Medical Science (3 credits)
- Two cross listed Medical Institute courses or pre-approved equivalent which ideally includes either Scientific Research and Design to help complete their capstone. (6 credits)
- Complete an External Experience and Capstone (6 credits)
- Students will need to submit a Medical Distinction Plan for preapproval

Academic Component: In addition to Foundations of Medical Science, 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). 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 Institute Capstone with a letter grade of A and six credits.

Artificial Intelligence Institute

The Artificial Intelligence Institute embraces all emerging technologies. Students have the opportunity to explore the present and future through deep dive research and practice in an area of technology of their choosing. Broad examination of emerging technologies allows students to choose a path that is right for them as they engage in guided learning.

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

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

Academic Component: In addition to Foundations of Artificial Intelligence, students will take two cross-listed classes. These classes will count toward graduation requirements in their home department, as well as toward Artificial Intelligence 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 Capstone with a letter grade of A and six credits.



Design Institute

The Design Institute fosters students' ability to create in a myriad of ways using specific design strategies and working through varied media. Students will be challenged to grow their processes and outcomes through iterative and thoughtful practice.

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

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

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

Diploma Option for Design Distinction: Upon successful completion of their capstone, students that meet all the requirements of the Design Institute (see details in Course Catalogue) will receive a special Design Distinction on their diploma and their transcript will reflect the course title of Design 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 2:20 p.m. followed by Student Life Programming from 2:20-3:00 p.m. Athletics and after school activities begin at 3:15 and end at 5:15 p.m. each day. Some varsity level athletic programs may extend beyond 5:30 p.m. The Middle School Intramural Program runs from 3:15 – 4:45p.m. each day.

Weekday After Class Schedule

Interscholastic Athletics and After School Program Practice/Rehearsal: 3:15-5:30 p.m. (Middle School ends at 4:45 p.m.)

Dinner:	6:00-7:00 p.m.
Middle School Study Hall	7:00 – 8:30 p.m.
Upper School Study Hall	8:00-10:00 p.m.

Lights Out:

Middle School	9:30 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, that student 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.

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 in the morning. 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 2 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 could be 45 minutes per course, per night. 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.

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 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, leadership skills 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 3:15 – 5:15 p.m. each day. Middle School students are required to participate in the after-school activities program which includes a competitive sports schedule each term, and an option of trying out the Middle School play in the winter term. Sports for Middle School students are from 3:15 - 4:45 p.m. each day.

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. 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:

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

Winter:

Girls Basketball
Boys Basketball
Boys Swimming



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

Spring:

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



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. All prescription medications must have a Physician Order. 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.

(on call all weekend)

Please note that students who are ill in the morning should report to the Health Center. If the medical staff requires an ill boarding 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. Sick day students will be expected to be picked up within three hours of notification. 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 and include a doctor's order. 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). All forms and consents must be complete before the first day of school. The following forms should be entered into Magnus each year:

Vital Health Record

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

Personal Hygiene

It is essential that students always maintain good personal hygiene. 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 always take precautions 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 Associate 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. 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 (NACAC), 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, literacy programming including book clubs and reading challenges, and considered collection development informed by professional training and practice. The library collection supports academic research as well as personal inquiry and recreational reading. The collection of electronic resources includes subscription databases and a digital library of downloadable eBooks and audiobooks available anywhere, anytime. Our online catalog, Destiny Discover, provides 24-7 access to records of all our holdings. Millions of volumes from libraries throughout Pennsylvania are available through Inter-library Loan. Books must be properly checked out before they are taken out of the library; if they are not on reserve, books may be kept for four weeks and may be renewed. Late fines are not assessed but patrons may be charged to replace lost or damaged books. Student and teacher input into collection development is highly encouraged.

Carnegie Library is open for unlimited use during the day and all school community members are welcome and encouraged to use the space and resources. The library is open Monday through Friday from 8:00 a.m. to 4:00 p.m., Sunday through Thursday evenings from 7:00 p.m. to 10:00 p.m., and Saturday and Sunday from 12:00 p.m. to 5:00 p.m. There are spaces available to accommodate group work and individual study. 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 curricular and recreational information needs of Middle School students. The Nallo Center serves as a gathering place for Middle School students and faculty and is accessible to students during the academic day.



Summer Reading

Research has shown the importance of pleasure reading for lifelong learning. When students have a choice in what they read, they get to know themselves as readers and develop a lifelong love of reading. Perkiomen takes a student-centered approach to summer reading that is based on choice. To promote and celebrate the pleasure of reading, students are encouraged to participate in reading challenges throughout the year, using the Beanstack app to enter challenges, log reading, and earn badges. The Summer Reading Challenge begins in June and ends at the start of the following school year, with other challenges continuing throughout the year. While students may read whatever they choose for the Summer Reading Challenge, some reading challenges correspond to library programs such as Reading Olympics, PA Young Readers' Choice Award, and ProjectLIT chapter activities. Students can earn both individual and group recognition for participation in reading challenges. Students taking AP courses should note that there may be additional required reading and/or assignments to be completed during the summer.

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) Twice a week, the Innovation Center will be open from 7:00 – 10:00 p.m.

The Writing Center

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 (251 Second Street)

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

Hollenbach Middle School (103 Seminary Street)

In the event of a fire, evacuate 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 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 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 front of Parents Hall. In the event of inclement weather, proceed inside Parents Hall. 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) or the front of the Cleaver & Kistler Health Center. In the event of inclement weather, proceed to inside Schumo Academic Center. 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 Hollenbach Athletic Center. 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 front of Parents Hall. In the event of inclement weather, proceed inside 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 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 Hollenbach Middle School. In the event of inclement weather, proceed to inside Kehs Hall or 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. Bullying/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. Hazing 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.

Personal Conduct: 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 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, another student's dormitory room, fire exits, emergency stairwells, locker rooms and locations that are known or determined by the School to be off limits, is a violation of Major School Rules. Students are not to be behind locked or closed dormitory rooms or any door on campus without direct supervision or permission. In addition, possession or use of an unauthorized key, password, computer database, network, or tampering with a school lock or security system is prohibited and consider a violation of major school rules. Any tampering with fire extinguishers, sprinklers, heat sensors, smoke detectors or any fire preventative equipment is a violation of major school rules, and carries a fine of \$500.

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.

End of Year Expectations

Baccalaureate Service 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 24-25, 2021. 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

Director of Athletics: 215-541-5635

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: 215-534-7720

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 School's Office: 215-679-1130

Middle School Office: 215-541-5621



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.