

THE PHELPS SCHOOL



67th Year

STUDENT/PARENT HANDBOOK
2012-13

MISSION STATEMENT

The Phelps School is dedicated to a personalized education for the boy who seeks success academically, personally, and socially. Our first obligation is to create a caring, sensitive climate which emphasizes the positive in every situation. The student's educational program is planned in terms of his individual capacity, ability, needs and interests.

This philosophy of dedication to the total development of each boy is accentuated by the disciplined atmosphere, small classes and daily tutorial support. The environment is consistent, supportive, structured and combined with challenge, care and honesty.

Phelps is concerned with emphasizing the articulation and inculcation of personal moral values as an important part of our mission; educating the heart as well as the mind and body.

Phelps has always embraced the concept of diversity. For example, during the 2011-12 academic year, the enrollment represented 8 states and 18 countries. This in itself makes for a wonderful learning/living environment.

AFFIRMATIONS OF POWER

<i>I think...</i>	Positively
<i>I serve...</i>	Others
<i>I seek...</i>	Wisdom
<i>I pursue...</i>	Excellence
<i>I live...</i>	Responsibly

SCHOOL MOTTO

Veritas Sine Timore
(Truth Without Fear)



Dear Member of the Phelps Community:

On behalf of the entire staff, I welcome both returning and new students to The Phelps School. There has never been a better time to be a member of our community. When students enter Phelps, they rapidly perceive its greatest strength – a dedicated faculty and staff. As Head of School, I am truly blessed to work with such remarkable individuals. Each instructor embraces the lifestyle commitment necessary to effectively serve our students in a residential realm. Our teachers are role models who continually advance the School’s mission of a personalized education; not only of mind, but also heart and body. Their devotion helps foster strong, enriching and long-lasting relationships within our close-knit community.

A student’s potential is reached when families, teachers and students work together. Communication is essential. It is my hope that this handbook provides the basic information you need to acquaint yourselves with Phelps. Please review the contents with your son before school begins, then keep it accessible for future reference. If you have questions, please feel free to call the school office for clarification at 610-644-1754.

Regarding communication, I cannot stress enough the importance of tracking a student’s progress with Sycamore, our student information system. Each family and student is provided a username and password that enables them to see school events, schedules, current grades, assignments (both current and missing), contact information, trimester reports and attendance records. All juniors and seniors, along with their parents, are encouraged to utilize Naviance, a college and career readiness platform that helps connect academic achievement to post-secondary goals.

It is my goal that each student exemplifies our Affirmations of **POWER** and, in doing so, goes on to make a positive contribution in the world beyond Phelps.

I am excited you and your son are members of the Phelps community and personally look forward to greeting each of you. Best of luck to our students and let’s all make this an outstanding year!

Warmest Regards,

Daniel E. Knopp

Head of School

2012-2013 SCHOOL CALENDAR

Please see monthly calendars in back of handbook for activities and events.

SEPTEMBER

4 Tuesday Residential Halls Open for Student Council; In-Service Day
5 Wednesday Registration for All Students Between 9:30 AM – 2:30 PM
New Parent Orientation/Reception at 3:00 PM in Auditorium
6 Thursday Student Orientation at 8:30 AM
Classes and Afternoon Activities Begin
8 Saturday Closed Weekend for All Students
Classes/Activities/ACT Test
19 Wednesday Day Parents' Reception 7:30 PM

OCTOBER

4 Thursday. Parents' Day; Students May Leave at 12:15 PM
6 Saturday SAT Test
8 Monday No Classes, Golf Outing at Whitford Country Club
Boarders Return by 7:30 PM
17 Wednesday. PSAT Test
27 Saturday. ACT Test

NOVEMBER

3 Saturday SAT Test
13 Tuesday. 1st Trimester Exams Begin
15 Thursday Thanksgiving Break (students may depart after last exam)
16 Friday Campus Closed to All Students at 1:00 PM
26 Monday. No Classes, Thanksgiving Break Ends
Boarders Return by 7:30 PM (campus opens at noon)

DECEMBER

1 Saturday SAT Test
8 Saturday. ACT Test
18 Tuesday Holiday Program at 4:00 PM
20 Thursday 1/2 Day Classes, Winter Break Begins at 12:15 PM
21 Friday Campus Closed to All Students at 1:00 PM

JANUARY

7 Monday No Classes, Winter Break Ends
Boarders Return by 7:30 PM (campus opens at noon)
21 Monday. MLK Day – Community Service for All Students and Faculty
26 Saturday SAT Test

FEBRUARY

1 Friday. 1/2 Day Classes, Mid-Winter Break begins at 12:15
4 Monday No Classes, Mid-Winter Break Ends
Boarders Return by 7:30 PM
9 Saturday. ACT Test
26 Tuesday. 2nd Trimester Exams Begin
28 Thursday. Spring Break Begins (students may depart after last exam)

MARCH

1 Friday Campus Closed to All Students at 1:00 PM
9 Saturday SAT Test
18 Monday No Classes, Spring Break Ends
Boarders Return by 7:30 PM (campus opens at noon)
28 Thursday. 1/2 Day Classes, Easter Break Begins at 12:15 PM

APRIL

1 Monday No Classes, Spring Break Ends
Boarders Return by 7:30 PM
13 Saturday. ACT Test

MAY

4 Saturday SAT Test
23 Thursday. Senior Parents Appreciation Reception at 4:30 PM
24 Friday Commencement Ceremony 10:30 AM
(all students must attend)
28 Tuesday 3rd Trimester Exams begin
30 Thursday Summer Break (students may depart after last exam)
31 Friday Campus Closed to All Students at 1:00 PM

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WHO TO CALL IF YOU HAVE A QUESTION

Academics	Dan Knopp
Academic Support Program (ASP).	Patricia Knight
Admissions.	Ira Miles
Alumni and Development	Tara Higgins
Athletics.	Brian Shanahan
Business Office (Student Accounts, Billing).	Ida McIntyre
College Counseling & SAT's.	Amy Anderson
Counseling, Community Service & Weekend Activities.	Janessa Davis
Facility Rentals.	Rob Dallas
Health Office (Medications, Treatments)	Dr. Louis Giangliulo
Residential Life & Student Discipline	Cullen Miller

THE FOUNDING OF THE PHELPS SCHOOL

It was only natural that Norman T. Phelps, Sr. would pursue a career in education and establish a school in Malvern, Pennsylvania. He was born in Malvern on March 2, 1913. He received his early exposure to education from his father, R. Howell Phelps, who served for many years as president of the local Board of Education. Another influence on Norman was Frederick Dickson, principal of the Junior High School, whom Norman admired as an excellent teacher and a strict, but fair, disciplinarian. Perhaps the most profound influence came from his association with the Milo Light Camps in Colchester, Connecticut. While working several summers as a counselor, he discovered that the combination of a working farm with its daily routine of chores, coupled with camp activities and tutoring in academic subjects, provided a truly educational foundation. It was there that the seed for The Phelps School took root.

To pursue the dream of establishing his own school, Norman enrolled in Pennsylvania State University. The Depression hit and he had to leave his studies to find work. He found a position at the University of Alaska that would provide him with room and board, thus, in 1937 he was Alaska bound. In 1939, Norman received a Bachelors Degree in Education from the University of Alaska. He taught in Alaska for one year and then returned to the lower states to his old position of camp counselor in Connecticut.

The following fall he took a teaching position at the Gow School in South Wales, New York. It was there that the seed for establishing a school truly began to germinate, for it was while he was at Gow that he first met Dr. Samuel T. Orton. Dr. Orton was a neurologist at Columbia University who was a pioneer in the field of learning disabilities and the founder of The Orton Society. It was through his association with Dr. Orton that Norman learned that strephosymbolia, (i.e., dyslexia, or reading disabilities) afflicts boys more often than girls. It was then that Norman made the commitment to dedicate his life to establishing a boarding school for boys which would incorporate Dr. Orton's teaching strategies.

In the summer of 1940, Norman and his new bride, Elizabeth Koenig Phelps, returned to the Malvern area. They purchased a farm in East Bradford Township, Chester County, and Norman began teaching at the Valley Forge Military Academy. Their spare time was spent searching for a suitable property for the school and refurbishing their new home.

On December 7, 1941, life for all Americans changed to a war footing. Norman applied and received a Naval Commission. His first duty was aboard a submarine chaser. Eventually, he was assigned to the Bureau of Navy Personnel in Washington, D.C. From there he received permanent assignment to the Philadelphia Naval Yard where he was involved with classifying inmates of the navy prisons to determine which men could be reassigned to active duty. This work, which earned him a Navy commendation, allowed the release of several thousand men to active overseas duty.

Being stationed in Philadelphia had several advantages. He was able to continue his education by enrolling in graduate school at the University of Pennsylvania, from which

he received a Masters Degree in Secondary School Administration in 1946, and he was able to locate suitable property for the school, the Rosengarten estate in Malvern. On January 17, 1946, Norman met with Mrs. Rosengarten's attorney to settle on the property known as Hilldene Farms. The dream of establishing a school was about to become a reality.

On September 6, 1946, school began. There were 18 boys, with another 8 coming in at mid-year; all of whom were recruited by Mr. and Mrs. Phelps. The staff consisted of the farmer, who was in charge of the dairy herd, 2 cooks, 4 faculty members, and a secretary. Even in the first year, The Phelps School had an international student body with students from 5 states and 4 foreign countries. The first meeting of the Board of Trustees was held on May 26, 1947. At that meeting, the Hilldene Farms, owned by Norman and Elizabeth Phelps, was deeded over to the newly formed non-profit corporation known as The Phelps School, for the sum of \$1.00. The dream was now the reality.

DAILY SCHEDULE

MONDAY-FRIDAY

6:30 AMGRACE*
7:00 AM Rising Bell
7:30 AMBreakfast
8:00 AMDorm Inspection
8:15 AM Advisor/Advisee Meeting
8:30-9:15 AM Period 1
9:20-10:05 AM Period 2
10:05 AMMorning Break
10:25-11:10 AM Period 3
11:15-12:00 PM Period 4
12:10 PM Lunch
12:50-1:35 PM Period 5
1:40–2:25 PM Period 6
2:30–3:15 PMTutorial Period
3:30–5:00 PMActivity Period
5:00 PM Optional Time
6:30 PM Dinner
7:00-8:00 PM Optional Time
7:45-9:45 PM Evening Proctored Study (EPS)
8:15-9:45 PMStudy Hall/Quiet Time
10:00 PM (10:30 PM on Friday) All Students in Dorms
10:30 PM (11:30 PM on Friday)Lights Out

*For those students assigned due to disciplinary Infractions

SATURDAY

11:00 AM Rising Bell
11:30 AM Brunch
12:30 PM Weekend Activities, Town Leave
6:00 PM Dinner
10:30 PM All Students in Dorms
11:30 PM Lights Out

SUNDAY

9:30-11:00 AMChurch Services in Town
11:00 AM Rising Bell
11:30 AM Brunch
12:30 PMWeekend Activities; Mall Trip
6:00 PM Dinner
7:30 PM Weekend Permissions End
8:15-9:15 PM Evening Study
10:00 PM All Students in Dorms
10:30 PMLights Out

DORM LIFE

It has been the tradition of The Phelps School since its founding in 1946 that each member of the School carry his full share of responsibility. Everyone is responsible for his own personal effects as well as his room.

The resident dorm parent is responsible for his/her dormitory. He/she establishes regulations for the order and discipline of a functioning dormitory, including monthly fire drill procedures. All students should know the location of fire exits, extinguishers, and alarm boxes. The dorm parent will also monitor the attitude, dress, and personal grooming of his/her dorm members.

The proctors are student leaders who are carefully selected for their leadership potential and their interest in helping other students. They assist in establishing dorm schedules for daily duties, act as big brothers to every member of their dorm group, and are always helpful in assisting others when problems arise. Each member of the dorm group is expected to work wholeheartedly to maintain a high standard. Administrative inspections are made weekly. Additional dorm checks may be made by Administrators throughout the day or evening.

GENERAL GUIDELINES

Nothing is to be taped to wardrobes, dressers, or plaster walls. No offensive materials may be displayed. The display of alcoholic beverage containers, inappropriate posters and items relating to tobacco or alcohol advertisements are not permitted in dorm rooms. Nothing is to be placed on the ceiling and colored light bulbs are prohibited.

Radios and stereos are permitted, but they may be used only at stipulated times. Students are not permitted to have televisions in their room unless they have received the privilege from the Head of School. Portable music players (IPOD, MP3, etc.) and cell phones are not to be used in classes. Large component stereos are not permitted.

Extreme caution must be used when using extension cords so that they do not become a hazard. The number of plugs in a wall outlet must be limited. High intensity reading lights are not permitted to be attached to beds.

Magazines, books, recorded music, video games and posters which contain profanity, depict illicit items, abusive or vulgar language are not permitted. Pornography in any form is not permitted.

Students may not have pets of any type in the dorms.

Dormitory furniture is not to be relocated within the room unless authorization is received from the Dorm Parent.

All dorm changes must be approved by the Residential Council. Room changes are to be made on weekends only. Furniture is not to be moved between dorms.

Locks are installed on the doors to student rooms. Each boy will be given a key to his room. These keys will be collected at the end of the year. There will be a charge of \$50.00 to replace lost keys and a charge of \$150.00 to replace or change locks on a student's door. Locks will be replaced at the discretion of the dorm parent or Dean of Students. Each student should possess only his assigned room key.

Inter-dorm visitation is permitted unless otherwise specified by the Administration.

QUIET HOURS

Campus wide quiet time is observed Saturday and Sunday mornings prior to 10:00 AM.

Following evening study hall, dorm parents may determine to observe an additional quiet time. This will be determined by the dorm parent or the Administration, to allow for additional study or as a means of handling a dorm-wide disciplinary infraction. On weekends, all dorms observe a quiet time from 11:00 PM until lights out to allow the opportunity for those students who may require or want extra rest or time to study.

DAILY DRESS CODE

Academic Dress: Worn Monday, Wednesday, Thursday, and Friday from September 6 through October 4 and April 2 through May 23 during the academic day (7:30-3:30): Navy or white polo shirt, khakis, belt, socks, dress shoes.

From October 9 through March 28: Same as above except polo shirt replaced with white or light blue button-down dress shirt (tie and blazer optional).

"A" Dress: Worn Tuesday, for School Assemblies, and at the discretion of the Head of School: Navy blue blazer with Phelps patch, white button-down dress shirt, school issued tie, khaki slacks, leather belt, dark dress socks and shoes.

Commendations Dress: Worn on Friday by those students on the Commendations List: Polo shirt, jeans, sneakers.

Dinner and Weekend Dress: Casual attire including jeans and sneakers. Items not permitted include pajamas, ripped, torn, or unclean clothing, hats, earrings, and tank tops.

NOTE: Coats should be taken off prior to entering the dining hall and removed in the classroom.

GROOMING & DRESS CODE— GENERAL GUIDELINES

At Phelps, we believe that a student who dresses appropriately will tend to act successfully, and looking and acting successfully will greatly enhance one's self-esteem. Therefore, we expect every student to pay attention to his appearance and maintain himself in accordance with the School's Dress Code. Generally, a key element is the specific prohibition of an appearance that might be construed as offensive. Clothing with references to tobacco, alcohol, drugs, sex, violence, prejudices or offensive language is not to be worn.

1. Hair is to be kept clean and combed. Generally, haircuts are to be maintained in a conservative style. Boys who do not have the opportunity on weekends at home can avail themselves to stylists or barbers in Malvern.
2. Students are not to wear earrings or display a body piercing of any type when representing the school.
3. Boys must be clean shaven at all times. Facial hair is not permitted.
4. When ties are worn they must be properly tied. Shirt collars must be buttoned at all times when worn with a tie.
5. A boy's underwear should never be worn in a way which displays it to others, pants should be worn at or above the hip.
6. Belts must have buckles; tie belts are not acceptable. Belts are a required part of the daily dress and should be conservative in style.
7. All shirts are to be tucked in at all times; dress shirts must be pressed.
8. Military style boots or work boots, as well as military or camouflage outfits, are not permitted at any time. Boots may be worn in snowy weather at the Dean's discretion.
9. No hooded sweatshirts (except Phelps issued) may be worn during the academic day (7:30 AM - 3:30 PM).
10. No hats, caps, visors, bandannas, or sunglasses may be worn during the academic day (7:30 AM - 3:30 PM), except items necessary during cold weather.
11. In cold weather, outer coats may be worn between classes over the blazer, but must be removed inside buildings.
12. No soccer, lacrosse, or baseball cleats are permitted in any building or vehicle where they may damage the carpeting or flooring. They are to be removed before entering a dorm.
13. Oversized clothing, especially oversized pants worn inappropriately low, are not permitted at any time.
14. The School will bill parents for the purchase of proper school attire for students who are consistently out of dress code.

LAUNDRY/ DRY CLEANING

Students may have the option of using the professional laundry service or doing their own laundry using the coin-operated washers and dryers located in their dorm.

If a boy uses the laundry service, he must turn in his laundry on Tuesday morning following breakfast. Laundry is then returned on Thursday. All clothing sent to the laundry service should include the student's name. The yearly charge for the laundry service will be billed on the first statement. It is suggested that all 7th, 8th and 9th graders use this service. This does not include dry cleaning.

Coin-operated washers and dryers are located in each dorm, so parents should plan accordingly.

Dry cleaning is available to students with permission. It is picked up on Tuesday morning and returned on Friday. All items sent for dry cleaning must have the student's name attached. This charge is billed on a per usage basis.

CLOTHING AND EQUIPMENT

NOTE: All clothing must be clearly marked with name tapes or permanent marking pens. Neither the commercial laundry nor the School will be responsible for unlabeled clothing. Students using the commercial laundry service must have a copy of the commercial laundry slip available in order to make any claims for lost clothing, etc.

Things you will need:

- 1 navy-blue, single breasted blazer with Phelps patch (Parents are asked to purchase blazers through the School in order to ensure quality so the blazers will hold up throughout the year and for consistency of color and style. However individual patches will be provided by the School.)
- 2 pairs of dress shoes
- 2 pairs of sneakers (please consider appropriate footwear for activities)
- 3 standard light tan khaki pants - oversized or excessively baggy clothing is not permitted
- 10 pairs of socks, most dark (athletic socks are required for gym class)
- 5 button-down dress shirts (white or light blue)
- 1 Phelps neck tie
- 2 belts
- 10 sets of underwear (shorts and T-shirts)
- 4 white or navy blue polo shirts (preferably Phelps polos)
- 2 blankets (minimum) - no electric
- 1 comforter (optional)
- 1 pillow
- 1 single bed mattress cover
- 2 sets single bed sheets, including pillow cases
- 1 pair of flip flops
- 2 bath towels
- 2 wash cloths

Toothbrush	Wastebasket
Alarm clock	Shaving gear (when applicable)
Dictionary	Clothes hangers
Winter clothing (jacket, hat, gloves, scarf, boots)	Backpack for books
Soap box	Desk lamp
	Flashlight

Other suggestions: secure lock box or security chest, radio, throw rug (2' x 4'), stamps, extension cord, umbrella, sewing kit, camera, and sports equipment.

The School's blue blazer, sweaters, turtlenecks, School tie and gym clothes can be purchased through the School after student's arrival. If you are sending your son with a blazer, make sure that it is a single-breasted, navy-blue blazer.

Additional clothing and equipment:

Students will also need appropriate clothing for afternoon activities. If a sport requires special foot gear (i.e., soccer, baseball, cross country, lacrosse or basketball), it should be purchased at home. Students may charge athletic or sports equipment to their accounts with permission.

Students who require eyeglasses are to bring an extra pair.

Students are encouraged to leave expensive items at home. These items include jewelry, watches, sunglasses, designer clothing, stereo equipment, CD players and extensive collections of CDs, and all types of video game systems, etc. These items have a tendency to get lost or broken. The Phelps School assumes no responsibility for the loss, destruction, or theft of students' personal possessions. It is strongly advised that all personal possessions of value be covered under the family's homeowners insurance.

Students are not permitted to sell items, nor act as agents for selling items or products within the School.

Also, boys should not loan or borrow items from other students. The School will not assist in the recovery of unpaid debts between students.

STUDENT IDENTIFICATION CARDS

All students are provided with a Phelps School photo ID card shortly after registration. The first card is issued at no charge. Replacement cards will be issued at a charge of \$20.00.

It is a serious disciplinary offense under our policies to alter the School provided identification, to falsely identify the name, age, date of birth or photograph of the carrier.

It is an offense, under Pennsylvania law, for anyone under the age of 21 to possess an identification which falsely identifies that person as being 21 years or older, or to use that identification to purchase or attempt to purchase alcohol. It is also an offense under Pennsylvania law to intentionally or knowingly manufacture, make, alter, sell or attempt to sell any identification card which falsely represents the identity, birth date or age of another.

USE OF TELEPHONE

A telephone is conveniently located in each dormitory, and the appropriate telephone numbers are listed below. It must be remembered that there are many individuals who will require the use of the telephone and, therefore, its use is not to be abused.

The best times for receiving calls are weekdays from 5:00–6:15 PM or 7:00–8:15 PM and on weekends after 12:30 PM. Phone calls should be limited in frequency. Phone calls to dorm phones will not be accepted during study times (8:15–9:45 PM); all phones are taken off the hook during this period of time. Telephones are not to be used after 10:30 PM weekdays and not after midnight on Friday and Saturday nights.

CELL PHONES ARE NOT PERMITTED IN CLASSROOMS DURING THE ACADEMIC DAY. The School assumes no responsibility for the safekeeping of cell phones. These phones may be confiscated and returned to the family if the student abuses the privilege of possession.

The office phones may be used only in an emergency. No calls may be made on office phones without specific permission from an administrator. The fax machine is not for student use.

The telephone numbers are as follows:

School Office	610.644.1754
School Office Fax.	610.644.6679
Administrator-in-Charge	484.325.0849 (weekends, weekdays after 5:00 PM)
Beattie Hall South	610.540.0161
Beattie Hall West	610.540.0162
Beattie Hall North	610.540.0166
Upper Hilltop.	610.540.0159
Lower Hilltop.	610.540.0160
Farmhouse	610.540.0155
Lower Gains Hall	610.540.0164
Upper Gains Hall	610.540.0163
Founder's Hall.	610.540.0167

THE PHELPS SCHOOL MAILING ADDRESS

Name of Student
The Phelps School
Name of Dorm
583 Sugartown Road
Malvern, PA 19355

Mail is distributed to boys Monday through Friday by the dorm parent. There is no mail service on weekends. All packages are announced at lunch and should be picked up by the student in the mail room.

DINING HALL

Each student must attend all meals unless excused by his dorm parent or an administrator. It is customary to enter the Dining Hall quietly and remain standing silently at your place until directed to sit down. Each table has a teacher or student in charge (IC) who is responsible for the good order and discipline, as well as table manners of the students at the table. Once students have been seated, they are expected to behave with appropriate manners and proper etiquette.

Silverware, dishes, and glasses are not to be removed from the Dining Hall for any reason.

Dietary demands due to religious holidays or celebrations must be related to the Dean of Students one week in advance.

Lunch seating is changed approximately every two weeks, and charts of the seating arrangements and waiter assignments are posted in the dining hall. On weekends, meals will be served buffet style with open seating.

At breakfast, Monday through Friday at 7:50 AM, a bell will ring signifying that boys who are finished eating may leave. The table IC must still remain until the table is cleared by the waiter.

HEALTH, DOCTOR VISITS & MEDICATIONS

If a student is not feeling well upon awakening, he is to report to the Doctor no later than 7:30 AM. The Doctor will make the decision as to whether the boy should return to bed or attend classes for the day. He will also make the determination as to whether a boy's condition requires that he be scheduled to see a specialist in the local area. Students may not elect to remain in sickbed without the Doctor's concurrence.

The Doctor will keep secure and dispense all prescribed medications for boys taking them regularly at the instruction of the prescribing physician. A student taking prescribed medication must have information on file from his Doctor indicating the reason for the medication, the correct dosage and its frequency. Changes in medication must be directed

by a Doctor and must be indicated in the boy's medical folder in writing. Additionally, this information must also be transmitted by the parent to the Doctor.

REGULARLY PRESCRIBED MEDICATIONS ARE TO BE FILLED AT HOME AND MAILED TO THE DOCTOR. ALL MEDICATIONS MUST BE MAILED DIRECTLY TO THE DOCTOR, NOT TO A STUDENT. STUDENTS SHOULD NOT BE IN POSSESSION OF PRESCRIPTION MEDICATION.

Please see mailing from the school doctor for additional information.

Parents are responsible for seeing that all prescriptions are kept current and that their son has an adequate supply of any prescribed medications. The School assumes no responsibility for renewing prescriptions. It is a student's responsibility to follow the directive of the doctor as to the time and place his medication will be distributed. A student can be penalized for failing to take prescribed medications as directed by the doctor.

Each student must be covered by his own health and accident policy or under a family's group policy carried by his parents. Special medical insurance policies are available for foreign students and must be obtained before entrance. Information regarding this will be sent in advance of admission.

The School will schedule and charge for transporting students to non-routine appointments for medical care (orthodontic, orthopedic, eye exams, etc.). Routine medical care appointments should be scheduled to coincide with a student's vacation schedule or weekends. Students will not generally be excused early to accommodate these appointments. Excessive absences can jeopardize a student's academic standing. Families who take students out of school early or return late from vacations or weekends, or who cite medical appointments as reasons for the boy not being able to complete commitments to the School community, must provide a note from the attending physician, on letterhead or the physicians' prescription pad including the doctor's signature, the time and date of the appointment, and the reason for the visit.

RELIGIOUS SERVICES

The Phelps School recommends that students regularly attend religious services of their choice in the Malvern or Paoli area. Students who wish to attend church on Sunday must notify with the Duty Master at Friday dinner. Transportation can be provided if the church is not within walking distance to the school.

At a student's request, the Chapel is open for personal meditation.

BUSINESS OFFICE

Business Office Hours:

Monday through Friday from 9:00 AM until 3:30 PM

The Business Office is closed to students without written permission. No student is permitted on the second floor of Rosengarten without obtaining written permission first from Mrs. Ida Hockensmith.

FINANCIAL INFORMATION

The size of the faculty and staff and commitments of The Phelps School are based on projected enrollment at the beginning of the school year. Therefore, no refunds of tuition, room, and board fees, etc., will be made because of a student's delay of entrance, absence, suspension, dismissal, or withdrawal.

Allowances, weekend or vacation travel money, haircuts, and other miscellaneous expenses cannot be charged to a boy's account.

There are two options for providing a boy with an allowance or personal spending money. Parents should decide on one of the following:

- A. Provide a debit or credit card. There is an ATM machine in the laundry/mailroom area just outside the entrance to the Office.
- B. For students who do not have a debit or credit card, you may send a separate check (made payable to "Phelps School ATW Account" with your son's name in the memo field) to the Business Office. For example, if you decide to give your son an allowance of \$20.00 per week, you should send a monthly check to cover four weeks plus any additional monies for expenses that he may incur. Weekly allowance amounts should not exceed \$100.

Please note that allowance/travel money will be distributed by the Business Office ONLY ONCE per week and ONLY for those students who cannot obtain a debit or credit card. Allowance forms are due in the lockbox located outside the Doctor's office by noon on Thursday. No allowance requests will be filled after that time. Allowances can be picked up from Mrs. Ida Hockensmith after 12:30 PM on Friday only. Students who fail to request or pick up their allowance at the appointed time will NOT be able to pick it up until the following Friday. We will also no longer be able to cash checks for students.

Train tickets, airline tickets, as well as college application fees will be the sole responsibility of the parents/guardians. Confirmation numbers for train tickets can be e-mailed to the Dean of Students. Train tickets will be picked up for your son as long as we have two business days to do so. Airline itineraries can be e-mailed to the same address or faxed to the Dean of Students Office at 610.540.0156. Copies will be made and delivered to your son and the appropriate staff members.

The Phelps School accepts no responsibility for the loss or misuse of any credit cards, bank cards, phone cards or cell phones.

LARGE SUMS OF MONEY SHOULD NOT BE BROUGHT TO SCHOOL. If absolutely necessary, it should be DEPOSITED in the Business Office.

Permissions for weekend and vacation travel money may be given by e-mailing the Business Office or other WRITTEN correspondence. Unless parents approve a specific need, weekend travel money requests will not be granted if a boy's weekend privileges are denied for any reason.

Additional financial information:

1. No grades, diplomas or transcripts will be released unless and until all financial obligations to The Phelps School are satisfied.
2. A student may be asked to leave school, or not to return from a vacation break, if his account is significantly in arrears.
3. There is to be no charging in any local retail establishments, unless specifically authorized by the Business Office.
4. No credit will be issued for any reason. Parents are responsible for maintaining awareness as to the status of a student's account.
5. The School will not accept C.O.D. packages for students.
6. Airline or other travel tickets cannot be charged to a boy's account.
7. VISA, MASTERCARD and AMERICAN EXPRESS are accepted for payment.
8. Please contact the school's Business Office regarding wire transfers.

FOREIGN STUDENT GUIDELINES

It is an assumption that international students are attending school in the United States to improve the fluency of their spoken and written English. Therefore, non-English speaking students should use their native language only when in the privacy of their own rooms or when not in the presence of English speaking students and staff.

ESL students are encouraged to read and write in English as much as possible, and are expected to abide by the rules and regulations of this handbook, as well as the laws of the Commonwealth of Pennsylvania and the United States.

All non-English speaking juniors and seniors are strongly encouraged to take the TOEFL. Arrangements to take the tests must be made with the head of the ESL program. There is an extra fee charged for this test.

Financial:

Their allowances, travel money and weekend money will be dispersed by the Business Office according to a parent's directives. Checks for this purpose should be made payable to "Phelps School ATW Account" with your son's name in the memo field and mailed directly to the Business Office. A limit of \$100.00 will be imposed on all weekend money requests. Parents must communicate directly with the Business Office for consideration of any exceptions.

Vacations and Travel:

All I-20s, Visas and Passports are to be kept in the Business Office safe. They will be given to the dorm parent or Dean to give to the student prior to each major vacation, or when required for travel. Documents will not be given directly to the student from the Business Office. The School accepts no responsibility for lost documents, nor does it assume responsibility for arranging to replace lost or stolen documents.

VEHICLES ON CAMPUS

Students with a valid driver's license, proper insurance, and written permission from their parents and administrative approval are permitted to bring automobiles to school however, it is understood that the automobiles are to be used primarily for transportation to and from home or for weekend visitations off campus. It is required that a spare key should be left in the Dean's office for emergency use only.

No student is to bring a car to campus without previously contacting the Dean of Students well in advance. The privilege of having a vehicle on campus is usually granted only to Juniors and Seniors. It is understood that if a student abuses this privilege, his parents will be asked to remove the car from campus for a period of time to be determined by the Dean. New students are not permitted to have a vehicle on campus until after Parents' Weekend in October.

A form for a parking decal can be obtained from the Dean of Students' office and must be completed and given to the Dean of Students, along with a \$50.00 check, before a student's car may be kept on campus. The parking decal must be attached to the back of the rearview mirror. Students must park in their assigned spaces.

Cars are to remain in the designated parking area until the conclusion of Friday activities prior to leaving for a weekend. Upon returning from a weekend, students are to unload their cars and park them in the designated area immediately.

If a boy signs out for the weekend, he is not to drive on and off campus; once he returns to campus, he must remain on campus.

Students who have automobiles on campus are not permitted to be in them unless departing or returning to campus. Cars are not to be used as a place to socialize. In addition, no student is permitted to drive another student's or third party's car. No student is to be in another student's car on or off campus unless leaving or returning with permission from the Administration and his parents. Students will not be allowed to ride with other students or Phelps staff members unless parental permission has been granted in writing.

Only the Administration can give permission for a student to use his car. Students, including day students, may not use their cars during the school day (which includes activity period). Exceptions to this directive may be considered only if the task is a vital necessity and there is no other means available to complete such task. Convenience is not valid grounds for exception to the above stated policies. Individuals found to be in

violation of these policies may jeopardize their privilege of having a car on campus or invoke harsher disciplinary measures. The Phelps School assumes no responsibility or liability for any damage or injury incurred while the student's car is located on campus.

Motorized bikes are not permitted, but a student may have a bicycle, roller blades, or a skateboard. **Helmets are required.** Roller blades and skateboards may not be used until after activities Monday through Friday and not before 10:00 AM on Saturday and Sunday. They may never be used on tennis courts, sidewalks, steps, or the driveway west of Founder's Hall. All rules of courtesy and safety must be observed. These items may be confiscated if the student abuses this privilege.

The School assumes no responsibility for injuries to the students or to others when students use the above-named items. Bikes are to be kept locked and stored away when not in use. Bikes, rollerblades or skateboards are loaned at the student's risk and are not to be 'borrowed' without the owner's consent.

Students are permitted to ride their bicycles off campus on weekends ONLY if parents and Administrators have approved. They may not be used for weekday town leave.

OUT-OF-BOUNDS AREAS

Unless authorized by an Administrator or faculty member present, the following areas are considered "out-of-bounds":

1. Barns and sports facilities (indoor and outdoor)
2. Pastures (use "walk-throughs" to retrieve tennis balls, lacrosse balls, soccer balls, or baseballs)
3. Kitchen and dishwashing rooms
4. All roofs
5. Private vehicles or school vans
6. Garage, machinery shed and woodshop
7. Fire escapes
8. Area east of the Dining Hall and Gym (including the pond, which is not school property)
9. Classrooms, gym, labs, etc., when not officially in use
10. Vans and buses may not be boarded unless a staff member is present
11. All faculty residences and yards require an invitation
12. Athletic fields after 6:30 PM

ACADEMIC PRIORITY

At The Phelps School, academics take priority over all obligations including participation on a team, in an athletic game or any other activity. In the case of longstanding or repetitive academic deficiencies, permission to participate in these activities is at the discretion of the Dean of Students and/or Head of School.

TUTORIAL/ ROOM STUDY

In the event that an assignment is not completed satisfactorily, a student will likely be required to report to the teacher for tutorial that day, from 2:30-3:15 PM. Students are encouraged to seek tutorial assistance from a teacher whenever it is needed. Failing to attend a required tutorial session will result in infractions. If a student wishes to have nightly tutorial from a staff member who is not his dorm parent, he must have a note to give to his dorm parent before the beginning of Study Hall.

IN ALL DORMS, DOORS ARE TO BE KEPT OPEN DURING EVENING STUDY HALL IN ORDER FOR DORM PARENTS TO SUPERVISE EVENING STUDY.

ACADEMIC PROBATION

If a student receives poor grades, has low effort grades, or has excessive class absences at the end of the first trimester or a later marking period, he may be placed on Academic Probation. The goal of Academic Probation is to provide a framework for additional support and structure so that the student may begin to improve academically. Meetings with the student and the administration will result in strategies to help the student make improvement. Academic Probation consists of scheduled daily tutorial and Evening Proctored Study (EPS).

ACADEMIC SUPPORT PROGRAM

The Academic Support Program at Phelps is designed to provide additional assistance, tutoring and support to those students who need a one-to-one student-teacher setting or a very small group setting in English, Reading or Math. On the basis of their needs, boys will be assigned to Academic Support for certain periods each day as part of their daily schedule. An additional fee is charged for this program.

ADVANCED ACADEMIC PROGRAM

Our Advanced Academics Program (AAP) is designed to meet the needs of students with higher skill levels and intellectual ability who want to complete more challenging coursework. AAP courses offer the same breadth of curricular content that regular courses offer but are designed to be more challenging by focusing on higher levels of cognitive taxonomy such as analysis, reasoning, synthesis, and evaluation. These courses also cover content in greater depth and are faster-paced. The program incorporates the use of college-level textbooks, more extensive testing and exams, a grading system that places more weight on tests and product-based evaluations and a grade-point scale that places more value on AAP courses. The differentiated program of study may include any of the following: online coursework, classes at local community colleges, seminars at local institutions, independent study classes, and Advanced Placement (AP) courses. The program is open to juniors and seniors who have expressed the desire and demonstrated the capability to perform successfully at a higher level of instruction. Students must have a cumulative grade point average of 3.25 in their previous years of high

school. Applications to the AAP can be obtained from the admissions office. Once all required materials are received, the program director will review the application and determine the suitability of the applicant.

GRADUATION REQUIREMENTS

A student will be eligible to graduate from The Phelps School when he has accumulated a minimum of 21 academic credits in the required fields/areas with a credit being given for one full year of satisfactory academic work in Grades 9–12.

ACADEMIC SCHEDULE CHANGES

Students may request changes to a schedule to accommodate an academic need or interest. Faculty may indicate that a student requires a schedule revision to better meet an a determination of the appropriateness of a boy's schedule is at the sole discretion of the Head of School.

GRADES/ SYCAMORE - STUDENT INFORMATION SYSTEM

Grades are issued to students and parents at the end of each trimester. Only year-end grades are recorded on the student's transcript.

The Phelps School utilizes Sycamore Education as its administrative software and student information system. Sycamore is a secure site being used for lesson plans, assignments, grading, grade reports, transcripts, attendance, discipline, athletics, community service, calendars, and communication with parents, faculty and students. Families and students are issued personalized logins to access posted grades, current and missing assignments, and other important school-related information from any computer with internet access. Parents are encouraged to access Sycamore on a regular basis.

ATTENDANCE REQUIREMENTS

It is a fundamental belief at The Phelps School that punctual, regular and complete adherence to a student's obligations is an essential part of his education. Therefore, students are expected to attend all advisee meetings, meals, classes, assemblies and study halls, as well as extracurricular and athletic commitments. Parents must call the Dean's Office promptly if a student will be late or absent or if he will need to leave school early for any reason. Days missed before or after vacations due to difficulty scheduling travel arrangements will not be considered excused. If parents want to have the Dean of Students excuse a planned absence, they should ask ahead of time. When permission is given, teachers will help students make up missed schoolwork. If permission is not given, the absence is recorded as unexcused/parent's request, and teachers are not obligated to assist students with assignments missed during this time.

An unexcused absence includes: late return to school, early departure, or any other absence that has not been granted in advance by the Dean of Students. Grades for work

missed due to an unexcused absence will be forfeited. More than ten unexcused absences during a trimester will result in a grade of “F” being recorded for the class in question. The number grade, 0 – 59%, will be determined by the student’s quality of work during the remainder of the affected trimester. Should a student accumulate more than twenty-five total absences, he will be in jeopardy of not receiving credit for that academic year.

EVENING PROCTORED STUDY

Any student determined by The Phelps School as not fulfilling academic requirements will be placed on the Evening Proctored Study (EPS) list. Students identified for EPS include those who insufficiently attempt to remediate their academic deficiency by means of the tutorial program or seek out faculty for additional assistance.

The EPS period runs from 7:45 to 9:45 PM, Monday through Thursday, and is proctored by a faculty member or administrator in a designated room. Students may be added or removed from the EPS list based on reported biweekly grades and effort ratings, as well as teacher or dorm parent recommendations.

COMPUTERS

The Phelps School provides wireless internet service. Laptop computers are issued to Students who do not have a personal laptop. All students and faculty must adhere to the Laptop Policy Procedure and Acceptable Use Policy. It should be noted that the School cannot be responsible for the use or safe keeping of computers.

The Media Center is available to students at various times and is supervised by a faculty member. Weekend hours are announced. The Media Center is equipped with 12 PC’s with CD-ROM, internet capabilities and a printer. Students bringing their own computers are permitted to use the printer in the Media Center.

ACCEPTABLE USE POLICY

The Phelps School's information technology resources, including email and internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technology resources:

Students must:

1. Respect and protect the privacy of others
 - Use only assigned accounts
 - Not view, use, or copy passwords, data, or networks to which they are not authorized
 - Not distribute private information about others or themselves
2. Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices, as posted

- Report security risks or violations to a teacher or network administrator
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner
 - Conserve, protect, and share these resources with other students and internet users
3. Respect and protect the intellectual property of others
 - Not infringe copyrights (no making illegal copies of music, games, or movies!) or any other rule, regulation or law
 - Not plagiarize
 4. Respect and practice the principles of community
 - Communicate only in ways that are kind and respectful
 - Report threatening or uncomfortable materials to a teacher
 - Not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass) or any law/regulation
 - Not access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
 - Not use the resources to further other acts that are illegal/criminal or violate the school's code of conduct
 - Not send spam, chain letters, or other mass unsolicited mailings
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project

Students may, if in accord with the policy above:

1. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission
2. Install or download software, if also in conformity with laws and licenses, and with the permission of an Administrator
3. Use the resources for any legal and proper educational purpose

Due to the recent increase in popularity of social networking sites such as Facebook, Twitter and Myspace, it is of paramount importance that each student recognizes the implications of posting personal information on the internet. Furthermore, many colleges and employers, as a common practice, perform searches on these sites to ensure that the potential student/employee is of the social and moral caliber desired. Students are encouraged to examine the security settings of any accounts on these types of networking sites. It is also requested that students post information to these accounts that reflects the values of The Phelps School. Any inappropriate content found on a student's personal page falls under the realm of The Phelps School's 24/7 Code of Conduct described herein.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the School's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that use is secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the School's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and may furnish it as evidence of a crime to law enforcement. Furthermore, for the safety of the community, cameras have been placed in several buildings on campus. Any damage to security cameras or the internet wireless devices will come with disciplinary consequences. Video surveillance may be used if any matters arise relating to theft or vandalism.

WEEKEND PERMISSIONS

THE PROCEDURE TO SECURE A WEEKEND PERMISSION REQUIRES HAVING THE STUDENT'S PARENTS E-MAIL OR CALL THE APPROPRIATE DORM PARENT BY WEDNESDAY EVENING PRIOR TO THE WEEK IN QUESTION.

On Thursday morning, the weekend permission slips signed by the dorm parent are turned in to the Dean's office for approval. A notation of (NP) next to a boy's name indicates he has not been given his parents' approval and, therefore, may not leave campus until cleared by the Dean.

Weekend permissions begin on Friday after the student's last commitment and end promptly at 7:30 PM on Sunday. Boys will be taken to the Paoli Train Station by the weekend Duty Master on Friday at 5:15 PM. Students must leave at the time stipulated on their weekend slips; they are not to stay on campus or in their dorms merely to miss a meal. Students on weekend leave may not return to campus during the weekend without permission from the AIC. Parental car pools are permitted and recommended if all parents concerned agree to the arrangement in advance and notify the School of the arrangements.

If a boy is detained and cannot return on time, he or his parents should contact the AIC immediately at (484-325-0849). An unexcused lateness can result in disciplinary infractions. All students are to carry their ID card with them listing the phone number of the AIC.

Students are not permitted to stay in motels or hotels without specific permission from their parents and the Dean.

Before leaving for a weekend permission and upon returning from a weekend leave, a student must follow dorm sign-in and sign-out policies. If a student is invited to another student's home or to be their guest, parents must contact one another. The host parent

should call the parents of their anticipated guest. The invited student's parents and the host parents should then give their written permission to their son's dorm parent or Dean of Students. The host parents assume full responsibility for not only their son, but for any other Phelps student who is their guest.

The School assumes no responsibility once parents involved have approved the visit; however, a boy's behavior off campus, as it may reflect on the good name of the School, may have further ramifications on campus.

CAMPUS LEAVE POLICY

Weekday Town Permission is granted on Wednesdays (after the Activity Period) to all students who are on Commendations. Underclassmen on Commendations must return to campus by 6:30 PM.

On Wednesdays, Seniors on Commendations may sign up for a Dinner Leave with the Administrator in Charge. If a student signs up for Dinner Leave and then decides not to go, he must check-in with the AIC before 7:30 PM. Seniors may use their cars for this purpose.

Students may sign up for Weekend Town Permissions and may go only to Malvern on Saturday and Sunday anytime between 12:30 PM and 6:00 PM. Students must sign out and sign back in with the AIC and in their dorm. Students on Commendations may have additional town permission at the discretion of the AIC.

ALL STUDENTS MUST BE IN ATTENDANCE AT DINNER.

Day trips outside of Malvern require parental permission and must be approved by the Dean. Any exceptions to the above must be approved by the AIC.

Juniors and Seniors may use their cars for official, pre-approved weekend leave or, if on Commendations, with approval of the AIC.

Ground Patrol may be scheduled at the discretion of the Duty Master or AIC.

Students may leave campus with their parents after informing the AIC.

Any time a student leaves campus, (other than when on a supervised school trip) he must ALWAYS sign out with the AIC.

The Administration reserves the right to deny a student from taking weekend leave or from participating on a school sponsored trip based on academic, social or behavioral concerns.

VACATION PROCEDURES

Please refer to the School Calendar in the front of this handbook.

Airline and rail tickets are to be purchased at home and sent to the Business Office well in advance. Parents are responsible for notifying dorm parents and the Dean's office of the date and time of departures and returns. Since the School cannot be responsible for informing families of flight specifics, parents must keep a copy of all itineraries for their son. A copy should be sent to the Dean's office.

Tickets, Passports, and I-20s must be kept in the School office safe. If this is not complied with, the School and its employees are not responsible for misplaced or lost items.

Advisors, dorm parents, the Business Office and office staff do not make airline, bus, train, or private limo arrangements.

Departing and arriving flights for students should be scheduled between 9:00 AM and 9:00 PM and should not be scheduled within two hours of any school programming.

Students traveling by train or plane will be taken at scheduled times to the Malvern or Paoli SEPTA Regional Rail train stations by Phelps School staff members. Students traveling by plane will need to make their own arrangements for transportation to Philadelphia International Airport or other airports. Due to time and duty constraints, Phelps School staff members are unable to provide transportation for students to the airport. (unless for an unaccompanied minor needing a guardian for air travel). It is recommended that students take the SEPTA Regional Rail train from Malvern station to 30th Street Station in Philadelphia and then connect to the Airport train, which stops directly in front of all airport terminals. Returning to school from the airport, students may board the airport train at any terminal, take it to 30th Street Station, and then connect to the Paoli/Thorndale SEPTA Regional Rail Line to the Malvern station. Upon notification of student travel plans, Phelps School will arrange for a staff member to pick the student up at the Malvern station.

A Vacation Departure form must be filled out by parents and submitted to the School at least ONE WEEK BEFORE the vacation begins. These forms are available on The Phelps School website. Students are requested not to return before 12:00 Noon on day of return. All vacations end by 7:30 PM on the return date.

A student unexpectedly returning late must phone the AIC explaining his late return. Parents are not to use a fax as a last-minute notice of change of arrival times for the students on weekends or at the end of major vacations. They must call the AIC to relate this information.

THE SCHOOL PROVIDES AMPLE VACATION TIME AT STRATEGIC POINTS THROUGHOUT THE ACADEMIC YEAR. PARENTS ARE NOT TO SEND TICKETS

THAT DEVIATE FROM THE POSTED VACATION TIME OF DEPARTURE. A STUDENT WHO EITHER DEPARTS PRIOR TO THE SCHEDULED DATE OR RETURNS LATE FROM A MAJOR VACATION WILL BE SUBJECT TO DISCIPLINARY AND/OR ACADEMIC PENALTIES. THE SCHOOL CALENDAR IS PUBLISHED WELL IN ADVANCE ENABLING PARENTS TO MAKE TRAVEL PLANS ACCORDINGLY.

WEEKEND AND VACATION SCHOOL VAN PICK-UP TIMES AND PROCEDURES

We encourage students to return by mid to late afternoon. ALL VACATIONS TERMINATE BY 7:30 PM ON THE RETURN DATE. The School will provide transportation for those traveling by train from the sheltered Paoli Train Station (south side) in accordance with the schedule below.

Scheduled pickup times by The Phelps School vans at the Paoli and Malvern Train Stations are as follows (students are not to go to any other location to await transport to school):

Weekends: (Sundays only) 7:15 PM (or with prior arrangements)
Vacations: 3:00 PM, 5:00 PM, 7:00 PM

If you choose to arrange your own transportation, we recommend contacting:
A to Z Transportation - 610.644.5858

WEEKEND ACTIVITIES

Some activities require a parental permission form either due to the expense or the risk factor involved. Permissions for these activities will be requested well in advance of the event to the extent possible.

Some activities require a considerable amount of advance notice to arrange for tickets and/or transportation. A boy who sign up for a special event, trip, etc., and then drops out or is not permitted to go for disciplinary reasons, is responsible for the charges for that trip.

CAMPUS VISITATION

In order to provide a safe and secure environment, The Phelps School discourages casual or non-familial visitations. Students are permitted to have guests on campus only on Saturday and Sunday afternoons between 12:30 PM and 4:30 PM with prior written permission. The Administrator in Charge (AIC) of the campus or Duty Master must be advised of the visitor's presence prior to their arrival.

Phelps students are responsible for the behavior of their visitors, and smoking is not permitted by any visitor.

Only family members are allowed to visit the boys in the dorms. Parents are welcome to take their sons off campus, provided that his dorm parent and the AIC or Duty Master have been informed. Other students may not accompany the family, unless prior arrangements have been made with the Dean of Students or AIC.

The Student Center is to be used for all other campus visitations. The AIC or Duty Master will open the Center for this purpose. The host student must inform the AIC/Duty Master as soon as the guests have left campus.

The administration or dorm parent must be notified immediately, regardless of the time of day, of any stranger in the dorm areas.

COMMUNITY SERVICE

All students must complete 10 hours of community service each school year. Students must complete these hours in order to be promoted to the next grade or to receive their diploma. Service must be for the general good and must be voluntary, unpaid and on the student's own time. Various school sponsored trips will be offered throughout the school year that can be used towards a student's community service requirement. If a student chooses to volunteer outside of these school sponsored trips, proper paperwork must be completed and submitted to the Director of Student Services for approval. In such cases, there must be a service agency with a representative who can be contacted to confirm service. Parents also must be able to confirm service. This paperwork can be found on the school website or obtained from the Director of Student Services.

AFTERNOON ACTIVITIES

The activity program is an important aspect of school life at Phelps. All students, including day students, are required to sign up for an activity during the Fall Term, the Winter Term, and the Spring Term. The period set aside for the activity program is from 3:30–5:00 PM Monday through Friday. Activity sessions may be extended by individual coaches or teachers. The following is a tentative list of afternoon activities:

Fall

Varsity & JV Soccer
Tennis
Fitness/Weight Training
Indoor Sports

Golf
Cross Country
Photography
Gardening

Yearbook
Music

Winter

Varsity & JV Basketball
Prep Basketball
Wrestling
Indoor Sports

Roller Hockey
Fitness/Weight Training
Music/Drama
Film Appreciation

Art Studio
Bowling
Yearbook

Spring

Lacrosse

Indoor Sports

Interscholastic Golf

Fitness/Weight Training

Baseball

Varsity & JV Tennis

Volleyball/Frisbee/Softball

Gardening

Music

ATHLETICS

The Athletic Department strongly supports the belief that the participation in team sports and the physical education of our students plays a vital role in their total development. Our boys compete in the Tri-County Athletic Conference.

Students are required to participate in an afternoon sport two of the three seasons. Any student absent from school for three or more periods in any school day is not eligible to participate in any athletic contest.

The Phelps School provides transportation for athletic events. Students must travel to and from contests with the group, unless parents have made prior arrangements with the Director of Athletics. In no case is a student allowed to make his own arrangements with a coach.

A boy must maintain good social status, remain in good academic standing and follow all the rules of the School in order to participate on an inter-scholastic team. The Administration reserves the right to disallow a student from participating on a team if a violation occurs in any of the aforementioned areas.

Students with medical concerns must have their situations reviewed by the Director of Athletics. Those students physically unable to participate may become involved in the following sports-related activities:

Team Manager

Team Statistician

Video Tape

Athletic Director's Assistant

Uniform Manager

Operator Equipment Manager

Generally, Seniors are not permitted to play Junior Varsity sports. Any student who is 19 years of age prior to September 1st may not participate in Tri-County Independent League games. Anyone whose 19th birthday is celebrated after this date is eligible to participate.

Once a player's name appears on a team list for an inter-scholastic sport, he usually may not join another team or compete in another sport until after the termination of the sport season. However, season changes of teams may be permitted under the following conditions:

- a. reasons of health or injury, or
- b. if both coaches involved and the Director of Athletics agree that the change

would be beneficial to the player without being unfair to the members of either team.

Any team member who has been dropped from a team roster for disciplinary reasons is not eligible to participate on any team for the remainder of that season.

The Phelps School sees athletics as an important element integrated with our mission to help boys achieve success through competition. We believe athletics is an extension of the classroom, where students are inspired to set personal and team goals. The element of teamwork, in addition to our Affirmations of Power, is crucial in understanding how we set high standards for boys to compete with fairness and integrity. The diversity of our program offers athletes a wide range of sports in which each participant is challenged to reach his full potential and promote physical development necessary for an active life. The emphasis on winning does not compromise our commitment to act with class; we take great pride in representing Phelps with dignity, character and sportsmanship. Furthermore, we feel the comprehensive nature of combining athletics with a challenging curriculum provides a foundation that promotes a commitment to excellence in each student-athlete.

SCHOOL PUBLICATIONS

The Lion's Tale, contains news of the School, its students and faculty. Students are encouraged to contribute articles and/or photos.

The *Hilldene* (Phelps' yearbook) is compiled and produced by students with the aid of a faculty advisor. The *Hilldene* is distributed to each student at the end of the spring term. Parents are billed for the *Hilldene* at the end of the school year.

STUDENT CENTER

The Student Center consists of vending machines, televisions and games.

Generally, the Student Center is open throughout the week from 7:30 AM–10:00 PM. On weekends, the Student Center is also available for use.

Rules and regulations for the use of the center are as follows:

1. No food or drink is permitted upstairs
2. No athletic equipment of any kind is permitted in the common areas
3. Shirts and shoes are required at all times
4. No horseplay or foolishness will be tolerated at any time
5. No gambling is permitted
6. Disrespect can lead to suspension from the Student Center and infractions

Any student who abuses these rules may be suspended from the facility for an indeterminate period.

CONFIDENTIALITY

Trust and confidentiality are vital to a boarding school. Often, conversations between individuals or within a group should not be shared. However, if the contents are shared, the identity of the speaker should not be. Confidentiality is keeping a secret; it is an act of trust, loyalty, respect and maturity. Breaking confidentiality, except in the circumstances outlined below, is inappropriate and hurtful.

A student may ask to speak in confidence with any adult on campus, including his advisor, dorm head or a member of the faculty or Administration. Students may also ask to speak confidentially to proctors, student council members, or other students. Anyone who agrees to speak or listen in confidence is agreeing not to share the information without the consent of the speaker. When students need advice, but are uneasy disclosing specific information about themselves or others, they may find it useful to speak of a hypothetical case.

HOWEVER, WHEN A PERSON IS IN DANGER OF HARMING HIMSELF, OTHERS, OR THE COMMUNITY, CONFIDENTIALITY DOES NOT APPLY; A RESPONSIBLE ADULT MUST BE NOTIFIED IMMEDIATELY.

COUNSELING

Counseling is available informally through the Advisor system, the dorm parent, the faculty and the Administration.

Formal psychological counseling is available through the support of off-campus, adjunct professionals who visit Phelps to meet with boys individually or, when appropriate, in small-group sessions. Information regarding specifics is available from the Dean upon request.

College Counseling is an important aspect of life here at Phelps and one that is taken very seriously. Beginning in the freshman year, we ask all of our students to think about what they may be interested in doing once they graduate. We urge sophomores to visit with college representatives when their class schedules permit and begin to create lists of academic, athletic and extracurricular achievements that will become a personal profile. The work intensifies when the boys are in their junior year. Along with a timed or untimed SAT, the students take career and interest inventories, attend college fairs, visit actual campuses, write essays, investigate academic options and formalize a list of possible choices.

By the time the boys become seniors, many will be completing applications and making final decisions. Parental participation throughout this entire process is not only encouraged, but expected. The Head of School, the Director of the Academic Support Program and the Director of College Counseling are regularly available for casual

conversation or in-depth discussion. Although some young men may opt for other options or to join the Armed Forces, it is our mission that upon graduation, every Phelps student will have the opportunity to matriculate at a two or four year institution, if he and his family so choose. Students are encouraged to prepare for post-secondary work by visiting schools during vacation periods and the summer months.

Seniors may miss a maximum of four academic days to visit colleges with their parents. They must return with a written statement from the College Admissions Office verifying their visit. Seniors are not to schedule college visits the two days prior to or at the close of the Thanksgiving, Winter or Spring vacations.

Students may register to take the SAT with the Director of College Counseling. An untimed SAT may be arranged through the Director of the Academic Support Program (ASP). However, the documentation required for the untimed tests is the responsibility of the parents. Applications may be secured from the Director of ASP.

ADVISOR PROGRAM

Each faculty member is assigned approximately six students. The faculty member acts as a mentor to those in his/her group, and students maintain a regular dialogue with their advisors via daily interaction throughout the year. Returning students may request a new or specific advisor.

The advisor also serves as the student's advocate and may be present to support the student at academic and disciplinary hearings. A Parent's primary source of contact for all aspects of your son's life at Phelps should be his advisor.

SENIOR PRIVILEGES

Seniors who are on Commendations are permitted to miss dinner on Wednesdays. Seniors on Commendations who have automobiles on campus may use them for Wednesday town dinner leave. They must sign out and return to campus by 7:30 PM. Additional privileges may be suggested by the Senior class for Administrative approval.

COMMENDATIONS

Commendations is composed of students recognized by the entire faculty as having a positive attitude and demonstrating a considerable level of effort in the classroom, dormitory, on playing fields, during off-campus events, etc. The list is updated every four to five weeks and is developed with input by all faculty members. Privileges for Commendations may include the following:

1. Wednesday town leave from 5:00 to 6:30 PM (be sure to sign out in dorm and with AIC)
2. Dress Down Fridays
3. Secondary priority for event/activity signups

4. Boarding students may skip breakfast (“sleep-in”) on Fridays
5. Permission to check in for breakfast attendance before 7:50 PM

RECOGNITION PINS AND AWARDS

In addition to recognition given to deserving students for their participation and involvement in athletics and various activities, three major awards, other than those awarded at graduation, are the “*P*” Pin, the Merit Pin, and the Lion’s Pride Pin.

The “*P*” Pin is given at the end of each trimester to those students who have maintained an exceptional disciplinary record, either with zero or minimal infractions and with no major disciplinary infractions.

The Merit Pin, also given at the end of each trimester, is given with the recommendation of the staff to those students who have established standards in five basic areas: academics, involvement in athletics or activities, minimal disciplinary infractions, good social interaction within the school with both peers and adults, and a pattern of support and loyalty to the school and its principles both on and off campus.

The Lion’s Pride Pin is The Phelps School’s highest honor and decoration. It is given periodically throughout the year to those students who go far beyond the call of duty and recommended by the entire faculty. Privileges include: Wednesday dinner leave (if not a senior) and primary priority for event/activity signups.

These awards are to be worn on the student’s School blazer.

AWARDS PRESENTED AT GRADUATION

David Dayani Foreign Student Award: Presented to foreign student(s) who has demonstrated support for his own culture within the School.

William F. Barnes Award: Presented to student(s) who has been at Phelps four or more years and has shown steady growth and development.

Jesse C. Hearne Award: Presented to student(s) who has shown outstanding character and integrity.

Ernest F. Beattie Award: Presented to student(s) who has made the greatest growth academically, socially and personally.

Elizabeth K. Phelps Spirit Award: Presented to student(s) who has shown exceptional spirit and loyalty to The Phelps School.

Founder’s Award: Presented to student(s) who has demonstrated continuous concern for the welfare of his fellow students thereby perpetuating the “spirit of The Phelps School.”

Head of School Award: Presented to student(s) who has given of his own personal time to offer service to the School and its community.

Outstanding Service in a Chosen Activity: Presented to student(s) for his tremendous contributions to The Phelps School.

Howard H. Lyon Outstanding Athlete Award: Presented to student(s) athlete whose participation in school athletics has brought honor to himself and the School.

William A. Patch, Jr. Sportsmanship Award: Presented to student(s) athlete whose good sportsmanship has brought recognition to himself and the School.

Robert Gottschall Award: Presented to the student who excels athletically and academically.

Awards are also presented for outstanding achievement in each individual subject area and various other activity areas. Awards are presented without regard to age or grade level; therefore, we require all students to attend graduation.

STUDENT COUNCIL AND STUDENT GOVERNMENT

Student Council and Student Government are comprised of the student body president and vice president, dormitory proctors, headwaiters, and class officers. These boys are selected on the basis of their interest to lead on behalf of the school and assist other students whenever possible. They are required to maintain a good disciplinary record as well as satisfactory academic performance. Boys on Student Council and Student Government serve for one academic year at a time. Members of Student Council and Student Government meet weekly and serve regular weekend duty either in the dorm or as a weekend checker. They are expected to attend all major school functions and the weekly meetings.

Students are generally inducted into Student Council and Student Government at the end of the first trimester. Once inducted, a Student Council and Student Government member has the right to wear his Honor Cords with his school blazer.

DAMAGE

Any damage to School property should be reported immediately. Replacement or repair charges will be assumed by the parents of the student who caused the damage. If responsibility cannot be specifically determined, all students in those particular environs will be proportionately assessed for any damage incurred.

All non-accidental damage charges will be assessed to the student's parents. Severe intentional damage may result in disciplinary consequences.

"24/ 7" SCHOOL CODE OF CONDUCT

"A school's code of conduct is not superfluous to its proper operation; it is an integral aspect of a productive learning environment." (from the United States Court of Appeals, First Circuit).

The Phelps School reserves the right to take disciplinary action against any enrolled student for conduct which is in violation of School rules and policies, local, state and federal laws, or which is contrary to the philosophy or mission statement of the School. This reservation of the right to discipline may be implemented regardless of when or where the improper conduct takes place.

This code provides that the School's disciplinary rules apply to any conduct "off School grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the School, the safety of student or staff, or disruption within the School."

Each student is subject to the disciplinary code established by the School. In every organized society there are rules. If the rules are broken at Phelps, the offender will receive disciplinary actions in accordance with the offense. While there are posted guidelines for these actions, the Administration reserves the right in its sole discretion to deal with each student on an individual basis. Circumstances and a boy's disciplinary record at Phelps play an important part in determining his punishment. However, infraction write-ups become a part of the boy's disciplinary record.

DISCIPLINE SYSTEM

Infractions of school rules will be classified as one of four levels. Students may receive only verbal warnings for Level 1 offenses, and GRACE or a similar consequence for Level 2 offenses. Level 3 offenses generally result in immediate suspension. Level 4 offenses result in an Administrative Review with the possibility of expulsion. Students should understand that in choosing a given behavior, they choose the consequence for that behavior.

GRACE: Guided Restitution And Campus Enhancement, 6:30AM - 7:10AM Monday through Friday; weekend times to be determined.

Conduct may keep a student from going home on the weekend. Also, if he remains on campus for the weekend, a student's conduct may keep him from having off-campus privileges,.

Level 3 infractions can result in consequences up to and including suspension from school.

Level 4 infractions can result in an Administrative Review, which may result in dismissal/expulsion. If a suspension from school occurs, students may make up any tests, quizzes and homework that they miss while on suspension. Students will not, however, receive credit for class participation while on suspension.

Each boy must realize he is responsible for what takes place in his presence. Therefore, he is expected to take reasonable action against any unauthorized or unacceptable activities. A boy's presence while another boy breaks a rule makes him accountable and subject to similar disciplinary actions.

The following list of infractions is not intended to be exhaustive. Disciplinary consequences may be assigned for other infractions of school rules or for unacceptable conduct considered detrimental to the well-being of the student, of others, or disruptive to the school community. ULTIMATELY, THE HEAD OF SCHOOL WILL DETERMINE THE CONSEQUENCE FOR ANY LEVEL 4 OFFENSE IN HIS SOLE DISCRETION.

Level	Consequence	Common Infractions
1	Verbal Warning	<ul style="list-style-type: none"> • Forgetting to see doctor for daily medications • Not checking in at meal • Tardy (less than 15 minutes) • Late return from weekend leave • Dress Code violation • Facial hair • Littering • Messy room • Out of room after lights out • Use of profanity • Locked dorm room while student is inside • Missing advisee meeting • Unauthorized use of dining hall main door • Illegal use of fire exits or exiting buildings through windows • Computer misuse

Level	Consequence	Common Infractions
2	GRACE or similar consequence	<ul style="list-style-type: none"> • Repetitive Level 1 infractions • Bullying: Minor • Dishonesty • Fighting: Minor • Late return: Other • Failure to check in/out with AIC • Classroom/dorm disruption • Disrespect to any faculty or staff member • Possession of lighter or matches • Selling/acting as an agent for the sale of an item or product within the school • Tardy (more than 15 minutes) • Missing GRACE/Tutorial/EPS • Missing a class/activity • Missing meals • Insubordination • Out of bounds (on campus) • Out of dorm after “Lights Out” • Off campus without permission • Day students in dorms • Possession or use of tobacco or tobacco products • Copying or sharing homework • Humiliating, harassing, bullying or intimidating another student • Vandalism
Level	Consequence	Common Infractions
3	Suspension	<ul style="list-style-type: none"> • Repetitive Level 2 infractions • Girls in dorms • Fighting: Major • Profanity to teachers or staff members • Smoking in dorm • Possession, use, transportation, or purchase of alcohol or intoxicating beverages • Returning to campus under the influence of alcohol • Possession of prescription medication • Major vandalism • Unnecessarily discharging fire extinguishers • Tampering with smoke detectors or fire extinguishers • Causing false fire alarms • Open flame in any building • Cheating or plagiarism • Continual harassment, hazing or bullying • Use of racial slur

4	Administrative Review (Possibility of Expulsion)	<ul style="list-style-type: none"> • Repetitive Level 2 or 3 infractions • Actions that threaten the health/safety of the student or the community • Possession, use, transportation, or purchase of drugs or mind-alternating substances • Positive drug test • Possession of drug paraphernalia • Weapon possessions • Threats of violence • Possession of incendiary devises • Possession of school keys or keys to dorm rooms other than one's own room • Stealing • Offenses recommended by the Administration
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BULLYING

The Phelps School does not tolerate bullying by any members of its school community. Bullying is a form of aggressive behavior that is deliberate and which injures another person physically or emotionally. Bullying occurs when a person with more power (i.e. physical strength, social skill, verbal ability) unfairly intimidates someone with less power. Depending upon circumstances, forms of bullying may include the following:

- Name-calling
- Making fun of someone
- Forcing someone to do something that he does not want to do
- Physically injuring someone
- Spreading false rumors
- Using derogatory words or photographs in email or any other form of communication

SEARCHES

The Administration reserves the right to search rooms, lockers, cars, persons or any other places on school premises at any time. The Administration, faculty and staff may also conduct searches and confiscate all unauthorized items.

ADMINISTRATIVE REVIEW

As indicated in the discipline policy, if a student commits repeated and/or serious infractions of school rules, or in other cases necessitating expeditious action or involving sensitive issues, an Administrative Review will be held. An Administrative Review will generally involve the Head of School and at least two Administrators. The decision that results from this hearing is final.

SUSPENSION/ DISMISSAL/ LEAVE OF ABSENCE

If a boy is in violation of one of the major rules of the school or if he has continuously committed an excessive number of offenses, an Administrative Review may be held. As a result of this review, he may be recommended for a suspension, leave of absence, or dismissal.

In the event of suspension or leave of absence, a student's parents may be requested to come to the School for a conference before a boy can return to "good standing."

In the event of a dismissal, parents will be required to arrange for transportation of their son within twenty-four (24) hours of notification of the dismissal. All personal items are to be removed from campus with the student or packed for temporary storage until pick-up or shipment can be arranged. Items will only be stored for a period of six weeks before they are shipped home C.O.D. In the event of overseas shipments, the items will be sent to the stateside contact for disposition.

The size of the faculty and staff and commitments of The Phelps School are based on projected enrollment at the beginning of the School year. No refunds of tuition, room, and board fees, etc., will be made because of a student's delay of entrance, absence, suspension, dismissal, or withdrawal.

The Phelps School is not responsible for any items left on campus if a boy is suspended, withdrawn or dismissed.

POLICY FOR EXTENDED SUSPENSION

Students who are suspended from school for an extended period of time due to a serious violation of the school's disciplinary policy shall be required to meet certain criteria before being permitted to return to the school community. The procedure for an extended suspension and the requirements that must be met are indicated below:

1. Student is notified.
2. Parents are notified.
3. Meeting with student, parents (if possible), and administrator(s) will be scheduled before the student departs campus.
4. The parent(s) will be responsible for arranging for the student to participate in a valid and established counseling program that will address the disciplinary issue that caused the suspension. The program must be approved by a School Administrative Committee. The parent(s) must submit to the committee:
 - a. The name of the counseling professional or organization
 - b. Materials and/or literature from the counseling professional organization.
 - c. Counselor or organization contact person and contact information, including telephone, fax number and email address.

5. An administrator must be contacted by and speak to the counselor or authorized program representative prior to the student beginning counseling.
6. A weekly written progress report must be submitted to the School each week.
7. A full written evaluation report must be submitted to the Administrative Committee before the student is approved to reenter the Phelps community.
8. Designated members of the Administrative Committee will meet with the parents and student immediately upon the student's return to campus.

POLICY ON DRUG AND ALCOHOL TESTING

The School may conduct a screening of a student's urine by a certified medical lab without prior notification of parents, if:

1. A boy's academic performance or his personality is undergoing change for no apparent reason
2. The Administration receives reports or is made aware that a boy is involved with illicit items at school or off campus
3. The school discovers a boy is actively involved in drug or alcohol usage, either by direct observation or the discovery of illicit items in his possession
4. The student is in possession of drug paraphernalia
5. The student has in his possession any material which is designed or sold to mask drug testing

Note: In cases of a serious concern, parents may be requested to consent to allowing a blood test to be performed.

A copy of the results of any drug testing conducted will be furnished to parents upon their request. The cost of such testing is the responsibility of the parent. The student may also be responsible for the cost of group or individual counseling. Should the question of a boy's sobriety arise, an on-site breath analyzer device is available for use.

A positive test result for drug use, an admission of drug use, or a refusal to take the test will result in an Administrative review with the possibility of expulsion. Since a student may be under the influence of a substance for which there is not a reliable test, and accurate results of reliable tests may be masked in any number of ways, a negative result from any testing is not proof that a student is not under the influence. In that case, a judgment regarding use will be made by an Administrator based on all of the information available.

The School considers a drug to be any substance, legal or illegal, natural or manmade, which is used to alter one's mind or body. This, of course, does not include appropriate use of one's own prescription medication in accord with school policy.

CONFISCATION OF ILLEGAL ITEMS

All items, not permitted within the School, e.g. weapons, knives, martial arts equipment, heaters, refrigerators, DVD/VCRs (separate or as part of a television), medications (prescription in the possession of students), illicit drugs, cooking devices, electric blankets, fireworks, lighters, and any other item which may represent a hazard or potential danger to a student, the School, or the community, including illicit magazines, pornography or recordings containing profanity or vulgarity or “games” containing same, are forbidden and subject to immediate confiscation by an Administrator or a dorm parent.

EMERGENCIES

Parents who need to contact their son in the event of an emergency at home or with a family member should try the main office number (610.644.1754), the AIC phone (484.325.0849) after 5:00 PM, or the dorm parent so that there is an adult present to assist the boy in handling the information. Should the emergency necessitate a boy needing to leave the school for any period of time, parents should advise a member of the School Administration.

If an emergency occurs at the school, the family will be informed as soon as the situation is under control. In the event that a boy needs to be brought home, parents will be requested to make the appropriate arrangements as soon as possible.

In the rare event that the school is to be closed for a weather related or other type of emergency, parents will be apprised of the situation as soon as possible and requested to make travel arrangements should it be deemed necessary.

Snow day cancellations are relatively rare in boarding school environments. However, in some instances there may be delays to allow off-campus faculty and day students to arrive safely. Scheduled changes due to inclement weather are communicated through our website, Sycamore, and local television news outlets. Conversely, early dismissals for day students and non-residential faculty are dealt with on an as needed basis. The Administration reserves the right to adjust the daily schedule to best meet the safety, security and needs of our entire community.

SPECIFIC TO DAY STUDENTS

All day students are encouraged to become as involved with the life of the school as possible. Day students are expected to conduct themselves in a manner that is consistent with the school’s expectations when on campus or involved in a school activity.

Should you wish to leave a message for someone in the offices after business hours (8:00 AM – 5:00 PM), please call the main number (610.644.1754) and leave your message for delivery the following morning.

Of particular importance to day students and their families are:

1. All day students are to arrive on campus in adequate time for their first obligation at 8:15 AM. They may depart campus following activities (usually 5:00 PM) unless involved in a late sports activity. When on campus after the academic day, students must adhere to boarding student guidelines including attendance at meals and remaining in bounds. (See Attendance)
2. Generally, it is requested that day students be picked up or leave campus for the day not later than 6:00 PM. Day students who wish to remain on campus for dinner due to a late game return, a late practice, etc., are welcome to do so, and should notify the Administrator in Charge of their presence.
3. Transportation to and from school is the responsibility of the parents. The School has no responsibility for transporting students or notifying buses.

Day students driving to school must register their vehicles with the Dean and receive a parking tag. Day students are to park their cars in the parking lot north of Beattie Hall, reserving the first five spaces closest to Founder's Hall for faculty members. Day students may not drive their cars during the school day, nor may they use their cars as a lounge or social area (see Vehicles on Campus). DAY STUDENTS WHO DRIVE THEMSELVES AND WHO ROUTINELY ARRIVE LATE WILL BE DENIED DRIVING PRIVILEGES.

4. IF A DAY STUDENT IS ABSENT, THE PARENTS MUST NOTIFY THE SCHOOL OFFICE BY 8:30 AM. This procedure should be followed each day the student is absent. Extended absences require a note from the attending physician explaining the reason for the absence as well as an anticipated length of time the student will be out.

Assignments missed due to absence are the student's responsibility to makeup. Assignments will be sent home only for prolonged absences due to illness.

5. Day students will have access to the lounge in Lower Cache.
6. If a day student wishes to remain overnight, permission must be obtained in advance (by the parent) from the Dean of Students. When staying on campus, day students are required to adhere to the same rules as boarders.
7. In cases of weather emergency, day students may be permitted to stay overnight. Arrangements can be made by calling the Dean of Students.
8. Routine medical, dental, and orthodontic appointments should be taken care of during vacation periods. Parents requesting that a student leave early or miss school for reasons other than illness should notify the Dean in advance in writing

as well as with a phone call, explaining the nature and details of the situation. A note from the parent will be required upon the student's return.

9. There is no differentiation made between boarding and day students regarding academic requirements. Day students are expected to attend all required school functions or activities.
10. DAY STUDENTS ARE SUBJECT TO THE SAME STANDARDS OF CONDUCT AND DRESS AS BOARDING STUDENTS. THEY ARE ALSO SUBJECT TO THE SAME DISCIPLINARY ACTIONS AND OBLIGATIONS.*
*The Dean, in his sole discretion, may arrange detention time during the academic day or on a weekend as an alternative to morning GRACE to avoid transportation conflicts.
11. All day students' medications will be dispensed according to the prescribing physician's directions by the doctor (See Health, Doctor Visits and Medications.)
12. Day students may use an office phone in an emergency to contact a parent. Arrangements for daily pick-up and other routine activities are to be arranged prior to arrival at school.
13. Day Students are to keep cell phones silenced during the academic day. Students should neither receive nor place calls or texts during the academic day, except in the case of emergencies.

Parent Note: Part of the reason you have entrusted your son to us is because The Phelps School has a long-established and successful program. The day student program is only as successful as the parental support we receive through the course of its provision. The School's philosophy is to be reinforced at home in order to achieve success.

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SCHOOL ADMINISTRATION

Daniel E. Knopp Head of School
Stephany Phelps Fahey. Director of Financial Affairs
Patricia L. Knight Director of Academic Support Program
Dr. Louis Gianguilio, M.D. On-Campus Physician
Tara Higgins Director of Alumni Affairs
Ira B. Miles Director of Admissions and Financial Aid
Amy Anderson. Director of College Counseling
Brian Shanahan Director of Athletics
Cullen Miller Dean of Students
Paul A. Turansky Director of Safety and Security
Keith Wagner Maintenance Supervisor

BOARD OF DIRECTORS

Norman T. Phelps, Jr. Chairman, Board of Directors
Stephany Fahey. President, Board of Directors
Stephen C. Guenst. Vice President, Board of Directors
Gerald Fahey. Treasurer
Andrew Wilmerding. Secretary, Class of 1989
Lyle W. Bliss Board Member
Tiffany Phelps Brown Board Member
James Bruce Board Member
Frank Englund, Jr. Board Member
Jon G. Hall. Class of 1966
G. Sean Robbins Sablosky Class of 1983

THE PHELPS SCHOOL ALMA MATER

Hilldene Farms, Alma Mater
Phelps we sing our song to thee.
Veritas sine timore
Ever may thy motto be.
May thy students and thy masters
Follow truth where e'er she leads.
And devotion to her calling
Make us strong in word and deed.

September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day	4 Residential Halls Open For Student Council In Service Day	5 Registration All Students 9:30AM-2:30 PM New Parent Orientation/Reception 3:00 PM Auditorium	6 Student Orientation 8:30 AM Classes & Afternoon Activities begin	7	8 Closed Weekend for All Students Field Day ACT Test
9	10	11	12	13	14	15
16	17 Rosh Hashanah	18	19 Day Parents' Reception 7:30 PM	20	21	22
23	24 Delayed Opening Breakfast 8:00 AM 1 st Period 10:00 AM	25	26 Yom Kippur	27	28	29
30	Calendar is subject to change.					

October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Parents' Day Students may leave at 12:15	5	6 SAT Test
7	8 Columbus Day No Classes Boarders return by 7:30 Golf Outing Whitford Country Club	9	10	11	12	13
14	15	16	17 PSAT Test	18	19	20
21	22	23	24	25	26	27 ACT Test
28	29 Delayed Opening Breakfast 9:00 AM 1 st Period 10:00 AM	30	31 Halloween			

Calendar is
subject to
change.

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 SAT Test
4 Daylight Savings Time Ends	5	6 Election Day	7	8	9	10
11	12	13 1 st Trimester Exams Begin	14 1 st Trimester Exams	15 Students may depart after last exam for Thanksgiving Break	16 Thanksgiving Break Campus Closed to All Students at 1:00 PM	17
18	19	20	21	22 Thanksgiving	23	24
25	26 No Classes Boarders return by 7:30 PM Campus opens at noon Thanksgiving Break Ends	27	28	29	30	

Calendar is
subject to
change.

December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 SAT Test
2	3	4	5	6	7	8 ACT Test
9	10 Delayed Opening Breakfast 9:00 AM 1 st Period 10:00 AM	11	12	13	14	15
16	17	18 Holiday Program 4:00 - 5:00 PM	19	20 ½ Day of Classes Winter Break Begins at 12:15PM	21 Winter Break Campus closed to All Students at 1:00PM	22
23	24	25 Christmas	26	27	28	29
30	31 New Years Eve	Calendar is subject to change.				

January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Years Day	2	3	4	5
6	7 No Classes Boarders return by 7:30 PM Campus opens at noon Winter Break Ends	8	9	10	11	12
13	14	15	16	17	18	19
20	21 MLK Day Community Service for All Students/Faculty	22	23	24	25	26 SAT Test
27	28	29	30	31		

Calendar is
subject to
change.

February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ½ Day of Classes Mid-Winter Break Begins 12:15PM	2
3	4 No classes Boarders return 7:30PM Mid-Winter Break Ends	5	6	7	8	9 ACT Test
10	11	12	13	14 Valentines Day	15	16
17	18 Presidents Day	19	20	21	22	23
24	25	26 2 nd Trimester Exams Begin	27 2 nd Trimester Exams	28 Students may depart for Spring Break after last exam		

Calendar is
subject to
change.

March 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Spring Break Campus Closed to All Students at 1:00PM	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16 SAT Test
17	18 No classes Boarders return 7:30PM Campus opens at noon Spring Break Ends	19	20	21	22	23
24	25	26 Passover Begins	27	28 ½ Day Classes Easter Break Begins 12:15PM	29	30
31 Easter	Calendar is subject to change.					

April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 No classes Boarders return 7:30 PM Easter Break Ends	2	3	4	5	6
7	8	9	10	11	12	13 ACT Test
14	15	16	17	18	19	20
21	22 Delayed Opening Breakfast 9:00 AM 1 st Period 10:00 AM	23	24	25	26	27
28	29	30				

Calendar is
subject to
change.

May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 SAT Test
5	6	7	8	9	10	11
12 Mothers Day	13 Delayed Opening Breakfast 9:00 AM 1 st Period 10:00 AM	15	15	16	17	18
19	20	21	22	23 Senior Parents Appreciation Reception 4:00 PM	24 Commencement 10:30 AM All Students Required to Attend	25
26	27 Memorial Day	28 3 rd Trimester Exams Begin	29 3 rd Trimester Exams	30 Students may depart for Summer Break after last exam	31 Campus Closed to All Students 1:00PM Have a wonderful summer!	

Calendar is
subject to
change.