THE BLUE BOOK
A COMMUNITY HANDBOOK
2018-2019
## Calendar 2018–2019

### 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term classes begin</td>
<td>September 3</td>
</tr>
<tr>
<td>Last day to enroll in a course for the fall term</td>
<td>September 10</td>
</tr>
<tr>
<td>Family and Alumni Weekend</td>
<td>September 28-30</td>
</tr>
<tr>
<td>Monday - No Classes - 8 a.m. - 4 p.m.</td>
<td>October 1</td>
</tr>
<tr>
<td>Interim reporting period ends</td>
<td>October 5</td>
</tr>
<tr>
<td>PSAT/NMSQT Day</td>
<td>October 10</td>
</tr>
<tr>
<td>Long Fall Weekend begins after classes</td>
<td>October 12</td>
</tr>
<tr>
<td>Fall Break ends - 8 p.m.</td>
<td>October 16</td>
</tr>
<tr>
<td>Fall term examinations</td>
<td>November 12-15</td>
</tr>
<tr>
<td>Thanksgiving Vacation begins - 12 p.m.</td>
<td>November 15</td>
</tr>
<tr>
<td>Thanksgiving Vacation ends - 8 p.m.</td>
<td>November 26</td>
</tr>
<tr>
<td>Winter term classes begin</td>
<td>November 27</td>
</tr>
<tr>
<td>Last day to enroll in a course for the winter term</td>
<td>December 4</td>
</tr>
<tr>
<td>Candlelight Service - 4 and 7:30 p.m.</td>
<td>December 16</td>
</tr>
<tr>
<td>Winter Vacation begins - 12 p.m.</td>
<td>December 20</td>
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### 2019

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Winter Vacation ends - 8 p.m.</td>
<td>January 7</td>
</tr>
<tr>
<td>Classes resume</td>
<td>January 8</td>
</tr>
<tr>
<td>Interim reporting period ends</td>
<td>January 18</td>
</tr>
<tr>
<td>Long Winter Weekend begins - 12 p.m.</td>
<td>February 1</td>
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<tr>
<td>Long Winter Weekend ends - 8 p.m.</td>
<td>February 5</td>
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<tr>
<td>Irving-Marshall Week</td>
<td>February 24-28</td>
</tr>
<tr>
<td>Spring Vacation begins - 10 a.m.</td>
<td>March 1</td>
</tr>
<tr>
<td>Spring Vacation ends - 8 p.m.</td>
<td>March 18</td>
</tr>
<tr>
<td>Spring term classes begin</td>
<td>March 19</td>
</tr>
<tr>
<td>Last day to enroll in a course for the spring term</td>
<td>March 26</td>
</tr>
<tr>
<td>Interim reporting period ends</td>
<td>April 19</td>
</tr>
<tr>
<td>Long Spring Weekend begins after classes</td>
<td>April 19</td>
</tr>
<tr>
<td>Long Spring Weekend ends - 8 p.m.</td>
<td>April 23</td>
</tr>
<tr>
<td>Baccalaureate - 7 p.m.</td>
<td>May 24</td>
</tr>
<tr>
<td>Commencement - 10:30 a.m.</td>
<td>May 25</td>
</tr>
<tr>
<td>Spring term examinations</td>
<td>May 27-30</td>
</tr>
<tr>
<td>End of year for undergraduates</td>
<td>May 31</td>
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<tr>
<td>Reunion Weekend</td>
<td>June 6-9</td>
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MISSION STATEMENT

Mercersburg Academy prepares young people from diverse backgrounds for college and for life in a global community. Students at Mercersburg pursue a rigorous and dynamic curriculum while learning to live together harmoniously in a supportive residential environment. Mercersburg’s talented faculty and staff instill in students the value of hard work and the importance of character and community as they teach students to think for themselves, to approach life thoughtfully and creatively, to thrive physically, to act morally, to value the spiritual dimension of human existence, and to serve others.
Welcome to Mercersburg Academy

At Mercersburg Academy, we are all part of a tradition of excellence that dates back to our founding in 1893. That tradition was set forth by Dr. William Mann Irvine 125 years ago—“lofty ideals, great faith, noble integrity, and a ceaseless devotion to a mighty task.” His vision has been fostered over generations of students, faculty, and staff, and The Blue Book serves as our reminder of those values, encouraging us to be our best selves as we live and grow together in this special place.

Mercersburg Academy’s distinctive culture, where we strike a delicate balance between individual humility with strong collective pride in our school, relies on the active and positive contributions of us all. Knowing our responsibilities and expectations allows us to embrace a shared purpose rooted in trust and respect. We have a collective responsibility to know and understand both the spirit and letter of expectations outlined in this book and to make every effort to live up to those expectations in both deed and word.

While no handbook can provide specific guidance for every possible scenario we may encounter, the spirit of our expectations is clear—let your actions and words be guided by the basic principle of seeking ways to be your best self, helping others to be their best selves, and contributing to the life of the school that makes our shared experience a positive one.

Please note that, while not a regular occurrence, policies and procedures can be amended during the school year. All changes will be clearly communicated to members of the community in a timely manner.

We are looking forward to an exciting year ahead!

Respectfully,

Katherine M. Titus
ACADEMIC INFORMATION

The first concern of every student and faculty member at Mercersburg Academy is education. Classes are conducted in a variety of modes, but the focus is always the interaction among students, teachers, and ideas. Discussion is crucial to the process; so is the ability to demonstrate, orally and in writing, one’s thinking. Students are coached and supported by teachers as they learn to express themselves effectively. Student work is carefully evaluated and discussed with the student to help the learning process. Given the small average size of our classes, it is important for everyone to participate actively and creatively.

Diploma Requirements

In order to earn a diploma, a student must be in good standing and fulfill requirements in the following categories while at Mercersburg. Since award of the diploma is based upon work done and credits earned while a student is enrolled at Mercersburg, both distributional and total credit requirements are determined according to the grade level at which a student enters. Minimum requirements are as follows:

For students entering the ninth grade:

Distributional Credit:

- English - 12 credits (3 credits taken each year)
- Fine Arts - 4 credits (2 credits taken in ninth grade and 2 credits taken in tenth grade from performance/studio courses in two different areas: Art, Dance, Music, Theatre—unless enrolled in Band, Chorale, or Strings in both the ninth and tenth grade years)
- History - 9 credits (including Ancient World History in ninth grade and 3 credits taken in tenth grade); 3 credits must be U.S. History or American Studies
- Foreign Language - 3 credits each year through the third year of a particular language, or until graduation
- Mathematics - 3 credits each year until successful completion of Algebra I, Geometry, and Algebra II (or their equivalents)
- Religion - 1 credit
- Science - 9 credits (3 credits of Biology taken in the ninth grade and 3 credits taken in the tenth grade), with at least 3 credits of Biology and 3 credits of Chemistry or Physics
- Interdisciplinary Studies - must either successfully complete a Springboard course or the MAPS program in the senior year
Total Credits: must establish 57 credits

Other Requirements: Must pass 4 courses in Physical Education (one course at each grade level) and successfully complete all human development and health programs as required by the school.

For students entering the tenth grade:
Distributional Credit:
- English - 9 credits (3 credits taken each year)
- Fine Arts - 2 credits in tenth grade (from performance/studio courses in two different areas: Art, Dance, Music, Theatre—unless enrolled in Band, Chorale, or Strings)
- History – 6 credits (3 credits taken in the tenth grade); 3 credits must be U.S. History or American Studies
- Foreign Language – 3 credits each year through the third year of a particular language, or until graduation
- Mathematics – 3 credits each year until successful completion of Algebra I, Geometry, and Algebra II (or their equivalents)
- Religion - 1 credit
- Science - 6 credits, with at least 3 credits of Biology and 3 credits of Chemistry or Physics
- Interdisciplinary Studies - must either successfully complete a Springboard course or the MAPS program in the senior year

Total Credits: must establish 42 credits

Other Requirements: Must pass 3 courses in Physical Education (one course at each grade level) and successfully complete all human development and health programs as required by the school.

For students entering the eleventh grade:
Distributional Credit:
- English - 6 credits (3 credits taken each year)
- History - 3 credits, including a course in U.S. History or American Studies
- Foreign Language – 3 credits each year through the third year of a particular language, or until graduation
- Mathematics – 3 credits each year until successful completion of Algebra I, Geometry, and Algebra II (or their equivalents)
- Science - 3 credits
- Interdisciplinary Studies - must either successfully complete a Springboard course or the MAPS program in the senior year
Total Credits: must establish 27 credits

Other Requirements: Must pass 2 courses in Physical Education (one course at each grade level) and successfully complete all health programs as required by the school.

**For students entering the twelfth grade:**

Distributional Credit:
- English - 3 credits
- History - 3 credits of U.S. History or American Studies, unless an equivalent course has been successfully completed at the secondary-school level
- Mathematics - 3 credits of Algebra II, unless competence through Algebra II can be established
- Science - 3 credits of Biology, Chemistry or Physics, unless two equivalent courses have been successfully completed at the secondary-school level
- Interdisciplinary Studies - must successfully complete a Springboard course

Total Credits: must establish 14 credits

Other Requirements: Must pass one course in Physical Education and successfully complete all health programs as required by the school.

**Annual Course Load Requirements**
Each student must carry a minimum annual credit load from offerings in English, fine arts, history, interdisciplinary studies, language, mathematics, religion, and science. The minimum credit loads are:
- 9th grade - 17 credits
- 10th grade - 17 credits
- 11th grade - 15 credits
- 12th grade - 15 credits

**Senior Year Requirements** Students must participate in all required senior activities and programs through the end of the year including either senior trip or spring term exams. Seniors must pass all spring term work in order to graduate.
General Information

Absences/Attendance  Students are expected to attend all required appointments. Failure to do so may result in students being brought before the Conduct Review Committee (CRC) or even being required to withdraw. Students are expected to be on time for classes, meals, and other required appointments. Repeated lates or excessive lateness may result in disciplinary consequences. Attendance is mandatory for all classes, Performance Group Activities (PGAs), weekly school meetings or Chapel programs, and special school events or other community gatherings.

• Consequences of Cutting a Class or Regular Appointment  It is the responsibility of any student, regardless of the reason for the absence, to obtain missed assignments and turn them in upon return to class or as specified by the teacher. Should students cut a required appointment, they must go to afternoon study hall from 4:15 to 5:30 p.m. on the afternoon of the day during which the cut occurred (or the next afternoon should afternoon study hall already have ended). Students who miss more than one class or appointment during a given day will be required to attend study hall for each additional class or appointment missed on an assigned weekend night, normally Friday. If a student arrives late to class 15 minutes or more, the student is required to attend afternoon study hall. Failure to do so results in guard.

• Overcutting Classes  Students may be brought before the Conduct Review Committee if they miss more than two (2) classes during the academic year.

• Cuts of Other Appointments  There are other appointments for which attendance is also required; however, failure to attend these will be handled in a different manner by the dean of student life. These appointments include but are not limited to required meals, evening study hall, guard, library study, working at special meals, or disciplinary and/or academic study hall. Anyone who misses required appointments should expect to see the dean or associate dean of student life or the dean on duty. Should these unexcused absences become excessive, a student may be brought before the Conduct Review Committee at the dean’s discretion.

• Teacher Absence from Class  If a teacher has not arrived after ten minutes, someone from the class should call x6123 to talk with
the academic dean’s administrative assistant\1 about the whereabouts of the teacher. If it’s not possible to determine where the teacher is, all students in the class must sign a note to prove that they were present. After signing the note, the students may leave. One student should take the note to the administrative assistant in the academic dean’s office (Irvine 215).

*If no one is available in the academic dean’s office, the student should talk with a faculty member in the department office instead.

**Academic Actions** During the year, a student’s academic problems are carefully monitored by the teacher, the head of the academic department involved, the student’s adviser, and the academic dean. Through these channels appropriate actions are taken or recommended through the Academic Standing Committee. Such actions might include re-grading to a more appropriate level of work, required special help sessions, academic status, or removal from the course. Academic actions will be reviewed at each interim reporting period. Students may be removed from academic status only at the end of a term.

**Academic Status**

- **Academic Notice** means that the student’s record is clearly inconsistent with the academic standards of the school. The student may not be making the necessary effort to meet these standards or the student may not yet have the ability to meet them. This status is intended to express to both the student and parents the concern of the faculty. Students on academic notice should review their study habits with their adviser and teachers and work closely with them to correct academic deficiencies.

- **Academic Probation** means that the student’s academic record either has failed to improve or has deteriorated to such a degree that continued work at this level would be seen as detrimental to the student’s well-being and possibly indicative that the student is not ready or able to handle the academic work here.

**Students on academic status:**

1. may not take weekends that cause them to miss classes while the status lasts.
2. are required to spend at least one free period each class day with the Director of Learning Services.
3. attend supervised study hall from 8-9:30 p.m. in the Dickerman Lecture Room in Irvine Hall (boarding students only).
4. lose their senior privileges.
5. may be recommended for required withdrawal from school by the Academic Standing Committee if they prove unable or insufficiently motivated to improve their academic record during the next interim reporting period or if the prognosis for future success is not good.

**Additionally, students on academic probation:**

1. are required to spend a weekend night, usually Friday, in an organized study hall and will be required to withdraw from school on accumulation of four class cuts, including physical education cuts, during a term.
2. may have other restrictions imposed to help provide an appropriately structured environment for study.

**Academic Credit** Students will be granted credit by term for all academic subjects they pass. All students must carry a minimum of a 5-credit course load per term.

All courses earn 1 academic credit each term except for music performance courses (Chorale, Band, Strings) which earn 2/3 credit per term. Physical education courses do not earn academic credit. For a student's course load to deviate from the credit stipulations described, the student must submit a petition to the academic dean a marking period in advance of the term in question and receive approval.

**Class Assignment** Students entering Mercersburg will be assigned to one of the four classes (junior—9th grade, lower middler—10th grade, upper middler—11th grade, or senior—12th grade) on the basis of their records in schools previously attended. Each student's academic program is arranged through the academic dean's office.

**Course Changes** The following policies and procedures apply to changes in a student's course schedule:

- **Dropping One Level of a Course and Enrolling in a Different Level (Reassignment)** A student may change to a different level within a course with the approval of the department involved, the adviser and the academic dean. This reassignment process, whether initiated by the student or by the department, must be complete no later than one week after interim grades have been reported. After
this time, students will remain in their scheduled classes until the end of the term. At the end of a term, departments may decide to have a student begin the next term at a new level.

- **Dropping/Adding Courses** A student may change from one course to another or may drop an elective course above the minimum term or annual load by completing a schedule adjustment form available in the academic dean’s office, provided the action is taken within the first week of the course. The adviser must be sure that graduation requirements are taken into consideration. (Note: “First week” of a course is to be read literally. Thus, for a course running for more than one term, it means the first week of the first term of the course.)

- **Dropping Courses in Progress for More than One Week** A student wishing to drop a course which has been in progress for more than one week must petition the academic dean to do so. Such a petition is first discussed thoroughly by the student with the adviser and the teacher and department head involved in the change. It is then presented in writing to the academic dean stating clearly the change being requested. The petition will be approved if the adviser, teacher, department head, and academic dean do not have any concerns with the change. If any one person lists a concern, the petition can be referred to the Academic Policy Committee for action.

- **Seniors and Year-Long Course Drops** Petitions from seniors who wish to drop a year-long course after the close of the winter term will automatically be considered by the full Academic Policy Committee.

- **Taking More than 5 Credits Per Term** An upper middler or senior wishing to carry more than the standard 5 academic credits in a term may petition to do so. Such a petition may be obtained in the academic dean’s office. The petition will be referred to the Academic Policy Committee or department heads for consideration.

- **How Dropped Courses (including Reassignments) Appear on the Transcript** Courses dropped before a term grade is reported do not appear on the student’s transcript.
**Cum Laude Society** Among preparatory schools, the Cum Laude Society occupies a position similar to the Phi Beta Kappa Society at the college level. It includes chapters in more than 350 schools. Each local chapter is composed of members from the faculty and the members of the graduating class who qualify under the eligibility rules of the society. Students are nominated and elected by the faculty members of the Mercersburg chapter. Mercersburg received a chapter during the academic year 1929–1930.

**Grading Information** Six grade reports (fall interim, fall term, winter interim, winter term, spring interim, and spring term) are reviewed with students by their advisers and are sent to parents during the academic year. All term reports and the fall interim report include comments from the student's adviser and teachers. The winter interim and spring interim reports include comments only when a grade is below 80 or the course runs for only one term.

Grades of 60 or above are considered passing. The minimum reported grade is 40. Physical Education and Human Development courses are graded on a pass/fail basis. Final term grades in courses designated as “AP” (advanced placement) or “pAP” (post-advanced placement) are weighted by 5 points. Final term grades in courses designated as “honors” are weighted by 3 points.

A list of Commended Scholars and Distinguished Scholars is produced each term. A Commended Scholar is a student with final term grades that are all 85 or above. A Distinguished Scholar is a student with final term grades that are all 90 or above.

**Help and Support Centers**

**The Language Media Center (LMC)** offers help and support to language students. It is located on the third floor of Irvine Hall and is open during specified evenings and help periods throughout the school year. For more information, students should see Ms. Heather Prescott, who oversees the work of the LMC.

**The Math and Science Center** is open several evenings each week. Faculty from the math and science departments and math/science student volunteers are available on the fourth floor of Irvine Hall to offer help to students at all levels of math and science. Hours and locations will be posted and announced throughout the year. For more information, students should see Mr. Eric Hicks, the academic dean.
The Writing Center: Dedicated to working with writers at every level of accomplishment, the Writing Center serves the entire academic community. Its mission is to promote writing to learn, writing across the curriculum, and creative writing, preparing students for writing and learning challenges throughout their college careers and beyond.

The Writing Center:

- offers individual student conferences to improve writing skills;
- assists with research and writing skills and strategies;
- conducts writing intensive workshops;
- supports academic and college essay writing, as well as creative and technical writing;
- employs the peer conferencing model as both a leadership/community service opportunity and an alternative form of academic development; and,
- posts information about external publication opportunities, competitions, and workshops; sponsors in-house writing contests and spoken-word events.

The Writing Center is located on the third floor of Irvine Hall. Ms. Michele Poacelli is the director of the Writing Center; contact her for more information.

Study Skills and Strategies: Mercersburg emphasizes the development of learning strategies and skills to improve the reading, thinking, note taking, and study skills of the students. Advisers, classroom teachers, and Ms. Margaret Maciulla, the director of the learning services program, offer ongoing help in these areas, and with time management and organization. Students are also coached in good study habits through evening supervised study hall. Students seeking help in the area of study skills should see Ms. Maciulla.

Technology: All students are expected to have an iPad that supports the current iOS released by Apple. (Usually any iPad four years old or newer is supported.) The school embraces a school-wide tablet platform to reinforce the 21st-century skills taught throughout the school’s program. The iPad serves multiple purposes including textbook, organizational planner, calendar, research aid, communication tool, presentation device, notebook, word processor, and study support. Students must have this device, and any piece of technology that uses the school network, configured by the technology office prior to accessing the school network. Any questions regarding technology and technology devices should be directed to the Information Technology (IT) Office (located on the fourth floor of Irvine Hall) or the Information Technology Help Desk (717-328-6232).
Tests and Examinations Major evaluations may be given during any class period with a seven-day notice. If a student cannot handle the number of evaluations assigned for a particular day, the student may see the academic dean at least 48 hours before the day of the evaluations for a possible solution. Examinations in all subjects are held at the conclusion of the fall and spring terms and other work of the term should not be given or due during the week in which term examinations begin. Examinations may also be given in term courses at the end of the winter term. In the spring term, most seniors participate in the senior trip in lieu of exams.

Transcripts Transcripts of a student’s scholastic record will be furnished upon request to colleges, schools, and other agencies with a right to have them if the student’s and family’s contractual obligations with the school are in good standing. Only term grades are recorded on student transcripts. When a student leaves the school that student’s record terminates as of the date of leaving. Transcripts marked “Issued to Institution” are sent by Mercersburg to a third party. Transcripts marked “Issued to Student” are given to a student or parents. When a student has graduated from the school, the transcript will contain a record of all courses taken at Mercersburg along with a copy of any former high-school transcripts that are on file in the registrar’s office.

Tutoring Individual tutoring for ongoing academic difficulties is available to individual students by a staff of adult instructors on a limited basis. Before tutoring can begin, students must first meet with Ms. Maciulla, director of learning services, to ensure they meet certain criteria. Parental permission is necessary for tutoring services to begin; the family is charged for these services. Any missed appointments without appropriate advanced notice will also be charged to the family. Questions regarding tutoring should be directed to Ms. Maciulla.
Because Mercersburg believes that education includes the development of integrity and honor, in addition to expecting honesty in all of our day-to-day interactions, we have an honor system in place which applies to all academic work. Academic misconduct is a serious offense that calls into question the student’s place in school.

The Honor Pledge
Unless other instructions have been given by the teacher involved, it is expected that all work submitted abides by the Honor Pledge: “Upon my honor I have neither given nor received aid with this work.” Students express this understanding by writing “Honor Pledged” above their signature.

Giving Credit to Sources
When using outside sources such as books, articles, videos, computer code, or diagrams in the preparation of papers or presentations, or other assignments a student must give proper credit to the sources used for passages, specific wording, or ideas. Failure to do so is plagiarism—a form of academic misconduct.

Original Work
Students are expected to do original work on each assignment in each course. A paper written for one course, for example, cannot be submitted to fulfill an obligation in another course.

Mobile Devices and Evaluations
In order to promote a healthy environment for in-class assessments where the temptation to look for information on a mobile device is eliminated, students are encouraged to keep mobile devices in their backpacks, off their wrists, and out of their pockets. If, during an in-class evaluation (this includes final exams), a student looks at a mobile device without the permission of the teacher, the evaluation will receive a grade of 0. If it is determined that the student received aid from the device, a charge of academic misconduct will also be imposed. To avoid any problems, students are encouraged to keep mobile devices in their backpacks, off their wrists, and out of their pockets.

Mobile devices include (but are not limited to) smartwatches, tablets, laptops, and phones.
Reporting Academic Misconduct

Students who violate the honor system (either intentionally or unintentionally) are morally obligated to report themselves to a member of the faculty or academic dean. A student who observes academic misconduct is expected to urge the offender to report the offense to a faculty member or the academic dean. If the offender refuses to do so, the witness is urged to report the violation to the academic dean. A student charged with academic misconduct will be called before the Conduct Review Committee (see page 35).
GENERAL COMMUNITY GUIDELINES AND INFORMATION

Student Life
At Mercersburg Academy, we welcome and accept all in the spirit of our enduring tradition of egalitarianism, expecting all to contribute fully to our community and to the world with imagination, service, gratitude, and love. As a school we have—rooted in our fundamental values—a set of standards that we expect our entire community to uphold on and off campus. How these standards contribute to the quality of life of our community largely depends upon the action, or inaction, of our faculty, staff, and students.

We are committed to building the strength of character in each of our students that inspires generosity, authenticity, and responsibility. With this understanding, our expectations and discipline system are meant, first and foremost, to be educational. The role of discipline then does not lie with the Office of Student Life alone, but with each member of our community. By upholding standards, students learn the consequences of responsibility and freedom, and how their choices lead to outcomes. We are all responsible for our actions and for creating the community we want.

Expectations
While formal, written rules are kept to a minimum, all rules at Mercersburg Academy are based on the basic principle that each student will experience meaningful challenges along with the necessary support to grow through those challenges. As described in our mission, Mercersburg Academy values the social emotional growth of our students. At Mercersburg, character means that we strive to be self-aware, self-disciplined, and self-controlled; we are engaged, adaptable, and persevere; and we value interdependence as much as independence in a thriving diverse environment.

Major Rules
The Honor Code and our major school rules reflect the guiding principles and core values of Mercersburg Academy. Mercersburg views as particularly serious any action that manifests a disregard for the academic or personal rights or safety of other members of the community. Any student who violates one of the major school rules is subject to be required to withdraw or to go in front of the Conduct Review Committee, which
could also result in required withdrawal, or being placed on final warning or warning status, or other disciplinary action.

Conduct that violates the law or reflects badly upon Mercersburg Academy, whether committed in school or elsewhere, and whether committed while school is in session or not, may be cause for discipline, including required withdrawal.

Mercersburg assumes that students are trustworthy and will conduct themselves with good judgment at all times and in all places. As stated in the enrollment contract, “When students enter Mercersburg Academy, it is understood that both they and their parents agree to support all rules of the institution as outlined in the student handbook while the student is enrolled in the school. In situations involving violation of a major school rule or serious academic problems, or if at any time a student’s influence is considered harmful or the student’s presence in the school is regarded as undesirable, the school reserves the right to require immediate withdrawal.”

**Alcohol and Other Drugs Policy** Purchase, use, possession, transport, or sale of alcoholic beverages or other drugs or drug paraphernalia, except as prescribed by a physician are prohibited and will lead to required withdrawal.

The school considers a drug to be any substance, legal or illegal, natural or man-made, which is used to alter one’s mind or body. This, of course, does not include the appropriate use of one’s own medication. If one were to use medication in any other way than the manner in which it was prescribed or intended, this would be viewed as a major school rule violation for which the student may be required to withdraw. “Any variation in taking medication as prescribed by a physician or other health care practitioner must be approved by the Health Center staff.

The school’s position regarding student use of alcohol or other drugs at the school is clear, and it is also inappropriate for any student to return to campus after having used alcohol or other drugs. Any student who returns to campus displaying evidence of such use will be required to withdraw.

If the dean of student life or his representative believes that a student has been using alcohol or other drugs, and there is denial, the determination of use will be made by the dean or his representative and the head of school or her representative. In certain instances, such as in the case of uncertainty or steadfast denial, the school or family may request that
a breath test, urine sample, or blood test be taken. A positive result for alcohol or other drug use or a refusal to take the test will result in a student’s required withdrawal. 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 can 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 the dean or his representative and the head of school or her representative based on all of the information available.

Please note that vaporizers, including all vape devices and e-cigarette systems, and the use of nicotine in any form, constitutes a violation of the school’s alcohol and other drug policy. Nicotine violations of this form will not lead to immediate required withdrawal, but rather, students will sit before the Conduct Review Committee and follow health counseling as prescribed by the school. If it is determined the vape device was used for drugs, it will lead to automatic required withdrawal.

**Firearms, Weapons, and Explosives Policy** Possession or use of firearms, explosives, or weapons is prohibited and results in required withdrawal. Possession of weapons other than firearms or fireworks or other similar explosives is prohibited, but may not lead to automatic required withdrawal. Depending on the situation, the student may appear before the Conduct Review Committee or the situation may be addressed and consequences given directly by the Office of Student Life.

**Sexual Assault or Sexual Abuse Policy** Sexual Assault or Abuse is engaging in any contact of a sexual nature without the other person’s full, knowing, and voluntary consent. Sexual assault or sexual abuse is a violation of Mercersburg’s policies and rules, and of Pennsylvania law. Any such activity will result in required withdrawal and will be reported to the appropriate authorities.

In Pennsylvania, a person under the age of 16 cannot legally consent to sexual activity with a person more than four years older, and a person under the age of 13 cannot legally consent to sexual activity at all. Sexual activity with a person who cannot legally consent is a serious crime and will be handled accordingly, including by notifying the appropriate authorities.

Mercersburg has a zero tolerance policy regarding all forms of sexual activity, sexual touching, and/or sexual interaction of any kind between adults (faculty, administrators, staff, and other employees) and students, regardless of age.
If students believe they have been the victim of any form of sexual assault or abuse by another community member, or someone outside the Mercersburg community, or if they are not sure and would like help in making that determination, they should contact a faculty member, the dean of student life, associate head of school, or head of school.

Please also note that students who feel they have been sexually assaulted or abused and are under the influence of alcohol or other drugs or have violated another major school rule should never hesitate to seek help at Mercersburg. Mercersburg’s primary concern is the health and safety of our students; therefore, the school will handle these types of situations with great care and consideration and apart from the normal disciplinary system.

**Dishonesty Policy** A student may be required to withdraw for any dishonest action, including academic honor or conduct violations (see page 15). Students must understand that a student’s signature on any school form including but not limited to weekend applications, check-out sheets, dining hall attendance slips, or trip sign-ups signifies compliance with the expectations or responsibilities implied in that document. To do otherwise is dishonest and may jeopardize a student’s place in school. In addition, dishonesty includes unauthorized duplication and use of computer software and telephone fraud as well as possession, use, or production of any form of fake identification.

**Academic Misconduct Policy** Students who violate the honor system (either intentionally or unintentionally) are morally obligated to report themselves to a member of the faculty or academic dean. A student who observes academic misconduct is expected to urge the offender to report the offense to a faculty member or the academic dean. If the offender refuses to do so, the witness is urged to report the violation to the academic dean. A student charged with academic misconduct will be called before the Conduct Review Committee (see page 35).

**Stealing or Shoplifting Policy** Mercersburg attempts to foster respect for personal property and the privacy of the individual. No student may invade the privacy of other members of the Mercersburg community by entering dorm rooms, bookbags, electronic files, lockers, or cars without permission of the owner. Theft of any kind is prohibited.

Possession of a master-key or unauthorized fob device, unauthorized duplication of school keys, or the tampering with any lock or security device to gain unauthorized entry is considered a violation of this policy.
Visitation Policy Visiting by boys in girls’ rooms or by girls in boys’ rooms except as defined on Friday and Saturday evenings or by special permission is prohibited.

Absence from dormitories between final check-in and 6 a.m. without special permission is also a violation of this policy.

Permissions Policy Absence from school without permission (see sections on Bicycles, Leaving Campus, and Motor Vehicles for clarification) is a violation of the permissions policy.

Presence in an unauthorized area of the school is also a violation of the permissions policy. This includes areas that normally may be available to students but are unauthorized because they are closed or locked is also prohibited.

Motor Vehicles Policy Boarding students are not permitted to have cars or other motor vehicles* of any kind. When parents visit the campus by car, a student is not permitted to drive the car unless accompanied by a parent. Students must obtain permission from the dean of student life if they wish to ride in a car with persons other than their parents. No hitchhiking is allowed. Students who violate these expectations should understand that they may be referred to the Conduct Review Committee as a consequence.

Day-student cars or other motorized vehicles may be used only to provide transportation to and from campus. Cars may not be driven on campus during the school day from 8:30 a.m. to 4 p.m. The expectation is that the car goes directly to the parking lot. All day-student vehicles must be parked in the designated parking area for day students adjacent to the maintenance building area and the large parking lot across McFarland Road near the Hale Field House. Such vehicles must be registered with the Office of Campus Safety and display the appropriate window sticker. Failure to register a vehicle routinely parked on campus may be grounds for suspension of driving privileges. Day students may not have boarding students ride with them at any time without special permission from the dean of student life and should never provide their automobile to a boarding student. If these expectations are not met, all students involved (both day and boarding) will be referred to the Conduct Review Committee for unauthorized use of a motor vehicle and risk losing their place in the school. The day student involved in either such breach of trust will forfeit his or her privilege of having an automobile at school in the future. These restrictions are applicable on weekends as well as on
school days. Students should not contract with taxi or limo services for personal travel from Mercersburg without permission from the dean.

*The term “motorized vehicles” includes but is not limited to hoverboards, Segways, and drones.*

**Fire Regulations Policy** All buildings on the campus have an internal fire alarm system which can be activated according to instructions on the alarm boxes in each corridor. Even though a direct signal may be transmitted, the local fire department should be called (911 from private phones, 8-911 from school phones) in all cases to verify the alarm after a building has been evacuated. Persons misusing 911 or turning in false alarms will be subject to applicable state laws and may also lose their place in school. Instructions for evacuating each building are posted in the corridors. There are fire extinguishers on each dormitory floor and they are not to be tampered with for obvious reasons of safety. Students who unnecessarily discharge a fire extinguisher will be reported to the dean and charged a $50 fee for recharging.

For reasons of fire safety and energy conservation, and in keeping with expectations of the Fire Insurance Underwriters, a number of specific rules have been mentioned in the room set-up instructions and defined as follows and will be strictly enforced:

- No student may have cooking appliances, refrigerators, television sets, or monitors other than one computer monitor per student, except for dormitory prefects and peer group leaders who have approved appliances as noted earlier. Unauthorized appliances found in student rooms will be confiscated.

- Any open flame including candles, matches, use of a lighter, or anything to create a flame is prohibited. The burning of incense in students’ rooms is also prohibited. Smoking by students on campus or in any campus building is prohibited and a major disciplinary infraction.

- To provide clear egress from dormitories, no student furniture, bicycles, or other possessions are allowed in hallways, corner room alcoves, or stairwells.

Because of the great danger of fire, these rules and regulations along with those in the room set-up guidelines will be strictly enforced. Any occupant of any room who tampers with the wiring in any way other than
using an extension cord as mentioned under “Speakers and Wiring” on page 45 endangers the safety of others. Finally, for obvious reasons of energy conservation, electric lights, radios, computers, and sound equipment should be turned off when the room is empty.

**Mutually Respectful Relations Policy** Abuse of people (for example: bullying, hazing, harassment, or certain types of sexual misconduct—see also section on “Relationships” on pages 28-30) is prohibited.

Mercersburg is enriched by the diversity of its members. The school, which aspires to respect individual differences, believes each member of the community has the right to participate fully in school life safely and without fear of bullying, hazing, harassment, or discrimination. We seek to educate both students and faculty and to work together toward a greater understanding of the individual differences that make Mercersburg a more diverse, more interesting, and stronger community. The school will not tolerate bullying, hazing, or harassment in any form, or behavior that is disrespectful of the race, color, religion, gender, sexual orientation, or national or ethnic origin of any of its members.

Anyone who feels harassed should report the situation to a faculty member, the dean of student life, the associate head of school, or the head of school. When situations are actually reported, the school will respond to the situation, following appropriate procedures and protocols.

**Abuse of Property Policy** No student may abuse or deface Mercersburg property. Having this rule obviates time-consuming and costly repairs and an unsightly physical plant, both of which are detrimental to the morale of the community.

Repeated violations of minor infractions or other behavior disruptive or unacceptable to the community may also lead to a CRC.

**Community Expectations for Dress**

**Self Comportment** The Mercersburg dress code seeks to hold community members to a standard of dress, while allowing for individual expression. The dress code exists to allow all members of the community to be productive in their work and interactions as well as to create an environment that is appropriately professional. Students are to dress at all times in a way that is consistent with Mercersburg’s values as expressed in our community expectations (see pages 24-26).
Dress Code Support The dress code will be consistently enforced through peer-to-peer interaction and influence, as well as through the discretion of faculty. Faculty members, guided by the dress code, may determine what constitutes appropriate dress. A student should expect and anticipate that faculty members will address the student's choice of dress if the faculty member believes that the student's clothing may not be consistent with the expectations below.

The dress code is meant to encourage students to consider how and why they choose to dress as they do. Therefore, interactions between students and faculty regarding student dress should always be framed as a constructive and positive conversation.

Any student not in dress code may receive a dress code violation that is reported to the Office of Student Life. If a student receives 3 dress code violations within the same term, the student will receive a consequence.

Overall Dress Code Expectations

• Apply to all three specific distinctions of dress (casual, standard, and semiformal).
• Clothing should promote a positive, focused learning environment.
• Clothing should promote a safe, inclusive community.
• Clothing must be sensible, respectful, and appropriate to the environment, without off-color humor, offensive messages, or references to drugs, tobacco, sex, or alcohol.
• Clothing should align with all other community standards and rules.
• Dresses, skirts, and tunics must be fingertip length or longer.
• Shorts should be fingertip length or longer and must not expose the buttocks.
• Undergarments and midriffs must be kept underneath a top layer of opaque clothing and may not be visible.
• Clothing that needs to be adjusted to meet the expectations for dress is not considered in dress code.
• Plastic flip flops are not sandals and slippers are not shoes.
• Headgear (hats, caps, athletic bands, bandanas, etc.) may be worn outdoors, in the dormitory, in the Simon Student Center, and in athletic facilities. You may wear a head covering, if you and your parents or guardians submitted a signed statement that verifies that the head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously.
Casual Dress

- May be worn when standard and semiformal dress is not required.
- Includes all items for standard and semiformal dress as well as appropriate T-shirts, sweatshirts, items made of blue denim fabric, or athletic attire.

Standard Dress

- Is the minimal expectation of dress during the academic day on campus and in all buildings except the dormitories and when using the athletic facilities. These expectations apply from the first rotation of the day until the last rotation of the day regardless of the student’s own schedule, including when students are on campus between academic appointments or meals.
- Button-down shirts, collared shirts, sweaters, turtlenecks, non-collared shirts with buttons, non-athletic tops, Mercersburg sweatshirts or ¼ zips that are blue, white, grey, or black that clearly have “Mercersburg or Mercersburg Academy” on them, and that are sold in the school store or approved for a Mercersburg dorm, club, or organization.
- Dress pants, dresses, skirts, trousers/slacks, khakis, corduroys, cargo pants, hemmed or cuffed dress shorts, rompers, non-athletic leggings, non-blue denim, and non-athletic shorts.
- Leggings must be worn covered by an appropriate length top, dress, or skirt.
- Footwear that is designed to be worn indoors and outdoors.
- On Fridays, T-shirts sold in the school store or approved for a Mercersburg dorm, club, or organization and that have “Mercersburg or Mercersburg Academy” on them.
- During Irving-Marshall Week, approved Irving-Marshall sweatshirts that have “Irving” or “Marshall” on them may be worn.
- Students wearing coats, jackets, and other outerwear may leave their outwear on when inside, but must meet the dress code expectations if their outerwear is left open or is removed. Sweatshirts are not considered outerwear.
- Semiformal dress may also be worn for standard dress.

Additional Requirements for Standard and Semiformal Dress

- Students are expected to be clothed from mid-thigh to armpit.
- Shirts must have attached sleeves or straps.
- Tops or dresses with spaghetti straps must be worn with a sweater, scarf, or shawl covering the shoulders.
- Students may not have facial hair.
- Shorts, pants, skirts, and dresses must be hemmed.
Clothing, including footwear, should be clean, neat, in good repair, and worn normally at all times.

**Semiformal Dress**

- Is expected for all Monday evening meals and other special occasions as announced.
- Attire for formal dances and parties is not in line with the spirit of “special occasions” that call for semiformal dress, with the exception of the annual Irving-Marshall Dinner, the Winter Ball, and Prom.
- For those who do not identify as male, dresses; skirts, pants suits, or dress slacks with hemmed or cuffed pant legs with collared shirts or collarless dress shirts; dress sandals or dress shoes.
- For those who do not identify as female, a collared, tucked in dress shirt; dress pants with hemmed or cuffed pant legs; khaki pants without cargo pockets; belts; ties (neck, bow, or bolo); suit coats, sport coats, or blazers; and dress shoes.
- Students may wear the appropriate semiformal attire of their native countries when worn in an appropriately respectful manner.

Students are expected to abide by the spirit as well as the letter of the dress code and are to be suitably dressed and groomed while on campus and when representing Mercersburg elsewhere.

From time to time, the expectations for dress may be altered temporarily with permission from the Office of Student Life. Additionally, the dress code may change during the school year. Any changes will be announced and posted on the website.

**Bicycles** Students are permitted to maintain and ride bicycles on the campus. Every student who does so must register the bicycle with the Office of Campus Safety. This can be done by picking up a registration form in the Office of Student Life. Every bicycle that is kept or ridden regularly on the campus must bear a Mercersburg Academy registration sticker for the protection of the owner. Bicycles must be stored in designated areas. For fire and safety reasons, bicycles cannot be stored in hallways, stairways, handicapped ramps, and other avenues of egress. Students whose bicycles are in these areas will have them removed at a cost of $25 per occurrence. In addition, students will be charged a $25 storage fee on all bicycles held by the Office of Campus Safety for more than 10 days. Unregistered bicycles found on campus will be considered abandoned property which may be confiscated and not returned. If a bicycle is not claimed after 60 days, it may be sold.
For reasons of safety, students taking extended bicycle trips away from campus should inform the dean of student life or another faculty member before doing so (see Leaving Campus, below). Likewise, it is recommended that students wear helmets while riding bicycles and secure their bicycles with locks.

**Gambling** Mercersburg students are not permitted to participate in gambling. Gambling is defined as wagering or betting money on the outcome of a game, contest, or other event. If students take part in gambling they will be reported to the dean of student life, who will decide on the consequence, including the possibility of an appearance in front of the Conduct Review Committee depending on the situation.

**Leaving Campus** Students have permission to leave the campus to go into Mercersburg between 8 a.m. and 7:30 p.m., Sunday through Thursday. For seniors, this permission extends to 8:30 p.m. On Friday and Saturday evenings, students must return to campus no later than the 8 p.m. check-in. Prefects and peer group leaders may occasionally sign out to go into Mercersburg until 10 p.m. on Fridays and Saturdays and may invite other students to accompany them if approved by the faculty member in the dormitory in which they reside. Special permission to leave the campus at other times or for places other than the boundaries listed below must be obtained from the dean. The campus is defined as a matter of security by the dotted line appearing on the map inside the back cover.

Surrounded by a rural culture and beautiful scenery, Mercersburg offers rich opportunities for outdoor activities, which students are encouraged to enjoy, such as biking, hiking, jogging, and walking. However, for safety, students must not travel beyond an area roughly extending three miles in any direction from the town without special permission from the dean of student life or unless in the company of a faculty member. Likewise, a student should never go into a building or area designated as a no-trespassing zone or as private property. Students are expected to be familiar with those boundaries as indicated on a map showing the permitted area of travel which is posted in the Simon Student Center and on dormitory floors. Questions or clarification should be directed to the Office of Student Life. Also, for safety, activities within that authorized area should not be undertaken alone. Going beyond the defined limits without permission constitutes being absent from the school without permission and may jeopardize a student's place in the school.
Mercersburg Network and General Use of Technology. The Mercersburg Network provides a powerful resource for all members of the Mercersburg community. Additionally, any technology devices (such as cell phones, iPads, computers, or similar devices) are useful resources whether or not the community member uses the Mercersburg Network as his or her mode of connectivity. With this power also comes a great deal of responsibility. All community members are expected to use any technology devices and forms of communication (such as social media and any mode of connectivity on or off campus) responsibly. To help ensure responsible use, the Acceptable Use and Social Media Acceptable Use Guidelines are listed in the Appendix (see pages 90-93) at the end of The Blue Book.

All students and faculty have access to the school network at computers in Irvine and Lenfest halls, in dormitory rooms, and in designated spaces in each dormitory. Questions regarding use of computers, iPads, and other devices or the school network should be directed to the Information Technology (IT) Office, located on the fourth floor of Irvine Hall, or to the Information Technology Help Desk (717-328-6232). All devices must be registered through this office to have full network connectivity.

Relationships with Others. Healthy relationships with other people are essential to our happiness and to our physical, mental, emotional and spiritual growth. Such relationships allow us to feel good about ourselves, to take a positive approach to learning from our mistakes, and inspire us to help others.

It is an important part of being a member of any community to treat others with respect; that is the foundation of all healthy relationships. Mercersburg believes every person has innate worth that cannot be taken away and which commands respect. All members of the community must honor that innate value by treating others with respect. That can be expressed in many ways, including by being kind to others, not forcing or attempting to force others to act or speak or think in ways they do not feel comfortable with or are resistant to, giving others the benefit of the doubt, and accepting their differences.

Bullying and harassment are as destructive to a community as mistrust and theft and make building healthy relationships impossible. Such behaviors demean others and are the opposite of showing respect. Therefore, at Mercersburg bullying and harassment are considered serious forms of misconduct (see page 17) and will be dealt with as such. If a student is being harassed or bullied, the first step—if it is safe to do so—is to confront the person(s) and demand that the behavior stop. This can be frightening.
and difficult but often is very effective. Step two is to report what happened to a faculty member, the dean of student life, the associate head of school, or the head of school. This too can be difficult, but it is important. Depending on the situation, the behavior may need to be dealt with immediately through the disciplinary system.

Anyone who feels bullied or harassed should report the situation to a faculty member, the dean of student life, the associate head of school, or the head of school.

Hazing is defined as any action or situation, whether on or off campus, in public or in private, which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property, for the purpose of initiation or admission into, or affiliation with, or as a condition for continued membership in, an organization operating under the sanction of, or recognized as an organization of, the school.

Hazing includes but is not limited to physical abuse or labor, required consumption of food, liquid, or other substance, willful destruction or removal of public and private property, or situations designed to create extreme mental stress likely to adversely affect the physical or emotional health or safety of an individual.

Hazing, in any form, is strictly prohibited by the school. Individuals found in violation of this policy will face serious disciplinary consequences including possible required withdrawal from school. Further, any member of the Mercersburg community who permits or encourages hazing will face disciplinary action, up to and including required withdrawal from school.

In addition to the sanctions described above, hazing in any form may subject the violator to civil or criminal liability under Pennsylvania Anti-Hazing Law or otherwise in accordance with state law. Any legal investigation will not prohibit the school from acting according to its policies.

Hazing can sometimes be confusing for students to understand because they might consent to the behavior. It is important to note that, because hazing involves a group context and is required for initiation, there is a power differential between current members and those seeking membership or acceptance by the group that creates an environment of coercion that impedes voluntary choice. Peer pressure and a coercive environment can exist, interfering with the ability to give consent. Therefore, conduct
can be deemed to be hazing regardless of a person’s willingness to participate.

Any person who experiences or becomes aware of some form of hazing should report it to a faculty member, the dean of student life, the associate head of school, or the head of school.

**Sexual Assault or Sexual Abuse Policy**

Sexual Assault or Abuse is engaging in any contact of a sexual nature without the other person’s full, knowing, and voluntary consent. Sexual assault or sexual abuse is a violation of Mercersburg’s policies and rules, and of Pennsylvania law. Any such activity will result in required withdrawal and will be reported to the appropriate authorities.

In Pennsylvania, a person under the age of 16 cannot legally consent to sexual activity with a person more than four years older, and a person under the age of 13 cannot legally consent to sexual activity at all. Sexual activity with a person who cannot legally consent is a serious crime and will be handled accordingly, including by notifying the appropriate authorities.

Mercersburg has a zero tolerance policy regarding all forms of sexual activity, sexual touching, and/or sexual interaction of any kind between adults (faculty, administrators, staff and other employees) and students, regardless of age.

If students believe they have been the victim of any form of sexual assault or abuse by another community member, or someone outside the Mercersburg community, or if they are not sure and would like help in making that determination, they should contact a faculty member, the dean of student life, associate head of school, or head of school.

Please also note that students who feel they have been sexually assaulted or abused and are under the influence of alcohol or other drugs or have violated another major school rule should never hesitate to seek help at Mercersburg. Mercersburg’s primary concern is the health and safety of our students; therefore, the school will handle these types of situations with great care and consideration and apart from the normal disciplinary system.

**Reporting Abuse or Neglect** Mercersburg’s first priority is the safety and well-being of its students. Under Pennsylvania law, all school employees are required to report cases of suspected abuse and/or neglect.
Non-Retaliation  Mercersburg seeks to create an environment where every student is comfortable raising any concern in good faith, and will not be subject to any further forms of inappropriate activity. The school will also investigate and appropriately hold accountable any person involved in instances of retaliation toward anyone making a complaint in good faith.

Resources for Concerns About Use of Alcohol and Other Drugs  There are times when students are concerned about themselves or friends regarding the use/abuse of alcohol or other drugs, including tobacco use or addiction. A student might appropriately begin to seek help by going directly to the Health Center or counseling department or to a dean or the associate head of school. Depending on the situation or the seriousness, there may be different levels of response and follow-up care. Should it be determined there is concern for a student’s well-being, the school official, the Health Center staff and Counseling Department members will work together, possibly recommending and coordinating a drug- and alcohol-free agreement with the school administration. All such conversations are treated as a matter of health and the student of concern will be offered appropriate support, which may include an evaluative process.

More often, community members bring appropriate concerns about another student’s use/abuse of alcohol or other drugs to the school’s attention, in which case the associate head of school or her representative will initiate the evaluative process for alcohol and other drug use/abuse. This evaluative process includes a professional evaluation, ongoing contact with a counselor, and random drug screening. This type of agreement is not intended to be punitive, but rather encouraging a healthy lifestyle by providing support and a deterrent for continued use or addiction. Choices to break the agreement, such as missing appointments for counseling or screenings, will be grounds for discussion of required withdrawal—or, in the case of a positive drug screen after the agreement has begun, required withdrawal will result. All related costs for drug-free agreements are at the expense of the family. With cause (as determined by the school), the school reserves the right to require a student to enter into a drug-free agreement.

Certainly if a student is ever frightened or alarmed about another student’s health and there is a medical emergency, the student should respond by getting help quickly. For instance, if students encounter another student who has been using alcohol or other drugs and is in medical danger due to this abuse, they should first call 911 and then contact the Health Center at x6136 (717-328-6136) and/or an adult immediately.
Students need to get medical help for their friends first and foremost. If such a situation is encountered this will be a very difficult decision. However, if another student’s life is in danger, there should be no choice; a community member is obligated to get help for the student.

**Vacations** Dates for the beginning and end of all vacations are announced in the school calendar (see inside front cover). Vacations may not be extended. Questions regarding vacations should be directed to the Office of Student Life.

**Visitors** Parents or other adult relatives are welcome to visit students on any day of the week. On Sunday through Thursday, students who go out with such visitors for dinner must return to their dormitories before evening quiet hours, normally 7:30 or 8 p.m. On Friday and Saturday, they may sign out with their parents until 11 p.m. In all cases, they must sign out with the dean of student life, the dean on duty, or a faculty member in the dormitory. They may not, of course, be excused from classes or other required activities.

Students who have friends visit from outside the school should alert the Office of Student Life or the dean on duty of this visit. These visitors should not be in dormitories without permission from the dormitory dean or a faculty member of that dormitory. Boys may not enter girls’ rooms and girls may not enter boys’ rooms without permission from a faculty member of that dormitory.

**Weekend Permission** Students may take one long weekend of their choosing during the school year in addition to the long weekends established by the school. Long weekends count as one of the 12 weekends for seniors and one of the 10 available to juniors, lower middlers, and upper middlers. A regular weekend begins upon completion of a student’s last regularly scheduled class on Friday and ends at 7:30 p.m. on Sunday. A long weekend chosen by the student begins upon completion of a student’s last regularly scheduled class on Thursday and ends at 7:30 p.m. on Sunday or begins after a student’s last regularly scheduled class on Friday and ends at 7:30 p.m. on Monday. Normally, student weekends will end upon the student’s return to the campus and school rules will be in effect whenever a student is on school property. If a student needs to return to campus while on a weekend, he or she must have the permission of the dean.

Students taking weekends must discuss their weekend plans with their adviser and have their parents accept the request via REACH before
weekend permission will be granted. Students must submit a weekend request form via REACH online with the appropriate information by 2 p.m. on the Thursday before their planned weekend.

The school reserves the right to deny or modify a student's weekend permission for reasons of conflicting school appointments, scholastic standing, disciplinary status, failure to furnish a statement of acceptable plans for the weekend, or lateness of the request. No students may elect to be away from Mercersburg on a weekend preceding a vacation or term examinations. Certain other weekends may be closed at the discretion of the school.

One purpose in granting free weekends during the year is to afford students an opportunity to leave the school for special events, such as family reunions, weddings, birthday celebrations, and college visits. We expect that a student who anticipates such an event during the school year will reserve one of the authorized weekends for the occasion.
While seeking to develop self-discipline and responsibility in every student, Mercersburg recognizes the importance of clear boundaries and resulting consequences for overstepping those boundaries in any successful community. For infractions of school rules reported to the dean of student life, a student may be assigned guard. Guard may be removed by a period of walking on Saturday morning (under faculty supervision), working about campus, or by attending weekend study hall on Friday or Saturday night.

One hour of walking, working, or studying removes one hour of guard. Guard becomes part of the student’s record. Students with such guard will not be permitted to leave campus or to take weekends without specific permission from the dean.

As described above, routine cases of misconduct are adjudicated by the Office of Student Life, and punishment is administered by the office. Likewise, cases involving questions of academic violations are adjudicated by the academic dean and consequences are administered by him. Students whose conduct is in violation of any of the major rules for which a student may be required to withdraw (page 17) or whose repeated violations of minor rules, in the dean’s judgment, demonstrate an unfit pattern of general conduct are normally referred to the Conduct Review Committee. The dean of student life or academic dean are responsible for referring cases to the Conduct Review Committee.

Not all cases of major school rule violations go to the Conduct Review Committee. For instance, when a major infraction occurs at a difficult time in the school calendar, the dean of student life or academic dean and the head of school may decide on the matter directly or refer the situation to the faculty members of the Conduct Review Committee in order to avoid placing unreasonable demands on both students and faculty at a busy and important time in the academic calendar.

In some circumstances and at her discretion, the head of school may take responsibility for handling a matter and may alter the normal review process when she deems it necessary. In addition, the head of school may require a period of suspension for a student in response to a disciplinary circumstance.

Since re-entry to school for a student who is on suspension is not automatic, during the time of suspension a student must focus on the issues
which have led to that suspension. If a student is allowed to return to school, the student will be given a maximum of one week to make up all academic work missed during the suspension time, and the principal burden of responsibility for completing that required work must be borne by the student. After one week has passed, if graded work has not been completed, a student will receive a grade of zero.

Finally, in cases involving school rules for which the only response is required withdrawal (see pages 17–19), the head of school imposes that response immediately.

A student and the student’s family may request an appeal of a decision if they feel there were significant flaws in the hearing process or if there is significant new information. That request must be made in writing to the head of school within 48 hours of the decision.

**Conduct Review Committee** For the purpose of making recommendations to the head of school in cases of major rule infractions not dealt with by the head of school, a Conduct Review Committee consisting of six students and seven faculty members exists. A student may be referred by the dean of student life or academic dean in cases regarding academic violations, to the Committee for:

- Violation of a major rule for which a student may be required to withdraw.
- Repeated violations of minor rules for which the dean’s remedies are at an end or prove to be of no avail.
- Involvement in an incident in which a major rule has been violated but the student’s complicity and degree of guilt or innocence is unclear.

A student involved in such a situation normally has a right to a hearing by the full Committee (see exceptions noted previously) but may waive the right to be heard by the entire Committee and request to be heard only by the faculty members of the Committee. In all cases, the dean of student life or academic dean shall pursue the investigation and present the facts and findings to the Committee.

A student called before the Conduct Review Committee is accompanied by the student’s adviser or, at the student’s request, another faculty member of the student’s choosing to help state, formulate, and clarify the case during the hearing. The adviser’s role is also to support the student before the Committee.
In response to a case brought to it, the Committee has five basic options in formulating a response:

- Dismissal of charges
- Referral to the dean
- Warning
- Final Warning
- Required Withdrawal

**Dismissal of Charges**
On occasion a student may be brought before the Committee because the student's complicity or actions in the violation of a major rule are unclear. If the facts warrant, the Committee may recommend that the case be dismissed.

**Referral to the Dean of Student Life**
If a student's complicity or actions in the violation of a major rule are minor or circumstantial, the Committee may recommend that the case be referred back to the dean for a lesser response.

**Warning**
The Committee may recommend this status for any offense. However, when the Committee deems that a violation is one that affects primarily the individual brought to the Committee and/or if the individual's previous history warrants a lesser response than final warning, the minimum response in most circumstances will be warning. These are the conditions of warning status:

- duration: 10 school weeks
- within the first three-week span, the student's parents or guardian will have a conference either in person or over the telephone with the dean and other school personnel deemed necessary.
- further violations of major school rules during the time a student is on warning of the sort that would normally lead to referral to the Conduct Review Committee or failure to meet the conditions of warning status will result in a student's required withdrawal.
- other consequences: in cases involving academic misconduct, the student will receive a grade of zero on the work in question. For all other cases, guard may be imposed by the dean of student life.

**Final Warning**
The Committee may recommend this status for any offense. However, when the Committee deems that a violation endangers someone else's
well-being (either emotionally or physically) or someone’s property and/or if the individual’s previous record demonstrates difficulty living within the expectations of the community the minimum response in most circumstances will be final warning.

This status lasts 10 school weeks and carries the usual conditions of warning status (see page 37) plus the following:

- no more than a specified number of cuts of required appointments during this period
- loss of senior privileges for at least 10 school weeks if a senior
- a weekly meeting with the dean for the first five school weeks of final warning status
- a full review of the individual’s record at the end of each marking period which occurs during the final warning period by the dean
- in disciplinary cases: (1) the student will not have weekend privileges for five school weeks. However, students may take a weekend away from school to meet with parents one weekend during this period.
- (2) a mandatory weekend study hall for a five school week period both Friday and Saturday night will also be imposed in disciplinary cases.

Unless otherwise specified, “dean” refers to the dean of student life for disciplinary infractions and academic dean for academic misconduct.

Failure to meet the conditions of final warning status during the 10 school weeks a student is on that status will result in a student’s required withdrawal. Further violations of major school rules of the sort that would normally lead to referral to the Conduct Review Committee during the time a student is on final warning status and for a full calendar year from the date of placement on final warning status will result in a student’s required withdrawal.

**Required Withdrawal**

Violation of a major rule always jeopardizes a student’s place in the school. Repeated violation of minor rules may do the same. One recommendation that the Committee may make, therefore, is that a student be required to withdraw.

The Committee’s recommendation will be considered by the head of school. The head of school has the authority to approve, modify, or veto the recommendation.
Interested students may obtain a copy of the format of the Conduct Review Committee from the chair of the committee, the dean of student life, or the academic dean.

Other General Notes Relating to Warning and Final Warning Status, Guard, and Resulting Restrictions and Consequences: Students placed on warning or final warning status may be assigned guard. Guard is worked off in several ways. Students on warning or final warning with guard will be in study hall on Friday and possibly Saturday nights until the guard is removed. As previously stated, students on final warning for disciplinary reasons will have a mandatory five-week weekend study hall requirement. These study halls will count towards the removal of their guard and will continue even if the student has worked off the assigned guard before the end of the five weeks. Each hour of study hall removes one hour of guard. Guard is also removed by walking on Saturday morning (under faculty supervision) until all guard is removed. Each hour of walking removes one hour of guard. A student may also be required to do work on campus as needed to remove guard.

Until such guard is removed, a student on warning or final warning will not be permitted to leave campus or to take weekends without specific permission from the dean or the associate dean of student life. It is mandatory that students work to remove guard and the accompanying restrictions as quickly as possible.

Students placed on warning or final warning also undergo an automatic review of any leadership positions or responsibilities the student holds. In cases of final warning, those positions and responsibilities will be removed. In cases of warning, the positions and responsibilities may be removed by the persons overseeing the position in consultation with the administration of the school.

As noted on the school’s profile, if colleges or universities ask about discipline issues, students are expected to self-report and college counselors confirm the accuracy of details and outcomes. Mercersburg does report final warnings, suspensions, and required withdrawals to colleges and universities that ask for that information.

Students placed on warning or final warning will meet with a dean and may be referred to a member of the Counseling Department. The need for a disciplinary status indicates a student has made a decision or choice that is deemed unwise or unhealthy. The meeting with the dean provides support to and time for the student to talk about possible areas of dif-
ficulty or importance. Following an initial required meeting, the dean will determine follow-up frequency and/or possibilities for other referrals. The school may request that follow-up counseling include an evaluation of alcohol or other drug issues if those issues have been raised as a concern.

Note: An appropriate school representative will be assigned to substitute for the head of school, associate head, dean of student life, academic dean, or others involved in disciplinary and other matters if the designated official is not available.
Mercersburg is a special place because we are here together 24 hours a day. This provides opportunities for extraordinary relationships to develop and for activities and learning to go on throughout the day and evening. To live together successfully, clear guidelines need to be in place and understood not only in our academic life but also in our residential life. This includes living in the dormitories and eating together in the dining hall; these two areas make up only part of our residential life, but they are the two discussed in this section.

Dining Hall

The school is committed to the community’s health and well-being through our dining experience. We work to provide a comfortable atmosphere for the community to gather and share their meals and their time. Suggestions and comments about the meals or the service may be made to Mr. Jim Butler, food service director, either in person, by email, comment card, or by phone at 717-328-6179. Menus and nutritional information are available through the “Touch of SAGE” app for either iOS or Android and can also be accessed through a “Daily Menu” link on the calendar page on the Mercersburg website.

Meal attendance and cuts Students must be present at those weekday meals that are required meals unless they have been granted excused absences. The weekday meals that are not required are breakfast and the Tuesday- and Friday-evening buffets. Students are granted seven excused absences (cuts) from lunch or dinner per year with not more than one per day. No meal cuts may be taken for Monday dinners or Thursday adviser/advisee lunches. As a minimum response, students who skip a meal will lose one of their seven meal cuts and receive an unexcused absence. Students who wish to take a lunch or a dinner meal cut must email their requests to the “Meal Cuts” conference in FirstClass prior to the start of the meal.

Other notes Students may not remove dishes, silverware, or other equipment from the dining hall without permission from the food service director. Students may enjoy fruits, beverages and other snack items provided from time to time between meals in the Simon Student Center. The dining hall is closed between meals on weekdays. On Saturdays and Sundays, the dining hall remains open to the campus community and features free snacks, fruits, and beverages all day.
**Special Diets or Meals** Students who have special dietary restrictions or food allergies or need to make special meal arrangements for medical reasons or religious belief should see the food service director, who will consult with the Health Center staff or school minister in order to respond appropriately to these requests. A vegetarian option is available for lunch and dinner.

**Table Supervision** Selected senior leaders serve as table proctors and share with a member of the faculty the responsibility for supervision of a table in the dining hall. At the table, the proctor assigns waiting duties to the students who sit there, makes sure that the duties are performed appropriately, and makes dining a pleasant, orderly part of the daily routine.

**Dormitories**

Dormitory living at Mercersburg offers a wide range of living experiences from Culbertson House (run by one family and housing 10 students) to Tippetts, Fowle, and Main (which house up to 96 students and have as many as 17 faculty members associated with the dormitory). The faculty and prefects who work in each dormitory are people to whom students should go with questions, concerns, and ideas about life in the dormitory. In particular, there are dormitory deans who run each dormitory (see pages 86-87). If there are general concerns about residential life, students should see the associate head of school (who oversees the overall residential-life program) or the director of dormitories regarding specific dormitory life questions. The advisers and prefects, whose responsibilities are explained below, are key people in making residential life a positive experience.

Trust and communication are two of many important ingredients in our community’s success. Dormitory guidelines are intended to support an atmosphere of respect towards others and their property. Of course, dormitories must be places where students balance time for study, socializing, and quiet in harmony with those around them.

**Faculty Advisers** Each student is assigned a faculty adviser who is associated with the same dormitory as the student. Advisory groups will meet during designated time slots as scheduled throughout the year to discuss individual and/or school issues and residential-life topics. Advisory groups normally eat lunch together once a week in the dining hall. Students receive their grades from their advisers and should consult their advisers about course changes, programs of study, and all academic matters.
Students should know that advisers are available to discuss various concerns, personal as well as academic. A student may also seek help from any member of the faculty with whom the student feels comfortable talking. In addition to writing a brief comment to parents each marking period, the adviser is available by phone or in person to talk with parents at any point during the year. Parents must contact the adviser to grant weekend leave for their child.

**Prefects** During their upper-middler and senior years, selected boarding students who demonstrate a willingness to accept roles of leadership and responsibility within the school community may be asked to serve as prefects. All prefects are expected to be good role models for other students, to check in each day with the students in their “neighborhood,” to counsel students who are experiencing difficulty, to provide a liaison between faculty and students in the dormitory, and to meet periodically with the associate head of school, the director of dormitories, and/or the dean of student life to discuss policies, concerns, and the progress of school life.

Normally at least one student prefect resides on each dormitory floor. Under the guidance of the dormitory dean, dormitory prefects are responsible for supervision of the floor. They will also lead weekly dormitory group meetings. Their duties include support for all rules that govern personal conduct, standards of living, and adherence to those parts of the daily schedule that affect dormitory life. In addition, prefects may have school-wide responsibilities such as leading Inbound. A prefect who violates a major school rule or demonstrates an unwillingness to accept the important obligations of leadership and privilege may forfeit the position.

**Room Setup and Arrangement Guidelines**

Students’ rooms should provide an atmosphere for study and a comfortable place to live away from home. Rooms should be safe, uncluttered, and clean. It is important to follow these guidelines and for roommates to arrange rooms together. The following room setup and arrangement guidelines are listed in order of most frequently asked questions:

**Computers and printers** Computers and printers (not 3D) are allowed in student rooms. Monitors may not exceed a 32” diagonal length. Projectors (lamp and LED) and Wi-Fi routers are prohibited in student rooms.

**Furniture the school provides** The school provides each student with a mattress, bed frame, desk, dresser, recycling bin, and wooden chair*.
None of these items may be removed from the room or taken apart. All furniture must be left in a position to be used for its original intention, and mattresses must be left on the bed frames.

*A student may replace the wooden chair with a similarly sized office chair. The student is responsible for moving the school-provided chair to dorm storage at the start of the year and putting it back in the room at the end of the year.

Furniture students may add Each room* may have at most two pieces of additional furniture**. Roommates will have to work together so that the room does not become cluttered.

**Additional furniture includes sofas, non-office chairs, futons, or other upholstered furniture (no larger than 54” x 75”); tables, trunks, floor speakers, or computer monitors too large to fit on the desks.

*Ninth-grade rooms: Until the end of the fall term, the configuration of ninth-grade rooms is determined by the school and cannot be altered. After the fall term, roommates may work with the dormitory dean to plan a suitable configuration. Ninth graders may not add furniture until after the fall term and must get approval from the dormitory dean.

Bunked beds Only beds made for bunking may be converted into bunk beds with the permission of the dormitory dean. For fire-safety purposes, bunked beds must have their long axis along a wall. Beds may only be bunked by authorized personnel.

Appliances Cooking appliances*, refrigerators, 3D printers, and television sets are not allowed in most student rooms for fire-safety and energy-conservation reasons. Irons for clothing must have an auto shut-off feature. Dormitory prefects and peer group leaders are allowed to have cooking appliances and mini-refrigerators that have been approved by the dormitory dean, within school guidelines, for their personal use (but no more than one per prefect/peer group leader).

*Including but not limited to hot pots, rice cookers, microwave ovens, griddles, coffee makers, slow cookers, and toaster ovens.

Decorations Appropriateness: Posters, signs, or other objects which display or promote alcohol, tobacco, or other drugs are not permissible on campus. This includes bottles or cans which once contained alcoholic beverages. In addition, posters, signs, and other objects on display in students’ rooms
must be in good taste and not offensive. For example, posters displaying sexual activity or photos with exposed “private” body parts are not allowed. A parent, faculty member, roommate, or student may object to any decoration that is found to be offensive by talking with the dormitory dean.

Location: Decorations are not allowed to be attached to or cover the ceiling, and may not cover or hang within one foot of any electrical outlet, light, fire alarm, school phone, or switch. Decorations may not be hung outside the dorm except during special times as designated by the director of dormitories. In dormitories with bulletin boards or cloth wall-coverings, students may only hang posters and other items on those areas. No metal fasteners or adhesives that will damage the surface may be used on walls, furniture, or woodwork for any purpose. School-approved poster putty is available in the School Store.

Fabric: No fabric wall-hanging may be placed on a wall unless it is of fire-retardant material and has been given a stamp of approval by the maintenance staff.

Signs: All traffic, street, or other public information or safety signs, no matter how obtained, are inappropriate as room decorations.

Rugs One large rug (not exceeding 9’ x 12’) or two medium-sized rugs will be permitted in each room. Rugs may not be placed on top of one another. Any rugs or other furniture must be in good repair.

Speakers and Wiring Sound equipment is permitted. All wiring to speakers must be kept in good mechanical and electrical repair. Under no conditions will a student be permitted to extend any electrical or other wiring from room to room, either inside or outside the building. No wiring other than the cords attached to lamps, radios, or sound or computer equipment should be used. In the case of a cord being too short to reach the table or desk from the wall outlets, an extension cord is permissible. When there is a question about the safety of a wiring arrangement, the cords must be inspected and approved by the maintenance staff.

Lighting Lights added to rooms should use LED bulbs. All lighting, heating, or other devices, such as candles or lanterns which use an open flame, are prohibited even for decorative purposes. Total wattage of all bulbs may not exceed 600 watts. Halogen lamps are prohibited. “Christmas-type” lights are allowed only at certain times and with permission of the dormitory dean.
**Curtains**  Students furnish their own window curtains. There are blinds or shades in each student dormitory room.

**Other Dormitory Guidelines and Information**

Below (listed alphabetically) are rules and other information which apply to all dormitories. Individual dormitories will also distribute guidelines at the beginning of the year.

**Ball Playing** is not permitted in rooms, stairwells, or hallways of buildings. Throwing snowballs in the vicinity of buildings or carrying snow into buildings is forbidden.

**Canvassing** Students may not canvass the school (i.e. fundraise, distribute propaganda) for any purpose without permission of the dean of student life or the assistant head for finance and operations. Student fundraising activities are authorized and regulated by the director of finance of the student government. Guidelines may be obtained from the director of finance for the group or the office of the assistant head for finance and operations. Students or organizations may not sell items in the dormitories without advance permission from the dormitory deans.

**Daily Expectations** Beds should be made, wastebaskets emptied, and rooms put in order. In general, rooms should be kept in good condition at all times—in particular, shoes and soiled clothing should be kept in the closet area.

**Damage** to buildings, furniture, and grounds is charged to the students causing the damage. If there is damage to common areas of the dormitories and the person responsible is not identified, each member of the dormitory may be charged. Each student is held accountable for breakage and loss in the student’s own room. Any charges will be deducted from the room deposit made at the beginning of the year.

**Day Students** All day students are assigned a locker in an area of the dormitory with which they are associated and also have an adviser who lives in or does duty in their dormitory. Day students must attend required lunches each day and other required meals as announced. Although most required dinners for boarding students (Monday, Wednesday, and Thursday) are not required for day students, day students who are on campus during the evening meal time are expected to attend dinner under the same guidelines as boarding students. Day students are welcome in the dormitories during the day to study or relax in a common
room or designated area to visit friends when their friends are in the rooms. In the evening, day students may use the library and other academic buildings as designated for their class and may only study in the dormitory on special occasions with the permission of the dormitory faculty member on duty. Day students must have the appropriate permission from the dorm dean to spend the night on campus in the dormitory to which they are assigned and must seek this permission for a Friday or Saturday night stay by 8 p.m. on Thursday. More specific guidelines are available from the dorm dean, director of dormitories, and the Office of Student Life and are sent to day students and their families each summer.

**Dormitory Group Meetings** Every Monday night at 9:30 p.m., boarding students will meet for approximately half an hour to enjoy each other’s company and come together in community as floors, wings, or whole dorms to discuss matters related to residential life. Prefects and faculty will lead these meetings. Normally these meetings will take place from 9:30 to 10 p.m. on Monday nights; there may also be other designated times for dormitory meetings throughout the school year.

**Fire Safety** All buildings on the campus have an internal fire alarm system which can be activated according to instructions on the alarm boxes in each corridor. Even though a direct signal may be transmitted, the local fire department should be called (911 from private phones, 8-911 from school phones) in all cases to verify the alarm after a building has been evacuated. Persons misusing 911 or turning in false alarms will be subject to applicable state laws and may also lose their place in school. Instructions for evacuating each building are posted in the corridors. There are fire extinguishers on each dormitory floor and they are not to be tampered with for obvious reasons of safety. Students who unnecessarily discharge a fire extinguisher will be reported to the dean and charged a $50 fee for recharging.

For reasons of fire safety and energy conservation, and in keeping with expectations of the Fire Insurance Underwriters, a number of specific rules have been mentioned earlier in the room set-up instructions and defined as follows and will be strictly enforced:

- No student may have cooking appliances, refrigerators, television sets, or monitors other than one computer monitor per student, except for dormitory prefects and peer group leaders who have approved appliances as noted earlier. Unauthorized appliances found in student rooms will be confiscated.
• Any open flame including candles, matches, use of a lighter, or anything to create a flame is prohibited. The burning of incense in students’ rooms is also prohibited. Smoking by students on campus or in any campus building is prohibited and a major disciplinary infraction.

• To provide clear egress from dormitories, no student furniture, bicycles, or other possessions are allowed in hallways, corner room alcoves, or stairwells.

Because of the great danger of fire, these rules and regulations along with those in the room set-up guidelines will be strictly enforced. Any occupant of any room who tampers with the wiring in any way other than using an extension cord as mentioned under “Speakers and Wiring” on page 44 endangers the safety of others. Finally, for obvious reasons of energy conservation, electric lights, radios, computers, and sound equipment should be turned off when the room is empty.

**Food Deliveries** Students may order take-out food from authorized local, off-campus establishments and have it delivered during designated hours. Delivery personnel are allowed only in the lobby of the dormitories and only for delivery purposes during the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>4 p.m.–8 p.m.; 9:30–10 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>4 p.m.–11 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>1 p.m.–11 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1 p.m.–8 p.m.; 9:30–10 p.m.</td>
</tr>
</tbody>
</table>

**Inspections** Inspections will be made daily by dormitory staff or dormitory prefects. The assistant head for finance and operations, the director of facilities, the director of dormitories, the dean of student life, and/or the associate head of school may also inspect rooms from time to time. The school reserves the right to search rooms, lockers, and other personal storage spaces if something comes to the school’s attention which suggests there is a reason to search.

**Inter-dormitory Visitation** Normally students affiliated with male dormitories are not permitted in female dormitories and students affiliated with female dormitories are not permitted in male dormitories except on Friday and Saturday nights from 7:30 until 10:30 p.m. when the following are in effect:
For students in grades 10, 11, and 12:
• All visitors who wish to see someone in the dormitory must immediately announce their presence to the faculty member on duty.
• All visitors and their hosts must subsequently sign in and out with the faculty member on duty.
• The lights must be on and the door to the student’s room open enough to allow adequate supervision when visitors are present.
• Dormitory faculty have the right to suspend the privilege of visiting.
• No inter-dormitory visiting will be allowed at other times without faculty permission.

In addition, for students in grade 9:
• During at least the fall and winter terms of the school year, ninth-grade students affiliated with a male dormitory may not visit the dormitory rooms of members of students living in a female dormitory and ninth-grade students affiliated with a female dormitory may not visit the dormitory rooms of students living in a male dormitory.
• However, visitation may take place in a common space in the dormitory. The dormitory deans in Fowle Hall and Tippetts Hall will designate those spaces.

**Linen Service** Students provide their own linens. Linens should be changed and laundered weekly and each student should have at least two sets for this purpose. Students may launder their own linens or send them out to be laundered with an outside laundry service available through the Office of Student Life in the Simon Student Center (see page 75).

**Locking Rooms** Students are encouraged to lock their rooms when they leave. When students are in their rooms the door must be unlocked. Students may lock their doors when they are in their rooms only after the final faculty check-in for the night.

**Pets** For health and maintenance reasons, students are not allowed to have pets at school.

**Storage** Trunks and extra baggage may be kept in dormitory storage areas. Cardboard boxes for specific equipment such as computers may only be stored with the permission of the dormitory dean.
Telephones/Cell Phones/Mobile Devices/Headphones and Earbuds

Telephones  Each dormitory room includes a telephone mounted on the wall. All boarding students are expected to keep the telephone connected at all times as it serves as an emergency notification device.

Students may not use telephones (including cell phones) for phone or video calls when they have study hours or after their final check-in in the dormitory. Students who need to use the telephone during those time periods must have permission from a faculty member.

Cell Phones and Mobile Devices* (and Headphones and Earbuds)  While Mercersburg Academy understands the necessity for cell phones and other mobile devices in today’s world, we also value living in an environment that allows for community members to actively and easily engage with each other. Mobile devices can get in the way of those interactions, and the school expects community members to promote usage of such devices that is considerate of others and allows for the utmost attention to the ideals of community.

Students who have registered a cell phone with the Office of Student Life may use a cell phone and other mobile devices according to the following expectations:

Usage guidelines during the class day**: Students may not use mobile devices during the class day when walking to or from appointments or at most other times and in most locations unless noted below.

Students may use mobile devices during the class day in the following locations:

- Dormitories
- Simon Student Center (indoors, not on patio or outside the SSC)
- Lenfest Hall (Library)
- Nolde Gymnasium or Hale Field House
- Irvine 1R and the Springboard area of Irvine or other “study” areas outside classrooms
- Off campus
- Classrooms or other areas with specific permission of a faculty or staff member

Making phone or video calls during the class day is only permitted in the dormitories.
Headphones and earbuds are not permitted during the class day with the exception of permission from a faculty member (such as when needed to complete work in class) or within guidelines of a certain area (such as in the gymnasium). Headphones and earbuds may be used during the class day in the dormitories and the Simon Student Center.

**Usage guidelines outside of the class day**: Mobile devices and headphones and earbuds may be used at any time and place with appropriate etiquette except PGA activities (unless granted permission by a PGA director), all special appointments (these include but are not limited to tutoring and other meetings, supervised study hall, lectures, performances, and field trips), or in the Chapel or Traylor Hall.

**Usage guidelines in the dining hall**: No mobile device use of any kind is permitted during required meals, including but not limited to all family-style required lunches and dinners. Mobile devices should be kept in a pocket or stowed away and are not permitted to sit out on a table. Mobile devices may be given to a faculty member or friend for safekeeping during a meal if no pockets or appropriate storage is available.

Mobile devices may be used in the dining hall during buffet meals that are not required as long as they are not used for phone or video calls. Devices may only be used for music with headphones during these times.

**General guidelines for cell phone and mobile device use**:  
- Ringers must be muted while on campus.  
- Normally, mobile devices should not be visible in locations where and when use is not allowed.  
- Mobile device use on trips away from campus will be determined by the chaperone or faculty person accompanying that trip.

Consequences: If a mobile device is deemed to be used improperly, the violation will be reported to the Office of Student Life. If a student acquires three such offenses, the student will meet with the dean and consequences will be assigned.

**“Mobile device” refers to any piece of technology that may be used to interact with the outside world. Examples include, but are not limited to, cell phones, iPads and other tablets, and smart watches if being used for communication functions.**

**The “class day” is the time from the beginning of the first rotation of the day until the end of the final rotation of the day as published on the daily sched-**
ule. Free periods and help and residential periods are included as part of the class day.

**Evening Schedules** (See schedules listed on page 94–95)
Students are expected and encouraged to study at various times throughout the day or evening of the week and weekend.

_Seniors_ who do not have restrictions are expected to organize their studies appropriately and do not have to sign in to the dormitories until 10 p.m. (Monday at 9:30 p.m. for dormitory meetings). They may use facilities of the Burgin Center, Ford Hall, Irvine Hall, and Lenfest Hall when those buildings are open and supervised. Entering seniors for the first interim reporting period or seniors with academic or disciplinary restrictions will follow the evening guidelines for upper and lower middlers.

_Upper middlers and lower middlers_ may sign into their dormitories after 7:30 p.m. and no later than 8 p.m. After 8 p.m. students may choose to stay in their rooms for quiet study, work with groups in the dormitory (with permission), or sign out to Lenfest Hall, Burgin Center, Supervised Study Hall, or Irvine Hall for the Math and Science Center, Language Media Center, or Writing Center when they are open. Students must bring a signed pass back to the faculty member on duty in their dormitory and should be back in the dormitory no later than 10 p.m. (on Mondays no later than 9:30 p.m. for dormitory meetings). Upper middlers and lower middlers are allowed to study in other places on campus with the appropriate permission.

_Juniors_ will study in supervised out-of-dorm study halls during the fall term. All juniors must be in their designated study hall at the appropriate time, normally 8 p.m. After the fall term, appropriate study hall places and hours will be determined with each student. Juniors are allowed to study in other places on campus with the appropriate permission.

On Monday evenings, all boarding students must return to their dormitories by 9:30 p.m. for weekly dormitory group meetings (see page 46). Each weekday night from 9:30 p.m. to 10:30 p.m., there is a break during which students are free to visit. They may not leave their dormitories during this break without permission. Lights out for juniors and lower middlers is at 10:45 p.m. Upper middlers and seniors must be in their rooms for the night at 11:00 p.m. If juniors and lower middlers need to have lights on after check-in (10:45 p.m.), they may request permission for late lights. Upper middlers and seniors should have lights out by 11:30 p.m. and midnight, respectively.
Modifications to the Sunday through Thursday evening schedules may be made throughout the year. These changes will be announced to the students at those times and posted on FirstClass or in the dormitory.

**Friday and Saturday Schedules** Between 7 and 8 p.m., all students must report to a faculty member on duty in their dormitory and may then sign out for activities on campus. Underclass students must return to their dormitories and check in with a faculty member on duty by 11 p.m. Seniors must return to their dormitories and check in with a faculty member on duty by 11:30 p.m. A student who, for any reason, returns to his or her floor after the hour prescribed for returning must notify the faculty member or prefect of his or her arrival. All students must be in their own rooms after midnight unless they have permission to be elsewhere.
Our community works best when we work together and take care of ourselves. Community members are not on their own. There is plenty of help and support available, some of which has already been mentioned and some of which is described in this section.

**Academic** Ms. Margaret Maciulla is the director of the learning services program. She coordinates many of the services in the academic area and is available for consultation. Academic services are described in the sections on Academic Information (pages 5–14) and College Information (pages 81–83).

**College Counseling** Mrs. Sally O’Rourke is the director of college counseling and is assisted by Mr. Michael Conklin, Mr. Austin Curwen, Ms. Rachel Mallory, Mr. Glenn Neufeld, and Mr. Stuart Titus. The college counselors interact with students throughout their time at Mercersburg. Along the way, the counselors conduct individual and group meetings with each grade level, providing specific advice, information, and timetables. Students will be assigned a counselor upon entry to the school.

In ninth and 10th grades, counselors meet with students in small groups to set goals for the year and to help students learn more about their individual strengths. In 10th grade, students will take the PSAT, meet in groups to understand the results, and meet individually with their counselors to select courses for the 11th grade. Beginning after Thanksgiving break, 11th graders meet individually with their counselors to research colleges, create a college list, plan senior year, and begin work on college essays. By the end of 11th grade, students will develop a preliminary list of colleges that includes a range of selectivity of schools based on the student’s individual academic and extracurricular records. Students are urged to discuss this list with their parents and, to the extent possible, visit colleges and universities during the summer before the senior year. In 12th grade, counselors work with their counselees to finalize a list of schools, and to review all applications and written materials that will be submitted to colleges to ensure that all students create the best applications for themselves. Students submit a Transcript Request Form for each school where they are applying at least four weeks prior to the application deadline, but no later than the Friday following Thanksgiving break to allow sufficient time for processing.

Please note it is the student’s responsibility to be familiar with all application deadlines and to submit test scores to colleges and universities.
directly from the testing company. Students at Mercersburg apply to a wide variety of institutions of higher learning, and the overall goal of the counseling process is that graduates have appropriate and affordable options from which to choose for their post-secondary plans.

**Counseling and Psychological Services**

As a part of our interest in health and wellness, Mercersburg provides the services of professional counselors to students who desire help with personal problems and/or obstacles to personal or academic growth.

Students seeking counseling services can request an appointment by contacting Director of Student Counseling Services Susan Rahauser (717-328-6104 or rahausers@mercersburg.edu) or School Counselor Rev. Paul Galey (717-328-6344 or galeyp@mercersburg.edu), or by contacting the Health Center (717-328-6136). Normal Counseling Department office hours are 8 a.m.-4 p.m. Monday through Friday, but students may contact the Health Center at any time, 24 hours a day.

If students prefer to find emotional support by seeking out the school minister, Rev. Will Whitmore is available (717-328-6137 or whitmorew@mercersburg.edu).

Mental-health services beyond the level of care provided by the Counseling Department are often important and beneficial. If there is a need for longer-term care or clinical evaluation, students will be referred to appropriate licensed mental health professionals outside of the school's Counseling Department. It is the school's expectation parents will support and comply with any recommendations from our Counseling Department and these professionals. All costs associated with such services are the full responsibility of the family.

All professionals in the counseling department follow the code of ethics published for the counseling profession where privacy is extended to all students; however, should there be an issue of safety, danger, or legal requirement, privacy must yield to those concerns. In addition, a counselor may determine it important to safeguard a student’s interests and well-being or those of another student in the community by consulting or coordinating with others in the school on a need-to-know basis.

Should an urgent situation arise where a student or faculty member has a high level of concern for a student, or if there is a mental-health emergency, the person with the concern should immediately contact or come directly to the Health Center for support and guidance, or contact a
school official (i.e., the associate head of school, dean of student life, dean on duty, or other administrator). See section under general information about “Resources for Concerns About Use of Alcohol and Other Drugs” on page 31.

Global Programs and Initiatives Office Ms. Leah Rockwell is the director of global programs and initiatives. She has specific responsibility for the international learning experiences abroad programs and for the support and vision for all global programs and initiatives. At Mercersburg, “global” is our mission; we prepare students from diverse backgrounds for life in a global community. As a school, it is important that we ensure all of our educational activities are available, accessible, acceptable, and appropriate to the entire student body, and that we always examine our programs and approach. The director works in collaboration with faculty, advisers, and others in the school regarding matters relating to the global experience of the students. Ms. Rockwell’s office is located in Irvine Hall (room 215).

Grade Deans
The Grade Deans act as a tier of support for students. Each class has a Grade Dean assigned to monitor each student’s academic and social emotional progress. The Grade Dean has the perspective of seeing the progress of each student in the context of their respective classes. Two key components of the Grade Dean position include working with Class Council members to develop and cultivate class culture and serving as a Dean on Duty weekly and every six weekends.

Health Services (Health Center Phone: 717-328-6136/Fax: 717-328-6214)

The Health Center’s goal is to promote the well-being of students. The concern extends beyond the student’s visit to the Rutherford Health and Wellness Center to the promotion of healthy living through good nutrition, a balance of rest and physical activities, and emotional wellness. Academy faculty and staff and the student’s family are an integral part of the team in promoting a healthy lifestyle. Parents are encouraged to maintain open communication with the health team regarding their child’s health needs.

The Health Center offers outpatient and inpatient health care. The Health Center team includes consulting physicians from Greencastle Family Practice, a certified registered nurse practitioner, licensed nurses, and certified athletic trainers. Rita Barone is the Health Center director. Chambersburg Hospital, Waynesboro Hospital, or Meritus Medical Center (Hagerstown) are used whenever additional diagnostic or treatment pro-
Health Center Visits The nurse practitioner or school doctor will hold student office hours by appointment throughout the week. At other times, the nurse on duty will evaluate illnesses and injuries and provide care and consult with the nurse practitioner or school doctor, who is available to the nursing staff 24/7. Students who feel too sick to attend classes in the morning should be seen at the Health Center before 8:50 a.m. Students with routine problems, minor illnesses, and minor injuries should be seen at the Health Center after 7 a.m. and before 4:30 p.m.

Evening/Night Illness/Emergencies Students who become ill or are injured after 4:30 p.m. should report to the Health Center; if it is after 8 p.m. and before 11 p.m., the student should contact the faculty member on duty in the dorm to arrange transportation to the Health Center. The Health Center may also arrange transportation through the Office of Campus Safety if the faculty member is not able to transport the student earlier in the evening. After 11 p.m., the student should call the Health Center nurse to arrange transportation by the Office of Campus Safety from the dorm to the Health Center. If the student’s illness or injury incapacitates the student to the extent that the student is unable to walk to the Health Center, the Health Center should be notified with specific information such as the location of the student and the nature of the illness or injury so that a Health Center staff member can respond to that location and/or call 911.

Admission to the Health Center Any student who is acutely ill or has a disabling illness or injury must spend the day at the Health Center instead of attending classes. Students who are admitted to the Health Center for only part of a day and are absent from classes but released by the end of that class day will be required to attend supervised study hall that afternoon and will not be permitted to participate in sports or other afternoon activities for that day. When students come to the Health Center with an illness expecting to stay at the Health Center overnight, they should bring pajamas and personal-hygiene items (toothbrush, deodorant), as well as books and study materials that may be needed during the stay.

Health Center Charges Health Center charges are made for office visits, daytime stays, overnight stays, medical supplies, and medications issued or prescribed for students. The charges are applied toward the expense of maintaining a health service on campus.
**Health Insurance** All students are required to be covered by an accident and sickness insurance plan in order to provide timely care in the event of accident or illness. Parents must provide proof of health insurance coverage with a United States-based company by the start of school. The school offers a policy, through an independent provider, for those students whose families do not have their own plan. Information is available through the Health Center. If the school does not have proof of health insurance coverage with an appropriate company by the start of school, the student will automatically be enrolled in the plan available, and the appropriate charge will be placed on the parent’s account. Parents are responsible for any and all expenses incurred for all medical services provided to students from both on-campus and off-campus medical providers.

**Routine Medical Leave** Medical leave is used to evaluate and treat urgent medical problems. Medical leave must be applied for in advance and will be reviewed and approved by an appropriate Health Center staff member. The request must indicate the name and address of the physician or consultant, the time of the appointment, the time of departure and return to campus, the nature of the illness or injury, and transportation arrangements. Students should check out at the Health Center at the time of leaving the campus. Students are required to check in at the Health Center upon return to campus to discuss diagnosis, treatment, and any necessary follow-up care. Those who are ill at home at the end of vacation or on weekends should phone the Health Center at 717-328-6136 to request medical leave indicating the nature of the condition and the estimated date and time of the student’s return to campus. It is the student’s responsibility to contact the adviser to discuss academics if more than two days of classes are missed. After two days, the Health Center requires a note from the student’s medical provider and a parent or guardian needs to talk with a nurse at the Health Center. Routine appointments for eye exams, dental care, or follow-up visits for chronic problems should be scheduled during school breaks, summer vacation, or during one of the student’s weekends at home.

**Extended Medical Leave of Absence for Medical or Psychological/Emotional Reasons** The school understands that in some cases diagnosis and treatment for certain medical and psychological conditions and behaviors are best handled outside the boarding-school setting. Should a condition of this nature occur, the school reserves the right to require a medical leave of absence or a medical withdrawal. A voluntary or mandated medical leave of absence will need to be authorized by the school doctor or the Health Center director, or the director of counseling services in consulta-
tion with the head or associate head of school. It may also be necessary to consult with other members of the community, such as the dean of student life, academic dean, a dorm dean, or an adviser to determine how a student is functioning in the school setting. The same school officials will determine whether and under what circumstances a student should return to school.

**Home Ill** Day students who stay home ill for a day or part of a day and do not attend classes must have a parent/guardian notify the Health Center before 8:50 a.m. that they will be absent from classes. This will ensure inclusion on the “Morning Report” so they will not be marked absent. The Health Center must receive a call every day before 8:50 a.m. that the student is home and a call the day that the student returns to class. Day students may go home ill during a class day only after checking with the Health Center, and only after the Health Center has received approval from a parent/guardian.

**Immunizations and Allergy Injections** Students who have been advised by their family physicians to continue allergy injections during the school year will need to contact the Health Center so arrangements can be made for the allergy injections to be administered when the doctor is present.

**Dental Care** Appointments for dental care, including orthodontia, are made through the Health Center. The parent will be billed a fee for transportation to the appointment.

**Medication** Students are not allowed to have prescription drugs in their possession unless the Health Center staff has authorized the use and possession of these medications. All medication for a student sent from home must be sent directly to the Health Center; not to the student. **Please note that Robitussin and cough-syrup products are not allowed in rooms and must be authorized by the Health Center for use.** Sharing prescription medication with others is dangerous, against the law, and a violation of a major school rule (see page 18).

**Confidentiality** The Health Center believes that the family is an important part of the healthcare team. Parents are kept informed regarding a student’s health. Often a Health Center staff member will contact the family regarding student health concerns, and students are encouraged to communicate with their families. At times, sensitive issues arise which may be difficult for students to discuss with their families. These may include issues of sexuality, birth control, pregnancy, and sexually transmitted disease. In such situations, in order to provide timely information
or treatment, the student’s request for confidentiality will be respected. This includes appropriate medical evaluation and the prescription of birth control unless specifically excluded in advance by the parent. The student will be encouraged to understand the parent’s concern and support will be offered to aid the student in developing the ability to discuss sensitive issues with their parents. It is helpful if parents will develop and maintain open communications regarding these issues with their children. In no instance will procedures or outside referrals be arranged without the expressed permission of the parents.

Library
The proper use of the library and circulation of library materials for study is an important aspect of academic life. The library staff will gladly assist any students who need help in library use.

Library Hours
Mon.–8 a.m.–6 p.m.; 7 p.m.–9:30 p.m.
Tues., Wed., Thurs.–8 a.m.–6 p.m.; 7–9:50 p.m.
Fri.–8 a.m.–5 p.m.
Sat.–Open on special announced weekends
Sun.–12:30 p.m.–6 p.m., 7–9:50 p.m.

(Note: The library is closed during the regular lunch period.)

An outline of library procedures is available in the library and on the school website. Failure to adhere to those regulations may result in disciplinary action.

Printed library materials, excluding reference books, magazines, and special reserves, circulate for a period of three weeks. DVDs may be checked out for a period of three days. All materials must be checked out at the front desk. Notices are sent out the day before an item is due to help remind students to return them in a timely matter. Students with materials that are two weeks overdue may not use the library during evening hours until the materials are returned or renewed. After four weeks overdue materials will be considered lost and the student will be billed the replacement cost as well as a processing fee.

The dress code for the library is casual during all times when classes are not in session. Conversation and noise in general should be kept to a minimum during study hall. If students wish to collaborate, they are encouraged to meet in a classroom. Additionally, the Hager Reading Room is silent during quiet hours.
The copier in the library is free to students. Students should use this resource appropriately.

Students are allowed to have bottles of water or mugs with lids in the library. Students are not allowed to have cans, bottles of soda or juice, or open mugs.

**Weekend Library Assistants** The director of library services selects a limited number of upperclass students to serve as assistants on weekends. An assistant who violates a major school rule or demonstrates an unwillingness to accept the duties and responsibilities may forfeit the position (see page 71 for a list of current assistants).

**Lenfest Proctors** The director of library services selects and supervises a group of Lenfest Proctors who help monitor the library as well as operate the circulation desk in Lenfest Hall one evening per week during quiet hours. A proctor who violates a major school rule or demonstrates an unwillingness to accept the duties and responsibilities may forfeit the position (see page 71 for a list of current proctors).

**Transportation**

**General** The school will schedule transportation service for medical appointments that are scheduled through the Health Center and for certain other school-related needs such as off-campus testing. Transportation is also arranged for the beginning and ending of school, Thanksgiving vacation, winter vacation, and spring vacation to the following: Hagerstown Regional Airport (HGR) in Hagerstown, Maryland; Harrisburg International Airport (MDT) and Amtrak Station in Harrisburg, Pennsylvania; and the Baltimore/Washington (BWI) and Dulles (IAD) Airports.

The cost of school transportation is paid by the student’s Blue Card or charged home. Students who fail to appear for their scheduled transportation will still be charged. Certain airlines require additional services for unaccompanied minors. The requirements and the ages of “minor” vary and are determined by the airline. The transportation office needs to be notified if your child will require these additional services. There will be extra time incurred upon the school drivers and additional fees charged. Questions regarding transportation should be directed to Carol Ecton, the transportation coordinator, at 717-328-6213 or ectonc@mercersburg.edu.
During the time when students are on transportation chartered by the school, they are considered to be under the school rules of behavior, and they are held strictly accountable for any misconduct.

**Signing Up for Transportation** Students are required to sign up for both departing and return transportation 10 days before the start of the vacation/break. Last-minute requests are not guaranteed or may require additional fees.

School transportation will leave approximately one hour after the scheduled time the vacation/break begins on the first day of that vacation/break. The dates and times of the vacations/breaks can be found on the calendar located inside the front cover of this book. Please allow three hours travel time to or from Mercersburg and one hour check-in time (four hours total) when booking flights/trains from the start of vacation/break.

Return transportation is arranged on the last day of the scheduled vacation/break. When making return arrangements, please book flights/trains that arrive no later than 5 p.m., if possible.

**Other Needs** The school does not provide transportation for regular weekend leaves. Students wanting transportation for arrangements that fall outside of what the school schedules are responsible to make those arrangements and payments individually. This includes transportation for such things as weekends away from campus. Students planning their own transportation should be in touch with the Office of Student Life prior to their departure from school.
Many extracurricular activities are available to students. Listings by category follow with the names of people to contact for more information. All students are encouraged to become involved.

Students interested in forming a club or organization should consult the Student Council’s Director of Activities or Ms. Trini Hoffman (the director of student activities) for information and permission to begin the process. All clubs and organizations ultimately must be approved by the faculty. Unauthorized clubs, organizations, or groups (e.g., “secret” societies, fraternities or sororities, publications) are strictly forbidden. Participation in such groups or formation of such groups could result in disciplinary action.

Specific details regarding each of the organizations and activities are available in the Student Activities Office and the Office of Student Life in the Simon Student Center.

Student Leadership
At Mercersburg Academy, we are committed to building the strength of character in each of our students that inspires generosity, authenticity, and responsibility—when no one, or everyone, is looking. With this understanding, Mercersburg Academy has intentionally and purposefully put in place numerous initiatives that contribute to developing a culture of student leadership. We have also placed an emphasis on providing opportunities for students to have an impact on the everyday activity of the school. As an independent boarding school, we have the unique opportunity to know and value students in a manner not all schools enjoy. We come to know our students not only in our classrooms, but also in our dorms, as advisees, and as artists, musicians, athletes, and actors. This opportunity to know students in a variety of settings allows us to develop lasting and authentic relationships. In a world where technology exponentially increases and, at times, seems to push personal interaction to the fringes, Mercersburg, with its personal programming and emphasis on character and leadership growth, is uniquely able to expose and teach students about these changes in our society while also continuing to help our students develop the emotional and social skills that are necessary for our world’s future. We strongly believe that students, as future leaders, must be ethically grounded and emotionally mature.

At Mercersburg, we also believe that leadership is multifaceted, layered, and complicated, and also vitally important. Through specific leadership
coursework, leadership labs, special programs, weekly meetings, and everyday classroom content, students gain the leadership skills knowledge needed to move from competence to confidence to independence. Students will learn to be responsible for themselves and will gain perspectives as they prepare to practice leadership in our daily community.

The students are the heart of Mercersburg Academy, and ultimately, we want them to be independent and engaged members of the community. Therefore, they should be involved, take active roles in all aspects of Mercersburg, and feel a sense of ownership over their school experience. We strongly believe that leadership begins with developing deep relationships between faculty and students so that we can foster a climate where students learn to fail successfully—to hit a dead end, learn from missteps or setbacks, and through iteration, inevitably move forward.

With greater responsibility and investment in the school, students learn to live up to expectations rather than conform to rules. The personal and intellectual freedom they enjoy allows them to learn how to learn and live. As students progress through Mercersburg, they earn a greater share of the privileges and responsibilities of democratic living. Thus, through a natural and gradual process, students develop a sense of personal and group responsibility that is recognized in the senior year by a substantial measure of self-government.

Community Engagement Mrs. Tricia Crocker is the director of the Community Engagement program. The Community Engagement office is located in Irvine Hall. Engagement or service work, though not a graduation requirement, is both an opportunity and an expectation at Mercersburg. In our mission statement, we pledge to prepare students for life in a global community, to teach them the value of hard work and the importance of character and community, to act morally, to value the spiritual dimension of human existence, and to serve others. The work of the Community Engagement program connects logically with many of these goals.

Each term, the Community Engagement program offers a Performance Group Activity option in which students work in partnership with and build capacity at local organizations. Students also plan and develop programming on and off campus to serve the school community and local partners. Weekly site visits are supplemented by weekend engagements. A few examples of partner organizations are: Special Olympics Maryland, United Way, Boys and Girls’ Club, Girls Inc., Mercersburg Elementary School, First United Methodist Church Day Care, the American Red Cross, and Menno Haven Retirement Community.
In addition, there are many other opportunities for students to volunteer with the local community. The 10th grade participates in local community service on a scheduled class day each year. All students are invited to volunteer at engagement opportunities offered on and off campus when space permits and a student’s schedule is free of conflict. The director of community engagement works with students who are interested in developing engagement and service projects on an individual basis. Students are encouraged to propose and develop their own projects as individuals, advisee groups, clubs, teams, or even entire dormitories.

**Physical Activity and Performance Group Activity** All students, unless exempted for medical reasons, participate in activities. This includes at least 4 hours of vigorous physical activity each week and may be fulfilled by participation on an interscholastic athletic team or by other options published and supervised by the physical education department each term.

Intertwined with an academic requirement for physical education, students are expected to participate in “performance groups” in order to learn and gain from collaborative experiences and to best realize their fullest potential.

Students are expected to participate in such activities as follows:

- 9th Grade – 3 terms
- 10th Grade – 3 terms
- 11th Grade – 3 terms
- 12th Grade – 2 terms
- *All seniors and postgraduate students who are new to the school are expected to participate in a PGA during the fall term.*

Mrs. Nikki Walker, the head of the physical education department, oversees the performance group activities program.

**Performance Group Activities (PGAs)** include the following during various terms.

**Athletics** All students are eligible to participate in a program of competitive athletics. Interscholastic teams are fielded in the following sports:

- **For Boys**
  - Baseball (spring; V & JV)
  - Basketball (winter; V, JV, Thirds)
  - Cross Country (fall)

- **For Girls**
  - Basketball (winter; V & JV)
  - Cross Country (fall)
  - Diving (winter)
Mercersburg Academy

Diving (winter)  Field Hockey (fall; V & JV)
Football (fall; V & JV)  Golf (fall/spring; coed)
Golf (fall/spring; coed)  Lacrosse (spring; V & JV)
Lacrosse (spring; V & JV)  Soccer (fall; V & JV)
Soccer (fall; V, JV, & Thirds)  Softball (spring)
Squash (winter; V & JV)  Squash (winter; V & JV)
Swimming (fall/winter/spring)  Swimming (fall/winter/spring)
Tennis (spring; V & JV)  Tennis (fall; V & JV)
Indoor Track & Field (winter)  Indoor Track & Field (winter)
Outdoor Track & Field (spring)  Outdoor Track & Field (spring)
Wrestling (winter)  Volleyball (fall; V & JV)

Mercersburg Outdoor Education
Mercersburg Outdoor Education (MOE) provides expanded learning, growth, and leadership opportunities to all members of the Mercersburg community. Reaching across the academic, residential, athletic and extracurricular facets of the school, MOE takes advantage of local and global outdoor environments to offer a wide variety of experience-based opportunities and activities. By focusing on a total learning program, MOE teaches students responsible leadership skills, relationship building talents, the value of self-discipline, and expands individuals’ character. Mercersburg Outdoor Education strives to enhance a student’s overall experience and develop responsible membership in local and global communities. MOE offers a wide variety of programs from introductory skills in mountain biking, snowboarding, skiing, rock climbing, and wilderness living/travel to advanced outdoor-skills classes, leadership training programs, winter travel and climbing, and extended expeditions. Mr. Pete Gunkelman is the director of outdoor education and Ms. Sarah Bozzi is the assistant director.

Outdoor Education PGAs:
Fall: Hiking, Mountain Biking, Climbing
Winter: Ski Mountaineering, Downhill (ski, snowboard) Program, Endeavor
Spring: Hiking, Mountain Biking, Climbing

Performing Arts PGAs
Stony Batter Players (theatre productions and tech crew, Ms. Mufson)
Dance (Ms. Dalton)
Jazz Band, Octet, and Magalia (musical groups, see pages 67-68)
Organizations and Activities

Student Organizations and Clubs (active in 2018-2019)

Academic/Literary/Drama
Art Club (Mrs. Caretti)
Book Club (Ms. A. Patterson, Mrs. Bell)
Computer Science Club (Dr. Jaiclin)
Fifteen (Mr. Patterson)
Science Club (Mrs. Smith)
Stony Batter Players (Ms. Mufson)

Adventure/Athletic
Sixth Man Club (Mr. Hendrickson, Mr. Morgan)
Skateboard Club (Mr. McGuire)
Ski Club (Ms. T. Hoffman)
Student Athlete Advisory Council (Mr. Hendrickson)
Volleyball Club (TBD)

Cultural/Religious
Black Student Union (Mr. Malone)
Catholic Club (Mr. Thorne)
Jewish Club (Ms. Mufson)
Youth Group (Rev. Whitmore)

Language Clubs
French (Ms. Prescott)
German (Mr. Kempe)
Mercersburg Junior Classical League–Latin (Mr. Thorne)
Spanish (Ms. Valenteen)

Musical Activities Mercersburg offers various vocal and instrumental music opportunities for students. The three core groups—the Chorale, the Band, and the String Ensemble—receive 2 academic credits per year. The Band and Chorale meet during the normal rotation schedule and the strings rehearse on certain evenings following dinner and at other assigned times during the class day. Smaller ensembles, with the exception of the Chapel Choir, are selected from the core groups. The music faculty share responsibility for conducting these groups and provide support for the formation of other groups as talent and interest make that possible.
Band (Mr. Morgan, Mr. Rotz)
Chapel Choir (Mr. Brinson)
Chorale – Soprano, Alto, Tenor, Bass (Mr. Brinson, Mr. Morgan)
Jazz Band (Mr. Morgan)
Magalia – a cappella vocal ensemble for women (Mr. Brinson)
Octet – a cappella vocal ensemble for men (Mr. Rotz)
String Ensemble (Mr. Cameron)

Instrumental and Vocal Instruction: Mercersburg offers private instrumental and vocal instruction when teachers are available. Private lessons can be arranged through Mr. Rotz. Also, visiting instructors from the Cumberland Valley School of Music are contracted and paid by families to provide lessons. Organ and carillon instruction opportunities are available from Mr. Brinson.

Publications
Blue Review (literary arts journal/Ms. Pixler, Ms. Poacelli)
KARUX (yearbook/Mr. Owen, Mr. Maurer)
The Mercersburg NEWS (newspaper/Ms. Stephens, Mr. Betkowski)

Social/Environmental/Other Concerns and Issues
Community Engagement (Mrs. Crocker)
Fabretto (Mr. McGuire)
Green Team - Environmental Group (Mr. Willis)
Mercersburg Inclusion Alliance (Mr. Potash)
Rainbow Alliance (Ms. Stephens)
Women's Activist Club (Ms. Stephens)

Societies: Each student in school is chosen for membership in one of two societies. By tradition the two societies compete in athletics and declamation: John Marshall Literary Society (Hunter Roberts, Mrs. Smith) and Washington Irving Literary Society (Daphne Valen, Mr. Maurer).

Special Interests
Baking Club (Ms. Swope)
Chess Club (Mr. Sweeney)
Cinematography Club (Mr. Patterson)
Conservative Club (TBD)
Debate Club (Mr. Bennett)
Four on the Floor (Mr. Bennett)
Gaming/Dungeons & Dragons Club (Mr. Maurer)
Guitar Club (Mr. O'Keefe)
Model United Nations (Ms. Stephens, Mr. Owen)
Photography Club (TBD)
Student Alumni Association (Mr. Bershatsky)
Tea Club (Mr. Caretti)
Student Leader Groups
Head Blue Keys (Mr. Kennedy)
Burgin Center Proctors and Ushers (Mrs. Dowling)
Chapel Ushers (Rev. Whitmore)
Class Councils (Mr. Howes)
Conduct Review Committee (Mr. Rahauser)
Dean on Duty Student Assistants (Mr. Howes)
Headwaiters, Table Proctors (Mr. Patterson)
Language Media Center Assistants (Ms. Prescott)
Lenfest Proctors, Weekend Library Assistants (Ms. A. Patterson)
Math and Science Center Assistants (Mr. Hicks)
Peer Group (Ms. Cunningham, Rev. Whitmore)
Prefects (Mr. Potash)
Student Activities Committee (Ms. T. Hoffman)
Student Government (Mr. Howes)
Writing Center Fellows (Ms. Poacelli)

Student Organizations

Student Council
President – Jerry Jaime Gomory
Vice President – Bentley Anderson
Executive Member at Large – Anna Mele
Director of Finance – Evelyn Oh
Director of Student Activities – Hazel Yonke
Faculty Adviser – Mr. Howes

Class Council Officers

Seniors
President – Hunter Roberts
Vice President – Jake Furigay
Director of Finance – Evelyn Oh
Director of Student Activities – Hazel Yonke
Grade Dean – Mrs. Anna Crouch

Upper Middlers
President – Jack Kothari
Vice President – Aakash Koduru
Director of Finance – Anna Bottin
Director of Student Activities – Davis Anderson
Grade Dean – Mr. Mike Conklin
Lower Middlers
President – Kevin Chen
Vice President – Madi Norris
Director of Finance – Tracy Le
Director of Student Activities – Rose Potter
Grade Dean – Ms. Leah Rockwell

Juniors (to be elected after the fall term)
President –
Vice President –
Director of Finance –
Director of Student Activities –
Grade Dean – Mr. David Bell

Student Council Executive Committee
The Student Council Executive Committee is comprised of the members of the Student Council, the president and vice president of each Class Council, and the faculty adviser to student government, Mr. Howes.

Student Activities Committee
Student Representatives–Davis Anderson, Rose Potter, Hazel Yonke

Conduct Review Committee
Students:
Ellie Wilkie (12)
Elizabeth Cantacuzene (12)
Peter Berle (11)
Shirley Lee (11)
Elizabeth Kendrick (10)
Fall Election (9)

Faculty:
Mr. Rahauer, Chairman
Ms. Bozzi
Ms. Mallory
Mrs. Magalhães
Ms. Ahlgren
Mr. Chatterton
Mr. Weibley

Dormitory Prefects, Headwaiters, Dining Hall Proctors, Lenfest Proctors, Weekend Library Assistants, Peer Group Leaders, Head Blue Keys, Burgin Center Proctors, Burgin Center Ushers, Chapel Ushers, and Writing Center Fellows

Dormitory Prefects
Culbertson House – Caroline Kranich, Naeemah Winter
Fowle Hall – Eyram Awittor-Awuma, Elizabeth Heidecker, Allison Jones, Shirley Lee, Evelyn Oh, Maggie Quick, Jiachen Sun, Julia Tilden, Ellie Wilkie, Elizabeth Yang
Keil Hall – Sebastian Brazhnikov, Tag Curwen, Brent Ditzler, Henry Looney, Joseph Yonke
Main Hall – Sam Barnes, Issei Fukuda, Will Kendrick, Spencer Kurtyka, Joseph Lieber, Thomas Yonke, Aaron Zheng
South Cottage – Catherine Bowes, Elizabeth Cantacuzene, Gigi Fung, Maddie Schaner, Cherie Sio, Daphne Valen
Swank Hall – Annaliesse Cantera, Leah McConnell, Patrice McGloin, Elaigha Vilaysane, KC Yaccino, Andrea Yu
Tippetts Hall – Alex Dicke, Jason Fang, Jerry Jaime Gomory, Ben Hedstrom, Seth Hodges, Hunter Roberts, Folk Tarasansombat, Quan Tran

Day Student Prefects
Fowle Hall - Stapley Curwen, Grace Lewis, Megan List, Natalie Titus
Main Hall – Ali Nurkhaidarov
Tippetts Hall – Dalton Fitzsimmons, Daniel Mazo

Headwaiters
Annaliesse Cantera, Yasemin Celikoyar, Stanley Fang, Jack Mitchell, Chantler Newton, Maggie Quick, Folk Tarasansombat, Thomas Yonke

Dining Hall Proctors
Jill Ahlgren, Garrett Ammons, Bentley Anderson, Kamryn Bacchus-Larode, Michael Betkowski, Katie Brennan, Annaliesse Cantera, Jaime Casariego Cerdeira, Ipek Celikoyar, Alex Dicke, Brent Ditzler, Sophia Divone, Jason Fang, Issei Fukuda, Gigi Fung, Jake Furigay, Nevie Gawlik, Ben Hedstrom, Elizabeth Heidecker, Seth Hodges, Jerry Jaime Gomory, Liam Kick, Allen Kim, Steven Koh, Noah Litzinger, Leah McConnell, Anna Mele, Sam Morgan, Collin Morris, Grace Neville, Casey Nguyen, Johnny Nguyen, Jennet O’Donoghue, Evelyn Oh, Rose Olsen, Katie Owens, Eric Park, Ed Quick, Quinton Reed, Jenna Richards, Hunter Roberts, Vilma Sakkinen, Maddie Schaner, Meghan Scott, Cherie Sio, Sabrina Skaggs, Mia Than, Julia Tilden, Quan Tran, Daphne Valen, Ellie Wilkie, Andrea Yu, Priscilla Zhang, Aaron Zheng, Mathilda Zimmerman

Lenfest Proctors
Eden Gross, Carmen Martinez, Audrey McGrory, Grace Neville, Mia Nguyen, Sofie Pedersen, Lexy Shofer

Weekend Library Assistants
Elizabeth Cantacuzene, Mia Ingram, Maddie Kennedy, Caroline Kranich, Leo Li, Jessica Luo, Leah McConnell, Dierdre O’Rourke, Julee Rodgers, Jiachen Sun, Mia Than
Peer Group Leaders
Grace Bennett, Michael Betkowski, Ipek Celikoyar, Yasemin Celikoyar, Mary DiLalla, Ike Hearon, Liam Kick, Noah Litzinger, Anna Mele, Quinton Reed, Meghan Scott, Colby Walker

Head Blue Keys
Andy Armbruster, Caroline Dillard, Keli Flanagan, Addie Jenkins, Sebastian Brazhnikov, Leah McConnell, Cherie Sio, Aaron Zheng

Burgin Center Weeknight Proctors
Xander Casparian, Clara Getty, Zoe Gooch, Caroline He, Maddie Kennedy, Madi Norris, Rose Olsen, Amelia Page, Rose Potter, Jenna Richards, Julee Rogers, Mathilda Zimmerman

Burgin Center Weekend/Event Proctors

Burgin Center Ushers
Head Usher - Mary DiLalla, Asst. Head Usher - Annaliesse Cantera; Kamryn Bacchus-Larode, Issei Fukuda, Spencer Kurtyka, Leah McConnell, Sofie Pedersen, Vilma Sakkinen

Chapel Ushers
Sophia Divone, Shannon Fan, Ben Hedstrom, Sophie Krasny, Megan List, Damien Mahanama, Leah McConnell, Chioma Oparaji, Eric Park, Elaigha Vilaysane, Thomas Yonke

Writing Center Fellows
This section mentions a few of the places students use frequently which have not been mentioned previously. Refer to the Index to find information on Irvine Hall, the dining hall (Ford Hall), the library (Lenfest Hall), the dormitories, and the Rutherford Health and Wellness Health Center.

The Burgin Center for the Arts is open on class days from 8 a.m. until 6 p.m. and is open to students in the evenings from 7 p.m.–9:30 p.m. Sunday through Thursday and 7–9 p.m. on select Fridays as well as 1–6 p.m. on Saturdays and Sundays. Ms. Laurie Mufson is the director of the Burgin Center and Ms. Kelly Dowling is the assistant director. The spaces in the Burgin Center are for the use of students to create, rehearse, and collaborate. It is important that students respect the work of others in the studios and the equipment provided for them. During the evenings and weekends, all students must sign in and out of the Burgin Center. Studios are open to students enrolled in arts classes; others may use them with permission of instructors. Other spaces may only be used with appropriate supervision and permission. For instance, the emergency stairwells are only to be used for emergencies, and the catwalks are always off limits unless special permission has been given for their use.

The Irvine Memorial Chapel is open from 7 a.m. to 7 p.m. All community members are welcome to use the Chapel for meditation or prayer. The school minister, Rev. Will Whitmore, is a full-time faculty member and available for consultation in the Chapel office and actively serves and supports community members of all faith traditions by providing opportunities for worship, meditation, and spiritual reflection within the life of the school and the larger community. A Protestant Christian worship service is held in the Chapel every Sunday while school is in session. Transportation is provided for Roman Catholic students every Sunday to attend St. Luke the Evangelist Mission in town. Other special school events take place in the Chapel, such as occasional lectures or programs in the evening, regular community gatherings, and weekly Chapel programs or school meetings on Fridays. On Sunday afternoons during the academic year, carillon concerts feature School Carillonneur Mr. James A. Brinson or other guest artists.

Technology Centers Computers and printers are available to students at various locations in the library. Printers are also available to students in the informational technology office on the fourth floor of Irvine Hall. Each dormitory has school-owned computers and several network ports.
available for student use. Network ports are available to students in their dormitory rooms during designated hours.

**Gymnasium/Athletic Complex** The athletic complex is open Monday-Saturday, typically from 6 a.m. to 6 p.m. All facilities are open at that time with the exception of the pool, which can only be used by students with the supervision of a lifeguard and a faculty member. Students, faculty, and staff should contact the athletic department for guidelines on use of the gymnasium by school groups beyond regular hours.

On Sundays, the athletic complex is open from 1 p.m. to 5 p.m.; the pool is open from 3 p.m. to 4:30 p.m.

**Help and Support Centers**

The Language Media Center (**LMC**) is located in Irvine Hall (room 303).

The Math and Science Center is located in Irvine Hall (room 406).

The Writing Center is located in Irvine Hall (room 316).

The McDowell Fitness Center is open for student use during the regular gymnasium hours. Because of the many concerns related to safety, health, and proper decorum, the fitness center has its own guidelines and rules for operation. Those are posted in the fitness center and every student is expected to be familiar and comply with those guidelines.

Students may only use the basketball and squash court areas with proper athletic shoes. Students must not wear shoes which have been worn outside when using these areas.

The gymnasium may not be used for outdoor sports without approval.

**The Office of Student Life**, under the direction of Mr. Chris Howes (dean of student life) and Ms. Jo Wrzesinsky (associate dean of student life), is located in the Simon Student Center. This office is open daily from 8:00 a.m. until 4:45 p.m.; after office hours, the area is normally open from 5 p.m. until 11 p.m. during the week (Sunday through Thursday). On weekends it is staffed intermittently throughout the day and after dinner until after check-in.

This office provides supervision, support for, and involvement in the students’ lives, in and around the school. In addition to the dean and associate dean of student life and the administrative assistant (who are in
the office during the day), there is a dean on duty each day and evening. The Office of Student Life will have up-to-date information on campus events, special trips, and lists of the whereabouts and/or numbers of school personnel and students. The deans on duty (in addition to Mr. Howes and Ms. Wrzesinsky) are: Mr. David Bell, Mr. Conklin, Ms. Crouch, Mr. Patterson, and Ms. Rockwell.

A laundry and dry-cleaning service is available through the Office of Student Life. Laundry can be dropped off each weekday and picked up on designated days each week. The school is not responsible for lost or damaged laundry or dry cleaning. More information is available from Mrs. Laurie Rice in the Office of Student Life.

**The Simon Student Center** is located in the lower level of Ford Hall and is a recreational facility for the school community. There are games available, several lounge areas that provide comfortable living room environments for small groups, and areas for television and movies. Neither games nor television are available during the class day.

The student center is open at the following hours:

- Monday through Thursday—8 a.m.–9:50 p.m.
- Friday—8 a.m.–10:50 p.m. (10:50 p.m.–11:20 p.m. seniors only)
- Saturday—12 noon–10:50 p.m. (10:50 p.m.–11:20 p.m. seniors only)
- Sunday—1 p.m.–9:50 p.m.

**The True Blue Café** is also located in the student center. Food and beverages are available for purchase from the café when it is open. Hours vary and are posted at various locations.

**The Outdoor Education Office** Mr. Pete Gunkelman is the director of outdoor education and Ms. Sarah Bozzi is the assistant director. Their office is located in the Simon Student Center. The Masinter Outdoor Education Center is located at the southeast edge of campus (see campus map, inside back cover).

**The Post Office** Outgoing mail should be dropped in the mail slot at the post office in the Simon Student Center. All incoming mail is distributed in the boxes at the post office.

**The School Store** is located in the Simon Student Center. This store carries school supplies, stationery, school apparel, toiletries, and sundry items. More information is available from Ms. Barb Thorne, the school
store supervisor. The store is open daily during the school year at the following hours:

- Monday through Thursday—8 a.m.–8 p.m.
- Friday—8 a.m.–10:50 p.m. (10:50 p.m.–11:20 p.m. seniors only)
- Saturday—12 noon–10:50 p.m. (10:50 p.m.–11:20 p.m. seniors only)
- Sunday—1–8 p.m.

**The Student Bank** is operated from the school store in the Simon Student Center. Funds may only be withdrawn through the use of the Blue Card. The Blue Card is issued to each student at the beginning of the school year and also serves as a student ID. Parents may load funds into students’ Blue Card accounts via the Mercersburg website so that the students can withdraw cash at the student bank. The Blue Card allows parents who would like to give their student cash allowance the ability to load their funds on an automatic, recurring basis. For example, a parent wanting their child to have a $25/week allowance will simply set up that amount of money to be added to the student’s Student Bank account each week automatically. The Blue Card account will have two designated “tenders” for distribution: Campus Cash (for purchases at the school store or True Blue Café) and Student Bank (money must be loaded on to student bank in order for students to receive cash.) The student bank maintains the same hours as the school store.

**The Student Activities Office** Ms. Trini Hoffman is the director of student activities. Her office is located in the Simon Student Center. Students are encouraged to stop by with ideas for the Student Activities Committee.
History of Mercersburg Academy

On March 31, 1836, the Pennsylvania State Legislature granted a charter to Marshall College, which took Mercersburg for its location. Dr. Frederick Augustus Rauch, who receives credit for having introduced the study of psychology as a distinct science in America, came from Switzerland to be the first president of the college under the sponsorship of the Reformed Church in America. Dr. Rauch served as president from 1836 to 1841. His successor in this position was Dr. John Williamson Nevin, a famous church historian, who served until 1853, at which time Marshall College joined with Franklin College in Lancaster, Pa., to become Franklin and Marshall College.

This union of these two Pennsylvania Reformed Church colleges did not put an end to the continuity of educational institutions in Mercersburg. At the founding of Marshall College, a Theological Seminary of the Reformed Church and a preparatory department were also established. With the union of Franklin and Marshall Colleges in 1853, the preparatory department of Marshall College became known as Marshall Academy and later assumed the title of Marshall Collegiate Institute. In 1865 these institutions became Mercersburg College, under whose charter the school continues to operate. The Theological Seminary did not move to Lancaster until 1871. The historic tie to the church continues through Mercersburg’s membership in the Council for Higher Education of the United Church of Christ.

On April 27, 1893, the Board of Regents of Mercersburg College elected Dr. William Mann Irvine to lead the institution as the successor of Dr. George W. Aughinbaugh, who had been president from 1882 to 1893. In July of that year Dr. Irvine changed the operating name of the institution to The Mercersburg Academy and began his work as the founder of the present-day preparatory school. In the fall of 1893 he opened the school with an enrollment of forty boys, four instructors, and four acres of ground, the land on which Main Hall, North Cottage, and South Cottage stand. Under Dr. Irvine’s leadership the Academy grew in physical equipment and reputation.

At Dr. Irvine’s death in 1928, his old friend Dr. Boyd Edwards, who had been headmaster of the Hill School, came to Mercersburg and filled the headmastership until 1941. When Dr. Edwards retired that year, Dr. Charles S. Tippetts (of Mercersburg’s Class of 1912) resigned from the
deanship of the School of Business Administration at the University of Pittsburgh to become Mercersburg’s third headmaster. Under his leadership the school weathered the difficult war years and embarked upon a new development program.

After two decades of service to his old school, Dr. Tippetts retired in 1961. His successor, William C. Fowle, came to Mercersburg from the Hotchkiss School in Lakeville, Conn., where he had taught and coached and served as director of admission and assistant headmaster. During this headmastership, the physical facilities were greatly improved, the endowment was strengthened, and Mercersburg made the commitment to coeducation.

In 1972, Walter H. Burgin Jr. ’53 was appointed the school’s fifth headmaster. Mr. Burgin had been a member and chairman of the mathematics department at Mercersburg from 1959 to 1964 and was teaching at Phillips Exeter Academy in New Hampshire at the time of his appointment as headmaster.

During his 25-year tenure, Mr. Burgin oversaw the total integration of female students into school life and a comprehensive reshaping of the school’s academic facilities—including the addition of Lenfest Hall. He also developed a strong partnership in the decision-making process between headmaster and faculty, and greatly strengthened the school’s financial and physical assets.

Douglas Hale served as head of school from 1997 to 2016. He came to Mercersburg after 24 years at Baylor School in Chattanooga, Tenn., where he taught, coached, and served as head of the lower school, as associate headmaster, and as headmaster. His tenure as Mercersburg’s sixth head of school was marked by remarkable growth in faculty, admission, academic programs, technology, endowment, and the overall physical plant.

Under Mr. Hale’s leadership, Mercersburg increased the size of its faculty by nearly two-thirds; renovated all seven of its residence halls; built the Masinter Outdoor Education Center, the Burgin Center for the Arts, and the Simon Student Center; completely renovated Nolde Gymnasium and constructed the Davenport Squash Center, Smoyer Tennis Center, and Regents’ Field; established formal exchanges with sister schools in five different countries; and completed two highly successful capital campaigns.

Katherine M. Titus became Mercersburg’s seventh head of school in 2016. Mrs. Titus arrived at Mercersburg after spending 11 years at St. George’s School in Middletown, R.I., where she had served in a variety of leadership roles, including dean of students, assistant head for student life, and
associate head for school life. She was also an active member of the math faculty. Prior to St. George’s, Mrs. Titus was the director of college counseling at Pingree School in South Hamilton, Mass., where she taught math, served as an adviser, and coached.

Alma Mater
by Thomas A. Crichton
High tower above us her pillars,
In majesty crowning the hill;
She’s faced the wild storm waves of years,
And bravely she faces them still.
Come, Mercersburg all, and we’ll praise her;
The world will we tell of her fame.
Till down the long train of the ages
Shall echo old Mercersburg’s name.
This world sweeping mightily onward,
Will whiten our heads with its years;
But ever we’ll greet Alma Mater
With full hearts and loud swelling cheers.

Historic Mercersburg
The settlements in the area around Mercersburg date from approximately 1730, when James Black allegedly purchased all the surrounding country from Native Americans “for a gun and a string of beads.” This area was probably one of the favorite hunting grounds of the Delaware, for the surrounding mountains were favorable for fishing and hunting. The earliest settlers of the community were of Scotch-Irish descent, while later immigrations brought people of German stock.

A series of log forts guarded the settlements of the Cumberland Valley from Indian raids. Among these were Maxwell’s Fort near Welsh Run (six miles southeast of Mercersburg); Steele’s Fort at Church Hill (two miles east); McDowell’s Fort at Markes (four miles northeast); and Fort Loudon (eight miles north). Prominent among the early defenders of the community were Rev. John Steele, whose church served as a fort commanded by the pastor, and Dr. Hugh Mercer, who served as captain of McDowell’s Fort.

Dr. Mercer, later General Hugh Mercer, gave his name to Mercersburg. Born in Scotland in 1721, he settled in Mercersburg about 1746 as a physician and surgeon. Dr. Mercer later practiced in Fredericksburg, Va., where his apothecary shop served as a surveying office for young George Washington. He was fatally wounded and died at the Battle of Princeton in 1777.
The Mercersburg area was the birthplace of the 15th President of the United States. James Buchanan was born at Stony Batter, three miles west of Mercersburg at Cove Gap, in 1791. In 1796, the family moved to a building in Mercersburg now known as the James Buchanan Hotel. Buchanan was a member of Congress and the United States Senate, became Secretary of State, and later President of the United States. He died in 1868. The cabin in which he is believed to have been born was brought to the campus in July 1953 and is now located near the gymnasium. During the Civil War, Confederate troops raided the town on several occasions. On October 10, 1862, General J.E.B. Stuart with about 3,000 cavalry raided the village. They took back with them all horses of the vicinity and the stock of the stores. Eight civilian prisoners were carried off to prison. On June 30, 1863, General John D. Imboden and 1,000 troops raided the town, demanding 5,000 pounds of bacon, 20 barrels of flour, and other supplies, but withdrew hastily for Gettysburg. On July 3 of the same year a skirmish took place at the town square, resulting in the death of one Confederate soldier and the wounding and capture of one officer. On July 5, a wagon train was captured south of Mercersburg; 100 wagons were brought to town, and the Seminary was used as a hospital for the wounded prisoners.

On June 25, 1864, at the corner of the Presbyterian Church, 28 Union cavalrymen engaged Generals McCausland and Johnston with 2,800 men in combat. Traditional accounts indicate that this far outnumbered group wounded 16 Confederate soldiers.

Irwinton Mills (several miles southwest of Mercersburg) was the home of two women who were closely associated with the presidency. Jane Irwin Harrison, the wife of William Henry Harrison Jr. (the 9th President of the United States), was born there, as was Elizabeth Irwin Harrison, mother of Benjamin Harrison (the 23rd President of the United States). The center of town, extending two blocks in either direction from the Square, has been declared by the Borough of Mercersburg and the Pennsylvania State Historical Commission to be a Historic District. This was done in 1975 as part of the 225th anniversary of the founding of the community.

In 1984 the State Historic and Museum Commission declared that the heart of the campus “has been placed on the National Register of Historic Places.” Included within this boundary are North Cottage; Keil and Rutledge Halls; Main and Swank Halls; South Cottage; Traylor Hall; the Chapel; the Nolde Gymnasium and Curran Track; the Health Center; and Nevin House.
The college counseling office’s mission is to provide a personalized college counseling experience based on individual student self-reflection and self-knowledge so that graduates have appropriate and affordable options from which to choose that suit their needs and help them continue growing academically and personally. The office uses Naviance/Naviance Student, an online portal for students and parents. Information will be communicated through Mercersburg email, Naviance/Naviance Student, the College Counseling website, and the College Counseling calendar.

Students are responsible for meeting all deadlines for application materials, financial aid forms, and registering for and sending standardized test scores to all colleges and universities through the testing company. The information which follows will help with deadlines and will be available on the website and calendar. Questions should be directed to the college counseling faculty (page 38).

Preparation for Standardized Tests
Mercersburg has forged a partnership with Marks Education to provide our 11th grade students with quality standardized test preparation. In 10th grade, all students will take the PSAT and also take a mock ACT toward the end of the year. In 11th grade, all students take the PSAT. Based on both PSAT scores, the mock ACT scores, and grades and courses, students are recommended to prepare for either the SAT or ACT in order to maximize their potential results and minimize the number of tests students need to take. All 11th graders will work one-to-one via Skype with tutors from Marks Education and will be given an individual testing plan including recommended dates for taking standardized tests. This personalized test prep is an expectation for all students and is provided at no additional cost. Based on coursework and grades, students may be recommended to take Subject Tests, though not all colleges and universities require them.

Some Important Dates for College Admission
SAT and Subject Tests: Students should register online at www.collegeboard.org on or before the closing dates (page 82). There is a late registration period, but an additional late fee of $29 is assessed. Students will receive email reminders with the designated test center. Registration at test centers can fill up, so students are encouraged to register well before the deadlines.
### SAT and Subject Tests Test Dates

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
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<tbody>
<tr>
<td>+August 25, 2018</td>
<td>July 27, 2018 Williamsport HS (Md.)</td>
</tr>
<tr>
<td>*October 6, 2018</td>
<td>September 7, 2018</td>
</tr>
<tr>
<td>*November 3, 2018</td>
<td>October 5, 2018</td>
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<td>*December 1, 2018</td>
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<tr>
<td>&gt;March 9, 2019</td>
<td>February 8, 2019</td>
</tr>
<tr>
<td>♦March 27, 2019</td>
<td>Early January 2019</td>
</tr>
<tr>
<td>♦May 4, 2019</td>
<td>April 5, 2019</td>
</tr>
<tr>
<td>♦June 1, 2019</td>
<td>May 3, 2019</td>
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</tbody>
</table>

Note:  * These tests are administered at Mercersburg Academy.
+ Transportation will be arranged to Williamsport (Md.) High School for students required to return to school early, at a charge to the student.
> This test is not offered at Mercersburg Academy nor is transportation provided, as school is not in session.
♦ This test will be offered at Mercersburg Academy during the school day.

### ACT Test Dates

<table>
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<tr>
<th>Test Date</th>
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<tr>
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<td>♦December 8, 2018</td>
<td>November 2, 2018</td>
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<td>♦February 9, 2019</td>
<td>January 11, 2019</td>
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<td>♦April 13, 2019</td>
<td>March 8, 2019</td>
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<td>&gt;June 8, 2019</td>
<td>May 3, 2019</td>
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<tr>
<td>&gt;July 13, 2019</td>
<td>June 14, 2019</td>
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Note:  * These tests are administered at Mercersburg Academy.
+ Transportation to North Hagerstown (Md.) High School will be provided at a charge to the student.
> This test is not offered at Mercersburg Academy nor is transportation provided, as school is not in session.
**TOEFL Tests:** Information regarding the TOEFL test is available in the college counseling center. Mercersburg hosts the TOEFL twice on campus during the 2018-2019 academic year, once in the fall and once in the spring.

**School Codes**
Mercersburg’s College Board Code is 392-570  
Mercersburg’s SAT Test Center Code is 39418  
Mercersburg’s ACT Test Center Code is 201120

Questions about tests or registration should be directed to the student’s college counselor.

**Financial Aid**
Students intending to apply for financial aid in college must be sure that they and their parents file the Free Application for Federal Student Aid (FAFSA) and any other required forms by the deadline set by each college or university. The FAFSA is available beginning October 1, 2018, and requires information from the 2017 taxes. These forms are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The CSS/Profile is required by some schools and is available at [https://student.collegeboard.org/css-financial-aid-profile](https://student.collegeboard.org/css-financial-aid-profile).
## TELEPHONE INFORMATION

**Calls During Office Hours:** (weekdays, 8:30 a.m. to 4:45 p.m. for most offices) should be placed directly to the various offices. (All area codes are 717.)

### Office Numbers

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Academic Dean</td>
<td>328-6144</td>
</tr>
<tr>
<td>Admission</td>
<td>328-6173</td>
</tr>
<tr>
<td>Advancement and Alumni Relations</td>
<td>328-6100</td>
</tr>
<tr>
<td>Asst. Head for Academic Affairs</td>
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<tr>
<td>Associate Head of School</td>
<td>328-6114</td>
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<tr>
<td>Athletic Info Hotline</td>
<td>328-6138</td>
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<td>Athletic Trainer</td>
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<td>Athletics</td>
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<td>Burgin Center</td>
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<td>Business</td>
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<td>Campus Safety</td>
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<td>Chapel</td>
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<td>College Counseling</td>
<td>328-6156</td>
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<td>Community Engagement</td>
<td>328-1484</td>
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<td>Computer Help Desk</td>
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<td>Counseling Services</td>
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<tr>
<td>Dean of Curricular Innovation</td>
<td>328-6197</td>
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<td>Dean of Student Life</td>
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<td>Dean on Duty</td>
<td>860-0488</td>
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<td>Environmental Initiatives</td>
<td>328-6328</td>
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<td>Food Service</td>
<td>328-6179</td>
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<td>Facilities</td>
<td>328-6175</td>
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<td>Global Programs and Initiatives</td>
<td>328-6132</td>
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<td>Head of School</td>
<td>328-6112</td>
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<td>Health Center</td>
<td>328-6136</td>
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<td>Information Technology</td>
<td>328-6232</td>
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<td>Learning Services</td>
<td>328-6327</td>
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<td>Library</td>
<td>328-6187</td>
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<td>MAPS Office</td>
<td>328-6380</td>
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<td>Outdoor Education</td>
<td>328-6172</td>
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<td>Registrar</td>
<td>328-6144</td>
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<td>School Minister</td>
<td>328-6137</td>
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<td>School Post Office</td>
<td>328-6182</td>
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<td>School Store</td>
<td>328-6146</td>
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<td>Strategic Marketing and Communications</td>
<td>328-6353</td>
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<td>Student Activities</td>
<td>328-6134</td>
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<td>Summer Programs</td>
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<td>Transportation</td>
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### FAX Numbers

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<tr>
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<tr>
<td>Admission</td>
<td>328-6319</td>
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**Calls Outside Office Hours**  During the week (Monday through Friday) if you need to get in touch with someone at Mercersburg after the Office of Student Life closes at 4:45 p.m., please call the Dean on Duty at 717-860-0488. This number should also be used to reach the Dean on Duty on Saturday and Sunday. If no one answers at 717-860-0488, please leave a message. There is always someone available in Campus Safety (717-328-1111) or at the Health Center (717-328-6136). Medical emergencies should be directed to the Health Center.

**Calls to Students**  Because students at the Academy have busy and diversified schedules, there are many times during the day when they are not within easy reach of a telephone. We strongly suggest that parents who wish to talk regularly with their children ask them to call home at prearranged times. Students and parents may report problems with telephones to Pat McDaniel at 717-328-6229 or mcdanielp@mercersburg.edu.

**Exterior Dormitory Telephones**  Each dormitory has an exterior telephone mounted near an entrance. This telephone is used for on-campus calls using the 4-digit extensions, local (717-328-xxxx), or 911 calls. Each box will have instructions and numbers listed inside the box that are specific to that dormitory.

<table>
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*These numbers are not for general student use. They should be used to get in touch with a faculty member on duty during the evening hours.*
**Faculty, Adviser, and Dorm Dean Voice Mail and Residences:** All calls require the 10-digit telephone number – 3-digit area code + the 7-digit telephone number (i.e. 717-328-0000). Any call made to the work number not answered in three or four rings will be transferred to voicemail.

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*IIFC = INSIDE FRONT COVER, **IBC = INSIDE BACK COVER
APPENDIX

Mercersburg Network Terms of Service

“Mercersburg Network” and/or “the network” refers to Mercersburg’s entire computer and telephone network. This includes all campus hardware, software, and network components. Regarding any part of the network, any attempt to modify, gain unauthorized access to, reverse engineer, or destroy any component physically or electronically is an abuse of property and disrupts the education of other members of the community.

Ethical questions surrounding the network are the same as those concerning other aspects of life at Mercersburg. The Blue Book provides a basis for good decision-making regarding the use of the Mercersburg Network. Due to the evolving nature of technology and its accessibility to the community, users should understand that specific policies will continue to be reviewed, revised, and changed as needed. Any changes will be communicated to the school community as they are adopted.

Mercersburg Network Acceptable Use Guidelines

Mercersburg Network’s hardware and software configurations are created to provide the computer services required for the educational purposes of the school. No one other than members of the Information Technology (IT) staff may change, add, or delete hardware. Similarly, software and/or system configurations must not be changed except by IT staff. If a student would like to see a change in the network setup for an appropriate use of the network, he or she should contact the IT staff with the request. Students are expected to use personal and public computers appropriately. Students should not access or display material of inappropriate content such as pornography or material of a violent or otherwise offensive nature.

Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem, it must be reported to the IT staff. The student should not demonstrate the problem to other users.

Guidelines for the use of the network fall under the General Community Guidelines and Information section on pages 17-33 of The Blue Book.

The Mercersburg Network’s purpose is to serve as an educational tool for research and communication. Remembering that information is a form of
property, the existing school rules of conduct clearly govern the use of the Mercersburg Network.

Thus:

- Obtaining a password or access to another person’s account or to computer security devices and/or software is stealing.
- Taking advantage of a community member who inadvertently leaves his or her account open for use is no different than entering an unlocked room and reading a personal letter.
- The network may not be used for commercial purposes.
- Damages associated with disconnecting or altering cabling of computer, telephony, or networking equipment could be considered destruction of school property.
- The network may not be used for any illegal activities, including violating copyright laws and/or software piracy. It is important to remember that citing information found online is critically important while doing research to comply with copyright and plagiarism laws. Not citing online references can result in the student appearing before the Conduct Review Committee.
- For reasons of security and personal accountability, a student may only use his or her own account. No other person’s account may ever be used, even with permission.
- Students may not engage in practices that threaten the integrity of the network (such as downloading known viruses) or knowingly consume an inappropriate percentage of the network’s resources.
- Email, instant messaging, text messaging, and similar communication methods are a form of speech synonymous to paper mail and should be as private as the recipient wishes to keep it. A sender’s permission should always be obtained before forwarding or copying a message.
- Using email, instant messages, text messages, social media sites, or any other means to harass others verbally is the same as directly insulting someone either by speech or in a letter. Writing a message under the name of another person is a form of dishonesty.
- Students may not disclose anyone’s personal information (address, phone, etc.), including that of fellow students, faculty, and staff users.
- It is not appropriate to use email for bulk solicitations.

The Information Technology Department will monitor system use periodically in an effort to maintain system integrity and to ensure responsible use. The school cannot guarantee that messages or files that are created,
modified, transmitted, received or stored on Academy equipment are private. Misuse of the Mercersburg Network will be referred to the director of Information Technology and/or the dean of student life for a response. If the offense is a disciplinary one, it could lead to a student's appearance before the Conduct Review Committee and possible expulsion from school.

The acceptable use guidelines relating to the Mercersburg Network also apply, in most aspects, to the acceptable use of any form of technological communication such as forms of social media, email, discussion groups, and others whether or not that communication takes place through the actual Mercersburg Network.

**Mercersburg Social Media Acceptable Use Guidelines**

At Mercersburg, we hope to build strength of character that inspires generosity, authenticity, and responsibility. We encourage students and employees to use social networking/media as a way to connect, communicate, share educational resources, and enhance their school experience. With that said, we also ask students and employees to understand the risks involved when using these tools. Students are expected to uphold the value of noble integrity and keep in mind that in the social-media world, the lines are often blurred between what is public or private, personal or school related.

With a long tradition of egalitarianism, Mercersburg strongly believes in open dialogue and diversity of thought. The following guidelines do not seek to limit those expressions, but rather to foster discourse in an atmosphere of mutual respect. Therefore, all students should manage their online privacy carefully and ensure their activities are consistent with all of Mercersburg's rules and policies, including the acceptable use policy.

**Expectations:**

As members of the Mercersburg community, when using social media, all students and community members must abide by the following expectations of use:

- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school.
- All posts on social media, because they can easily be shared, are considered public by Mercersburg. Neither the time of day, date, nor owner of the account or the device will prevent the school from taking action when a post affects the safety, well-being, or reputation of students, families, or employees.
- Nothing that constitutes bullying, harassment, discrimination or sexting may be posted on social-media sites. See Mercersburg's Bullying, Harassment, Hazing, and Sexual Behavior policies (page 28–30).
Members of the community have varying degrees of comfort with their words and images being posted online; as such, consider others’ privacy and seek permission before posting information and photos on the Internet.

Mercersburg’s name or logo (including any derivation or abbreviation thereof) should not be used in any form that suggests official endorsement by the school of an individual or group’s social-media activity (example: in the title of an account, page, or blog). Please note these restrictions apply to groups, clubs, and teams associated with the school. Mercersburg reserves the right to prohibit social-media activity of this type.

If a student’s activity on the Internet or social media violates any of Mercersburg’s rules or policies, the student will be required to cease such activity immediately. While ordinarilyMercersburg Academy will not seek out such information, the school feels it is its obligation to share with a student’s family if such information comes to Mercersburg’s attention. Depending on the circumstances, students may be subject to disciplinary action including but not limited to referral to the dean, a CRC hearing, or required withdrawal. As with all matters involving student conduct, Mercersburg reserves the right to require the withdrawal of any student whose behavior is, in the Academy’s judgment, a threat to the well-being and safety of the Mercersburg community, whether or not it violates a specifically stated rule.

Important Information to Note:
As members of the Mercersburg community, when using social media, all students and community members should keep in mind:

- Social networking sites archive all postings; all photos and texts are permanently stored on the company’s servers. Even if you deactivate your account, the data is not deleted, and can typically be reactivated any time the user chooses.
- Those who sign up for these sites typically waive all of their intellectual property rights—any content posted becomes the property of the website/social network. Media companies can—and have—used (and sold) their users’ personal information or photos without obtaining specific permission or consent.
### Mercersburg Academy

#### Study Hours

**Weekly Schedule 2018–2019**

*For daily activity calendars go online at www.mercersburg.edu/calendar*

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30–9:00</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>7:30–9:00 Breakfast</td>
<td>8:00–11:00 Cont. Breakfast</td>
</tr>
<tr>
<td>8:00–8:50</td>
<td>Faculty Meeting</td>
<td>Faculty Meeting</td>
<td>Faculty Meeting</td>
<td>Faculty Meeting</td>
<td>Faculty Meeting</td>
<td>9:00–10:30 Athletics,</td>
<td>11:00 Chapel</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Off Campus Trips, Mtg. Time</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Faculty and/or Student Groups), Other Activities</td>
<td></td>
</tr>
<tr>
<td>9:30–11:00</td>
<td>Athletics/Dance/Theatre/</td>
<td>Athletics/Dance/Theatre/</td>
<td>Athletics/Dance/Theatre/</td>
<td>Athletics/Dance/Theatre/</td>
<td>Athletics/Dance/Theatre/</td>
<td>11:30-1:00 Lunch</td>
<td>11:30-1:00 Brunch</td>
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<tr>
<td></td>
<td>Activities/Music/Study Hall In Irvine</td>
<td>Activities/Music/Study Hall In Irvine</td>
<td>Activities/Music/Study Hall In Irvine</td>
<td>Activities/Music/Study Hall In Irvine</td>
<td>Activities/Music/Study Hall In Irvine</td>
<td>Athletics, Off Campus Trips, Mtg. Time (Faculty and/or Student Groups), Other Activities</td>
<td>Publications, Clubs, Off-Campus Trips, Other Activities</td>
</tr>
<tr>
<td>11:00–1:00</td>
<td>Optional Activities</td>
<td>Optional Activities</td>
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<td>Optional Activities</td>
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<td>Optional Activities</td>
</tr>
<tr>
<td>1:00–2:00</td>
<td>Lunch</td>
<td>Lunch</td>
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<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:00–3:00</td>
<td>Athletics/Dance/Theatre/</td>
<td>Athletics/Dance/Theatre/</td>
<td>Athletics/Dance/Theatre/</td>
<td>Athletics/Dance/Theatre/</td>
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<td>Activities/Music/Study Hall In Irvine</td>
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<tr>
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<td>Study Hours</td>
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<td>Activities/Music/Study Hall In Irvine</td>
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<td>Activities/Music/Study Hall In Irvine</td>
</tr>
<tr>
<td>6:30–8:00</td>
<td>Dinner</td>
<td>Dinner</td>
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<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00–8:00</td>
<td>Music/Special Programs</td>
<td>Music/Special Programs</td>
<td>Music/Special Programs</td>
<td>Music/Special Programs</td>
<td>Music/Special Programs</td>
<td>Music/Special Programs</td>
<td>Music/Special Programs</td>
</tr>
<tr>
<td>8:00–9:30</td>
<td>Study Hours</td>
<td>Study Hours</td>
<td>Study Hours</td>
<td>Study Hours</td>
<td>Study Hours</td>
<td>Optional Activities 11:00 Dorm Sign-In</td>
<td>Optional Activities 11:00 Dorm Sign-In</td>
</tr>
<tr>
<td></td>
<td>9:30 Dorm Group Mtgs.</td>
<td>Study Hours</td>
<td>Study Hours</td>
<td>Study Hours</td>
<td>Study Hours</td>
<td>Optional Activities 11:00 Dorm Sign-In</td>
<td>Optional Activities 11:00 Dorm Sign-In</td>
</tr>
</tbody>
</table>

Separate daily class schedule is sent to all students from the Registrar’s Office. It is also posted in the parent and student sections on the website.
# Weeknight Evening Schedule

## 2018-2019

(Sunday through Thursday)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 p.m. - 8:00 p.m.</td>
<td>Meetings, Clubs, Activities, Food Delivery</td>
</tr>
<tr>
<td>7:30 p.m. - 8:00 p.m.</td>
<td>All 9th-11th graders sign in. Study atmosphere in the dorm.</td>
</tr>
<tr>
<td>8:00 p.m. - 9:30 p.m.</td>
<td>Homework and Course Prep Study atmosphere in the dorm</td>
</tr>
<tr>
<td>9:30 p.m. - 10:30 p.m.</td>
<td>Dorm meetings, activities, food delivery (until 10 p.m.), TV, visiting, studying, sleeping, showering, laundry, etc.</td>
</tr>
</tbody>
</table>
| 10:00 p.m. | • Simon Student Center and Lenfest close (Monday 9:30 p.m.)  
• All students in their dorm, signed in. |
| 10:45 p.m. | • Sleep atmosphere in the dorm  
• Lights out for 9th and 10th graders |
| 11:00 p.m. | In room for 11th and 12th graders |
| 11:30 p.m. | Lights out for 11th graders |
| 12:00 a.m. | Lights out for 12th graders |
Mercersburg Academy
300 East Seminary Street
Mercersburg, Pennsylvania 17236-1551

Telephone: 717-328-6173
Home page: www.mercersburg.edu
Email: Accounts are registered on Mercersburg Network as
     Last name, first initial
     (for example, irvineW@mercersburg.edu)

Students use
Last name, first initial, graduation year
(for example, irvineW20@mercersburg.edu)