

# **Olney Friends School**



## **Community Life Handbook For Parents and Students 2018-2019**

**Last updated 5/17/18**

**This handbook is considered a fluid document. Changes may be made throughout the school year. Significant changes may be announced or e-mailed to families and students should they occur.**

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## **WELCOME TO OLNEY FRIENDS SCHOOL**

Welcome to Olney Friends School. This handbook will help you get to know our school community. Please be sure that you understand and are familiar with all the information in this Olney Friends School Community Life Handbook. Although much in this handbook remains the same from year to year, the document is also reviewed and updated on an annual basis and therefore warrants review by all students, returning as well as new, and their parents. Responsibility for knowing and adhering to the policies outlined in this handbook rests on students and parents.

### **Acknowledgments**

Updating this document is a demanding task, but it gives us the opportunity to review our work and its impact on students. We are thankful for those students and faculty who have helped edit, revise, and improve this document over the years. Our hope is that each year we gain a deeper sense of dignity and develop the tools that will help us to learn how to become responsible people.

### **About the Olney Friends School Community**

Olney Friends School was founded in 1837 by the Religious Society of Friends. The school adheres to basic principles or "testimonies" that draw on Quaker tradition and values. Among these testimonies are truthfulness, integrity, simplicity, community, non-violence and respect for the good in every person. We sum these up in our Community Rule: Be truthful; harm no one. Students come to Olney from all different faiths and backgrounds. We try to teach respect for and celebration of differences rather than simple tolerance.

Olney Friends School students are asked to gather as a whole community regularly in silent Meeting for Worship, as is the Quaker tradition. Students use this as a time to quietly reflect and gather strength and clearness in order to help them better face the challenges of meeting their individual responsibilities and the responsibility of living well in a close community. It is a cornerstone of community life here at the school; most Olney Friends School students quickly learn to appreciate the benefits of this quiet time.

Olney Friends School stands out in its vision and expectations for young people. Naturally, we ask each student to become fully engaged in their college-preparatory education. But we ask more. We ask each student to wrestle with questions of conscience, to appreciate simplicity, to choose a healthy, substance-free way of life, to develop healthy habits in both work and play, and to become a positive member of a close-knit and caring multi-generational community. In this handbook, we try to articulate our expectations of student members of our community, noting that we cannot anticipate in writing all possible actions that might require adjudication, disciplinary response or discussion. Community is process and we aim to leave room to grow and accept change where needed in our expectations of ourselves and the school.

Students should see beyond the mere letter of the law in interpreting this handbook. Students who find that they have difficulty accepting the "spirit" of the expectations of community life as laid out in this handbook need to seriously consider whether Olney Friends School is the appropriate school for them. Those who embrace these expectations are most apt to thrive and benefit from what Olney Friends School has to offer. It is important that everyone, parents, students and staff, acknowledge that living under the care of a school is not the same as living at home under parental care, and that this may offer some privileges as well as restrictions that are not the custom in a student's home.

## **Introduction to the Community Life Handbook**

Olney Friends School is a school with a long tradition of challenging students to grow. Our goal is to work collaboratively with you and support a successful experience because together we can create an extraordinary year. Please take the time to familiarize yourself with our Community Life Handbook which is NOT a contract. As a member of Olney, you are expected to review and understand the Community Life Handbook. Olney reserves the right to make changes to the information in the handbook as deemed necessary. It should serve as a resource throughout the school year, and there are many people at Olney available to answer any questions or concerns. Olney Friends School does not discriminate on the basis of sex, race, religion, handicap, nationality, sexuality, gender, or ethnic origin in its educational programs or employment.

## **PARENT PARTNERSHIP IN THE OLNEY FRIENDS SCHOOL COMMUNITY**

Parents are partners in our educational mission and important members of the Olney Friends School community. Whether nearby or at a distance, we want to be in frequent communication with each other. In addition to semi-annual Parent-Advisor conferences on Friday afternoon, September 22, 2017, and Friday afternoon, March 8, 2019, we encourage parents to be in touch with teachers and advisors, as well as with the school administrators. We do ask that parents convey to students the importance of making a commitment to live by the rules and expectations laid out in this handbook, even if this means accepting restrictions that would not be required of students were they living at home.

### **New Parent Reception**

Parents and guardians new to Olney Friends School are invited to attend a drop-in reception, 2:00 pm, Friday August 24, 2018. At that time, staff will be on hand to answer questions and to let you know about parent activities that occur during the course of the year. It is a time for you to get to know other new parents and to experience, in a small way, the community that your child is entering.

### **Open and Closed Weekends**

**Closed weekends:** The school calendar indicates closed weekends in **bold** throughout the school year. On closed weekends, boarding students are expected to remain on campus. The first and last 2 full weekends of the school year are designated as closed weekends. These weekends are designed to promote community bonding among students and staff. Family members are therefore discouraged from visiting the school on those particular closed weekends. On-campus visits from non-family visitors are not allowed on those 4 weekends. Throughout the year we have special weekends such as Homecoming and Gym Ex which are times that Olney Friends School expects and opens its doors to parents and alumni and welcomes visitors. (NOTE: Visitors are not permitted to stay overnight in the dorms, including during Homecoming, Gym Ex and Commencement.) We ask that students participate in the major school events on those weekends even if parents are visiting.

**Open weekends:** On open weekends, students may go home or, with permission from both host and guest students' parents, visit other students' homes. Parents and students are asked to identify off-campus travel plans with the Dean of Student Life by 4:00 p.m. the Wednesday prior to the weekend in question. Students are required to submit a weekend absence form by 6:00 pm Wednesday prior to a weekend absence. Forms are available in the Main Office. Visitors are welcome on open weekends. Any visits with non-family members, whether on-campus or off, require written or electronic parental permission (see section above on visitors for more detail).

### **Visitors to Olney Friends School**

All visitors are asked to check in with Main Office staff, sign-in on the Visitor Log there, and sign out when they leave. While on campus, visitors must follow school rules and policies. These expectations apply to *all* visitors and guests, including recent alumni, former students, and family members of current students. (Some exceptions for family and guests of faculty members are covered in the Staff Handbook.)

**On and Off Campus visits:** Parents and guardians are welcome to visit students on-campus or to take their own child off campus for a special meal or outing. We do ask that you let the Main Office know of your visit plans in advance. We do not allow parents, other family members or guests to stay overnight in the dorms, but students are allowed to spend the night in the guest house or at other local accommodations with their parents. Any visitor arriving without such prior arrangements may be asked to leave. To reserve a guest room for a visit, contact the Main Office by phone or email. Visitors are welcome to join a meal served at Olney Friends School. Those who wish to join a meal should ask permission from the Main Office, and should expect to pay for meals unless other arrangements are made. At the end of the day, when the Main Building closes and students return to their dorms, all guests who are not spending the night must leave campus promptly. Visitors may not enter the dorms, except (a) when a parent is with their child, or (b) with specific, case-by-case, permission from an administrator and with student or faculty escort.

**Non-family visitors:** Parental permission is required for any non-family members to visit with students on or off campus. We require that parents give express permission for all un-chaperoned visits on or off-campus with anyone who is not currently an Olney student or staff member. Please send permissions for visitors to Micah Brownstein.

### **Family Weekend– September 28, 29 and 30, 2018**

Parents, guardians, siblings, grandparents, and other family members are invited to spend Friday, September 28, 2018 through noon on Sunday, September 30, 2018, at the school. Parent-advisor conferences are set up by request. These requests can be made through the Main Office ([mainoffice@olneyfriends.org](mailto:mainoffice@olneyfriends.org)). An invitation and schedule for Family Weekend/Homecoming weekend will be mailed to parents in August.

A limited number of guestrooms are available on campus for those who reserve early. See our website for a full listing of local accommodations.

### **Parent Advisor Conferences**

Fall Parent Advisor conferences will be scheduled Friday afternoon, September 28, and Spring Parent-Advisor conferences will be scheduled for the afternoon of March 8, 2019, prior to Spring Break. For email and phone contacts, refer to the Staff Directory at the back of this handbook. Parents unable to attend scheduled parent-advisor conference days may make arrangements to talk with teachers/advisors either by phone or in person at some other time during the year.

### **Parent Meetings**

All parents are invited to participate in parent meetings held on Parents Day and just prior to Spring Break. These meetings, open to all parents, are a time for parents and staff to discuss ways for parents to help the school and for the school to address parents' needs and concerns. Each year we look for parents from each of the four classes willing to take leadership roles. Parental help is invaluable to the school and affords parents a unique opportunity to experience the school as a community member.

### **Volunteer Opportunities**

**Families in a position to host our international students during breaks are particularly appreciated.** We are proud of our international program and find that all students benefit greatly from having the opportunity to live and learn with students from around the world. Families that host our international students will find that they are helping build lifelong relationships that bridge national and geographic boundaries in a significant way. Please let us know of your availability and interest in helping out on breaks or otherwise.

**Parental Participation in Fund-Raising Efforts:** Olney Friends School, even more than other independent schools, has a history of being very generous with students from families that cannot pay the full tuition,

including many who come from other countries, a practice that is virtually unheard of in the wider boarding school community. In doing so, Olney is able to maintain a wonderfully diverse community of students. As with all independent schools, Olney Friends School depends greatly on the generosity of donors to make the education we offer affordable. Although we know that many of you budget carefully in order to send your child to Olney Friends School, we hope that you will also choose to support Olney's mission by giving to the annual fund campaign at whatever level you can. Annual fund dollars are used to cover financial aid of current students and help us meet our annual budget. When parents give to Olney it affirms for our broader donor community that those who benefit most care deeply about the school's mission and its future. When you receive annual fund solicitation from Olney, we hope you will not see it as a burden but as an opportunity to affirm what the school is doing for your child.

### **Breaks (Thanksgiving, Winter, and Spring)**

**Travel plans for breaks:** Olney Friends School's annual calendar includes generous vacation times. For the 2018-2019 school year, we will have two extended breaks, as noted on the calendar on the back cover of this document. Parents are asked to submit vacation travel plans to Vicki Lowry ([mainoffice@olneyfriends.org](mailto:mainoffice@olneyfriends.org)) at least four weeks before each school break. Transportation arrangements to airports are done through airport limousine 1-800-326-2907. The cost of transportation to and from the airports is the responsibility of parents.

Students, and in particular those who will be traveling abroad during the school year, are encouraged to arrange travel well in advance of each break. Leaving before or returning late after a break constitutes an unexcused absence; if it appears to be a pattern and a situation that is avoidable it may impact academic standing negatively. Sometimes parents of students will volunteer to host international students during breaks. Please be aware the school does not assume responsibility for making vacation plans for students. International students need to provide the school with the name and address of someone in the United States who will act as a host/local contact should problems around vacation planning arise. Written permission from parents or guardians, as well as a written invitation from a host family, is required when a student will not return home for a break.

**Campus restrictions during breaks:** Students are not permitted to stay in the dorms during school breaks or after 4:00 pm on Commencement day. Further, it is viewed as a significant imposition on staff's personal time privacy when parents allow unchaperoned children to stay on campus beyond the hour of 4:00 pm on Commencement day. Our staff works hard at caring for students during the school year; please do not assume you may allow your child to stay on campus for an extended time during breaks unless you plan to stay with them and you have cleared this with the Head of School. It may cost extra money to stay late for breaks.

### **Attendance**

Missing classes diminishes a student's learning experience and may result in serious academic consequences and an unnecessary burden of accumulated work to be completed. Because much of what we expect of students requires in-class group work and discussion, some learning opportunities will be missed by absentees and cannot be replicated. Therefore, we ask parents, guardians, and students to minimize or eliminate causes for absences from class. Of course, we recognize the parental prerogative to make decisions of this type; however, the school and its staff are unable to shoulder the burden of accumulated absences. **It is the school's right to determine whether an absence is excused.** See the Academic Handbook for more details on the procedures and consequences for missing class.

### **Health Services**

**What happens when a child is sick?** The school infirmary is located in the Mary Davis Guest House next to

the Main building. Our school Health Coordinator, Micah Brownstein, is generally available from 7:30 a.m. to 3:30 p.m. Monday through Friday to handle most common medical needs. Barnesville Hospital, located three miles away, is readily accessible for emergency situations. When the Health Coordinator is not on campus, there is always an administrative staff member as well as a dorm staff member on-duty. In the case of a medical emergency during such hours, a student should alert or have another student alert an on-duty staff member immediately. A staff member will always accompany your child if an emergency hospital visit is warranted. In such a situation we and the hospital will make every attempt to contact you as soon as possible. It is important for international students to have an English-speaking family member be authorized and listed on the emergency medical forms to give the hospital staff verbal permission over the phone to admit and treat the student.

**School-Day Illnesses:** If a student is sick on a weekday, they should see an administrator in the Main Office between 7:30 a.m. and 4:30 p.m. Whenever possible visits to the Health Coordinator should be made before classes start or between classes; the Health Coordinator will give a student a pass if such a visit makes them late for a class.

If a student becomes ill during the night and does not feel well enough to attend classes, the student must get up and go see a school leader in the Main Office between 7:30 and 8:30 am. The Health Coordinator will then decide on a course of action. If a student is too ill or injured to attend class, the Health Coordinator may decide to keep a student in the infirmary until 4:30 p.m. or until the student is feeling well enough to return to class.

If a student remains in the infirmary through the academic day, the student must spend the remainder of the afternoon and evening in his or her dorm room and is not to participate in sports, free-time activities, study hall in the Main, or Collection. A student may arrange with the crew leader to have supper in the dining hall if fever is not a symptom, but the student will need to return to the dorm directly following the meal. If the student is still ill the next morning, the student must go and see the Health Coordinator again between 7:30 -8:30 a.m.

**Night and Weekend Illnesses:** Evening and weekend crews will be available if a student becomes ill or has a medical emergency when the Health Coordinator is not on duty. Some illnesses may require isolation in the infirmary overnight or longer. In this case, the Health Coordinator or some other adult will also stay in the infirmary overnight. In some cases, we ask students with serious, long-term illnesses to convalesce at home.

If a student feels unable to participate in sports due to injury or illness, the student should see the Health Coordinator before 4:00 p.m. If the Health Coordinator determines that the student should be excused from sports, a written excuse will be given for the student to give to the coach. The coach may require the student to sit and observe the sports session, or may allow the student to return to their dorm room, in which case the student must remain in their dorm room until supper. If a student has been ill during the day, they may not sign out to go to town.

**Prescription medications:** Students with prescription drugs must see the Health Coordinator at the beginning of the school year or when a prescription begins. Parents who bring their student to campus during Orientation must plan to meet the school Health Coordinator to review medical information. Due to their potent nature and the need for proper administration, students are not allowed to hold their own prescription or non-prescription drugs. A staff member will be assigned to give students access to medications as prescribed at the times prescribed. Parents are asked to send all prescriptions and medications directly to the Health Coordinator and not to students.

**Non-prescription medications:** Students may not keep prescription or over-the-counter medications in dorm rooms; the Health Coordinator or an on-duty staff member will dispense these from the Health Coordinator's station or from the Main Office when the Health Coordinator is not on campus. Abuse of over-the-counter or a prescription medication is considered the same as abuse of illegal drug substances and will be handled with disciplinary procedures. It is a disservice to the school and a child for a parent to supply him or her with over-the-counter medications such as aspirin or cough medicines. Students who are found to have such items in

their possession may be subject to disciplinary action. Students who supply other students with prescription or non-prescription drugs risk automatic expulsion. While you may believe your child is responsible with medications, please remember that your child lives with other adolescents who may not be so cautious or wise.

**Medical appointments:** Medical, dental or eye appointments should be scheduled to occur during vacations so as not to interrupt the school week. Other such appointments must be arranged through the Health Coordinator.

**Counseling services:** The school may make arrangements for counseling services with a private practice. The parents of a student needing counseling are directed to make billing arrangements with the counselor directly. The school Health Coordinator will then make up the weekly counseling appointment schedule. If a student appears to be struggling emotionally or socially, the school may recommend to a parent that the student see a local counselor. Students with a history of a major disciplinary offense may be required to attend counseling as a condition of continued enrollment at Olney Friends School. Students who come to Olney Friends School with a history of emotional issues are strongly encouraged to take advantage of local counseling services. Students are not allowed to see a counselor for regular visits without parental permission.

**Billing for counseling services:** Parents or insurance companies are billed directly by the counselor for services as arranged with the counselor. Parents should make every effort to stay in touch with counselors on a regular basis. The counselor will continue to schedule visits with a student until he has heard otherwise from a parent.

**Dietary needs:** Please clarify with our Health Coordinator before the start of the school year any special dietary needs or restrictions your student may have. The kitchen staff can accommodate restricted diets but requests advanced notice, parental approval and cooperation of parents and students in clarification of what will satisfy the restrictions. Kitchen staff may request that parents and/or students provide lists of ingredients that can be used and those that must be avoided as well as recipes that comply. Other than vegetarian diets, the kitchen is not prepared or equipped to provide separate lifestyle diets such as vegan or Atkins diets unless medically necessitated. OFS is not an allergen-free school.

**Ear or other body piercing and tattooing** may not be done while a student is under the school's care.

### **School Store, Bank and Gift Shop**

**Banking at Olney:** Spending money for students should be deposited in the Olney Student Bank (located in Main Office) for safekeeping. The bank will be open during specified hours during the week and weekends. Hours of operation will be posted in the Main Office. Students must fill out withdrawal and deposit slips and have those signed by the on-duty staff person in order to take money out of or deposit money into their account. Money may be taken out only by the student whose name is on the account. No advances on a student account are permitted. Students should not keep money in their dorm rooms. The bank is the safest place to keep money on campus as the dorm rooms are never locked. Students may return unspent cash to the bank for safekeeping after withdrawing it. NOTE: The school does not take responsibility for money reported missing from a dorm room or other campus location other than the bank.

**Appropriate spending amounts:** Students at Olney Friends School do not need access to cash in excess of a weekly allowance to cover snacks, laundry, an occasional pizza order, or a trip to the drug store to buy shampoo and laundry soap. A student who withdraws more than \$30 at a time will likely be asked what he or she intends to use the money for. Weekly limits are recommended to ensure that a child's spending is kept in bounds. Typically, a weekly limit of \$15 to \$20 should be adequate. Students do need spending money for necessities. International students will often need to have extra funds for travel between breaks. These funds can be earmarked and reserved for those times. Permission to spend larger amounts can be sent to the Main Office via email.

**Money for school trips and activities:** While the school will occasionally offer trips, movies at the mall, for example, where students must pay for their own purchases, we try as much as possible to keep the costs of



school activities low and not assess additional activity costs to students. On required school trips, students will often want money for soft drinks, snacks and small items. The school will, however, provide three meals and the costs for accommodations on the road for those trips. If a trip or activity is entirely voluntary, we will ask students to pay their own costs.

**Purchase of Olney logo items:** The school has a gift shop which sells Olney Friends School clothing and souvenirs, as well as books and craft items produced by Olney Friends School alumni and friends. Students wishing to make purchases from the store must have money in their bank accounts or permission to charge from the parent or guardian any purchases to their bill. Special order items such as personalized sports sweatshirts and yearbooks require cash or permission to bill as well.

### Staying in touch

#### Guardians

**Stateside Guardian:** Any student whose custodial parent does not reside in the United States must have a stateside guardian. The stateside guardian, who must be an individual or a married couple over the age of 21, is designated by the student’s parents to provide permissions. Additionally, the guardian’s role is not only to host the student during the breaks, but also to communicate with the parents back in their country and be an active participant in the Olney community. The school reserves the right to approve the choice of stateside guardians.

**Contacting a Student at Olney Friends School:** The best times for family phone calls to the dorms are weeknights between 9:00 and 10:15 p.m., and Friday and Saturday nights before 11:15 p.m. Other times may be arranged that coincide with students’ free time. Dorm telephone numbers are listed here as well as at the back of this Handbook. Prepaid phone cards, cell phones, collect calls, or 1-800 home numbers are good options for paying for calls to home. Students are not permitted to make long distance phone calls on school phones. Students with cell phones are subject to the same night-time phone restrictions as those needing to use the public phones. Phones are not to be used during academic hours or after lights out.

<b><u>North Dorm</u></b>	740-425-1934	740 425-2940
<b><u>South Dorm</u></b>	740-425-1923	740-425-2959

#### Other Primary Contact People at Olney Friends School

**To reach any of the following people during school hours, call 740-425-3655. In case of an emergency after hours, please call: 740-359-4015 to reach an on-duty staff person.**

**Head of School: Christian Acemah** [christian@olneyfriends.org](mailto:christian@olneyfriends.org) ext. 216

**Dean of Students: Micah Brownstein** [micah@olneyfriends.org](mailto:micah@olneyfriends.org); ext. 219

Contact Micah if your son or daughter needs permission to go home or elsewhere on weekends. Permissions for weekend absences should be received by Wednesday at 4:00 p.m. prior to any weekend absence.

**Events Coordinator (Main Office Manager): Vicki Lowry** [mainoffice@olneyfriends.org](mailto:mainoffice@olneyfriends.org) ; ext. 203

Contact Vicki for general school information, contacting other parents, or coordinating travel arrangements. Vicki manages the school store, student bank, and the Mary Davis Guest House.

**Business Manager: David Male** [businessmanager@olneyfriends.org](mailto:businessmanager@olneyfriends.org); ext 202

Contact David regarding tuition payments and other financial matters.

**Assistant Head of School (Director of College and Student Counseling): Joe Sullivan** [jsullivan@olneyfriends.org](mailto:jsullivan@olneyfriends.org); ext 214

Contact Joe with questions about the academic program your child’s advisor cannot answer.

**Faculty Advisor:** Each student is assigned a faculty member as an advisor at the start of the academic year. The advisor is a listener, mentor and advocate who will keep in touch with the students at regular “advisory meetings.”

### **Community Service and Stewardship**

**Olney Hours Program:** At Olney Friends School, we believe that academics alone cannot teach what is necessary for a meaningful life. Stewardship is an integral component of the overall education program; thus, each year students will need to take 1 stewardship designated club. To that end, all students are required to complete 8 Outdoor Education Hours and 8 Community Service Hours each school year. Students and faculty collaboratively reshape the program each year. This is our way of taking care of the community.

#### **Outdoor Education and Olney Hours: 15 hours**

Examples of past Outdoor Education activities that count for Olney Hours....

- Wood Splitting
- Fence building
- Solar panel building
- Snow shoveling
- Invasive plant removal

Additional Information...

1. Stewardship activities happens on campus and benefit the school.
2. An additional two hours will be given to students that lead a stewardship activity.
3. Each service/education opportunity must have a faculty sponsor who will be responsible for overseeing and documenting the activity. This also applies to student-led activities.
4. Hours may not be earned during breaks during the school year. These hours must be pre-approved by the Dean of Student Life.
5. Additional hours cannot be carried over from one year to another.
6. Typical work completed in leadership positions will not count towards Olney Hours.
7. The 8 required hours do not include mandatory all-school events.
8. A maximum of 6 Olney Hours are allowed towards a single event because we hope students enjoy a variety of stewardship activities.

#### **Community Service Class Trips-**

At Olney Friends School strengthening class identity and fostering community mindedness is an important part of our school. The goal is that each class will have its own unique service trip off campus. The trips will have a triple focus: improve an aspect of a community, build leadership opportunities, and bring joy to the process of giving back. Each student is required to attend their service trip. These experiences will most likely change each year.

Examples....

1. Habitat for Humanity
2. Walton Home
3. Haven- Local Christian Community Center
4. Recycling during pumpkin festival
5. Belmont County Animal Shelter

### **COMMUNITY EXPECTATIONS**

The school's social program encompasses how we live together, grow in understanding of one another and ourselves, resolve our conflicts, make decisions, and become self-confident, caring citizens of society, in classrooms and dorms, in work and play. All members of the community are responsible for its health.

### **Governance, Conflict Mediation, and Community Life**

Following traditional Quaker business practice, governance at Olney Friends School aims to be egalitarian and consensus-based. This is symbolically indicated by the fact that we avoid the use of titles and call each other, students and staff alike, simply by our first names. Business and decision-making meetings gather in quiet, in a spirit of inward listening and mutual respect, drawing on the Quaker belief that a greater wisdom than our own (a "light that is of God") is present to guide us when we make ourselves collectively receptive. The school's Board of Trustees, whose members are drawn from alumni and other friends of the school, set broad educational governance policy. The Head of School is responsible for implementing those policies in consultation with the faculty.

Students at Olney Friends School are given many opportunities to take on leadership roles, in student Self-Government (Self-Gov), at class meetings, on dorm staff, on dish crew, in community meetings, and as office work and activity leaders. Students nominated by Self-Gov are invited to join staff-student committees such as the Disciplinary, Spiritual Life, and Service committees.

**Student Self-Government (Self-Gov):** Responsible student leadership is vital to Olney Friends School. Students do take an interest in helping to govern their lives in the school community. Self-Gov meetings, run by student conveners, occasionally with the attendance of a faculty member, typically meet once a week to discuss community needs and student opportunities to be helpful to the community. The Self-Gov body generates proposals for student-led activities. The faculty encourages Self-Gov to develop helpful initiatives, especially toward taking more responsibility for their own behavior and well-being.

**Faculty Meeting:** All staff meet weekly to report, discuss school matters, seek consensus and make decisions on school-wide issues. Self-Gov student leaders may request and will usually be welcome to bring items from Self-Gov to Faculty Meeting for discussion and consideration.

**Community Meeting:** Returning to a long-held tradition at Olney, students and staff will meet for community meetings during the year. Community Meetings provide us with a forum for thoughtfully considering timely topics related to the health and life of our community: they help us develop our ability to listen and build consensus and they provide a forum for constructive dialogue. In consultation with the Head of School and the faculty, students may request that a community meeting be held to discuss or to address an immediate need or concern that has arisen. Attention is paid in community meetings to process and listening to every voice. The meetings are co-clerked by both a staff member and a student.

**Advisors:** Each student has an advisor. Students meet with their advisors individually or as members of an advisee group. The advisor is familiar with all aspects of a student's life, in and out of the classroom. This relationship offers the student an interested, informed, and trusted adult who can help the students make choices, examine beliefs and values, navigate difficulties, enjoy successes, and grow as an individual throughout his or her OFS career.

**Class Activities:** Classes aim to produce fun weekend activities. Recent examples include playing Star Trek, watching a local basketball game, movie night, fear factor game, talent shows, and international meals. Students propose and lead activities and class sponsors provide support. Classes typically meet once a week to plan the activity.

### **Rules for Individual and Community Well-Being**

Major and minor rules at Olney Friends School are put in place to help protect the academic, social, physical

and emotional health and safety of our students. These rules are based on pragmatic, legal and, to some extent, Quaker concerns. Rules at Olney Friends School are not meant to be forced values; however, many of these rules are strongly influenced by Quaker principles. We hope that the rules help provide a safe framework in which students are able to study, work and have fun. Our program is designed with rules that encourage respect for people and personal property, and do not allow drugs, alcohol, tobacco, or sexual relationships. Self-governance is encouraged as long as students comply with these basic rules, which we try to promote both throughout the curriculum and in the disciplinary process.

**Students Age 18 And Older:** Olney Friends School will treat students 18 and older as if they are still minors. We will communicate with parents and guardians as if students are minors in the areas of academic records, academic performance, health matters, permission forms, discipline issues, and financial matters.

**Searches:** Searches of rooms, personal belongings, or persons may be determined to be necessary by the Dean of Students or Head of School in certain cases, and primarily for prohibited, dangerous, or stolen items. Faculty members will describe to the student in question the items they are looking for before the search if possible. If any contraband other than that originally sought is discovered during the search or if the search reveals any other violation of school rules, the faculty members conducting the search will confiscate any illegal items, and the student or students found to be in possessions of those items will be subject to disciplinary action. The dorm head, only with consent of the Dean of Students or Head of School, may conduct random room searches with another faculty member.

**Room Inspections:** Room inspections are conducted weekly and sometimes daily by members of the dorm staff. While the school wants students to feel that their rooms offer a measure of privacy, these inspections are a necessary part of the school's obligation to insure that

1. Rooms and their content are well cared for
2. Health and safety of residents are well protected
3. Rooms are not repositories for illegal or dangerous contraband or stolen items (see searches)
4. Fire regulations are not violated
5. Standards of room cleanliness are being followed

Students are responsible for the contents and condition of their rooms, which must be kept neat, clean, and free from fire hazards. The school reserves the rights to require removal from the school of any items such as posters, videotapes, audiotapes, and garments that are offensive and contrary to the spirit of community standards or advocate behaviors specifically prohibited by the school rules and regulations.

**Flag List:** The Dean of Students and the administrative team will put students on the Flag List if they have had a Major School Rule violation the last month of school from the previous year, or are entering Olney with previous social disciplinary infractions. A flagged student is in a trial period that lasts one month, during which the student is responsible for obeying the school's rules. The Dean of Students may vary the length of time or adjust the specific terms of this status to best help the student be a productive member of the community. It is a time when, through cooperation and a positive attitude, the student demonstrates a desire to remain at OFS. A violation of the flag terms will render the student liable for dismissal. The school will inform parents of reasons for and purpose of being flagged. When students are put on the Flag List:

- The Dean of Students notifies parents by letter.
- Advisor assists in planning corrective steps.
- Teachers report progress to advisor, who reports to parents and the Dean of Students.
- Administrative team reviews the progress once a month and at the end of terms.

## **Standards of Behavior**

**Classroom Disruptions:** Academics at Olney Friends School hold an esteemed place in our day-to-day priorities. Teachers and students alike cherish learning opportunities and do their best to guard against unnecessary interruptions of classroom and study time. In cases of classroom disruptions, a teacher may send a student to the Dean of Academic Affairs and/or Dean of Students for discussion of the problem and measures to address it. The Dean of Students or Dean of Academic Affairs will keep a record of such meetings and will have the right to impose a discipline response if deemed necessary. A student who is chronically disruptive in classes may face suspension or even expulsion if it is felt that the student's behavior poses a significant ongoing barrier to their learning or that of others.

**Respect for School and Private Property:** At Olney Friends School we co-exist much like a family would. We must all be able to trust each other and take responsibility for our own possessions as well as those that belong to the school or to other students, including school books and school supplies, clothing, buildings, furniture and the grounds in order to maintain harmony in our home. While locks and lockers might keep some of our personal possessions secure, they do nothing to help us learn to both respect and trust each other.

Over-borrowing and borrowing things without asking are perhaps the most common causes of conflict among students at Olney. We hope that students will learn over time to keep good track of their own possessions, to take care of their own possessions, and to value and respect the property of others. Students should label their belongings clearly so that no confusion of ownership can arise. In addition, students are asked to be very clear with each other about their own lending policies and to be cautious about giving blanket permission to others to borrow anything indefinitely or at anytime.

**Student Dress Policy:** Our concerns about how our students dress come from experience as adults in the wider world and in the Olney community. Olney is a school, a community, a business, a religious entity, a home, and a work space. It is challenging to apply a set of clothing specific rules or expectations when there are so many facets to our Olney lives. The Olney staff is entrusted with the care, teaching, nurturing, guidance and support of our students. We work together to provide consistency and to try to understand each individual's views and beliefs. That means that while one person might feel ok with how one student dresses, that definition can change when we view our students and staff as a larger body composed of many bodies.

At OFS our goals for student dress are simplicity and moderation, and we are also guided by the Quaker principles of peace and respect for others. Olney encourages each person to be an individual who is cognizant of the role they play in promoting and welcoming others to our school. Dress may play a significant role in how we are perceived by the broader community. We want to be inviting to prospective students, parents and supporters.

Students should take into consideration their surrounding environment when choosing what to wear, this includes but is not limited to: academic hours, weather conditions, free time, being off campus whether alone or with others, the event that is taking place, visitors on campus, work/ project time, and those who will be present in a student's interactions.

Please refer to the complete dress policy, provided at the end of this document.

**Computer Use and Language on the Internet:** All students are given an Olney Friends School email account. Students may not print or display on screens sexually explicit (obscene or pornographic) materials. The use of profanity, racial slurs or obscenities is not permitted on Olney Friends School computers. Written personal attacks on and threats toward individuals are also prohibited, regardless of whether they are published on a public or personal web space or are exchanged in a public or private communication. Students should be cautious with their internet activities owing to the widespread and unauthorized dissemination of personal information via the internet and to security concerns. Living in community requires that we live civilly with one another, online as well as off.

The Internet is not an appropriate forum for our community members to air their grievances against Olney Friends School and/or its community members. Students who have concerns or grievances are asked to raise those concerns directly with the administration or with the parties involved. A student who chooses an online forum to broadcast a grievance could face a disciplinary response depending on the content of the student's published message.

Deliberate attempts to disrupt the school's network or any other network or system on the Internet by sabotage are considered criminal activity under state and federal law. The use of computing services to engage in any activity which violates local, state or federal law is prohibited. Usage that damages equipment or software may result in charges to your account or legal action. While the staff do respect students' need for privacy, staff will not hesitate to request that a student show what they are doing or that they stop any computer activities that do not comply with the school's computer usage policies.

Olney Friends School has the right to search the files of student and school computers if there is a reasonable suspicion of misuse of computer privileges.

**Public Display of Affection:** Olney Friends School is both a private place where students can be at home with their friends and a public place where we want others, including peers, staff and guests, to feel welcome and comfortable. While Olney Friends School does not prohibit students from being in "exclusive" relationships, we encourage students to maintain a healthy balance of time spent with others and time spent exclusively with a special friend. Within the framework of the school rules, couples may spend time together in the Main (excluding offices and storage areas), the upper level of the Music Box and the greenhouse. The rule for these places is "door open or lights on." Couples may also spend time together on Top Campus (see map below for boundaries), which incorporates the outside area defined by the Main, dorms, residences and parking courts.

Intense romantic behavior such as making out or lying on top of another person is inappropriate public behavior. Classes, morning collection, meals and Meeting for Worship are times when public physical displays of affection are not appropriate. Students who engage in such activities at those times will be asked to modify their behavior. If the behavior persists, staff intervention, with possible parental involvement, is likely.

### **The Major Rules at Olney Friends School**

#### **Students may not**

- Use, possess, or provide to another Olney Friends School student tobacco, mind-altering substances, alcohol, illegal drugs, drug paraphernalia, and unauthorized prescription medications. All supplements, over-the-counter medications, and prescription medication must be taken as directed and administered by the Health Coordinator,
- Engage in sexual intercourse and or genital contact,
- Engage in harassment or verbal or physical violence,
- Steal (including illegal downloading),
- Commit vandalism,
- Possess or use weapons,
- Commit fire safety violations,
- Intentionally lie or cheat,
- Refuse a reasonable faculty request,
- Aid, assist or accompany a major rule breaker,
- Intentionally obscure one's location, whether on campus or off, or
- Accumulate a second 10 slip violation in a school year.

In addition, any conduct in violation of the criminal laws of the State of Ohio, regardless of whether the incident occurs while a student is in the school's care or not, may result in the immediate suspension or expulsion by the

Head of School. In cases where laws have been broken, students need to be aware that Olney Friends School may be under obligation to inform appropriate authorities.

**What is “Verbal Violence”?** Words matter; what we say is as important as what we do. Language that is used to intimidate, coerce or threaten others falls into the category of verbal violence. Students accustomed to using violent, vulgar or profane language in normal conversation will need to change their speech habits. Olney Friends School is a multicultural, multigenerational place where particular words carry different negative weight with some people. Here we define "profanity" as language that a given person finds offensive or unacceptable in public speaking or writing. Any offended staff or student should request of the other party that such language not be used. Refusal to honor that request may be classified as verbal violence, that is, intentionally and repeatedly using language to hurt others.

### **What is considered use or possession of alcohol, tobacco, and other drug related products?**

Olney Friends School expects all students to be completely drug-, alcohol- and tobacco-free during their tenure at the School. Drug and alcohol use by students is not only illegal, but can be harmful to the body, mind, and spirit. Furthermore, the use of illegal substances detracts from the community at large. We believe no student should be subjected to the pressure to misuse substances. **All the following constitute violations of this major school rule:**

- ◆ **Procurement, possession, distribution, use or sale of any illegal drugs, unauthorized prescription medication, supplements, or over-the-counter medications (including synthetic drugs or naturally occurring compounds such as “Spice”, “Salvia”, “Bath Salts”, etc... whether illegal or not and regardless of the use these substances may be labeled for, anabolic steroids, or any controlled substance);**
- ◆ **Possession of drug paraphernalia (including but not limited to seeds, pipes, rolling paper, hookahs, scales, resin, or any bottle or container used for holding alcohol beverages) or use of any ordinary substance for mind-altering purposes.**
- ◆ **Possession or use of tobacco, e-cigarettes, juul, and tobacco product;**
- ◆ **Testing positive for use of illegal drugs, whether used at school or not;**
- ◆ **Use or possession of vaping materials, aerosols or chemicals as inhalants; or**
- ◆ **Remaining in the presence of another student who is violating any of the aforementioned rules.**

One of the most egregious violations of the above rules is when a student smokes tobacco or any other substance inside an Olney building because this puts all people at danger. This behavior will not be tolerated, and offenders may be dismissed from Olney Friends School. We will presume that drug paraphernalia found in a room belongs to the room resident(s), and that empty medication containers or liquor bottles/cans found in a room will indicate possession of the room resident(s). **If a student refuses a breathalyzer or drug test, they will be judged to be guilty of violating a major school rule and will be immediately suspended. The above substance violations are cumulative, and do not reset at the end of the school year like other major school rule violations. After a first offense, a student can expect consequences ranging from a required assessment from an approved counselor, being campused, immediate loss of leadership positions, random drug or room checks, and suspension. After a second substance offense, students will be referred directly to the Head of the School with the expectation of expulsion. Distributing and/or selling illegal drugs or alcohol will make a student liable for immediate dismissal as well as for criminal prosecution. To determine distribution, the Head of School or Dean of Students may take into account quantity and intent.**

**What is the Sanctuary policy?** The sanctuary policy allows for the school counselor to help a student with a drug, alcohol, personal, or illegal substance issue without discipline measures to ensure. Helping a friend compromised by alcohol or drugs may be life-saving. The sanctuary policy may be invoked when a student (self-referral), either in person or through phone, contacts the counselor. After dorm time, when the dormitories

are locked, a student may request sanctuary for themselves or another student by calling the administrative cell phone or directly contacting the counselor. In the case of sanctuary requests the following policy applies:

1. Students may use this policy one time without disciplinary consequences. Even if a faculty member intervenes at some point after the initial phone call, sanctuary will be honored, and no discipline will result to the individual student. Students who bring a fellow to the counselor will not be liable for discipline, and their identity will remain confidential.
2. Being granted sanctuary will allow for no disciplinary actions, but the Dean of Students will be notified. The sanctuary event will not be part of the student's record. The student must inform their parent/guardian. Additional meetings and an alcohol or drug assessment at the student's expense are common follow up procedure. A drug screen (urinalysis assessment) may be used to obtain a baseline level to protect that student if another event triggers a test soon after sanctuary.
3. Under a few conditions it may be impossible to honor a request for sanctuary. Such conditions include
  - A hospital admission for which parents' consent must be obtained becomes necessary;
  - Public knowledge of the situation because of, for example, noise or violence before admissions; or
  - During a sanctuary admission, if a student becomes unmanageable, disruptive, or threatening, sanctuary may be revoked;
  - a private behavior contract with a student.

**What is “Intentionally Obscuring One’s Location, Whether On Campus or Off”?** Olney Friends School takes the responsibility for students' safety very seriously. Students are expected to uphold school policies concerning notification of their location while in the care of the school. Students who are in an area that is restricted should expect a disciplinary response. Instances that are likely to be considered a major school rule violation include:

- Departing campus without permission or following proper sign out procedures,
- Entering private places (including but not limited to offices and faculty apartments) without permission,
- Entering another student's room without permission
- Driving or riding in a car without permission from an Administrator and a parent/guardian,
- Being in a school vehicle without permission,
- Leaving the dorm during dorm hours without specific permission (typical times 10:00 PM – 6:45 AM),
- Calling out a fire drill number for someone that is not present,
- Falsifying overnight and weekend plans,
- Using a fire escape for anything other than an emergency. Being on a fire escape is always off limits unless we are having an actual fire or emergency.
- Swimming, being on the ice or ice skating on Livezey Lake without permission
- Being on the soccer or field hockey fields or “Back 2” without permission during non-sport times.

Students can expect consequences for minor location infractions to be determined by the Dean of Students.

The following list is not meant to be inclusive of all restricted areas. If you have any questions about where you may go, ask an Administrator.

Restricted areas include:

- Sewage plant
- Faculty homes, offices, and apartments
- Mary Davis Guest House (unless you are seeking medical services or you are with an adult)



- Henderson Building (unless you have Woodworking or Welding class. If you are making a Graduation Box or doing a school project, you must have an adult present).
- Stillwater Meeting House
- Morlan Friends Center

**When is "Lying" a Major Rule Violation?** In a Quaker approach we try to be as truthful as possible, in small things and large. We all, of course, conceal things from one another at times; we don't tell the "whole story." We may also exaggerate or distort things in the telling. This kind of dishonesty becomes lying and a major rule violation when we intentionally conceal or misrepresent the truth of a situation to conceal our own wrongdoing (such as major rule breaking) or to hurt someone else.

You may not forge or alter school documents or records, or forge your parent's/guardian signature. You may not present yourself as someone you are not. For example, you may not claim to be a parent when calling the school nor may you claim to be a faculty member. Serious violations of the above rules might be grounds for dismissal.

**What is Harassment?** Each person at Olney Friends School has a right to feel safe and valued. Students are expected to uphold the rights and well-being of others. Therefore, impinging on the well-being or violating the rights of others is an unacceptable breach of these standards and creates a hostile atmosphere which is intimidating and demeaning for the parties involved. Harassment is not allowed. Honest communication, courteous and respectful interactions with all members of the community, and responsible actions are behaviors valued at OFS. Impinging on the well-being or violating the rights of others is unacceptable behavior. Such behavior includes assault, be it physical, verbal or sexual, and any harassment, including but not limited to physical, verbal or sexual harassment or threats based on race, gender identity, religion, ethnicity, handicap, age, or sexual orientation. In addition, verbal assault over the telephone or derogatory statements made verbally, in writing, or via electronic medium is never acceptable.

Some examples of inappropriate behavior are:

- Uninvited pressure for sexual activity, whether explicit or implicit, particularly if accompanied by a promise of favorable treatment or a threat concerning a student or employee's status,
- Bullying consists of any intentional written, verbal, graphic or physical acts, including electronically transmitted acts via the Internet, cell phone, personal digital assistant (PDA) or wireless hand-held device, either overt or covert, by a student or group of students toward other students or school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate,
- Obscene or suggestive remarks or jokes, verbal abuse, and/or insults that are conveyed in person, through notes, e-mails, instant messages, postings on websites, text messages, spoken over the phone or left on answering machines or voicemails,
- Pressure to participate in illicit activities such as the use of alcohol, tobacco products, or other drugs,
- Hazing or threats,
- Demeaning comments with respect to race, religion, ethnic origin, sexual stereotypes, gender or sexual orientation,
- Spreading rumors about or rating other students as to sexual activity or performance,

Students should let the offending person(s) know that they want the behavior to stop. An example of an appropriate response to this behavior is to (1) say "No!" firmly, (2) look directly at the person(s) with a straight

face to give a clear message of how you feel, and (3) do not apologize for your feelings. Students should keep a record of when, where, how and by whom they are being mistreated. Records should include witnesses, direct quotations, actions, evidence, and any written communication. Students who feel that they have been harassed should immediately contact any faculty at school about the situation. Among those who may be contacted are faculty members, administrators, advisors, Health Coordinator, or any other adult with whom the student feels comfortable. These people will inform the Dean of Students. A response from the school to this situation will be made after appropriate consultation with the person named in the complaint. In every instance, our goal will be to assist individuals involved in such incidents to explore fully the nature of the offense and to resolve the matter in a way that brings understanding and respect. Violations of this policy will not be tolerated; such behavior undermines the spirit of the community and, depending on the circumstance, it may make a student liable for immediate expulsion. Any student, faculty member or administrator who is found in violation of this policy will be subjected to discipline, up to and including dismissal from Olney Friends School.

Olney Friends School will not tolerate retaliation in any form against any person because they reported an allegation of harassment or conduct reasonably likely to violate this policy, have assisted another person in reporting or pursuing such allegation, or have participated in an investigation of a claim of harassment. Such retaliation is a serious violation of this policy and can subject the offender to appropriate sanctions or discipline. The reporting and resolution of any instance of retaliation under this policy shall follow the procedures governing harassment.

**What Can Happen When Substance Abuse Is Suspected?** When there is an informed suspicion of drug or alcohol use, students may be required to take a drug or alcohol test and can expect to have all their belongings searched. Drug testing may be authorized by the Head of School or Dean of Students if necessary to ensure the health and welfare of the student and/or school community. Students may be removed from the dorms while drug testing is pending.

**What is a Fire Safety Violation?** Students are expected to maintain a safe environment at Olney Friends School; thus, all fire safety violations will be taken seriously. Fire is a serious and constant threat to persons and property. Over its history, Olney has suffered great loss due to fire. **Possessing or using fireworks, firearms, ammunition, or any other dangerous weapon, item, or substance can make a student liable for immediate dismissal.** The use of any open flame, which includes, but is not limited to, lighted cigarettes, candles, incense, lighters, and matches, in any school building, except under faculty supervision, is not permitted. Students found tampering with emergency equipment – fire alarms, fire extinguishers, smoke detectors, etc. – the use at times other than emergencies will be considered major school rule violations. The following items need to be stored with adults and are prohibited in student rooms or on their person because they create fire hazards:

Camping stoves

Candles

Cooking or heating appliances, such as hot pots, hot plates, grills, and immersion heaters

Toasters, toaster ovens, rice cookers, or other cooking or heating appliances

Any other item that may constitute a fire hazard

A first time violation of possessing the above items might result in a warning with minor consequences to be determined by the Dean of Students or Dorm Heads. Continued noncompliance will be considered a major school rule violation. However, using the items above without permission is considered a major school rule violation.

**The items are absolutely not allowed, and first time violations will result in a major school rule violation:**

Microwaves

Electric blankets

Halogen and other high-intensity lights (black lights and lava lamps)

Propane torches

Fireworks

Matches and lighters

Students may use electric heating pads, humidifiers, or vaporizers only with authorization from a doctor or Health Coordinator. All other appliances that produce heat are prohibited in student rooms, except hand-held hair dryers and electric curlers, which must be rated at 1,500 watts or less and thermostatically controlled. Hair dryers, curling irons, and electronic curlers must be unplugged when not in use.

**Why Should You Not Be With a Major Rule Breaker?** The most helpful thing to do with a peer who is breaking a major rule, if they cannot be dissuaded from it, is to show disapproval by walking away. To remain present is often seen by the rule breaker as tacit approval of what they are doing; therefore, remaining present is also considered a major rule infraction, even if not of the same gravity.

### **Major Rules and Disciplinary Committee**

Students who break major rules need to acknowledge that they have overstepped a critical line in terms of safety, appropriateness and sometimes legality for life within a boarding school. While the discipline process is one that involves careful discernment, students who break major rules need to be aware that such breaches may mean that the school is forced to separate itself from the offending student with an extended suspension or even expulsion. Any student found to be providing drugs, alcohol or other controlled substances to another Olney student faces immediate dismissal. NOTE: The school may, at appropriate times make disciplinary responses public to the school community.

**Disciplinary Committee:** Our major rules, drawing on Quaker testimonies of truthfulness, nonviolence, simplicity and respect, define a broad area of health- and growth-enhancing behavior within which we expect our students to live. When students break a major rule or an egregious combination of minor rules, they are requested to come to Disciplinary Committee. Disciplinary Committee consists of the Dean of Students, four faculty members and four students. The Dean shall pick from all available members, faculty and students to address each disciplinary concern brought before the committee. The faculty members will be picked by the dean and the student members of Disciplinary Committee will be chosen by the adult committee members from a list of students nominated by the student Self Government. The role of the Committee is to help establish what happened, hear the student's side of the story, and then discern appropriate next steps.

Students who go before Disciplinary Committee receive a written response from the Committee's convener as authorized by the entire committee. NOTE: Students may request to have their cases heard by the Dean of Students and another administrator rather than going through the committee process, this is referred to as an Administrative Decision.

If a student elects to go to Disciplinary Committee, the committee meets with the student rule-breaker in a "Meeting for Clearness," a listening and questioning time in which the committee and student seek to discern an appropriate response. The Disciplinary Committee works best when a rule-breaker has the courage to be honest and take responsibility for their actions, and to acknowledge the damage done to self and others. In the best possible world, the committee's response is fashioned to help a student address their own issues and promote a change in behavior, keeping in mind that the committee is also charged with protecting the safety and integrity of the rest of the community. In cases where potential for growth or change is not evidenced, the committee may recommend to the Head of School that a student be asked to leave the school. Only the Head of School has the power to make a final decision with regard to student expulsions.

Situations may arise that cannot logically or legally be addressed by the Disciplinary Committee or discipline system. Particularly where the physical safety of others is in question, the Head of School may exercise the right to bypass the disciplinary process described here and personally call for the immediate removal of a student from the school, either permanently or as part of a suspension. NOTE: Students who are violent, threaten violence or are found to be providing drugs or alcohol to other students must be prepared for automatic and immediate expulsion from the school.

**Disciplinary Responses:** OFS holds all members of the community accountable for their behavior. A student who breaks a rule or fails to meet established standards will be confronted directly. The Dean of Students will handle each case individually, with due regard for both the circumstances of the offense and the well-being of the community. Students may receive an array of consequences, from helping out the community, restriction of privileges and or boundaries, a day of reflection, camping, a mandatory activity, a written assignment, suspension, or dismissal. Although consistency is desirable, it will not always be the principle governing matters of discipline. Discipline may vary among students and circumstances. Each discipline response outcome is weighed individually and may not be the same as consequences given in the past.

**Reporting of Discipline to Colleges:** Colleges rely on schools to present a complete and candid description of our students. If academic or behavioral misconduct results in a major school rule violation it will be reported to colleges. Students' discipline records are kept separate from academic records. The College Counselor will review a student's disciplinary file, if it exists. A disciplinary history will be reported because Olney is under the standards of "full disclosure" to colleges. We will help students in good standing write explanation letters to colleges.

### **Parental Responsibilities in Disciplinary Matters**

**Response to Major Rule Violations:** If a student has been found breaking one of our major rules, a suspension or dismissal could result. You will be contacted by the Head of School or Dean of Students as soon as it can be determined that a major rule has indeed been broken by your child. The disciplinary process is most effective when all adults involved agree to work toward the same goal of helping a student understand the consequences of their actions and accept personal responsibility for those actions.

In the event of an expulsion, something that we neither wish for nor anticipate, we hope that all parents will cooperate with the school and share fully in our efforts at making the logic of school policies known. A struggling and confused teen will have difficulty understanding personal responsibility if their parents cannot promote and articulate to a student the value in the school's rules and the logic of the consequences.

In the interest of the safety and well-being of the rest of our student and adult community, the school reserves the right to remove from campus any student who is awaiting a disciplinary committee meeting for a major rule violation. If a student is suspended or expelled, they must expect that they will be escorted to an off-campus location until travel home is possible. Parents will be asked to cooperate in making the transition from school to home for an expelled or suspended student as swiftly as possible. Costs of travel in such instances are the responsibility of parents.

**Campus Restrictions for Expelled Students and Current Students:** The school's policy is not to allow expelled students on campus for at least one year following an expulsion or withdrawal resulting from major school rule violations. This is a policy that we enforce for the well-being of all concerned. Knowing that Olney students will often remain in touch with expelled students and will sometimes wish to visit with those students at an off-campus location, we want to remind parents that permission is required for all unchaperoned visits on or off-campus with anyone who is not currently an Olney student or staff member. You may send permissions for such visits via email to the Main Office ([mainoffice@olneyfriends.org](mailto:mainoffice@olneyfriends.org)). If you are uncertain as to whether such visits are wise, we would recommend that you err on the side of caution. The school has no jurisdiction over or oversight of a student no longer enrolled at the school. Finally, depending on why a student was expelled, a return to campus or an attempt to set up unauthorized meetings with current Olney Friends School students may be cause for and/or require legal action be taken by the school against the unauthorized visitor.

### **Minor Rules, the Slip System**

Minor rules facilitate the smooth flow of the community's daily life. Some examples of minor rule infractions include: being late for meals or Collection, signing out of more meals than allowed; playing music too loudly in

public places; not cleaning a dorm room; being late for dorm time or staying up past lights out; using offensive or degrading language in public places. With regard to office and room work slips, a student is required to finish an incomplete job or redo the job if it hasn't been done properly, even if a slip is to be issued.

Infractions result in “slips.” Slips are a written record of a student’s infraction. Slips may be recorded electronically in an electronic tracking system. When practical the responsible faculty member should let the student know that the student is receiving a slip.

All students start out at the middle level of social privileges. Slips accumulate over a 3-week period. During a three-week 'slip term,' if a student receives:

**0-2 slips**, the student will rise to the TOP level of privileges for the next three weeks.

**3-4 slips**, the student will remain at the same level of privileges for the next three weeks.

**5-9 slips** the student falls immediately to the next level of privileges, and remains there for the next three weeks.

**10+ slips** Unless it is determined that another slip tier is needed to deal with numerous students in this category, students who receive 10 or more slips for the first time will be given an automatic response.

*Automatic Response- Saturday morning study hall, Friday Night Restriction and campused for 3 weeks*

We expect that all students will make every effort to get the fewest slips possible. Students who treat the slip system as an exchange system, willingly taking slips rather than fulfilling their duties, may find themselves facing greater sanctions.

Missing an all school event (Weekend Events, Meeting for Worship, All School Sing, Self-Gov, etc.) may result in being campused for the next 48 hours.

**Campused** = Not allowed to depart from campus unless it is a mandatory event for school or a class.

**Triangled** = Only allowed in dorm or Main Building and must attend all meals.

**Restricted** = Is served on Friday evenings in dorm room. This is designed to be a time of reflection or studying between 7:00 PM – 9:00 PM. Guests are not allowed in the dorm room other than roommates, and the student must remain in the room. Computers are allowed for academic purposes only.

<b>Social Privileges Affected by the Slip System</b>	<b>Top Level of Privileges (0-2 slips per slip-term)</b>	<b>Middle Level of Privileges (3-4 slips per slip-term)</b>	<b>Bottom Level of Privileges (5-9 slips per slip-term)</b>	<b>Bottom Level with Disciplinary Action (10+ slips per slip term)</b>
DORM TIME	Mon-Thurs. 10:15 p.m. Friday 11:00 p.m. Saturday 10:30 p.m. Sunday 10:00 p.m.	10:00 p.m. 10:00 p.m. 10:00 p.m. 10:00 p.m.	9:30 p.m. 9:30 p.m. 9:30 p.m. 9:30 p.m.	9:30 p.m. 9:30 p.m. 9:30 p.m. 9:30 p.m.
“WALK PERS” * AFTER DORM TIME	Yes	No	No	No
WEEKDAY CAMPUS SIGN OUTS	4	3	1	1
WEEKEND CAMPUS SIGN OUTS	No limit	1	0	0
WEEKDAY SUPPER SIGN OUTS	2	1	0	0
WEEKEND SUPPER SIGN OUTS	2	1	0	0

\*“walk-per” = permission to leave the dorm after dorm time.

**Clarifying Slips:** If a student feels a slip has been given unfairly or out of some misunderstanding, he or she should discuss the concern with the person who issued the slip within twenty-four hours of receiving notice of the slip. The twenty-four hours include weekend time a faculty is not on duty. This may clarify or resolve the matter. If after this step, the student still feels the need to appeal or question the slip, he or she should bring the concern, within two days of when the slip was given, to the Dean of Students who will decide whether any modification or dismissal of the slip is warranted.

## **Electronic Entertainment and Communication**

### **Electronic Device Policy and Philosophy**

While personal electronic devices such as cell phones, DVD players, laptop computers, music players and headphones are allowed at Olney Friends School, our policies for their use are designed to support moderation, minimize distractions, and preserve community relations, as well as personal health and growth.

All students are required to register all Internet capable devices (cell phones, iPod touches, iPads, laptops, etc.) with the Technology Coordinator. Unregistered devices may be confiscated. The details of the technology rules are typically created with faculty and students each year.

### **Technology Policies**

**Cyberbullying:** Cyberbullying is the use of electronic communication devices, including computers, cell phones, and the Internet to intimidate, harass, humiliate, or otherwise victimize another person. Acts of cyberbullying can include (but are not limited to) practical jokes, unauthorized use of another's online account (e.g., Facebook, email, etc.) using the Internet to spread malicious rumors about an individual or individuals; or using the Internet to threaten others. Cyberbullying in any form is considered a major school rule violation.

**Online Appropriateness:** Students are required to conform to community standards of appropriateness in their online lives. Students should refrain from using obscene language, posting obscene or offensive pictures, or engaging in other offensive activities while online. Such incidents will be referred to the Dean of Students.

**Hacking:** Students are prohibited from tampering with, or making any unauthorized modification to the Olney computer network. This includes attempting to crack passwords, attempting to gain unauthorized access to wireless networks, or using personal equipment in unauthorized attempts to extend the network.

**Criminal/Commercial Activity:** Use of the Olney network for any criminal or commercial activity is prohibited. Violations of any of these policies will be referred to the Dean of Students for review and possible disciplinary action.

**Screen Time and Cell Phone Policy:** Each year the goal is for the students and faculty to help design the technology policy for the school year. Screen time is defined as non-academic use of computers, television, or any video game system (handhelds included). **All video games** in The Main need to be played on the second floor.

**Appropriateness:** Electronic media (movies, games, music, etc.) exhibited in public spaces must conform to community standards of appropriateness. The administrator on duty has the final say as to what is appropriate for use and display in public spaces. Students and employees may not record images or sound of teachers or others without their permission. Olney has a no tolerance policy for covert recording devices (devices that look like one thing such as a clock radio, smoke detector, or pen but actually offer covert video or audio recording), and the mere possession of these type of devices is prohibited.

In the Library, you are allowed to use computers; however, there must be no volume on any electronic devices because the Library needs to be a quiet space for studying and reading at all times.

### **Technology Violations and Confiscation Philosophy**

One possible consequence for repeated technology violations is the confiscation of the device in question. This is not meant as a punitive measure. Like all discipline, it is an attempt to create a structure within which the student can improve, and a means to engage in dialog with the student about their behavior.

Confiscation is a last resort measure. Every case is different, but in general devices are confiscated when

- the student has multiple violations related to the device
- the student's academic or social well-being is clearly affected by this behavior, and/or the behavior is adversely affecting others
- the student has shown an inability or unwillingness to moderate his behavior.

Devices are confiscated for three weeks, during which time the student has the opportunity to work with their advisor on preparing a written plan for ensuring the device is used appropriately when it is returned.

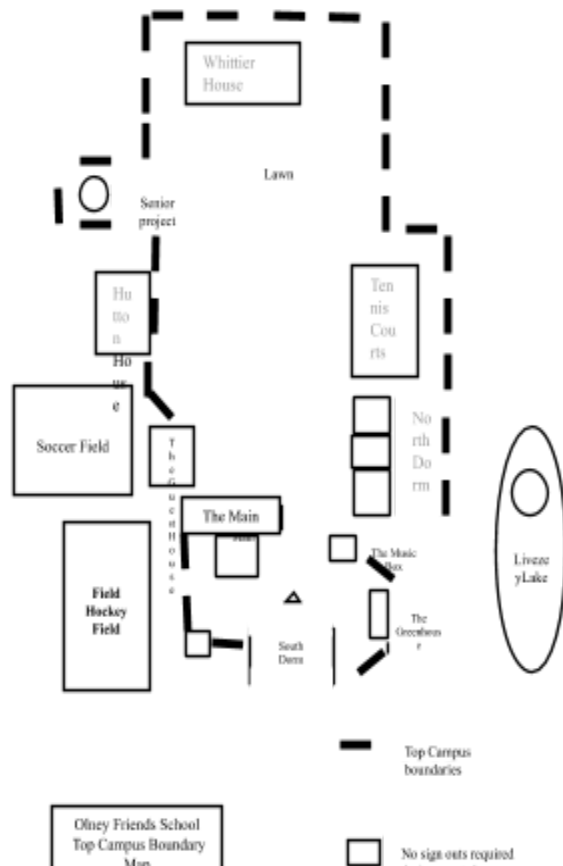
If your phone or any other piece of electronic equipment is being used in a manner that violates school policies by someone other than yourself, it is still subject to the confiscation policies. If in violating cell phone usage you are also violating other school policies, such as being out of your dorm room, there may be additional consequences.

**Resolving Conflicts**

Conflicts are a normal part of school life. Preventing conflicts from escalating to something hurtful and learning how to resolve conflict peacefully is a skill that we hope to develop at Olney. Currently, OFS offers training in the W.A.V.E program brought from California to Ohio in 1982. In peer mediation a neutral third party helps people who are in conflict (disputants) talk through their conflict and create solutions. When conflicts arise between students or between a student and a staff member in the dorm, classroom or community, students should take one or more of these steps:

1. It is best if a student can address the concern soon--clearly, respectfully and face-to-face--with the person involved.
2. If this does not resolve or clarify things (or if it is difficult to speak to the other person alone) and a further step is needed, students are encouraged to ask a staff member to join the conversation as a listener and facilitator.
3. If this still does not bring resolution, a student may ask for help from a mediating group of staff and/or students (a "clearness" group in Quaker parlance).

**Sign-outs and Visits On and Off-campus**



**Sign-Out Procedures:** The Olney Friends School staff is responsible for knowing the whereabouts of the students in our care at all times. This requires cooperation on the part of students who are asked to report their intended destinations to staff when leaving Top Campus. Students must sign out in the Main Office if they are going off campus for any reason. Students must verbally sign out with a faculty member who records the sign-out. Students signing out to somewhere other than home will be asked where and with whom they are going, and when they plan on returning. Students are responsible for placing their own sign-out card in the “Out-Box” after the staff member has recorded the sign-out activity on the sign-out sheet and moving it back into the “In-Box”.

Olney Friends School has both day and boarding students. Some rules regarding sign-ins and sign-outs are, therefore, different for day and boarding students.

Below, the rules are outlined as they apply to the two different student groups. The map showing the Top Campus boundary, at right, applies to all students.

**Campus Description:** Olney Friends School maintains a 350-acre campus, which includes school buildings, sports fields, barns and farm fields, orchards, lake and woods. The Main, as the large central building is called, serves as the center of all academic and community activity, housing most classrooms, library, kitchen, dining room, offices and gymnasium. The North and South dormitories are located in close proximity to The Main. The campus also includes field hockey and soccer fields, tennis courts, a lake, a greenhouse, and the Henderson shop/maintenance building. The school maintains about 125 acres of tillable land with a small herd of beef, and a large vegetable garden which serve to provide healthy food directly to students. The school manages an old-growth forest, Plummer Woods, approximately a mile away from the school which serves as an outdoor classroom for science classes and a quiet retreat for hikers.

**Top Campus Boundaries:** Top Campus is the area circumscribed by the thick dashed line on the map shown here. Students do not need to sign in or out to spend time on Top Campus. Buildings other than the Main, the greenhouse and the upstairs level of the Music Box have restrictions and require sign-outs (See On-Campus Sign-outs below). To visit other parts of campus, including but not limited to the Henderson building and sports fields (except during sports blocks and games), students must sign out in the Main Office.

**Building Restrictions:** The Mary Davis Guest House and staff residences, including apartments in the dorms, are private, "off-campus" spaces. Students may visit staff dwellings by staff invitation only. The Mary Davis Guest House, which houses the infirmary, guest rooms, and staff apartments, is also considered "off top campus," except the infirmary during Health Coordinator's hours. The maintenance room is also off limits. Students are not permitted in the lower level of the Music Box or under the bike garage unless accompanied by a staff member.

**Livezey Lake:** Students who would like to spend time at Livezey Lake or on Paul's Island must sign out to do so. Students may use boats on the lake only with permission and only during non-academic daylight hours. For safety, boaters must always boat with another person or have someone on shore keeping watch. Paddles and life preservers are required and may be checked out at the Main Office. Currently, swimming is not allowed in the lake.

#### Livezey Lake Canoe Rules and Expectations:

- Always sign out in the Main Office to visit the lake or use a canoe.
- Never use a canoe if no one else is on or beside the lake.
- Always wear a life jacket while on the lake.
- No more than two people per canoe.
- No horse play.
- Do not throw objects at or into other boats.
- Do not intentionally capsize the canoe.
- If the canoe is capsized, remain near it and drag the canoe to the shore.
- You are responsible for removing what you bring to the lake.
- Return all canoes, life jackets and paddles to the storage area and put them away neatly.

**On-Campus Sign-outs:** Sign-outs on campus but off Top Campus are not counted against a student's weekly sign-out privileges; however, students who have restricted sign-outs because of slip levels or for other disciplinary reasons may be denied on-campus sign-outs if a faculty member on duty feels that the on-campus sign-out is abuse of the students' sign-out status. For example, a student on 9:30 dorm time who asks for an on-campus sign-out to Paul's Island more than one time in a week where the student has already had a sign-out off-campus may be denied the on-campus sign-out.

**Bicycles, Skateboards, and Rollerblades:** Students may bring bikes, rollerblades, and skateboards to Olney,



but they must be sure to follow the guidelines. The popularity of skateboards and bicycles on campus has increased to a point that a code of rules is necessary in order to ensure the safety and well-being of the members of the community. Therefore, the following requirements apply to all bicycles, rollerblades, and skateboards:

Equipment: Bicyclists, rollerblades, and skateboarders must wear helmets and shoes when riding. Parents and guardians should note that the school cannot guarantee that a student will be wearing a helmet at all times. All bikes must have a front white reflector and a red reflector or reflecting tape that is visible from behind.

Storage: Bikes must be stored in the school's Bike Shed or taken home while school is not in session. Skateboards need to be stored in appropriate places assigned by the Head of the Dorm.

Off-Campus Use: During the appropriate times, students may leave campus by one of the above means, provided they have signed out. Students need special permission from the Dean of Students if they wish to bike beyond a two-mile radius of Olney Friends School. Students must observe traffic laws and biking etiquette while riding.

**Boarding Students**

**Sign-outs:** The number of sign outs permitted in a week is determined by the slip system. Boarding students (or day students during the academic day) who leave Top Campus (see map above) for any reason other than in-school sports, woodworking, and welding are required to have an adult staff member sign them out in the Main Office. Students signing out will be asked where they are going, what time they will return and what they plan on doing while off Top Campus. Sign-outs are allowed to public places and not to private homes unless cleared with the Dean of Students and with parental permission. Students may not request sign-outs for others. Intentionally obscuring one’s whereabouts through misleading or inaccurate sign-outs is a major rule violation. Students who sign out more than the number of allowed times can expect consequences and further reduction of sign-out privileges.

**Meal Sign-outs:** Boarding students may sign out of supper a certain number of times each school week by 1:00 pm (end of Lunch). The number of sign-outs is determined by their privileges in the slip system. Students must be back on campus and in study hall by 7:30 pm unless signed out with a faculty member or their own parent. Monday through Friday, students may sign out of lunch only if invited to lunch by a staff member. The student must find a substitute for any dish crew assignments they may have for that meal. Students may not sign out of Sunday lunch unless off-campus for weekend.

A student may sign out of any meal with their parent or guardian; however, the kitchen requests advance notice whenever possible if parents intend to take their children out for a meal. With prior permission from a student’s own parent and sufficient personal sign-out privileges, a student may sign out with another student’s parents for a meal, including a Sunday noon meal. Permission to sign out with another student’s family must be given prior to leaving campus. If the permission cannot be obtained, then the student does not go on the trip. Sign-outs with parents are not counted toward a student's total meal sign-out privileges.

**Daytime and Weekend Sign-Outs:** During afternoon and weekend free time, students may sign out to walk or bike to town, go for a hike, or for exercise.

	<b>May sign out after:</b>	<b>Sign in by:</b>
<b>Sunday</b>	<b>1:00 p.m.</b>	<b>7:00 p.m.</b>
<b>Monday</b>	<b>4:00 p.m.</b>	<b>7:00 p.m.</b>
<b>Tuesday</b>	<b>4:00 p.m.</b>	<b>7:00 p.m.</b>
<b>Wednesday</b>	<b>4:00 p.m.</b>	<b>7:00 p.m.</b>
<b>Thursday</b>	<b>4:00 p.m.</b>	<b>7:00 p.m.</b>
<b>Friday</b>	<b>4:00 p.m.</b>	<b>7:30 p.m.</b>

Saturday	10:00 a.m.	7:30 p.m.
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**Weekend Overnight Sign-Outs:** Weekend overnight sign-outs are possible for "open" weekends, i.e., weekends not identified as "closed" on the calendar printed in the back of this Handbook. On "closed" weekends boarding students must remain on campus for planned all-community activities. On "open" weekends, students may go home or, with parental permission from both students' parents, visit other student's homes. Parents and students must clear off-campus visiting plans with the Dean of Students by 4:00 p.m., the Wednesday before the visit. Students are expected back from weekend sign outs in time to attend Sunday evening prep time (7:15 p.m.).

**Day and Overnight Visitors:** A student who wishes to host a visitor on campus must first make arrangements in advance with the Dean of Students. Their parents must provide permission for the visit to the Main Office. Any visitor arriving without such prior arrangements may be asked to leave campus. Visitors must notify the Main Office, sign-in in the logbook upon arrival, and sign out when they leave. Visitors must abide by school rules while on campus. Parents are not allowed to stay in the dorms. Parents who wish to have an overnight visit with their child are encouraged to book a room in our guesthouse or at a local hotel. Guests, including recent alumni, past students, and siblings, are not permitted to stay in the dorms.

**Automobiles:** Boarding students may not keep or drive motor vehicles at school, or when under the school's care. Rarely, with prior permission of parents and the Head of School, a student may use a vehicle to drive between home and school during school breaks, with the keys placed in the school's care and the vehicle parked in a specific place designated by the Head of School. While under the school's care, students may ride only in cars driven by certified faculty members or other approved adults, and not in cars driven by students. Seatbelts must be worn in accordance with state law.

### Day Students

**Sign-Outs:** Day students must sign in upon arrival at school each day, and sign out when leaving at the end of the day. Day students that leave top campus during the academic day for any reason other than in-school sports are required to sign out and in with an on-duty faculty member in the Main Office, stating time and specific intended destination.

**School Meals:** Day students attend the school's noon meal each school day. Day students are welcome to join us for other school meals.

**Automobiles:** It is recommended that day students walk or be driven to and from campus by their parents. Day students who drive a car to school are required to park it at a place designated by the Head of School with the keys placed in the school's care and must leave it there until they leave at the end of the day. While under the school's care, students may ride only in cars driven by certified faculty members, and not in cars driven by students.

**Staying Beyond the Academic Day:** Day students are welcome to return to campus for evening and weekend activities but must sign in upon arrival. Some activities involving long-term preparation, such as major class projects, may require long hours on campus. Occasionally there will be an all-community activity that day students will be required to attend outside of academic and sports hours. If a student returns in the evening, they are subject to the same evening study hall rules as boarding students.

**Occasional Overnights and Weekends:** If the plan is cleared with the Dorm Head, a day student may spend an occasional night or weekend on campus, staying in one of the dorm rooms.

**Olney Friends School Rules:** Day students must abide by all school rules while under the school's care, and while in the presence of other Olney Friends School students, whether on campus or off. Day students who wish to attend Olney Friends School are asked to commit to living by the school's major rules in their time off

as well as on campus in order to remain students in good standing at the school. Any student who does not feel that they can make this commitment would be best served at a different school. If it comes to light during an academic year that a day student is engaged in illegal drug use, that student puts their enrollment at Olney Friends School in as much jeopardy as a boarding student found to be abusing illegal drugs on campus. The day student will most likely be subject to the same disciplinary committee procedures as a boarding student. Just as with any boarding student, any day student found to be providing drugs, alcohol or other controlled substances to Olney students may be immediately suspended pending probable expulsion.

**Snow Days:** As a boarding school, we hold regular classes even when public schools have snow days. If day students cannot get to school, they must make up any missed work (see academic handbook for specific guidance on making up missed work).

**Day Students Becoming Boarders:** Day students are encouraged to become boarding students their senior year. Visits home should then be coordinated and cleared with the Dean of Students to help insure a balance between family needs and the stability of the student's new life as a boarder.

## **RESIDENTIAL LIFE**

### **Dorm Life**

**Dorm living:** Dorm life at Olney is a rich and enriching experience where students study, relax, watch movies, read books, tell stories and play games together. Each dorm is overseen by a residential faculty dorm staff. Duties and activities in the dorm are coordinated by Dorm Heads in each of the dorms. Each dorm has one staff member on dorm duty each week and weekend night. Staff members are assisted by student members of dorm staff. The dorm staff guides the dorm, teaches its traditions and procedures, encourages dorm projects, and ensures the dorms' smooth operation, positive atmosphere, and resolution of conflicts. Weekly dorm meetings, called parlor meetings, in each of the dorms are times to share concerns, discuss issues, celebrate holidays and have fun. Students are required to attend weekly dorm meetings.

**Roommates:** Students will be assigned roommate(s) for the first half of the year. At the mid-year point, students will change rooms and roommates. This helps to encourage new interactions and friendships among students. Prior to these room changes the adult dorm staff will ask students to indicate roommate preferences. Preferences will be considered as they make the new room assignments.

**Dorm Care and Damages:** Students are responsible for taking care of the dorms as well as their own rooms. Rooms are checked daily to assure that beds are made and clothes are put away. Daily cleaning of bathrooms, showers and public spaces is assigned to students through the Office Work program. On Sundays students are required to do a more thorough cleaning of their rooms and of their office work areas on Mondays.

Rooms are inspected for damage before room change in the middle of the year and again at the end of the school year. Unreasonable wear, damage, or graffiti will be charged to all the residents of the room unless all roommates agree among themselves who was responsible for the damage. Damages to the common areas will be charged to all dorm residents if persons responsible for damages do not identify themselves.

**Dorm Facilities:** Each dorm has a kitchen with refrigerator, oven and microwave that students may use. Each dorm also has coin-operated washing machines (\$ .75 wash/ \$ .75 dry) and storage areas for student items such as luggage.

### **Weekends on Campus**

Because Olney Friends School offers a 7-day program of activities, most boarding students do opt to remain on campus on weekends. Friday evenings, Saturdays and Sunday afternoons provide free time and time for a wide range of student and staff planned activities, some for the entire community and some for smaller groups of students and staff. These may include international dinners, pick-up sports games, mall trips, movies, swimming, sledding, bike trips, overnight camping trips, day hikes, or an outing to Columbus or Pittsburgh. Please check with the school to find out about upcoming activities before planning a weekend at home. There are some weekend events a student is unlikely to want to miss. Student performances and even some class presentations are scheduled on weekends and attendance at these may be required for class members.

**Fire and Health Regulations for Dorms:** The following restrictions in the dorms are enforced for the safety and well being of all residents. Please be mindful of these when deciding what to bring and what to leave at home.

- lighters, incense, candles and matches are not permitted and in particular not in dorm rooms;
- hanging blankets or sheets from ceilings in dorm rooms is prohibited;
- black lights, Christmas lights, halogen lamps, lava lamps, or light bulbs over 60 watts are not permitted;
- hot plates, microwaves, toaster ovens, electric coffee makers or other heating appliances are allowed only in the dorm kitchens;
- extension cords are not allowed in the dorm. Plug adapters are not allowed;

- fire escapes are to be used only in a fire emergency;
- students are not permitted to have pets other than fish in the dorms and must secure permission of the Dorm Head

## **CO-CURRICULAR PROGRAMS**

### **Athletics**

Our athletic/physical education program and offerings are designed to be multipurpose: to encourage life-long habits of physical fitness; to build effective teamwork and sportsmanship; to strengthen staff-student bonds around a shared set of physical challenges and goals; to include every student regardless of skill level; to foster fun; and to help students learn to appreciate the other team as fellow athletes rather than as rivals. While we do offer some traditional team sports such as soccer and basketball, as many, if not more of our offerings, such as running, yoga, biking and walking, are geared toward personal fitness and are non-competitive. Students are required to participate in either physical education classes or in sports teams every quarter of their enrollment at Olney. Students have a 45-minute sports block a minimum of two times a week. Varsity team members can expect to practice four times a week.

Coaches, who are likely to also be teachers, staff or administrators, offer a variety of sports in all three seasons: soccer and running in the fall; basketball, volleyball, folk dancing and gymnastics in the winter; and a variety of spring offerings which, based on interest, may include running, Ultimate Frisbee, or soccer.

The annual “Gym Ex” (Gymnastics Exhibition) is a presentation of gymnastic and other skills, in which the entire student body participates. Skills presented recently include tumbling, rope jumping, pyramid building, poly-poles, balancing, and swing dancing. Gym Ex is open to parents and families and is held the Friday night before Spring Break. Attendance at Gym-Ex is required for students.

### **Outdoor Education Program**

Through the outdoor program, students participate in a range of outdoor trips, which may include hiking, biking, canoeing, camping, caving, or rock-climbing. Students are encouraged to bring sleeping bags, backpacks, and outdoor clothing. The outdoor program encourages students to develop camping, first aid and coping skills; to test their physical limits; and to encounter the rigors and beauties of nature. Each student is required to participate in at least one outdoor trip during the school year.

### **Service**

In a Quaker school, knowledge is not an end in itself, but leads to useful work in service to others. Quakers believe in the value of work whether that work is done in a garden or at a desk. At Olney Friends School we try to practice this principle daily through our campus work program and through service projects and activities that take us out into the wider community.

Students at Olney Friends School are encouraged to view service projects and student-initiated service activities as both opportunities to serve others and as opportunities to learn new things about themselves, others and the work they are called to do. School and student-initiated service opportunities are available during the school year. Students working in either class or advisory groups may decide to engage in service projects ranging from tutoring and helping in the public elementary school to planting tree seedlings on reclaimed strip mine land. Students often discover new gifts and passions through service work.

The goal of the Office Work program is to develop community spirit through service, self-sufficiency, cooperation and good work habits. The work program offers students opportunities to learn basic work skills and become comfortable with them and to develop a sense of care and responsibility for their Olney Friends School "home." Students are asked to take on the daily chores of cleaning common spaces in the dorm and in

the Main and washing dishes and pans after meals. Each student is assigned a daily cleaning job or dish-crew job and assignments are rotated every three-week period. In addition, students are asked to pitch in at other times in group work projects that help support community life.

Students may apply for leadership roles in our work program such as Dish Crew or Office Work Leaders and Library Assistants.

**The Farm and Garden:** The Olney campus is surrounded by farmland that is managed by the school. We value our agrarian heritage and hope students leave Olney with a deeper appreciation for all that is involved in the production of the food that we put on our table. The school garden/farm provides meaningful work opportunities for students throughout the year. The school garden is used to help feed the school and as an outdoor classroom. Here, students are given the opportunity to learn hands-on organic gardening methods and consider issues related to sustainability, the environment, and nutrition.

### **Spiritual Life**

The Religious Society of Friends (Quakers), since their origination in 17<sup>th</sup> century England, has operated from the principle that the wisdom of God is available to every one of us, of whatever religious persuasion, to bring us light and guidance each day. At Olney Friends School we continue to operate from this principle. In our daily Collections and weekly Meetings for Worship, we seek to make ourselves receptive to this guiding wisdom by quieting ourselves and listening for "the still, small voice" of conscience beneath the busy, rushing thoughts of the day. We may ask ourselves: *How am I really doing? How are my friends doing? What do I need? What do they need? What joys or concerns am I feeling? What is my work for this day?* In the silence, and in the messages others give, we may hear some answers to our questions, or simply hear our questions more clearly.

Spiritual life at Olney Friends School comprises all the formal and informal ways we seek spiritual help and meaning for our lives.

**Morning and Evening Collection:** Weekdays begin and end with a brief time of quiet worship together, usually about ten minutes, which we call "Collection." This is a time to gather as a community, to collect our thoughts and feelings, and to center ourselves in the deeper peace of the moment. Out of this quiet, any one of us, young or old, staff or student, may have a message that is in our heart or on our conscience. If this message continues to stir in us in the quiet, it may be we are meant to share it with the group, and we are welcome to do so. The message may be a thought, a feeling, a prayer, a question, some scripture, a poem, a song, or a story. Such messages will often have helpful meaning, not only for the speaker, but also for others in the group. The convener brings this time of collection and worship to a close with a shaking of hands. Morning Collection is then followed by the day's announcements, after which students move on to their classes. (Note: Occasionally a student will want to share a recorded song or message in Collection. In such a case he or she is asked to clear it ahead of time with the Head of School at morning Collection or with the crew leader at evening Collection.)

**Meeting for Worship:** On Wednesday mornings, and each Sunday morning, we have a longer period of quiet worship. While usually "un-programmed" (without a prepared program), some of these worship times have a prepared theme, such as music, peacemaking or showing appreciation for community members. These meetings are held in various locations, in the Main, the dorms, or on the hillside near the lake. Again, a community member may feel 'led' to speak and share out of the silence. Occasionally, the school joins the Stillwater Meeting congregation for worship in the large meetinghouse at the north end of campus.

**Spiritual Life Committee:** Interested students and staff meet weekly for Spiritual Life Committee, to consider the spiritual health of the community and prepare themes and activities for worship times. The committee identifies practical ways to nurture positive community relationships. Special worship times are planned as occasion arises. Students have a vital role in this committee and its leadership.

**Other Spiritual Opportunities:** Spiritual life at Olney Friends School takes many forms. It is about deepening our understanding of ourselves, of others, and of God, however we may understand God. We do not have all the answers to life's deep questions. We welcome genuine questions and exploration. We draw on the time-tested principles of truthfulness, nonviolence and love, which are embraced by the world's great religions.

### **Special Olney Friends School Traditions and Events**

At Olney Friends School we balance the old with the new, incorporating many long-standing social traditions that still have relevance to our program today. Many of these traditions go back to the school's founding days. We find that these traditions help strengthen bonds among classmates and between students and staff and provide an element of excitement and surprise through the year. Below, the major events/traditions of the year are listed and briefly described.

**Fall Outing, Winter Outing, and Spring Outing:** Events planned by the staff for the enjoyment of the entire school community. The timing of the event is a surprise for the students. Classes are cancelled for the afternoon, and a short trip is taken somewhere for a time of fun and relaxation. Recent trips have been to Oglebay Park, Barkcamp State Park, Salt Fork State Park Lodge, Mohican State Park, Seneca Lake, and Roscoe Village. "Snow days" may be called in order to enjoy sledding and tobogganing.

**Homecoming** in the fall is a time for alumni to come back to Olney Friends School to visit and participate in the students vs. alumni soccer game. Families of current students are also welcome.

**Gym Ex:** A student gymnastic exhibition featuring tumbling, human pyramids and other physical feats. Gym Ex is held the Friday evening before Spring Break. Parents and families are invited and encouraged to attend this event, and students are required to attend and participate.

**Commencement:** A time we honor graduating seniors and their families. This is also the weekend when Olney Friends School holds its class reunions: former students, staff and families gather on campus or at nearby homes to celebrate their long-standing connections with Olney. Campus typically swells at Commencement time, often attracting 200 or more people. A full weekend of events is planned (all are welcome to this meeting held at Stillwater Meetinghouse) on Friday evening before Commencement and ending with a carry-in supper on Saturday evening.

Commencement itself is a required all-school event on Saturday morning, also held at Stillwater Meetinghouse and followed by a gala noon meal served in the dining room and gym. Often an additional event such as a bonfire is held on Friday evening for families, students and alumni. Families of all students are encouraged to attend the weekend festivities. Student attendance is required at Commencement and Alumni & Friends Gathering.

### **Traditional Class Activities**

**Freshfolk:** Plan and serve Thanksgiving dinner, decorate the library for the winter holidays, collect sap and make maple syrup, and keep their own class history.

**Sophomores:** Decorate the dining room and serve the winter holiday dinner, and keep their own class history.

**Juniors:** Decorate the dorm parlors for the winter holidays, hold a Junior Auction, plan the Junior Social, and keep their own class history. Junior Social is a special half-day picnic in spring planned by the junior class around a surprise theme for the benefit of the entire school. Afternoon classes will be cancelled for this event, the date of which is a tightly guarded secret.

**Seniors:** Manage Senior Store, plan Halloween Social, decorate the Main Hall and Collection Room for the winter holidays,, plan a Valentine’s dance, create yearbook pages, plan the Senior Social and the Senior class trip, and keep their own class history and “prophecies.” Senior Social is a formal all-school evening event hosted by the senior class and held on a Saturday in late May. At the Senior Social, seniors read their class history and class prophecies.

Regular grade-level meetings are held and may result in additional events such as service projects, class fund-raisers and outings. Each class is assigned 2-4 faculty members as class sponsors.

### **Student Fund-Raising**

Students are encouraged and supported in their fund-raising efforts by their class sponsors. Aspects such as promotion, production, financial planning, cash management, distribution, price setting, etc., are all healthy and worthwhile experiences that are manageable by teenagers with guidance from adult sponsors.

Any project should start with a written proposal that is reviewed by the class sponsor and then submitted to and approved by the administrative team at least one week before any other effort begins. Approval of fund-raising projects must not be assumed lest they be canceled. Production of goods is limited to wholesome products, e.g., maple syrup, and sale of services should be focused on value to the purchaser, e.g., raking leaves for townsfolk. The school encourages entrepreneurialism as an important element in 21<sup>st</sup> century education. Monies raised will be used exclusively for class activities, such as the senior trip, and a class gift upon graduation. Direct solicitation for gifts from parents, alumni and friends of the school is generally discouraged as it might work against essential school fund-raising efforts, e.g., the annual fund. Solicitations from individuals or organizations not connected to the school that do not conflict with school efforts must be approved in advance by the Development Office and the Head of School.



**GENERAL INFORMATION FOR PARENTS AND STUDENTS**

**Typical Weekend Schedule**

**Typical Weekend Schedule: 2017-2018**

**FRIDAY**

6:15-7:15	Supper and Dish Crew
9:00-9:15	Evening Collection (Optional)
8:15-9:30	Free Time/Activity
9:30	Dorm Time Level 3
10:00	Dorm Time Level 2
11:00	Dorm Time Level 1
11:15	Floor/Wing Time
11:30	Underclass Lights Out

**SATURDAY**

8:00-8:45	Optional Breakfast
12:15-1:00	Lunch
1:15-4:00	Technology Free Time (Options for Outdoor Education Activities)
6:15-7:15	Supper and Dish Crew
7:00-9:30	Free Time/Activity
9:30	Dorm Time Level 3
10:00	Dorm Time Level 2
10:15	Dorm Time Level 1
11:15	Floor/Wing Time
11:30	Underclass Lights Out

**SUNDAY**

8:00-8:45	<i>Optional Breakfast</i>
11:00-11:45	<i>Meeting for Worship</i>
12:15-1:15	<i>Lunch and Dish Crew</i>
1:00-4:00	<i>Free Time</i>
6:15-7:15	<i>Supper and Dish Crew</i>
7:15-8:15	<i>In-room Prep Time</i>
8:15-8:45	<i>Room Cleaning</i>
8:45-9:00	<i>Pre-Parlor</i>
9:00-9:30	<i>Parlor Meeting</i>
9:30	Room Grading
10:00	Dorm Time Level 1 & 2
10:15	Floor/Wing Time
10:30	Underclass Lights Out

**OLNEY FRIENDS SCHOOL STAFF EMAIL/PHONE DIRECTORY**  
2018-2019

<b>Main Office</b>	Use to reach all personnel	740-425-3655
<b>Emergency (after hours)</b>		740-359-4015
<b>School Fax</b>		740-425-3202
<b>Science Center</b>		740-425-9250
<b>Dorm Phones</b>	South Dorm	740-425-1923
	North Dorm	740-425-1934

**Staff**

Most all staff is involved in teaching.

FIRST NAME	LAST NAME	EXTENSION	E-MAIL ADDRESS
Akiko	Brownstein		<a href="mailto:akiko@olneyfriends.org">akiko@olneyfriends.org</a>
Anne Marie	Taber	210	<a href="mailto:annemarie@olneyfriends.org">annemarie@olneyfriends.org</a>
Becky	Saunders	224	<a href="mailto:becky@olneyfriends.org">becky@olneyfriends.org</a>
Bill	Cullingford		<a href="mailto:bill@olneyfriends.org">bill@olneyfriends.org</a>
Christian	Acemah	216	<a href="mailto:christian@olneyfriends.org">christian@olneyfriends.org</a>
Connie	Collins		<a href="mailto:connie@olneyfriends.org">connie@olneyfriends.org</a>
Crissy	Maffitt	224	<a href="mailto:crissy@olneyfriends.org">crissy@olneyfriends.org</a>
Dan	Adams		<a href="mailto:dadams@olneyfriends.org">dadams@olneyfriends.org</a>
David	Male	202	<a href="mailto:david@olneyfriends.org">david@olneyfriends.org</a>
Don	Guindon	225	<a href="mailto:don@olneyfriends.org">don@olneyfriends.org</a>
Donna	Carter	224	<a href="mailto:donna@olneyfriends.org">donna@olneyfriends.org</a>
Dustin	Jarrett	217	<a href="mailto:dustin@olneyfriends.org">dustin@olneyfriends.org</a>
Jamie	Zavitz	211	<a href="mailto:jamie@olneyfriends.org">jamie@olneyfriends.org</a>
Jasmin	Ilovar	226	<a href="mailto:jasmin@olneyfriends.org">jasmin@olneyfriends.org</a>
Joseph	Sullivan	214	<a href="mailto:jsullivan@olneyfriends.org">jsullivan@olneyfriends.org</a>
Leonard	Guindon	235	<a href="mailto:leonard@olneyfriends.org">leonard@olneyfriends.org</a>
Micah	Brownstein	219	<a href="mailto:micah@olneyfriends.org">micah@olneyfriends.org</a>
Phineas	Gosselink	213	<a href="mailto:phineas@olneyfriends.org">phineas@olneyfriends.org</a>
Roger	Reynolds	252	<a href="mailto:roger@olneyfriends.org">roger@olneyfriends.org</a>
Tina	Neiswonger	232	<a href="mailto:tina@olneyfriends.org">tina@olneyfriends.org</a>
Vicki	Lowry	203	<a href="mailto:vicki@olneyfriends.org">vicki@olneyfriends.org</a>

**School Calendar**

**Olney Friends School Calendar 2018-2019**

Monday, August 20, 2018	New Faculty Orientation
August 21 - 23, 2018	Faculty Orientation
Thursday, August 23, 2018	Student Leaders Arrive
Friday, August 24, 2018	New Students Arrive
Sunday, August 26, 2018	Returning Students Arrive
Monday, August 27, 2018	Workshop
Tuesday, August 28, 2018	Workshop
Wednesday, August 29, 2018	Summer Reading Activity & Almost Anything Goes (AAG)
Thursday, August 30, 2018	Begin Classes
September 1 - 2, 2018	All Student Weekend- Bonding
September 28 - 30, 2018	Pumpkin Festival- Family Weekend
Saturday, October 6, 2018 TBA	SATs Administered, Open House Admissions
Wednesday, October 17, 2018	PSATs Administered (All 10th grade students)
October 19 - 21, 2018	Homecoming, Harvest Festival & Board Meetings
Friday, November 16, 2018	All Student Weekend--Thanksgiving Meal 5:30 PM
Saturday, November 17, 2018	Story Slam
Tuesday, November 20, 2018	Last day Classes - students depart after last obligation
November 21 - 25, 2018	Thanksgiving Long Weekend (Campus Closed)
Sunday, November 25, 2018	Student Travel Day

Monday, November 26, 2018	Resume Classes
Saturday, December 1, 2018	SATs Administered ( <i>Tentative</i> )
Saturday, December 8, 2018	Creative Endeavors Day (10:00-12:00)
Friday, December 14, 2018	Holiday Dinner 5:30 PM (Sophomores)
Tuesday, December 18, 2018	Gift Exchange
Wednesday, December 19, 2018	Last day Classes - students depart after 4:30 pm
December 20, 2018 - January 6, 2019	Winter Break (Campus Closed)
Sunday, January 6, 2019	Student Travel Day
Monday, January 7, 2019	Begin Classes
January 11 - 13, 2019	All Student Weekend - Room Change
Friday, March 8, 2019	Gym Ex, End Third Quarter - students depart after 9 pm
March 9 - 17, 2019	Spring Break (After Gym Ex)
Sunday, March 17, 2019	Travel Day
Monday, March 18, 2019	Resume Classes
April 5 - 6, 2019	Guest Poet
April 12 - 14, 2019	Board Meeting/Goat Meal/Celebration of Arts
April 19 - 20, 2019	Poetry Slam
Saturday April 27, 2019	Farm Out
Saturday, May 4, 2019	SATs Administered ( <i>tentative</i> )
May 10 - 12, 2019	All Student Weekend - Senior Social & Graddy Fair
Sunday, May 19, 2019	Seniors Finalize Academics & Room Check

Wednesday, May 22, 2019	End of Classes
Thursday, May 23, 2019	Campus Clean-up Day/Awards Dinner/Final Collection
Friday, May 24, 2019	Alumni & Friends Gathering
Saturday, May 25, 2019	Commencement - Dorms close at 4:00 pm: Students leaving later must contact Dean of Students
Sunday, May 26, 2019	Campus Closed at Noon

**Calendar Last Updated on 6/8/2018**

## **Policies- Dress Policy 10/18/17**

### Goals behind the OFS Dress Policy

- Allow Students to wear the clothing of their choice that is comfortable
- Allow Students to wear clothing that expresses their self identified gender
- Allow Students to wear religious attire without fear of discipline or discrimination
- Allow for a community in which all parties feel comfortable and welcome
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

### Basic Principle of the OFS Dress Policy:

- Clothes must be worn in a way that genitals, buttocks, and nipples are covered with an opaque material. This means no see through clothing, or wearing clothing in which such areas could be uncovered easily.

### Students must wear:

- A shirt
- Bottoms: Pants, sweatpants, shorts, skirt, dress, leggings
- Shoes while in the Main/during sports
- Underpants

### Students may wear:

- Hats, including religious headwear
- Hoodie sweatshirts
- Fitted pants, including leggings, yoga pants, and “skinny jeans.”
- Tank tops, tops with spaghetti straps, and halter tops
- Athletic attire
- Ripped jeans as long as underpants are not exposed
- Students may wear crop tops as long as it extends to the bottom of the rib cage.

### Students may not wear:

- Pajamas in the Main during the academic day
- Shirts that do not cover their sides
- Clothing that depicts violent language or images
- Clothing that depicts drugs or alcohol
- Clothing that depicts hate speech, profanity, or pornography
- Clothing that depicts images or language that creates a hostile or intimidating environment
- Visible underpants
- Underwear as outerwear
- Bathing suits in the Main

## **Dorm Policy- 10/15/16**

Olney Friends School is a college preparatory school providing a quality education firmly rooted in Quaker values. The School challenges students to grow, celebrates intellectual vigor, provokes questions of conscience, and nurtures skills for living in community. As a progressive learning community it provides a safe and supportive environment for students to explore their intellectual, spiritual and personal growth. The School respects and embraces the diversity of all community members.

Olney Friends School reaffirms its commitment, in all its activities and processes, to treat people equally, and recognizes the worth and dignity of all individuals. This School abides by all anti-discrimination laws, and the overarching principle is that there is that of God in everyone. We believe the School is best advanced by the contributions of people with diverse backgrounds, experiences, beliefs, and cultures.

The Board of Trustees has adopted the following policy in order to clarify that the School seeks to ensure a safe, supportive and inclusive environment for students and faculty who openly identify as transgender. In this policy the umbrella term trans\* will be used to indicate that the policy is non-binary and includes the gender fluid. This policy establishes essential guidelines for the community at Olney Friends School when responding to the interests of trans\* students and others in the community. However, this policy is not intended to address every situation that might involve trans\* people. Rather, the needs of each person will be considered on an individual basis.

The Head of School and, when needed, appropriate faculty will review each situation based on the individual's preferences and particular circumstances on campus. These include the preferred name and mode of address, available facilities and feasible accommodations, the individual's age and maturity, and the need to preserve a safe environment, to respect the privacy of all involved, and to address any harassment.

It is the sole responsibility of the student or faculty member to determine gender identity. The School will recognize and respect a student's stated gender identity when there are consistent indicators that a gender identity is preferred (that is, confirmed expression). These indicators may include: written or oral statements from the student, parent, or family member about the student's gender; communication from a clergy member, coach, or family friend indicating that the student has requested acknowledgement of the stated gender identity; communications from a health care provider relating to the student's gender identity. There are, of course, other potential forms of confirmation. Olney Friends School does **not** require a medical or mental health diagnosis in order to have the School recognize the student's gender identity. The School will recognize and respect a faculty member's preferred identity upon request.

In response to a student's confirmed expression, the School will use the name and pronoun given by the student. In addition, all community members should use the terms preferred by trans\* individuals. While unintended mistakes in the use of name or pronoun may occur, the School will not tolerate intentional and persistent refusal to respect a person's gender identity by using the wrong name and/or pronoun. All at the School must recognize that it is the community's on-going responsibility to care about the emotional health of trans\* students and faculty.

Olney Friends School maintains official student and employment records as required by applicable law. If a student, former student, faculty member or former faculty member requests that a different name and/or gender be used or changed on school or employment documents the School will make every effort to comply. Such documents may include, but are not limited to, the individual's official permanent record, transcripts, letters of recommendation, diploma, class schedules, medical records maintained by the School, disciplinary records and all relevant employment records. The School is sensitive to the privacy issues regarding the individual's name and/or gender and is committed to protecting confidentiality by restricting access to, and the use of, information contained in School records in accordance with applicable law.

Olney Friends School makes every effort to respect the privacy of all students and faculty. This extends to facilities for personal care, hygiene, and sleeping quarters. The School will continue to make every effort to provide reasonable accommodations for the use of restroom facilities, shower/bathing areas and dormitories. Trans\* students and faculty may request access to the restrooms on campus that correspond to their gender identity and may employ the restrooms designated for the use of all at the School. The Head of School and other faculty, as appropriate, will meet with individuals making specific requests to review the possible, feasible adjustments to restrooms on campus. The School supports safe and suitable housing for all boarding students and faculty resident on campus. Trans\* students and faculty may request to be housed in a dormitory that corresponds with their gender identity. However, the School's agreement to such a request must be informed by its judgment and parental or legal guardian consent. Where feasible and reasonable dormitory restrooms and bathrooms will be adjusted to provide a private facility. If any student wishes to be housed in a single room for reasons based on gender identity, the School will attempt to comply, provided space is reasonably available. No student, however, is required to be housed in a single room or other segregated facility so long as parental consent is obtained from both the trans\* student's and the roommate's parents or legal guardians.

Detailed information concerning the specific policies pertaining to matters such as harassment, respect for personal property, public displays of affection, attire and appearance as well as related procedures can be found in the *Olney Friends School Community Life Handbook for Parents and Students*.

Any student who needs assistance with any aspect of this policy and related matters should contact the Head of School or Dean of Students. Similarly, faculty should contact the Head of School.

Adopted by the Board of Trustees, October 15, 2016