



# COMMUNITY LIFE HANDBOOK

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**Academic Year: 2025-2026**

**Audience: Students, Parents and Guardians, Faculty and Volunteers**

**Last Updated: August 26, 2025**

**Non-Discrimination Statement:** Olney Friends School does not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, gender identity, or gender expression

**NOTE:** This handbook, which is not a contract and not intended to be a contract, is considered a living document. Changes may be made throughout the school year without prior notice and at the discretion of the leadership of Olney Friends School.

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DATE	EVENT	September 2025	February 2026
3-4 Sep	Faculty Workdays	Su M Tu W Th F Sa 1 2 3 4 5 6	Su M Tu W Th F Sa 1 2 3 4 5 6 7
5 Sep	All Students Arrive	7 8 9 10 11 12 13	8 9 10 11 12 13 14
6-7 Sep	Student Orientation	14 15 16 17 18 19 20	15 16 17 18 19 20 21
<b>8 Sep</b>	<b>First Term Begins</b>	21 22 23 24 25 26 27	22 23 24 25 26 27 28
13 Sep	Almost Anything Goes	28 29 30	
19-20 Sep	Student Bonding		
<b>18 Oct</b>	<b>Homecoming</b>		
<b>24 Oct</b>	<b>End of First Term</b>		
<b>27 Oct</b>	<b>Second Term Begins</b>		
7 Nov	Story Slam	Su M Tu W Th F Sa 1 2 3 4	Su M Tu W Th F Sa 1 2 3 4 5 6 7
14 Nov	Thanksgiving Meal	5 6 7 8 9 10 11	8 9 10 11 12 13 14
22 Nov	Student Travel Day	12 13 14 15 16 17 18	15 16 17 18 19 20 21
<b>22-29 Nov</b>	<b>Thanksgiving Break</b>	19 20 21 22 23 24 25	22 23 24 25 26 27 28
30 Nov	Student Travel Day	26 27 28 29 30 31	29 30 31
14 Dec	Holiday Dinner		
<b>19 Dec</b>	<b>End of Second Term</b>		
20 Dec	Student Travel Day		
<b>21 Dec-3 Jan</b>	<b>Winter Break</b>		
4 Jan	Student Travel Day	Su M Tu W Th F Sa 1	Su M Tu W Th F Sa 1 2 3 4
<b>5 Jan</b>	<b>Third Term Begins</b>	2 3 4 5 6 7 8	5 6 7 8 9 10 11
6/12/20/27 Feb	February Fridays	9 10 11 12 13 14 15	12 13 14 15 16 17 18
<b>13 Mar</b>	<b>Gym-Ex/End of Third Term</b>	16 17 18 19 20 21 22	19 20 21 22 23 24 25
14 Mar	Student Travel Day	23 24 25 26 27 28 29	26 27 28 29 30
<b>14-21 Mar</b>	<b>Spring Break</b>	30	
22 Mar	Student Travel Day		
<b>23 Mar</b>	<b>Fourth Term Begins</b>		
17 Apr	Celebration of the Arts	Su M Tu W Th F Sa 1 2 3 4 5 6	Su M Tu W Th F Sa 1 2
25 Apr	Poetry Slam	7 8 9 10 11 12 13	3 4 5 6 7 8 9
29 Apr	Junior Social	14 15 16 17 18 19 20	10 11 12 13 14 15 16
16 May	Student Weekend	21 22 23 24 25 26 27	17 18 19 20 21 22 23
17 May	Graddy Fair	28 29 30 31	24 25 26 27 28 29 30
28-29 May	Senior Final Exams		31
30 May	Senior Trip		
1-2 Jun	Final Exams		
<b>2 Jun</b>	<b>End of Fourth Term</b>		
3 Jun	Campus Cleanup	Su M Tu W Th F Sa 1 2 3	Su M Tu W Th F Sa 1 2 3 4 5 6
4 Jun	Awards Ceremony	4 5 6 7 8 9 10	7 8 9 10 11 12 13
5 Jun	Alumni Gathering	11 12 13 14 15 16 17	14 15 16 17 18 19 20
<b>6 Jun</b>	<b>Commencement</b>	18 19 20 21 22 23 24	21 22 23 24 25 26 27
7 Jun	Student Travel Day	25 26 27 28 29 30 31	28 29 30
8-9 Jun	Faculty Workdays		

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## Acronyms

**DCL:** Dish Crew Leader

**FERPA:** Family Educational Rights and Privacy Act

**MFW:** Meeting for Worship

**OFS:** Olney Friends School

**PPRA:** Protection of Pupil Rights Amendment

**SLO:** Student Life Office

**SPICES:** Simplicity, Peace, Integrity, Community, Equality, Stewardship (Quaker values)

## Key Terms

**All-Student Weekend and All Student Events:** A designated weekend when all students must remain on campus (due to major school events). No off-campus weekend sign-outs are permitted during an All-Student Weekend, ensuring full community participation in on-campus activities.

**Campused:** A disciplinary status meaning the student is not allowed to leave campus except for required school events. A student who is “campused” loses all off-campus sign-out privileges for the duration of the sanction.

**Collection:** The mandatory all-school gathering held each morning and evening for quiet reflection in the manner of Quaker worship. Morning and Evening Collection provide a time for silence, shared messages, and community announcements to center the school day.

**Dish Crew Leader (DCL):** A student leadership role in the school’s work program. Dish Crew Leaders oversee the dish crews who clean up after meals, and they are allowed certain privileges (e.g. they may play music for everyone during Dish Crew) as they manage and help coordinate this community chore.

**Dorm Staff:** Student leaders assigned to help manage dormitory life alongside dorm faculty. Dorm staff members assist in maintaining a clean, respectful dorm environment and help enforce dorm rules, serving as role models for fellow students in the dorm.

**Dorm Time:** The nightly curfew time by which boarding students must be in their dormitories. Dorm time varies by day of week and slip level (privilege level), and it represents when evening free time ends and students are expected to be in their dorms for the night.

**Flag List:** A probationary status for students who have committed a major rule violation. Being placed on the Flag List (for at least one month, possibly extending into the next school year if

needed) means a student is under heightened scrutiny and must strictly adhere to all rules. Any further infractions while “flagged” may lead to immediate suspension or dismissal. Faculty advisors and the Student Life Office (SLO) closely monitor the student’s progress during this period.

**Fundatory:** School slang (a portmanteau of “fun” and “mandatory”) referring to a required fun activity. Fundatory activities are all-school events, often planned for weekends, that students are required to attend as part of building community and having fun together.

**Logistics and Travel:** (*Note: “Logistics and Travel” is a section of the handbook, covering policies for travel to/from school and breaks.*) In the context of school terms, “Logistics and Travel” encompasses rules and procedures for student travel, such as break travel arrangements, weekend sign-outs, and visitation policies.

**Main Building (The Main):** The central building on campus houses classrooms, the dining hall, offices, and common spaces. Many daily activities (classes, collections, meals) occur in the Main Building.

**Mary Davis Guest House:** A building on campus adjacent to the Main Building, used as a guest house and also home to the school’s infirmary/health center. The Mary Davis Guest House is where students go for appointments with the nurse and where sick students may rest under supervision.

**Olney Hours:** A community service and outdoor education graduation requirement specific to Olney Friends School. Each student must complete a set number of “Olney Hours” (e.g. 12 hours of community service and 10 hours of outdoor education, for a total of 22 hours) during the academic year. These hours encourage service learning, leadership, and engagement with the outdoors.

**Self-Gov (Student Self-Government):** The student governing body at Olney Friends School. Self-Gov is composed of student representatives and leaders who meet (often with a faculty presence) to discuss community issues, propose student-led initiatives, and take responsibility for aspects of student life. It provides students with a voice in school governance and encourages leadership and accountability.

**Slip:** A written disciplinary notice given to a student for violating school rules or expectations. Slips are the basic unit of the school’s discipline system for minor and moderate infractions. Accumulating multiple slips can lead to increased consequences or changes in the student’s privilege level.

**Slip System:** A tiered social accountability mechanism (Top, Middle, Bottom, etc.) in the student life privilege system, determined by a student’s behavior and accumulation of slips. A higher slip level (Top) grants the most privileges — such as later dorm time or more sign-outs — while a lower slip level (Bottom) restricts privileges (earlier curfew, fewer or no sign-outs). Slip

levels are adjusted based on the number of slips a student earns in a given term, and they directly affect a student’s dorm curfew and sign-out allowances.

**Student Life Office (SLO):** The administrative office responsible for student life and discipline at OFS. The SLO, led by the Dean of Students, Director of Student Life, and Student Life Coordinator, oversees residential life, co-curricular activities, student behavior, and the slip system. It is the point of contact for student conduct issues, approvals for activities and sign-outs, and support for student well-being outside the classroom.

**Top Campus:** The main campus area of Olney Friends School within the established boundaries (as marked on the campus map). Students are free to be on Top Campus without signing out. Leaving “Top Campus” to go off school grounds (or to areas of campus outside the defined boundaries) requires a sign-out and permission. The term distinguishes the primary school grounds from off-campus locations.

## Welcome and Purpose

Welcome to Olney Friends School!

You have joined a community shaped by deep care, rigorous expectation, and a long-standing Quaker tradition of listening for truth in ourselves, in one another, and in the world. At Olney, we ask students and adults alike to live with intention. We cultivate a culture rooted in responsibility, reflection, and trust.

This *Community Life Handbook* reflects who we are and what we strive to become. It offers a framework for daily life at Olney: expectations, rhythms, and shared agreements that help us build a just, inclusive, and sustainable learning community. You will find policies and procedures in these pages, but more importantly, you will find an invitation to engage this special place with your full self.

We expect all students, parents, guardians, and faculty to read and understand this handbook. It does not serve as a contract, nor does it attempt to address every situation that might arise. It is a living document, reviewed at least once a year and updated as needed to reflect changes in school life or health and safety guidance. All members of the community are responsible for staying informed about its contents and updates.

At Olney, discipline is not punishment, and policies are not about control. They are expressions of care for the integrity of the community, for individual growth, and for the standards that make shared life possible. When someone harms another person or the community, we respond with clarity and compassion, guided by the Quaker principle that there is that of God in everyone. We hold high expectations for each student because we believe in your potential and our shared responsibility to bring that potential forth.

This handbook serves as a companion to other key documents of school life:

- The Strategic Plan, which defines our collective vision for 2025-2030.
- The Academic Handbook, which outlines our academic journey.
- The Faculty Handbook, which provides additional guidance for adults in the community.

Together, these documents reflect our aspiration: to create a school that calls forth courage, humility, curiosity, and care in every member of the Olney Friends School community. We are grateful you are here.

In Friendship,

Christian N. Acemah ('01)  
**HEAD OF SCHOOL**

Vicki Lowry (Hon.)  
**DEAN OF STUDENTS**

## **Quaker Foundations and Core Community Values**

Olney Friends School is a Quaker learning community guided by enduring principles that call each of us to live with simplicity, peace, integrity, community, equality, and stewardship (SPICES). We shape our community around these values in how we speak, how we listen, how we disagree, how we care for our environment, and how we care for and interact with each other.

At the center of Quaker belief is the conviction that there is that of God in every person. We trust that every individual has an inward teacher that serves as a source of truth, conscience, and Light. This belief calls us to seek clarity through reflection and discernment, and to treat every person with dignity, regardless of background or belief.

Worship at Olney Friends School takes place in silence. We gather in Meeting for Worship to reflect inwardly and listen for leadings that may arise from within or from others. Anyone, student or adult, may offer a message during worship. Speaking out of silence requires courage and humility. So does holding silence. We value both.

Our values find expression in every part of school life. When we choose simplicity over material excess, when we resolve conflict without violence, share meals, complete our office work, and speak truth no matter the situation, we live our values.

We expect students, faculty, and families to honor these values by:

- Speaking honestly and listening carefully
- Practicing compassion, even when in disagreement
- Taking responsibility for one's choices and their consequences
- Showing respect for people of all faiths, cultures, and identities
- Protecting the integrity of our shared environment
- Participating fully in community life

Quaker values do not require conformity of belief. Students and adults come to Olney Friends School from many religious and cultural backgrounds. Our community unites through a shared commitment to cohesion, inquiry, responsibility, and care, honoring differences while building common purpose. These foundations give our school its strength, its clarity, and its sense of purpose.

## **Community Membership and Roles**

Every member of Olney Friends School contributes to the life and health of the community. Students, faculty, parents, guardians, volunteers, and stateside hosts share in a common effort: to uphold a culture of integrity, learning, and mutual respect.

### **Students**

Students shape the culture of Olney Friends School through daily actions. We expect students to approach each day with openness, curiosity, and accountability. Participation in all aspects of community life (i.e., academic, social, spiritual, and physical), strengthens character and fosters the development of bonds of trust. As part of their lives at Olney, students serve as caretakers of our physical plant (buildings and grounds), relationships, and the values that define this school.

### **Parents and Guardians**

Families play an essential role in partnering with the faculty to underscore the school's expectations and nurturing their students' growth. We ask parents and guardians to support their students' full engagement, including attendance at all required events, responsiveness to faculty communication, and respect for school decisions. When challenges arise, families and faculty work together, guided by a shared commitment to the student's development and the school's mission and values.

### **Faculty, Dorm Staff, and Volunteers**

Faculty model the expectations they hold for students. They teach, advise, coach, supervise, and participate in school life with care and consistency. Every adult at Olney Friends School, regardless of job title, carries responsibility for student well-being and the integrity of the community. Volunteers, when present, receive orientation and supervision to support their service in alignment with school values. At Olney, we refer to all employees as faculty (classroom faculty or non-classroom faculty).

### **Advisors**

Each student receives guidance from a faculty advisor. Advisors meet regularly with their advisees, stay informed about their academic progress and personal well-being, and serve as the first point of contact for families. The student-advisor relationship fosters trust, accountability, and perspective across the school year. Advisors help students navigate challenges, set goals, and reflect on their experiences. Parents should direct student-specific questions to their child's advisor.

### **Stateside Guardians and Hosts**

International students whose custodial parents live outside the United States must identify a stateside guardian over the age of 21. A casual contact or acquaintance may not serve as a guardian. The school expects guardians to provide logistical and emotional support, communicate regularly with families, and host students when needed. Olney Friends School reserves the right to approve or reject a proposed guardian based on their availability, commitment, and alignment with community values.

## Communication and Contact Information

Clear and timely communication strengthens trust across the school community. Olney Friends School expects students, parents, faculty, and staff to communicate with honesty, attentiveness, and respect. Questions deserve thoughtful responses. Concerns require open conversation. In all matters, we prioritize transparency over assumption and dialogue over avoidance.

Students should not rely solely on peers or group messages for information. When in doubt, students must speak directly with the relevant adult. Families who need clarification should begin by contacting their student’s advisor or the Main Office. The school’s communication structure supports both accountability and care.

### Contacting a Student

Families may contact students by phone during the following times:

- Weeknights between 9:00 p.m. and 10:15 p.m.
- Friday and Saturday nights before 11:00 p.m.

Students may not make or receive phone calls during classes, community gatherings, or after lights out. Students who possess cell phones must follow all school rules governing usage. Faculty may confiscate phones when students disregard expectations.

### Contacting the School

Families may reach the Main Office during the school day by calling 740-425-3655. For emergencies outside of regular hours, a faculty member on duty may be reached at 740-359-4015.

The faculty directory appears at the end of this handbook. Key contacts include:

- Christian Acemah, Head of School  
cacemah@olneyfriends.org | ext. 216
- Joe Sullivan, Associate Head of School  
jsullivan@olneyfriends.org | ext. 214
- Vicki Lowry, Dean of Students and Main Office Manager  
vicki@olneyfriends.org | ext. 219
- Shea Bugala, Student Life Coordinator  
shea@olneyfriends.org | ext. 253

### Community-Wide Communication

Olney Friends School sends regular email updates to families, including newsletters, reminders, and important announcements. Faculty and staff respond to emails within a reasonable timeframe and expect families to do the same. Time-sensitive messages regarding travel, illness, or disciplinary matters require immediate attention.

We expect all parties to engage with courtesy, clarity, and shared purpose. Communication strengthens trust in the community when handled with care.

## Logistics and Travel

Students thrive when school routines remain consistent. Travel, while sometimes necessary, must not disrupt academic progress, community obligations, or shared events. Olney Friends School outlines all travel dates at the start of each year. Families must plan accordingly.

We expect students to arrive on time, remain on campus during the term, and return promptly from breaks. Early departures, late returns, or unapproved absences violate school expectations and may result in academic or disciplinary consequences.

## Travel to and from School

The school year includes three scheduled breaks:

- Thanksgiving Break (November 22-29, 2025)
- Winter Break (December 21, 2025-January 3, 2026)
- Spring Break (March 14-21, 2026)

Families must submit travel plans at least four weeks before each break. The Main Office will coordinate student travel logistics and send reminders about required deadlines.

Olney Friends School provides transportation to and from Pittsburgh International Airport (PIT) on designated travel days only. Students who arrive or depart outside these windows and airport must arrange private transport through an airport shuttle, family member, or trusted adult known to the student's family. The school recommends Heavenly Coach for off-schedule airport transfers. Families assume all transportation costs. You can book online: <https://customer.moovs.app/heavenlycoach/new/info>.

## Break Expectations

All students must leave campus during extended school breaks. Students may not remain on campus unless the Head of School approves an exception in writing. Approved stays during breaks incur additional fees and may include limited supervision and programming.

International students who do not return home must identify an approved host family or guardian for each break. The school does not assume responsibility for travel, lodging, or supervision during breaks without prior agreement.

## Return and Re-entry After Breaks

Students returning from break must arrive on time, rested, and ready to resume school routines. Faculty monitor post-break transitions closely. Students who miss the first day of classes after a break without prior approval receive an unexcused absence.

Students who travel internationally must account for time zone adjustments, visa processing, and potential delays when booking return flights.

## Visitation

Families and friends may visit campus during open weekends or with advance notice. Visitors must:

- Check in at the Main Office upon arrival
- Adhere to all school rules and boundaries

- Avoid dormitory areas unless accompanied by their student and with permission from a school administrator

Visitors may not stay overnight in dormitories or student housing. Students may not host peers from outside the school without written approval from their parents or guardians and permission from the Head of School.

### Weekend Sign-Outs and Open Weekends

Boarding students may sign out for weekends that the school has not designated as All-Student Weekends. All sign-outs require:

- Written permission from the student's parent or guardian
- Written permission from the host's parent or guardian (if applicable)
- Completion of the Weekend Absence Form by 12:00 p.m. on the Wednesday before departure

Forms are available in the Main Office and must receive approval from the Student Life Office (SLO).

Students may not leave campus on weekends without formal approval, even if traveling with family. Last-minute requests will not receive approval unless a verified emergency occurs.

### All Student School Events

Certain weekends remain closed to outside travel due to major community events. Students must remain on campus and participate fully. Families must not schedule outside travel or off-campus visits on these weekends. A full list of required All-Student Events and closed weekends appears in the next section.

### Special Events and Traditions

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 faculty and provide an element of excitement and surprise throughout the year. Below, the major events/traditions of the year are listed and briefly described.

Certain events mark the rhythm of each school year and require full participation. Some events are closed to the public and are for students and faculty only. Day and Boarding Students are expected to be present and participate in the following events. Closed events are for Olney Community Members Only

- Almost Anything Goes (AAG)
- Raven Rocks/Bonding (**closed event**)
- Soccer Game – Olney Distance Run – Talent Show
- Halloween Dance (**closed event**)
- Story Slam (**closed event**)
- Thanksgiving Meal
- Holiday Dinner/Gift Exchange

- Room Beautiful (**closed event** mandatory for boarding students)
- Valentine Dance (**closed event**)
- Gym-Ex
- Guest Poet
- Poetry Slam (**closed event**)
- Celebration of the Arts
- Jr. Social (**closed event**)
- Senior Social (**closed event**)
- Graddy Fair (**closed event**)
- Campus Clean-Up
- Awards Ceremony
- Final Collection (**closed event**)
- Alumni and Friends Gathering
- Commencement

The school calendar at the back of this handbook lists all required weekends and community-wide gatherings. Students and families must plan accordingly.

## Residential and Daily Life

The residential program at Olney Friends School, headed by the Residential Life Coordinator, offers more than a place to sleep. It offers students the opportunity to live in a shared community, where daily choices contribute to a culture of respect, safety, and shared responsibility. Living alongside peers and adults presents both challenges and opportunities. We ask students to meet both with maturity and intention.

### Dorm Life

Each dormitory includes student dorm staff and dorm faculty who work together to maintain a clean, peaceful, and respectful environment. Students contribute to chores, participate in evening check-ins, and follow routines that support rest, wellness, and community trust. Dorm meetings provide opportunities for communication and reflection.

Dorm faculty serve as guides and caretakers, offering structure and support. They expect students to communicate clearly, respect shared spaces, and respond promptly to direction. Students may not keep prohibited items in dorms or engage in behavior that endangers others or the community. Items such as candles, incense, heaters, hotplates, and string lights are not permitted. Students must receive explicit permission from the Student Life Office (SLO) to use solar or battery-powered string lights. Rooms must remain free of fire hazards and in compliance with posted safety guidelines. Weekly room inspections ensure that standards of cleanliness, safety, and respect for shared space are maintained.

Students must not enter another student's room without permission. Day students may enter dorms only with permission from a faculty member and must remain in public areas such as parlors or kitchens. No student may enter a faculty office without permission. Olney Friends School does not permit overnight guests, including family members, in student dorms during the academic year.

## Roommates

Students will be assigned roommate(s) for the first half of the year. At mid-year, students will change rooms and roommates. This practice helps encourage new interactions and friendships among students. Prior to mid-year room changes, the adult dorm faculty will ask students to indicate roommate preferences, which will be considered as possible when making new room assignments. The school's administration reserves the right to make changes as necessary.

## Dorm Care and Damages

Students are responsible for taking care of their dorm as well as their own room. Rooms are checked daily to ensure that beds are made and clothes put away. Daily cleaning of bathrooms, showers and public spaces is assigned to students through the Office Work program. Once each week, students are required to do a more thorough cleaning of their rooms. Maintenance faculty will occasionally need access to dorm rooms to inspect or repair school property.

Rooms are inspected for damage before mid-year room changes and again at the end of the school year. Unreasonable wear, damage, graffiti, or the presence of stickers on furniture, walls, or the floor will be charged to all the residents of the room in question, unless all roommates agree on who was responsible for the damage. Damages to common areas are charged to all dorm residents unless the person(s) responsible do not identify themselves.

## Dorm Facilities

Each dorm has a kitchen with refrigerator, oven, and microwave for student use, coin-operated washing machines (\$ 1.00 wash/ \$ 1.00 dry), and storage areas for items such as luggage.

## Room Inspections

Dorm rooms are inspected weekly, and sometimes daily, by members of the dorm faculty. While the school wants students to feel their rooms offer a measure of privacy, inspections are a necessary part of its obligation to ensure the following:

1. Rooms and their contents are clean and well cared for.
2. The health and safety of residents are well protected.
3. Rooms do not contain illegal, dangerous, prohibited or stolen items.
4. Fire safety regulations are 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 right to require removal of any items such as posters, other media, or garments that are offensive, contrary to community standards, or advocate behaviors specifically prohibited by school rules.

## Personal Belongings

The school recommends that students arrange for insurance coverage through their family's policy for valuable belongings such as bicycles, cameras, or electronics. (Renters' insurance often covers these items.) The school is not responsible for a student's personal belongings and carries no policy that provides coverage for them.

## Student Finances and Valuables

The school encourages parents to provide their students with debit cards, credit cards, or preloaded gift cards for weekly purchases and discretionary purchases during school-organized events. The school does not have a student bank and discourages cash on campus. The school encourages students to bring a secure personal lockbox for their valuables.

## Meals and Nutrition

Meals at Olney Friends School offer nourishment and connection with one another. Students and faculty eat together in the dining room, share responsibility for cleanup, and support a culture of gratitude and stewardship. Our kitchen incorporates produce from the school's organic farm and accommodates a range of dietary needs when communicated in advance.

**PLEASE NOTE:** Families should notify the Student Life Office (SLO) of any dietary restrictions before the start of the school year. Requests for medical accommodations must include documentation from a licensed provider.

Students may sign out of supper on weekdays or weekends according to their current slip level. Supper sign-outs must occur by 1:00 p.m. and may not conflict with dish crew responsibilities. Students must return by 7:30 p.m. unless they signed out with their own parents or a faculty member. Students may not sign out of Sunday lunch unless off campus for the weekend. Take-out food is not permitted in the dining room during meals.

With written permission from their own parent or guardian, students may sign out with another student's family for meals. These permissions must be arranged before departure. Meal sign-outs with parents or guardians do not count against a student's weekly allowance.

## Phones, Internet, and Technology

Technology has become ubiquitous in the modern world, but it should not dictate our school's culture. Olney Friends School encourages responsible and purposeful use of phones, computers, and the internet. Students may not use devices during class time, collection, or community gatherings. Nighttime use also carries clear limits to protect sleep, presence, and health. Please refer to the Technology Policy which appears later in this handbook.

## Laundry, Hygiene, and Daily Habits

Students maintain responsibility for personal hygiene, laundry, and daily routines. Regular showers, clean clothing, and tidy dorm spaces reflect self-care and respect for others. Dorm faculty will address concerns directly and expect students to respond promptly and maturely. Laundry facilities are available in each dorm. Students must care for their belongings and avoid leaving laundry unattended. Dorm spaces must remain free of clutter and trash.

## 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 a wide range of planned activities, some for the entire community and others for smaller groups. 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, as there are some weekend events a student will not want to miss. Student performances and occasional class presentations are scheduled on weekends, and their attendance may be required for class members.

### **Weekend Study Hall**

Students who fall behind in their classwork, fall to bottom slip level, or need more time to complete their academic work will attend study hall over the weekend on Saturdays from 9:00 a.m. – Noon or during another appropriate three-hour block of time at the discretion of the weekend crew leader, Dean of Learning, or Head of School. Students may also voluntarily opt-into weekend study hall.

### **Fire and Health Regulations in Dorms**

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

- Lighters, incense, candles, and matches are prohibited, especially in dorm rooms;
- Hanging blankets or sheets from the ceiling in dorm rooms is not allowed.
- black lights, Christmas lights, halogen lamps, lava lamps, and light bulbs over 60 watts are not permitted.
- Hot plates, microwaves, toaster ovens, electric coffee makers, rice cookers, air fryers, or other heating/cooking appliances are allowed only in the dorm kitchens. These items must be stored in the dorm kitchen. Cooking appliances can only be used in the dorm kitchen.
- Plug adapters are not allowed.
- Fire escapes are to be used only in a fire emergency
- Students may not have pets in the dorms. Fish are allowed with permission from the Residential Life Coordinator.
- The dorm room door must be able to open all the way, and the dorm bed must be visible from the doorway.
- Dorm Staff must be able to see a complete figure in the bed

### **Sign-Outs and Daily Mobility**

Students must sign out whenever they leave Top Campus for personal reasons during free time. The number of weekday and weekend sign-outs depends on slip level. Students must sign out in person with a faculty member in the Main Office, clearly stating their destination, purpose, and return time. Students must also sign back in with a faculty member upon their return to campus. Students must report to faculty in-person, not through peers, notes, emails, or other methods. Each student who signs out must sign back in with a faculty member, even when signing out as a group. Obscuring one's location or signing out more than permitted is a major rule violation.

NOTE: Students must wear bright clothing and reflective vests during the darker months of the school year. Vests are available in the Main Office.

Day	Sign-Out Allowed After	Sign-In Required By
Sunday	1:00 p.m.	7:00 p.m.
Monday–Thursday	4:00 p.m.	7:00 p.m.
Friday	4:00 p.m.	7:30 p.m.
Saturday	10:00 a.m.	7:30 p.m.

### Weekend Overnight Sign-Outs

Weekend overnight sign-outs are allowed only for students on the top slip level and only on open weekends as designated by the school calendar. Boarding students must remain on campus during all-student weekends.

All overnight sign-outs must receive prior approval from the Dean of Students by 12:00 p.m. on the Wednesday before departure. If staying with another student’s family, both sets of parents must provide written permission. Students must return by 7:15 p.m. on Sunday to attend evening study hall.

### Health, Wellness, and Safety

Olney Friends School prioritizes the physical, emotional, and social well-being of every student. We expect students to act with self-awareness, to communicate openly with trusted adults, and to follow health guidance with maturity and integrity. Faculty respond promptly to illness or injury and partner with families to ensure the best possible care.

### Health Services and the Infirmary

The school infirmary is located in the Mary Davis Guest House next to the Main Building. The school’s Nurse Consultant is available by appointment. During the school day, the Main Office serves as the first point of contact for health concerns. After hours, on-duty faculty take necessary steps to address student needs.

In an emergency, a faculty member will accompany the student to a clinic or hospital and work with medical personnel to contact parents or guardians. Parents should ensure that English-speaking family members listed on the student’s emergency medical form can provide verbal permission for treatment by phone.

### Illness During the Week

Students who feel ill during the day must report to the Main Office between 7:30 a.m. and 4:30 p.m., before Morning Collection or between classes.

- Students who miss class because of illness must remain on campus, observe a 9:30 p.m. dorm time, and avoid sports, free-time activities, Collection, and study hall in the Main.
- If confined to the infirmary during the school day, students must spend the rest of the day and evening in their dorm room.
- Meals may be delivered to rooms when approved by faculty on duty.

### **Illness at Night or on Weekends**

Students who become ill outside regular hours must alert the on-duty faculty members, who will decide on appropriate care. Some illnesses may require overnight isolation in the infirmary or recovery at home.

### **Athletics and Illness or Injury**

Students unable to participate in athletics due to illness or injury must obtain written permission from the Student Life Coordinator and their coach before 4:00 p.m. on the day in question. Coaches may require students to observe practices or games even when excused from active participation.

### **Communicable Disease and Public Health**

Olney Friends School may exclude from campus any student or faculty member with a communicable illness, known exposure, or susceptibility due to non-immunization in the event of a vaccine-preventable outbreak. The school will consult public health authorities when needed and may adjust schedules, trips, or dining protocols to reduce risk. The school may institute precautionary measures such as eliminating self-service food options or suspending handshakes.

### **Medical Forms, Prescription Medications, and Supplements**

Parents and students must review all medical information and forms with the Dean of Students at registration. All prescription medications, over-the-counter drugs, and nutritional supplements must be stored in the designated locked cabinet in the Main, accessible only to faculty.

Parents should send medications directly to the Main Office, not to students. The school does not permit students to keep any medication or supplement in dorm rooms. Faculty members dispense medications according to prescriptions. Misuse, sharing, or distribution of any medication or supplement is a major rule violation and may result in suspension or expulsion.

### **Medical Appointments**

Routine medical, dental, or eye appointments should be scheduled during school breaks. Appointments during the school year must be arranged through the Main Office. Students must present a written doctor's excuse upon return; failure to do so will result in an unexcused absence.

### **Mental and Emotional Health**

Students benefit from a culture that respects vulnerability and takes emotional health seriously. Faculty respond with discretion and care when students express distress. When appropriate, the school may refer students to licensed counseling services in the local area. Families assume responsibility for planning and covering the costs associated with these services.

In some cases, the school may require counseling as a condition of continued enrollment, especially when a student returns from a major disciplinary infraction or shows signs of sustained emotional struggle. Parents must remain in communication with counselors throughout the period of care.

Students may not initiate or continue therapy during the school year without written permission from a parent or guardian. The school reserves the right to determine when off-campus therapy aligns with school schedules and expectations.

### **Dietary Needs**

Families must notify the Student Life Office (SLO) of dietary needs or restrictions before the school year begins. Kitchen staff can accommodate medical and religious restrictions when given timely and clear information. Olney Friends School is not an allergen-free campus, so students with allergies must take appropriate precautions and communicate regularly with faculty.

### **Body Modifications**

The school prohibits tattooing and body piercing while students are under its care. Students who engage in these activities during the school year will face disciplinary consequences.

### **Physical Boundaries and Consent**

Respect for the body, one's own and others,' is vital to sustained community life at Olney Friends School. Students must maintain clear physical boundaries and refrain from inappropriate or nonconsensual touch. Any action that violates another student's comfort, autonomy, or safety prompts an immediate response from the Dean of Students, Associate Head of School, or Head of School. Students and families must take these expectations seriously. The school addresses violations promptly, with support from faculty, administrative staff, and outside professionals when necessary.

### **Academic Engagement and Attendance**

The academic program at Olney Friends School invites students to develop knowledge, wisdom, and lifelong learning. We expect students to think critically, write clearly, ask insightful questions, and sustain disciplined inquiry. Learning takes place in classrooms, on the farm, in the field, and beyond. Beyond the content in this section, please refer to the Academic Handbook for more detailed information about learning at Olney Friends School.

### **Expectations for Attendance**

Classes rely on the presence and participation of every student. Group work, discussion, and experiential learning cannot be fully replicated if a student is absent. Missing class disrupts everyone's learning and places unnecessary strain on faculty and peers.

Families and students should:

- Schedule personal appointments and travel during school breaks
- Avoid non-essential absences
- Communicate promptly with faculty and the Main Office about illness, family emergencies, or unavoidable conflicts

The school reserves the right to determine whether an absence is excused. Faculty will provide support after excused absences but may not grant extensions for missed work during unexcused

absences. Repeated absences, even if excused, can affect a student’s academic standing and eligibility for athletics, events, or trips.

### **Extended Absences**

Extended time away from school due to serious illness, family crisis, or extraordinary travel must be approved by the Dean of Students, the Dean of Learning, the Associate Head of School, and the Head of School. The school may grant temporary leave or alternate arrangements on a case-by-case basis. All missed work must be completed to receive credit.

### **Mental Health Days**

Students may request one mental health day per term, with advance notice from a parent or guardian. Students must remain on campus and remain away from group activities for the day. A mental health day is treated as an excused absence, but teachers expect students to complete missed work.

### **Academic Integrity**

Olney Friends School expects all work to be the student’s own, produced with honesty and diligence. Students must:

- Acknowledge all sources
- Submit original work
- Seek clarification from faculty when unsure about collaboration or citation requirements

Plagiarism, fabrication, or other academic dishonesty violates the trust that defines our community. Faculty address violations directly and may refer serious or repeated cases to the Head of School.

### **Missed Classes for School-Sponsored Activities**

When students miss class for athletics, field trips, or other school-sponsored events, they must communicate with teachers in advance and arrange to complete assignments on time. The school will not excuse absences for non-required activities without prior approval.

### **Attendance and Disciplinary Status**

Students on disciplinary restrictions, including those who are campused, triangled, or restricted, must maintain full attendance at classes and required academic activities. Any absence without approval from the Dean of Students is treated as unexcused and may result in further consequences.

### **Student Status**

#### **Extended Leave**

Olney Friends School recognizes that there are occasions when a student may benefit from a leave from school to address a problem, while still remaining in good standing. A leave may be voluntary or required. A Voluntary Leave is initiated by a student or the family and must be approved by the Head of School, the Student Life Office (SLO), or a designated representative.

Leaves may vary in length, though longer absences are more difficult to accommodate. For a leave, voluntary or required, return would not be automatic and would be subject to review based on criteria specified at the outset. In the case of an extended leave, repeating all or part of a school year may be necessary. It is not appropriate to use a leave of absence to postpone or otherwise interfere with any pending disciplinary proceedings. Absences of more than two weeks will mean that a student can only be graded on a pass/fail scale.

The following descriptions outline typical forms of leave, although individual circumstances may require other responses:

### **Medical Leave**

Medical Leaves might include those for severe or prolonged illnesses, significant injuries, especially those requiring major surgery, or psychological problems, including severe depression, suicidal ideation or eating disorders. A Medical Leave can be voluntary or required.

The school convenes a Leave Committee when possible, consisting of the Head of School, Dean of Students, and the student's advisor, to determine the timing of and criteria for the student's return to school. While the student is on Medical Leave, the school physician, psychologist and/or counselor will work with the family and, when appropriate, the student's healthcare providers at home. The Leave Committee will receive updates on the student's status while away and, at the appropriate time, assess the readiness of the student to return from Medical Leave. Informed by a recommendation of the Leave Committee, the decision concerning the return from Medical Leave will be determined by the Dean or Head of school.

The impact of a Medical Leave on a student's academic status will vary with the amount of class time missed, the timing in the academic calendar, and the point in the student's academic career. Students and their parents or guardians must contact the faculty to make arrangements to cover missed work and assignments. Zoom sessions are permitted if on medical leave.

### **Personal Leave**

A Personal Leave may be granted at the request of the student and family or may be required by Olney Friends School. The decision to allow or require Personal Leave is made by the Student Life Office (SLO) in collaboration with the Dean of Learning and the student advisor and teachers. At the start of the leave, criteria for return will be specified. Informed by a recommendation from this group, the decision concerning the return from Personal Leave will be determined by the Head of School, Associate Head of School, and the Deans.

### **College Visits and Non-Medical Excuses**

Juniors and Seniors are permitted a combined maximum of five class days for college visits or other opportunities pertaining to life after Olney. Requests require approval from the student's advisor and the Dean of Learning and must be submitted to the Student Life Office (SLO) at least five days in advance of a proposed visit. Juniors and seniors are encouraged to schedule college visits during the summer or other school vacation times.

## Religious Observances

Students missing classes or assignments for religious observances should inform faculty members in advance. Teachers should set a reasonable schedule for completion of assignments and/or assessments. When students have multiple assessments during a period of religious obligation, a staggered set of due dates in the days following a holiday may be required. This policy does not apply to holidays that fall on a single day of the weekend.

## Community Stewardship and Co-Curricular Life

Olney Friends School views learning as a whole-life endeavor. Students learn in classrooms, through service, physical activity, spiritual reflection, and artistic expression. Our co-curricular programs strengthen character, cultivate discipline, and deepen interpersonal connections. They require consistent participation and a willingness to contribute to the health of the community. We expect every student to meet all co-curricular requirements, participate in traditions, care for shared spaces, and attend required events. These commitments reflect our belief that community thrives when all members contribute with care and accountability.

## Spiritual Life

As a Quaker school, Olney Friends School holds space for spiritual reflection. Students gather for Meeting for Worship in silence, and may also participate in guided discussions, community reflections, or creative spiritual practices. Students are expected to attend with openness and respect, regardless of personal beliefs.

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 today?* In the silence and in the messages others give, we may hear some answers to our questions or simply listen to the 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, 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, faculty or student, may find a message 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**

Each Wednesday and Sunday morning we meet for 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**

Students and faculty on the Spiritual Life Committee meet weekly 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 the 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.

### **Olney Hours: Service and Outdoor Education**

Each student must complete twenty-two (22) Olney Hours during the academic year:

- Twelve (12) hours of community service
- Ten (10) hours of outdoor education

Students arriving after the first quarter will have their hours calculated by the Student Life Office (SLO). Hours from one year do not carry over to the next.

### **Guidelines**

- Each activity must have a faculty sponsor who actively supervises and ensures the SLO receives documentation.
- Olney Hours slips must be turned in to the SLO by 4:00 p.m. on the next weekday after the activity (Monday for weekend activities).
- Students who lead activities may receive a leadership bonus of two extra hours if the faculty sponsor determines that leadership was demonstrated in planning, execution, and follow-up.

- No single activity may be worth more than five hours.
- Hours may not be earned during school breaks.
- Mandatory activities do not count toward Olney Hours.
- Students who join after the first quarter must meet requirements on a prorated basis.
- The SLO has the final say on whether an activity counts.

### **Deadlines**

- By December 15, 2025, at least 6 hours of community service and 5 hours of outdoor education must be completed.
- Remaining hours are due by 4:00 p.m. ET on May 27, 2026.

### **Consequences for Non-completion**

The Head of School may withhold graduation for seniors or decline reenrollment for returning students who fail to meet these requirements.

### **Community Service Class Trips**

The school supports activities that promote community-mindedness and strengthen class identity. Depending on prevailing COVID-19 restrictions, other health considerations, and available funding, each class will choose its unique service trip off campus. Each class participates in an annual service trip with three purposes: to improve a community, to build leadership skills, and to demonstrate the benefits of service. These trips are required for all students.

### **Athletics and Physical Activity**

Olney Friends School offers seasonal athletic programs that promote teamwork, discipline, and wellness. Students must participate actively, meet attendance expectations, and follow team guidelines.

Students unable to participate due to illness or injury must secure written permission from both the Student Life Coordinator and coach before 4:00 p.m. on the day in question. Coaches may require excused students to observe practice or participate in alternative activities. Repeated lateness, unexcused absences, or failure to meet expectations will result in loss of athletic privileges and credits.

### **Clubs and Enrichment**

The school encourages the creation of student-led clubs. Clubs require:

- Approval from the Dean of Students
- A faculty sponsor
- A clearly stated purpose that aligns with one or more Quaker testimonies (simplicity, peace, integrity, community, equality, stewardship)

Once approved, students must participate consistently and respectfully. Proposals for new clubs should be submitted in writing to Student Life Office (SLO).

## **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.

## **Office Work and Dish Crew**

The goal of this program is to develop community spirit through service, self-sufficiency, cooperation and good work habits while cleaning shared spaces. The program offers students opportunities to learn or strengthen basic house-cleaning skills and to develop a sense of care and responsibility for their Olney Friends School “home.” Students are asked to participate in daily chores by cleaning common spaces in the dorms or the Main or washing dishes, pots and pans after meals. Each student is assigned a daily cleaning or dish-crew job and assignments are rotated every three weeks. In addition, students are asked to pitch in at other times in group work projects that support community life.

Students may apply for leadership roles in our work program, such as Dish Crew Leader, Office Work Leader, or Library Assistant.

## **The Farm and Garden**

The Olney campus is surrounded by farmland 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 and farm provide 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.

## **Fall, Winter, and Spring Outings**

Events are planned by faculty for the enjoyment of the entire school community. The timing of the event is a surprise to students. Classes are cancelled for the afternoon, and a short trip is taken 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**

Homecoming in the fall is a time when alumni may return to Olney Friends School to visit and participate in the students vs. alumni soccer game or the distance run. 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 before Spring Break. Parents and families are invited to attend this event, and students are required to participate.

## Commencement

A time we honor graduating seniors and their families. This is also the weekend when Olney Friends School holds class reunions: former students, faculty 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, beginning with the Alumni & Friends Gathering Friday evening and ending with a bountiful meal after Commencement.

Commencement itself is a required, all-school event held Saturday morning at Stillwater Meetinghouse and followed by a luncheon 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 the Alumni & Friends Gathering and at Commencement.

## Class-Specific Traditions

**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 Fundraising

Students are encouraged and supported by their class sponsors in fund-raising for class activities. 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 fundraising projects must not be assumed lest they be canceled. Production

of goods is limited to wholesome products such as maple syrup, and sale of services should focus on value to the purchaser, such as raking leaves for a neighbor.

The school encourages entrepreneurship as an important element in 21st-century education. Monies raised will be used exclusively for class activities, such as the senior trip and a class gift upon graduation. Direct solicitation of parents, alumni, and friends of the school is generally discouraged, as it might work against the school's own essential fundraising (e.g., the annual fund). Solicitation from individuals or organizations not connected to the school must not conflict with school efforts and must be approved in advance by the Development Office and Head of School.

### **Community Expectations, Behavior, Discipline, and Restoration**

The school's social program interrogates and guides how we: 1) live together in community, 2) grow in understanding of one another and ourselves, 3) resolve conflicts, 4) make decisions, and 5) become self-confident, caring citizens of society. These five aspects interact with each other in our classrooms, dorms, dining room, farm, athletics locations, top campus, and off-campus. All members of the community are responsible and accountable for its health.

### **Community Life and Expectations**

Following traditional Quaker business practice, governance at Olney Friends School aims to be egalitarian and consensus-based. This aspect is symbolized in how we avoid the use of titles and address each other, students and faculty 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") guides 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, sets 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 faculty-student committees such as the Disciplinary, Spiritual Life, and other 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

Our faculty meets weekly to report, discuss school matters, seek consensus, and make decisions on school-wide issues. Self-Gov student leaders may request to bring student proposals to the Faculty Meeting for discussion and consideration.

**NOTE:** All employees of the school, regardless of title or job description, are considered “faculty” because they are expected to model appropriate behavior and, at one time or another, teach students what it means to live in community. As a result, the terms “faculty” and “staff” are used interchangeably in this and other OFS handbooks unless otherwise clearly indicated.

## Community Meeting

Students and faculty meet together for community meetings during the year. These meetings provide us with a forum for thoughtfully considering timely topics related to our community. They help us develop our ability to listen and build consensus and 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 address an immediate need or concern. A student and a faculty member co-clerk community meeting, paying close attention to appropriate Quaker process and listening to every voice.

## Weekend Activities

The activity committee (1 student from each grade level) plans the weekend fundatory activity. The activity/fundatory is approved by the on-duty weekend crew and announced at lunch on Wednesday.

## Discipline and Behavioral Expectations

Discipline at Olney Friends School is rooted in Quaker values. We maintain high standards because we believe in the capacity of each person to grow in integrity and responsibility. The trust that binds our community depends on honesty, respect, and accountability.

When a student harms another person or the community, they must accept the consequences of their actions. Faculty and administrators approach each case with discernment, guided by the circumstances and the well-being of the school.

Students must:

- Speak truthfully and act honorably
- Respect personal and community boundaries
- Follow school policies regarding technology, dorm life, academic integrity, and personal conduct
- Respond promptly and respectfully to faculty direction
- Care for shared spaces and complete required chores, activities, and events

## Categories of Response

When students violate expectations, the school may respond in one or more of the following ways:

1. Conversation and Warning – A faculty member addresses the matter directly.

2. Written Reflection or Restorative Action – The student completes a reflection, makes amends, or performs a restorative task.
3. Loss of Privileges – Certain activities, sign-outs, or events are restricted.
4. Disciplinary Meeting – Convened with the Dean of Students, faculty, and sometimes the Head of School.
5. Suspension or Dismissal – Removal from campus, temporary or permanent, for serious violations.

We do not follow a rigid formula; faculty and administrators exercise judgment in the best interest of the student and community.

### **Major Rule Violations**

The following actions typically result in suspension or dismissal:

1. Aiding, assisting, or accompany a major rule breaker
2. Committing fire safety violations
3. Earning a second 10-slip violation in the same academic year
4. Engaging in genital contact
5. Engaging in harassment, bullying, or discriminatory behavior
6. Engaging in oral sex
7. Engaging in physical violence or credible threats
8. Engaging in repeated dishonesty or cheating
9. Engaging in sexual intercourse
10. Engaging in sexual misconduct or violation of personal boundaries
11. Engaging in theft, vandalism, or destruction of property (including virtual theft or destruction)
12. Engaging in Title IX violations. Please refer to the Title IX Policy on our website.
13. Entering a faculty member's office or home without permission
14. For boarding students: Leaving the dormitory between dorm time and 7:15 a.m.
15. For day students: Remaining or arriving on campus between dorm time and 7:15 a.m.
16. Obscuring one's location whether on campus or off campus
17. Possessing or using weapons
18. Possessing, using, or distributing alcohol, illegal drugs, profane materials, or controlled substances
19. Recording a conversation without explicit permission
20. Refusing to follow faculty direction or refusal to comply with a reasonable faculty request

These rules apply at all times during a student's enrollment, including school breaks, personal travel, and online activity.

### **Scope and Jurisdiction**

Depending on the individual facts and circumstances, violations of Olney rules and/or of the criminal laws of the jurisdiction in which the student is located at the time of the conduct in question, regardless of whether the incident occurs while a student is in the school's care or not, may result in immediate suspension or expulsion by the Head of School. Students need to be

aware that the school may be under obligation to inform appropriate authorities when laws are broken.

These rules apply in the entire duration of enrollment at Olney Friends School. At all times during enrollment, including trips, during personal travel, online and offline, and during vacation periods, students are expected to behave in a manner consistent with school rules and policies. Olney disciplinary procedures may be applied if the school is presented with information that students have violated expectations while away; such infractions may result in disciplinary action up to and including suspension or expulsion.

Whenever a member of the faculty discovers a student in violation of a rule or becomes aware of specific rule violation, or when attention has been directed to a problem by a member of the community or police, the matter will be treated as a disciplinary case. The school will inform the student's parents, caretakers, or guardians. Faculty are obligated to report rule violations and misconduct, regardless of circumstance or method of discovery.

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 involves careful discernment, students who break major rules must know that such breaches may require the school to separate itself from the offending student with an extended suspension or 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 excess of minor rules, they go before the school's Disciplinary Committee. This Committee consists of the Student Life Office (SLO), four faculty members, and four students. The SLO shall pick from all available community members, faculty and students, to address each disciplinary concern brought before the committee. The Committee will establish what happened, listen to the student's side of the story, and discern the appropriate next steps. Students who go before Disciplinary Committee will receive a written response from the Committee's convener.

**NOTE:** Students may request to have their cases heard by the Administrative Team (composed entirely of the school's administrators) or another team of faculty members convened by the Dean of Students instead of the Disciplinary Committee. In such a case, the student will receive an Administrative Decision.

### **Reporting to Colleges**

Olney Friends School follows the "full disclosure" standard in reporting disciplinary records to colleges. Major rule violations are reported to all colleges to which the student applies.

## Sanctuary Policy

The sanctuary policy allows the school to help a student with a drug, alcohol, personal, or illegal substance issue without facing a disciplinary response. The sanctuary policy may be applied when the student voluntarily contacts the Student Life Office (SLO) or a member of the Administrative Team.

## Guidelines for Accessing Sanctuary

1. Students may use this policy only one time without disciplinary consequences. The school will honor sanctuary even if a faculty member reports any acts covered by the policy after the student's initial request.
2. Students who seek sanctuary for a peer will not receive disciplinary consequences and their identities will remain confidential.
3. Receiving sanctuary will prevent disciplinary actions, but the SLO will be notified. The sanctuary event will not be part of the student's record, but the student must inform their parent/guardian.
4. Additional meetings, and an alcohol, drug, or other assessment at the student's expense, are common follow-up procedures. A drug screen by urinalysis may be used to obtain a baseline and protect the student if another event triggers a test after sanctuary was granted.

**NOTE:** Please be aware that certain situations are considered so egregious that Olney Friends School will not grant sanctuary. Examples include but are not limited to violations of criminal laws, sexual harassment, rape, sexual intercourse/contact, and physical violence.

## Parental Responsibilities

If a student breaks a major rule or excess of minor rules, the student may face a suspension or dismissal. The Dean of Students, Associate Head of School, or Head of School will contact parents in these instances. The disciplinary process works best when all adults involved agree to the goals of helping students understand the consequences of their actions and accept personal responsibility for those actions.

For the safety and well-being of our community, the school reserves the right to remove from campus any student who awaits a disciplinary committee meeting or administrative decision for a major rule violation. Suspended and expelled students must expect to be removed from the community until they can travel home. Costs of travel in such instances are the responsibility of students and their parents.

## Campus Restrictions for Expelled Students and Current Students

The school does not allow expelled or discontinued students on its campus for at least one year following their expulsion or withdrawal for a major school rule violation.

Knowing that Olney students often remain in contact with expelled students and may wish to visit them at an off-campus location, we remind parents that permission is required for all unchaperoned visits, on or off-campus, with anyone not currently an Olney student or faculty member. You may send permissions for such visits via email to the Student Life Office (SLO)

(vicki@olneyfriends.org or shea@olneyfriends.org). If parents are uncertain about the wisdom of such visits, the school advises them to err on the side of caution, as we have no jurisdiction over, or oversight of, a student no longer enrolled. Finally, depending on why a student was expelled, a return to campus or an attempt at unauthorized meetings with current students may cause or require legal action by the school against the unauthorized visitor.

## **Standards of Behavior**

### **Classroom Disruptions**

Academics at Olney Friends School hold an esteemed place in our day-to-day priorities. In cases of classroom disruptions, a teacher may send a student to the Dean of Learning to discuss and address the problem. The Student Life Office (SLO) and Dean of Learning will maintain a record of such meetings and has the right to impose a disciplinary response. A student who is chronically disruptive may face suspension or expulsion.

### **Respect for School and Private Property**

Over-borrowing and borrowing without asking are common causes of conflict here. We hope students learn to keep track and take care of their possessions and to value and respect the property of others. Students should label their belongings clearly to avoid confusion around ownership. 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 any time.

### **Public Displays of Affection (“PDA”)**

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, faculty and guests, to feel welcome and comfortable. While the School does not prohibit students from forming “exclusive” relationships, we encourage them to maintain a healthy balance between time spent with others and time with a “special” friend. Within the framework of the school rules, couples may spend time together in the Main (excluding offices and storage areas), and the Greenhouse. The rule for these places is “door open and lights on.” Couples may also spend time together outside on Top Campus (see map).

Intense romantic behavior, such as making out or lying on top of another person, is inappropriate in public spaces. Classes, Morning Collection, meals and Meeting for Worship are inappropriate times for physical affection. Students who engage in such activities at those times will be asked to stop. If the behavior persists, faculty intervention, with possible parental involvement, should be expected.

### **Student Dress Policy**

Our concerns about how our students dress come from experience as adults in the wider world and in the Olney Friends School community. Olney is at once a school, a community, a business, a religious entity, a home, and a workspace. Faculty members are entrusted with the care, teaching, nurturing, guidance, and support of students. As such, it is their duty to maintain a dress policy that promotes the school’s founding principles of simplicity and moderation, along with other Quaker values.

1. Students **must** wear:

- Clothes that do not expose or reveal genitals, buttocks, or nipples.
- Clothes that are opaque, not “see-through.”
- Clothing that stays in place throughout normal activity.
- Shirts or tops that reach the bottom of the naval.
- Bottoms including pants, sweatpants, shorts, skirts, dresses, and leggings.
- Shoes in the Main building and during sports.
- Underpants.

2. Students **may** wear:

- Hats, including religious coverings.
- “Hoodie” sweatshirts.
- Fitted pants including leggings, yoga pants, and “skinny jeans.”
- Tank tops with spaghetti straps.
- Athletic attire.
- Ripped jeans that do not expose underpants.
- Crop tops that reach the bottom of the navel.

3. Students **must not** wear:

- Pajamas in the Main during the academic day.
- Shirts that expose sides of the torso.
- Clothing that depicts or promotes:
  - Violent language or images
  - Drugs or alcohol
  - Profanity or pornography
  - “Hate speech,” images or language creating a hostile environment
- Clothing or accessories that the faculty consider unsanitary
- Clothing that reveals underpants
- Underwear as outerwear
- Bathing suits in the Main
- Extremely short or revealing attire

## Managing Conflict

The school expects members of its community to hone their conflict management skills during their time at Olney. As such, the school offers training in conflict management for students and faculty alike throughout the academic year. When conflicts arise between students or between a student and a faculty 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 other person or people involved.
2. If this first approach 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 faculty member to join the conversation as a listener and facilitator.

3. If this second approach still does not bring resolution, a student may ask for help from a mediating group of faculty and/or students (a “clearness” group in Quaker parlance).

### Minor Rules and the Slip System

Minor rules facilitate the smooth flow of our community’s daily life. Please find below an inexhaustive list of examples of minor rule infractions:

1. Cutting classes, Meeting for Worship, Collection, sports, or any scheduled obligation
2. Inappropriate meal sign-outs (e.g., beyond allowed allowance)
3. Not cleaning one’s room
4. Not completing office work
5. Staying up beyond lights-out without permission from adult dorm faculty
6. Tardiness
7. Use of profanity or other inappropriate language

These infractions result in “pink slips” that provide a written record of minor rule violations. Slips may be recorded electronically or by other means at the discretion of the Student Life Office (SLO). If a slip is issued for failure to clean an assigned area, the student must still complete the work.

At the beginning of each academic year, all students start out at the middle “slip level.” Slips accumulate over a three-week period following the guidelines below. During that “slip term,” slips received result in the following consequences:

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

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

**5-9 slips** the student falls immediately to the next slip level AND remains there for the next three weeks.

**10+ slips:** Students who receive 10 or more slips within a single slip term for the first time will receive an automatic disciplinary response from the SLO. A student who receives such a response will have mandatory Saturday morning study hall (9:00 AM – Noon), 9:30 PM dorm time on Friday and Saturday nights, and relinquish all off campus signout privileges (i.e., will be campused) for the rest of the current slip term and the next three weeks. Another 10-slip violation will lead to an automatic Disciplinary Committee or Administrative Team hearing.

The school expects students to make every effort to adhere to the school’s rules and avoid getting slips. Students who undermine the slip system and willingly accumulate slips will face greater sanctions.

Missing an all school event (Weekend Events, Meeting for Worship, All School Sing, Self-Gov, etc.) may result in relinquishing all off-campus signout privileges (will be “campused”) for the next 48 hours.

### Definitions

- Campused – Not allowed to leave campus except for required school events.

- Triangled – Allowed only in dorm or Main Building and must attend all meals.
- Restricted – Friday evening confinement to dorm room from 7:00–9:00 p.m. with no guests; computers allowed for academic use only.

### Flag List

The Student Life Office (SLO) or the Administrative Team will put students on the Flag List if they have a major rule violation. Time on the Flag List carries over from one academic year to the next. So, for example, students who violate a Major School Rule during the last month of school will begin the next enrolled year on the Flag List if they have not successfully completed their time during the year of the infraction. Similarly, students who seek to be readmitted after a suspension or expulsion also begin their time at Olney on the Flag List.

Olney Friends School also reserves the right to condition the enrollment of any student who seeks to transfer to OFS after major violations at their prior school on successfully completing time on the Flag List and/or any other conditions contained in their contract. Students are initially placed on the Flag List for a one-month period. The SLO or Head of School may vary the length of time or adjust the specific terms of a student’s status on the Flag List to best help the student to be a productive member of the community. It is extremely important that a student on the Flag List carefully obeys school rules, as infractions during this period can and will lead to suspension or dismissal. The school will inform parents of reasons for and purpose of being flagged.

General expectations when students are put on the Flag List:

1. The Student Life Office (SLO) notifies parents by letter.
2. The student’s Advisor assists in planning corrective steps.
3. Faculty members report progress to the advisor, who reports to the parents and SLO.
4. Administrative Team reviews the progress monthly and at the end of terms.

### Social Privileges for Boarding Students

Level	Dorm Time	Walk Per*	Weekday Sign-Outs	Weekend Sign-Outs	Supper Sign-Outs (Weekday/Weekend)
Top	M–Th 10:15 p.m., F 11:00 p.m., Sa 10:15 p.m., Su 9:30 p.m.	Yes	4	No limit	2/2
Middle	M–Th 10:00 p.m., F–Sa 10:00 p.m., Su 9:15 p.m.	No	3	1 (no overnight)	1/1
Bottom	M–Sa 9:30 p.m., Su 9:00 p.m.	No	1	0	0/0
Bottom + Discipline	Same as Bottom + device turn-in	No	1	0	0/0

\*Walk per = Permission to leave the dorm after dorm time.

The following consequences apply to **day students** at the middle and bottom slip levels:

### **Middle Slip Level**

1. Day students must leave campus right after dinner or after school obligations, not including community activities or weekends. It is the student’s responsibility to check-in with a faculty member on duty to clarify any “gray areas.”
2. If day students choose to be on campus on Friday evening, Saturday, or Sunday, they must attend Saturday morning study hall (9:00 a.m. – Noon). If it is an evening event/activity, the student must depart campus by 10:00 p.m. If the student is on campus for a daytime event/activity, they must leave immediately following said event/activity. It is the student’s responsibility to check-in with a faculty member on duty to clarify any “gray areas.”

### **Bottom Slip Level**

1. Day students should depart from campus immediately after their final class or sports, not including community activities or weekends. It is the student’s responsibility to check-in with a faculty member on duty to clarify any “gray areas.”
2. If day students choose to be on campus on Friday evening, Saturday, or Sunday, they must attend Saturday morning study hall (9:00 AM – Noon). If it is an evening event/activity, the student must depart campus by 9:30 PM. If they are on campus for a daytime event/activity, they must leave immediately following said event/activity. It is the student’s responsibility to check-in with a faculty member on duty to clarify any “gray areas.”
3. All day students in this category should be in the library during study blocks between 8:30 a.m. and 4:15 p.m. It is the student’s responsibility to check-in with a faculty member on duty to clarify any “gray areas.”

### **Questioning Slips**

If a student believes their slip results from an error or misunderstanding, they should contact the person who issued that slip within 24 hours of receiving it. (The 24 hour period includes time when the faculty member is off duty.) If, after this step, the issuer of the slip does not request the desired change, the student may appeal directly to the SLO who will make the final determination.

### **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 for any reason other than school activities must sign out, in person, with a faculty member in the Main Office. Students must say 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 only and not to private homes without permission from parents and the Dean of Students. Students may not sign out for another student. Obscuring one’s whereabouts through misleading or inaccurate sign-outs is a

major rule violation. Students who sign out more often than allowed 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 (after lunch and dish crew). The number of sign-outs is determined by their slip level. Students must be back on campus and in study hall by 7:30 pm unless they 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 faculty member. Students must find a substitute for any dish crew duty they have for the meal. Students may not sign out of Sunday lunch unless off-campus for weekend. Take-out food is not permitted in the dining room during mealtimes. Students are not permitted to take dining room food to their dorm or dorm room.

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 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 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.

	Sign out after:	Sign in by:
Sunday	1:00 p.m.	7:00 p.m.
Monday	4:00 p.m.	7:00 p.m.
Tuesday	4:00 p.m.	7:00 p.m.
Wednesday	4:00 p.m.	7:00 p.m.
Thursday	4:00 p.m.	7:00 p.m.
Friday	4:00 p.m.	7:30 p.m.
Saturday	10:00 a.m.	7:30 p.m.

**Weekend Overnight Sign-Outs:** Weekend overnight sign-outs are possible for open weekends, i.e. those not identified as “all student weekend” on the calendar printed in the back of this Handbook. Only students on top slip level may sign out for an overnight stay. On all student weekends, boarding students must remain on campus for planned all-community activities. On open weekends, students may go home or (with permission from both students’ parents) visit other students’ 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 study hall (by 7:15 p.m. at the latest).

### **Sign-Out Procedures**

Olney Friends School is responsible for knowing the whereabouts of the students in our care at all times. This requires cooperation from students. When leaving campus for any reason, students must sign out in the Main Office, in person, with a faculty member who records the details. Students will be asked where and with whom they are going, and when they plan on returning, except when going home. Students are responsible for placing their own sign-out card in the “Out-Box” at this time and for moving it back to the “In-Box” when they return.

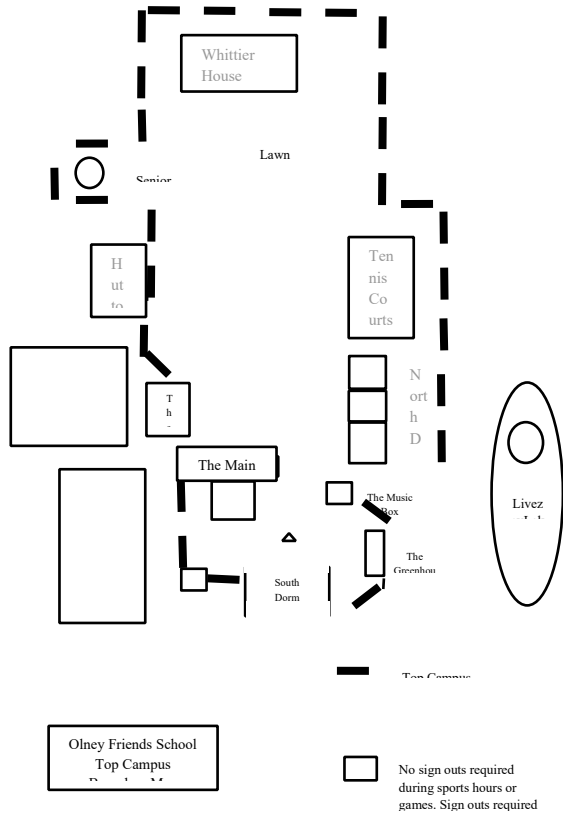
Because Olney Friends School has both day and boarding students, some rules regarding sign-ins and sign-outs are different between the two groups. The rules below are outlined as they apply to each group. The map at left showing the Top Campus boundary applies to all students.

### **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 dormitories are located in close proximity to the Main. The campus also includes field hockey and soccer fields, a lake, a greenhouse, and the Henderson shop/maintenance building. The farm includes 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. In addition, the school manages an old-growth forest, the Plummer Woods, about a mile from campus, 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 on page 29. 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 do 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 faculty residences, including apartments in the dorms, are private, “off-campus” spaces. Students may visit faculty dwellings by faculty invitation only. The Mary Davis Guest House, which houses the infirmary, guest rooms, and faculty apartments, is also considered “off campus,” except for the infirmary when the Health Coordinator is present. Students are not permitted in the lower level of the Music Box or beneath the bike garage unless accompanied by a faculty 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 with have someone keeping watch from shore. Paddles and life preservers are required and may be checked out at the Main Office. Swimming is not currently allowed.

### 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 alone.
- 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 does capsize, remain near and drag it to shore.
- You are responsible for removing anything 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 privileges; however, students with restricted sign-outs for disciplinary reasons may be denied an on-campus sign-out if the faculty member on duty feels it would be an abuse of their sign-out status. For example, a student on the lowest slip level asking to sign out to Paul’s Island, more than once in a week where the student has already signed out off campus, may be denied the on-campus sign-out.

## Bicycles, Skateboards, and Rollerblades

Students may bring bikes, rollerblades, and skateboards to Olney if they are willing to follow the guidelines below, which are necessary to ensure the safety and well-being of community members. The following requirements apply to all bicycles, rollerblades, and skateboards:

**Safety Equipment:** Bicyclists, rollerbladers, and skateboarders **must** wear helmets and shoes when riding. That said, NOTE that the school cannot guarantee parents and guardians that your students will be wearing a helmet at all times. All bikes, skateboarders, and rollerbladers must have a white reflector visible in front and a red reflector 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 Residential Life Coordinator.

**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. Please remember that bikers have to adhere to strict traffic rules.

## Snow Days

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

## Day Students Becoming Boarders

Day students are encouraged to become boarding students in their senior year (or earlier). Visits home should then be coordinated and cleared with the Student Life Office (SLO) to help ensure a balance between family needs and the stability of the student’s new life as a boarder.

## Automobiles

Day students may drive themselves to school but must park in designated areas and turn in their keys at the Main Office. Students must never ride in vehicles driven by other students. Students may ride only with certified faculty or approved adults. Seatbelts must be worn in accordance with state law.

Boarding students may not keep or drive vehicles while enrolled at Olney Friends School. With written permission from parents and approval from the Head of School, a student may use a car for travelling to and from school during breaks. In such cases, keys must be turned in to the school, and the vehicle parked in an assigned location. While under the school’s care, students may ride **only** in cars driven by certified faculty members or other approved adults, and **never** in cars driven by students.

## Day Students

### Sign-Outs

Day students must sign in upon arrival at school each day and sign out when leaving. Day students who 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. If signing out for a medical appointment, a written doctor's excuse must be provided upon return to school. Failing to provide a written doctor's excuse will result in an unexcused absence. Monday through Friday, students may sign out of lunch only if invited to lunch by a faculty member. Take-out food is not permitted in the dining room during mealtimes.

### Automobiles

It is recommended that day students walk or be driven to and from campus by their parents or other responsible adults approved of by the parents. Day students who drive a car to school must park where designated by the Head of School and turn in the keys at the Main Office. While under the school's care, students may only ride 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.

### Day Students in the Dorms

Day students will not be assigned rooms in the dorms. However, with permission from a faculty member, day students may enter the dorms to participate in school activities/events. Day students will be restricted to the public areas of each dorm (parlor and kitchen). No day student should enter any boarding student's room.

### School Rules and Day Students

Day students, like others, are subject to the school's rules at all times while enrolled at Olney Friends School, regardless of where they are at any given moment. Day students must abide by all school rules while under the school's care and/or in the presence of other OFS students, whether on campus or off. Day students who wish to attend OFS are asked to commit to living by the school's major rules in their time off, as well as on campus, in order to keep students in good standing. 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 does a boarding student doing the same on campus. The day student will be subject to the same disciplinary committee procedures as a boarding student. Similarly, any day student is found to be providing drugs, alcohol, or other controlled substances to Olney students may be immediately suspended pending probable expulsion.

## Other Student Life and Discipline Matters

### Students Age 18 and Older

Olney Friends School will treat all students under its care, including those over 18 years of age, as 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.

In order to continue to share personally identifiable student information contained in education records with parents after the student turns 18, OFS requires 1) the parents file a certification with the school stating that the student is a dependent student pursuant to the Internal Revenue Code; or 2) the student to sign a consent form allowing the school to share that information with the student's parents.

### Searches

Searches of a student's person, room, cubby, mailbox, or personal belongings (including mail, cell phones, and other devices) may be determined necessary by the Student Life Office (SLO) or Head of School in certain cases. These searches will usually be conducted for prohibited, dangerous, stolen, or other items that violate school standards, and may be initiated at any time.

When possible, faculty members may describe to the student in question the items they are looking for before the search commences. If any contraband other than that originally sought is discovered during the search, or if the search reveals evidence of another rule violation, the faculty members will confiscate those items as well and the student(s) found to be in possession will be subject to disciplinary action. With consent of the SLO or Head of School, dorm faculty may conduct random room searches with at least one other faculty member present.

### Electronic Communication and Entertainment

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.

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.

### 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.), or using the Internet to spread malicious rumors or to threaten others. Cyberbullying in any form is considered a major school rule violation.

### **Hacking**

Students are prohibited from tampering with, or making any unauthorized modification to, the Olney computer network. This includes, but is not limited to, attempting to crack passwords or gain unauthorized access to wireless networks and using personal equipment to extend the network.

### **Criminal/Commercial Activity**

Use of the Olney network for any criminal or commercial activity is prohibited.

### **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 Student Life Office (SLO).

### **Media 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 faculty members may not record images or sound of another without their permission. Olney has a zero-tolerance policy for covert recording devices, those that look like something else (e.g. a radio, smoke detector, or pen), and their possession is strictly prohibited. Unauthorized recording of others is a Major Rule violation.

### **Library Appropriateness**

Because the Library should be a quiet space for studying and reading at all times, no audio volume is allowed on library computers or on personal devices used therein.

### **Technology Violations and Confiscation**

Faculty may confiscate students' devices after repeated technology violations to provide a structure within which the student can improve and as opening to dialog with the student about the behavior. Confiscation generally does not result from a first violation of technology policies, though this guideline may vary depending on circumstances. Every case is different, but devices are generally confiscated when:

1. The student has multiple violations related to the device;
2. The student's academic or social well-being is clearly affected by this behavior;
3. The behavior is adversely affecting other students; and/or
4. The student shows an inability or unwillingness to moderate their behavior.

Devices are confiscated for three weeks, during which time the student can work with their advisor on preparing a written plan for ensuring the device is used appropriately when it is returned. If a student uses a borrowed phone or any other piece of electronic equipment in a manner that violates school policies, it is still subject to the confiscation policies.

## Technology Policy 2025-2026

### Electronic Devices

The following inexhaustive list provides examples of electronic devices for the purposes of this handbook: cell phones, laptops, personal computers, iPads, iPod touches, handheld devices with internet or Bluetooth capabilities, wrist devices (e.g., Apple and Samsung watches and pedometers, any other internet capable devices, and any other devices with screens.

**NOTE:** Students must declare all their devices at the beginning of the academic year, when they report back to school from breaks, and when they acquire additional devices.

### Academic Hours

- Students may not use electronic devices during Collection, academic hours, mealtimes, and study hall. The time between the beginning of Collection (8:15 a.m.) and the beginning of sports block (4:30pm) constitutes academic hours. Lunch starts at 12:15 p.m. and ends at 1:15pm. Study hall starts at 7:30 p.m. and ends at 9:00 p.m. during weekdays. Saturday study hall starts at 9:00am and ends at 12:00pm. Sunday study hall starts at 7:30 p.m. and ends at 8:30 p.m.

*Exception: Students may use electronic devices with the express permission of faculty.*

### Cell Phones

- Not allowed during Collection, Meeting for Worship, class time, mealtimes, meetings, performances, parlor meetings, lectures, community activities, or off campus academic activities. In case of technology-related disruptions during these times, faculty members may request students to stop using cell phones and any other electronic devices. Faculty may also confiscate electronic devices to decrease disruptions. A designated area will be available in all classrooms for cell phones. Phones must be placed in the designated area upon entering a classroom and can be retrieved at the end of class time. Phones must also be placed in designated areas prior to Meeting for Worship and can be retrieved at the end of Meeting.
- No phone calls in public spaces (hallways, library, classrooms in use, laboratories)

### Headphones/Earbuds

- One headphone or one earbud permitted while walking in buildings, including during office work and major office work. Headphones and earbuds are not permitted during meal times.
- In case of technology-related disruptions during these times, faculty members may request students to stop using cell phones and any other electronic devices. Faculty may also confiscate electronic devices to decrease disruptions.

*Exception: No headphones or earbuds during Dish Crew. DCLs may play music using their cell phones as music players for all if they choose to do so.*

## Library

- Students may use electronic devices in the library for academic purposes only. They may use headphones but must work on academics while in the library.
- Students may use the student lounge or game room to play video games in the Main. No other area in the Main should be used for such purposes.
- In case of technology-related disruptions during these times, faculty members may request students to stop using cell phones and any other electronic devices. Faculty may also confiscate electronic devices to decrease disruptions.

## Dorm

- Students may not use electronic devices after lights out.
- In case of technology-related disruptions after lights out, the faculty on duty in the dorm will confiscate cell phones and any other electronic devices in use. Cell phones must be placed in the designated locked area in the dorm Sunday through Thursday night at lights out and can be retrieved at 6:30 a.m. on the following morning. A charging station will be available so all phones can be charged overnight.

*Exception: Students may request faculty on duty in the dorm for permission to study after lights out. Students may then use electronic devices but only for academic purposes and with the permission of the faculty member on duty in the dorm. Faculty on duty will have full discretion in this matter.*

## Study Hall

Regardless of study hall location, these rules apply to all students on the school's premises during study.

- No cell phone use for calls, social media, or messaging.
- Screens of electronic devices must remain visible to faculty on duty for the entirety of study hall.

*Exception: Students may use cell phones/headphones for music at the discretion of the faculty on duty. Music should remain inaudible to other students and faculty.*

- In case of technology-related disruptions during study hall, faculty members may request students to stop using cell phones and any other electronic devices. Faculty may also confiscate electronic devices to decrease disruptions.

## Consequences

- **First Slip:** Students who break these rules for the first time in a quarter will receive one technology violation slip.
- **Second Slip:** Students who receive a second technology violation slip in the same quarter will forfeit all technology privileges for seven days, starting on the day the Student Life Office (SLO) processes the second slip. Students in this category must store all their electronic devices in the office of the Dean of Students. Parents will receive a notification from the school regarding a second slip.

- **Third Slip:** A third technology in the same quarter will result in the confiscation of all electronic devices for thirty (30) calendar days, starting on the day the SLO processes the slip. Parents will receive a notification from the school regarding a third slip.
- **Fourth Slip:** A fourth slip in the same quarter will result in the confiscation of all electronic devices for the remainder of the academic year. Parents will receive a notification from the school regarding a fourth slip.
- **Other Slips:** A student who accumulates more than four technology-related slips in the same quarter will meet with the Dean of Students and Head of School. The student's advisor may accompany the student to this meeting. After this meeting, the Dean and Head will determine an appropriate disciplinary response.

*Exception: With explicit permission from the Dean of Students, students may request to use one electronic device for academic purposes during specified times determined by the Dean.*

### Special Note

Olney Friends School does not tolerate any form of cyberbullying, social media shaming and harassment, or violence. Any student who engages in these activities will immediately be suspended or expelled from the school.

### Computer Use and Language on the Internet

All students have an Olney Friends School email account. Our standards for speech and behavior at school apply generally online as well. Specifically:

- Students may not print or display sexually explicit, obscene, or pornographic materials.
- The use of profanity, racial slurs or obscenities is not permitted on OFS computers or networks.
- Personal attacks and threats to individuals are prohibited, whether published on a public or personal web space or exchanged in public or private communication.
- Students should be cautious with all Internet activities, due to security concerns and the widespread, unauthorized dissemination of personal information online.
- Living in community requires us to be civil with one another, online and in person.
- Students must conform to school policies, procedures, and expectations at all times, whether using school-owned equipment or personal devices.
- Harassment, bullying, and unauthorized posts about other community members on social media platforms will lead to suspension or expulsion.

Student use of school computers and networks is a privilege which may be revoked, at any time for any reason including, but not limited to, altering system software and placing unauthorized information, computer viruses and/or harmful programs on or through the network by any public or private means. The school reserves the right to remove files as well as to limit or deny access to its network.

Network access is provided as a tool for your education. The school reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the network; and any and all materials, files, information, software, communications and other content transmitted, received or stored in connection with this usage. All such information,

content and files shall be and remain the property of the school and you should not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to for purposes of maintaining system integrity and ensuring that users are using the system consistently with this Policy.

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 faculty do respect students’ need for privacy, faculty will not hesitate to request that a student show what they are doing or stop activities that do not comply with the school’s computer usage policies.

Olney Friends School has the right to search for files on school-owned equipment and networks at any time, and has the right to search the files on student computers if there is reasonable suspicion of misuse of computer privileges.

**NOTE:** The Internet is not an appropriate forum for community members to air grievances against Olney and/or other community members. Students who have concerns or grievances are asked to raise those directly with the administration or with the parties involved. A student choosing an online forum to broadcast a grievance could face a disciplinary response depending on the content of the student’s published message.

## Typical Weekend Schedule

### FRIDAY

6:15-7:15	Supper and Dish Crew
8:15-9:30	Free Time/Activity
9:00-9:15	Evening Collection (Optional)
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	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	Lights Out

### SUNDAY

8:00-8:45	Optional Breakfast
11:30-12:10	Meeting for Worship
12:15-1:15	Lunch and Dish Crew (Lunch is mandatory)
1:00-4:00	Free Time
6:15-7:15	Supper and Dish Crew
7:15-8:15	Study Hall
8:15-8:45	Room Cleaning
8:45-9:00	Pre-Parlor
9:00-9:30	Parlor Meeting
9:30	Room Grading
9:30	Dorm Time Level 1 & 2
10:15	Floor/Wing Time
10:30	Lights Out

NOTE: This schedule can change at any time without prior notice.



## Calendar for the 2025-2026 Academic Year

DATE	EVENT	September 2025	February 2026
3-4 Sep	Faculty Workdays	Su M Tu W Th F Sa 1 2 3 4 5 6	Su M Tu W Th F Sa 1 2 3 4 5 6 7
5 Sep	All Students Arrive	7 8 9 10 11 12 13	8 9 10 11 12 13 14
6-7 Sep	Student Orientation	14 15 16 17 18 19 20	15 16 17 18 19 20 21
<b>8 Sep</b>	<b>First Term Begins</b>	21 22 23 24 25 26 27	22 23 24 25 26 27 28
13 Sep	Almost Anything Goes	28 29 30	
19-20 Sep	Student Bonding		
<b>18 Oct</b>	<b>Homecoming</b>		
<b>24 Oct</b>	<b>End of First Term</b>		
<b>27 Oct</b>	<b>Second Term Begins</b>		
7 Nov	Story Slam	October 2025	March 2026
14 Nov	Thanksgiving Meal	Su M Tu W Th F Sa 1 2 3 4	Su M Tu W Th F Sa 1 2 3 4 5 6 7
22 Nov	Student Travel Day	5 6 7 8 9 10 11	8 9 10 11 12 13 14
<b>22-29 Nov</b>	<b>Thanksgiving Break</b>	12 13 14 15 16 17 18	15 16 17 18 19 20 21
30 Nov	Student Travel Day	19 20 21 22 23 24 25	22 23 24 25 26 27 28
14 Dec	Holiday Dinner	26 27 28 29 30 31	29 30 31
<b>19 Dec</b>	<b>End of Second Term</b>		
20 Dec	Student Travel Day		
<b>21 Dec-3 Jan</b>	<b>Winter Break</b>	November 2025	April 2026
4 Jan	Student Travel Day	Su M Tu W Th F Sa 1	Su M Tu W Th F Sa 1 2 3 4
<b>5 Jan</b>	<b>Third Term Begins</b>	2 3 4 5 6 7 8	5 6 7 8 9 10 11
6/12/20/27 Feb	February Fridays	9 10 11 12 13 14 15	12 13 14 15 16 17 18
<b>13 Mar</b>	<b>Gym-Ex/End of Third Term</b>	16 17 18 19 20 21 22	19 20 21 22 23 24 25
14 Mar	Student Travel Day	23 24 25 26 27 28 29	26 27 28 29 30
<b>14-21 Mar</b>	<b>Spring Break</b>	30	
22 Mar	Student Travel Day		
<b>23 Mar</b>	<b>Fourth Term Begins</b>		
17 Apr	Celebration of the Arts	December 2025	May 2026
25 Apr	Poetry Slam	Su M Tu W Th F Sa 1 2 3 4 5 6	Su M Tu W Th F Sa 1 2
29 Apr	Junior Social	7 8 9 10 11 12 13	3 4 5 6 7 8 9
16 May	Student Weekend	14 15 16 17 18 19 20	10 11 12 13 14 15 16
17 May	Graddy Fair	21 22 23 24 25 26 27	17 18 19 20 21 22 23
28-29 May	Senior Final Exams	28 29 30 31	24 25 26 27 28 29 30
30 May	Senior Trip		31
1-2 Jun	Final Exams		
<b>2 Jun</b>	<b>End of Fourth Term</b>		
3 Jun	Campus Cleanup	January 2026	June 2026
4 Jun	Awards Ceremony	Su M Tu W Th F Sa 1 2 3	Su M Tu W Th F Sa 1 2 3 4 5 6
5 Jun	Alumni Gathering	4 5 6 7 8 9 10	7 8 9 10 11 12 13
<b>6 Jun</b>	<b>Commencement</b>	11 12 13 14 15 16 17	14 15 16 17 18 19 20
7 Jun	Student Travel Day	18 19 20 21 22 23 24	21 22 23 24 25 26 27
8-9 Jun	Faculty Workdays	25 26 27 28 29 30 31	28 29 30

## Frequently Asked Questions

### **What is “verbal violence”?**

Language used intentionally and repeatedly to intimidate, coerce or threaten others is considered verbal violence. Students accustomed to using violent, vulgar or profane language in normal conversation will need to change their habits. Olney Friends School is a multicultural, multigenerational place where particular words may carry different negative weight with different people. Here we define “profanity” as language that a given person finds offensive or unacceptable in public speaking or writing. Any offended faculty 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.

### **What is considered “Use or possession” of alcohol, tobacco, or other drugs?**

Olney Friends School expects all students to be completely drug-, alcohol- and tobacco-free during their time here. Drug and alcohol use by students is not only illegal, but can be harmful to the body, mind, and spirit of the user as well as to the community at large. No student should be subjected to the pressure to misuse substances.

### **All the following constitute violations of this major rule:**

- Procurement, possession, distribution, use or sale of any illegal drug, federally controlled substance, unauthorized prescription medication, supplement or over-the-counter medication (including synthetic drugs or naturally occurring compounds such as “Spice”, “Salvia”, “Bath Salts”, etc., whether illegal or not and regardless of labeling);
- Possession of drug paraphernalia or residues (including but not limited to pipes, rolling paper, hookahs, scales, seeds, stems or resins) or of containers used for alcoholic beverages;
- Possession or use of any form of tobacco or nicotine, including e-cigarettes or vape pens;
- Testing positive for use of illegal drugs, whether used at school or not;
- Possession or use of vaping materials, aerosols or chemicals as inhalants, or any ordinary substance used for mind-altering purposes;
- Remaining in the presence of a student violating any of the above rules.
- Hanging out in closets or other areas that are not intended for students such as closets, storage areas, etc.

These behaviors will not be tolerated and may lead to dismissal from Olney Friends School. We will presume that drug paraphernalia, or empty containers for medication or alcohol, found in a room belongs to the room resident(s).

If a student refuses a drug or alcohol test, they will be violating a major rule and suspended immediately. The substance violations above are cumulative, meaning they do not reset at the end of the school year as do other major rule violations. After a first offense, consequences may include: assessment by an approved counselor, being confined to campus, losing leadership positions, random drug tests or room checks, and/or suspension. After a second substance offense, students will be referred directly to the Head of the School with the expectation of expulsion.

Olney Friends School reserves the right to test students for alcohol and other drugs when appropriate. 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. Examples of informed suspicion include but are not limited to: the student is stumbling, using slurred speech, smells of alcohol or other prohibited substances, is “zoned out” or acting erratically, or faculty have received a tip that the student is using a prohibited substance. Drug testing may be authorized by the Head of School or Student Life Office (SLO) to ensure the health and welfare of the student and the community. Students may be removed from the dorms while drug testing is pending. Attempts will be made to notify parents or guardians, and while it is hoped they will be supportive, testing does not require their consent. Samples will be sent to an outside laboratory for processing and a positive test will make the student subject to disciplinary action. Failure to submit a sample on request will be treated as refusing the test (see above).

**What is “Obscuring one’s location, whether on campus or off?”**

Olney Friends School takes the responsibility for student safety very seriously. While in its care, students must keep the School informed of their location at all times and must not enter restricted areas without permission or supervision.

**The following examples constitute violations of this major rule:**

- Departing campus without permission or following sign out procedures;
- Entering private places without permission (including, but not limited to, faculty offices and apartments);
- Entering another student’s room without permission;
- Hanging out in closets or other areas that are not intended for students. Example: cleaning closets, storage closets, etc.
- Driving or riding in a car without permission (from an Administrator and a parent or guardian);
- Being in a school vehicle without permission;
- Leaving the dorm without permission during dorm hours (typically 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 outside of an actual fire or other emergency;
- Being in or on Livezey Lake without permission;
- Being on the sport fields or “Back 2” roads without permission during non-sport times.

Students can expect consequences for minor location infractions to be determined by the SLO. 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 sent for medical reasons or 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 House (the Friends Center)

### **When is “Lying” a major rule violation?**

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?”**

Harassment is any abuse based on someone’s race, color, ancestry, national origin, or religion; socioeconomic or academic status; sex or gender identity or expression; or physical appearance or disability. It includes verbal, written and physical abuse as well as graffiti, epithets, “humor” based on stereotypes, or any behavior—regardless of intent—that contributes to a hostile environment in which to live and learn. Each person at OFS has the right to feel safe and valued, and students are expected to uphold the rights and well-being of others. We seek to treat every individual with sensitivity and compassion and will not tolerate any form of harassment.

### **Definitions and policies concerning harassment:**

It is important to bear in mind that OFS policies may apply stricter standards of behavior than those provided by law in order to prevent inappropriate conduct and keep students safe. Olney Friends School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the School determines that it is of sufficient severity to warrant such measures. Conduct need not meet the legal definitions of harassment, discrimination, hazing, or bullying to violate the School’s expectations and be actionable.

Some examples of harassment include:

- 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 includes any intentional written, verbal, graphic or physical acts, including those electronically transmitted via Internet, cell phone, personal digital assistant (PDA) or wireless hand-held device, either overt or covert, by one or more 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 experiencing harassment should let the offending person(s) know that they want the behavior to stop. An example of an appropriate response is to :

- (1) say “No!” or firmly ask them to stop,
- (2) look directly at the person(s) with a straight face to give a clear message, and
- (3) do not apologize for your feelings.

Students experiencing harassment should keep records of when, where, how and by whom they are being mistreated, and should immediately contact any faculty member with whom they feel comfortable about the situation. (Records should include witnesses, direct quotations, actions, evidence, and any written communication.) Remember that all staff members, regardless of title or job description, are considered “faculty” at OFS. The faculty member will inform the Student Life Office (SLO) and/or the Title IX Coordinator so that the school can determine an appropriate response to the situation. In every instance, we will aim to help the individuals involved to fully explore 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, may be cause for immediate expulsion. Any student or faculty member who is found in violation of this policy will be subjected to discipline, up to and including dismissal from OFS.

Olney Friends School will not tolerate retaliation, in any form, against any person for reporting allegations of harassment or other conduct reasonably likely to violate this policy, assisting another in reporting or pursuing such allegation, or participating in the investigation of a harassment claim. 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 is a Fire Safety Violation?**

Students are expected to maintain a safe environment at OFS; thus, all fire safety violations will be taken seriously. 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 is not permitted except under faculty supervision. Tampering with emergency equipment, including but not limited to fire alarms, fire extinguishers, smoke detectors, etc., or using emergency equipment at times other than emergencies, is a major rule violation.

Because the following items create fire hazards, they may not be possessed by students but must be stored with adults:

- Camping stoves,
- Candles,
- Cooking or heating appliances, including but not limited to hot pots, hot plates, grills, immersion heaters, toasters, toaster ovens, air fryers, and rice cookers.

- Any other item that the Fire Marshall determines to be a fire hazard.

Using the items above without permission in dorms, in other school buildings where they should not be used and/or without faculty supervision is considered a major school rule violation. A first time violation of possessing the above items might result in a warning with minor consequences to be determined by the SLO or Residential Life Coordinator. Continued noncompliance through possession, however, will be considered a major school rule violation.

**The items below are *never* allowed and their possession, in any school location, without faculty permission and supervision, is a major rule violation:**

- Matches and lighters
- Microwaves
- Electric blankets
- Halogen and other high-intensity lights including black lights and lava lamps
- Propane torches
- Fireworks
- Christmas lights

Students may use electric heating pads, humidifiers, or vaporizers only with authorization from a doctor or the school’s Health Coordinator. All other appliances that produce heat are prohibited in student rooms except:

- Hand-held hair dryers, curling irons, and electric curlers rated at 1,500 watts or less and thermostatically controlled.
- The devices above must be unplugged when not in use.

### **Why Should You Not Be in the Company of 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. Staying with them is often seen by the rule-breaker as implied approval of their actions; therefore, remaining present is also a major rule infraction, even if not of the same gravity.

### **What happens at the Disciplinary Committee meeting?**

If a student elects to go to the Disciplinary Committee, the committee meets with the alleged rule-breaker in a “Meeting for Clearness,” a listening and questioning time in which the committee and the student seek to discern an appropriate response. This approach works best when a rule-breaker has the courage to be honest, take responsibility for their actions, and acknowledge any damage done to self and others. Ideally, the committee’s response is fashioned to help the students address their own issues and promote a change in their behavior, while also protecting the safety and integrity of the community. In cases where the committee sees no evidence of potential for growth or change, it may recommend (to the Head of School) that the student be asked to leave. The Head of School makes the final decision regarding any student expulsion.

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 commit or threaten violence or are found to be providing drugs or alcohol to other students, must be prepared for automatic and immediate expulsion.

**What are disciplinary responses?**

Olney Friends School holds all members of the community accountable for their behavior. Any student who breaks a rule or fails to meet established standards will be confronted directly. The Student Life Office (SLO) will consider 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 that range from extra community service, restriction of privileges or boundaries, a day of reflection, a mandatory activity or written assignment, to suspension or dismissal. Although consistency is desirable, disciplinary responses may vary according to individual students and circumstances and may not be the same as consequences given at other times.

## Notification of Rights and Designation of Directory Information Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Olney Friends School (“School”) receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or his/her designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. For a further explanation, see item 5 below.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
- 5.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student
  - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. A school

official may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (§ 99.31(a)(1)).

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)).
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35).
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)).
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)).
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)). Specifically, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want School to disclose directory information from your child’s education records without your prior written consent, you must notify the Superintendent’s office within two weeks of receipt of this notice. (Attn: Christian Acemah [cacemah@olneyfriends.org])  
The School has designated the following information as directory information:

- Student’s name
- Student’s address
- Student’s telephone number
- Student’s date and place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Student’s weight and height, if a member of an athletic team
- Dates of attendance (“from and to” dates of enrollment”)
- Grade level
- Date of graduation
- Degrees, honors and awards received
- Most recent previous educational agency or institution attended by the student
- E-mail address
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- Audio and/or visual recordings of class lessons solely for the use of the students enrolled in the class to review the lessons for academic purposes.

## Notice of Rights under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (“PPRA”) affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (“ED”):
  - 1. Political affiliations or beliefs of the student or student’s parent/guardian;
  - 2. Mental or psychological problems of the student or student’s family;
  - 3. Sex behavior or attitudes;
  - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - 5. Critical appraisals of others with whom respondents have close family relationships;
  - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
  - 8. Income, other than as required by law to determine program eligibility.
  
- B. Receive notice and an opportunity to opt a student out of:
  - 1. Any other protected information survey, regardless of funding;
  - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  
- C. Inspect, upon request and before administration or use:
  - 1. Protected information surveys of students and surveys created by a third party;
  - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - 3. Instructional material used as part of the educational curriculum.

The aforementioned rights transfer to/from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Olney Friends School (the School) will develop policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these

policies at least annually at the start of each school year and after any substantive changes. The School will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School will make this notification to parents/guardians at the beginning of the school year if the School has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/guardians who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## Weekend Absence Form

To properly sign out, you must give notice of your absence to Vicki or Shea 24 hours before your time away. Your major office work and room work must be checked and signed off by faculty on duty for the time you will be away. This must be done before you leave.

NAME: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

HOW WILL YOU GET THERE: \_\_\_\_\_

DATE AND TIME OF DEPARTURE: \_\_\_\_\_

DATE AND TIME OF RETURN: \_\_\_\_\_

(Your plans should have you returning to campus by study hall on Sunday night.)

PHONE OR EMAIL PERMISSION FROM YOUR PARENT AND THE HOST FAMILY MUST REACH THE DEAN OF STUDENTS BY NOON ON THURSDAY BEFORE A WEEKEND ABSENCE.

STUDENTS ON BOTTOM SLIP LEVEL ARE NOT PERMITTED TO LEAVE FOR THE WEEKEND.

NOTE: YOU ARE RESPONSIBLE FOR OBTAINING SUBSTITUTES FOR ALL OF YOUR DUTIES AT SCHOOL WHILE YOU ARE AWAY.

I HAVE ARRANGED FOR THE FOLLOWING PEOPLE TO SUB FOR ME WHILE I AM AWAY. HAVE ALL SUBS SIGN THEIR NAME NEXT TO THE DUTY YOU ARE MISSING. YOU MUST ASK SOMEONE TO SUB FOR YOU AND THEY MUST SIGN. SLIPS WILL BE ISSUED IF YOU DO NOT HAVE A SUB.

Friday Office Work	Friday Dish Crew	Sat. Dish Crew	Sun. Dish Crew
_____	B _____	B _____	B _____
	L _____	L _____	L _____
	S _____	S _____	S _____

Check off the meals you will MISS while away. (Sign out of meals in the kitchen too.)

Friday	Saturday	Sunday
Breakfast _____	Breakfast _____	Breakfast _____
Lunch _____	Lunch _____	Lunch _____
Supper _____	Supper _____	Supper _____

STUDENT SIGNATURE AND DATE \_\_\_\_\_

PARENT PERMISSION: \_\_\_\_\_ HOST FAMILY PERMISSION: \_\_\_\_\_ OTHER: \_\_\_\_\_ SLIP LEVEL: \_\_\_\_\_

APPROVED BY DEAN OF STUDENTS

\_\_\_\_\_ DATE \_\_\_\_\_

## Academic Absences

Absences fall into two categories: they may be excused or unexcused. The Ohio Revised Code specifies only eight valid reasons to excuse an absence: Personal illness; Illness in the family requiring the child’s presence; Home quarantine; Death of a relative; Medical or dental appointment; Observance of a religious holiday; an emergency set of circumstances; or a College visit. Students are encouraged to make up academic work for excused absences. If the work is not made up by the first weekend the student is back, they may be restricted to campus until everything is complete and turned in. Any student who knows they’ll be missing a class should arrange to work ahead with their teacher(s). **ABSENCES FOR ANY OTHER REASON ARE CONSIDERED UNEXCUSED.** In these cases, students may only make up tests, papers, and major projects, but they cannot earn credit for Harkness, participation grades, minor quizzes, and homework. Repeated absences accumulate, and students cannot receive class credit unless they maintain a minimum of 90% attendance.

Please remember that five or more absences in a given quarter will jeopardize your academic credits for the term. If a pattern of what appears to be non-critical absences and late returns is evident, the school may opt to view continued absences as unexcused, in which case you will not be allowed to make up missed work, and your grades will be negatively impacted. Below is a list of signatures needed whenever you miss class. The final signature needs to be from the Dean of Learning and Institutional Stewardship.

Humanities \_\_\_\_\_  
Math \_\_\_\_\_  
Science \_\_\_\_\_  
Elective(s) \_\_\_\_\_  
Language \_\_\_\_\_  
Other \_\_\_\_\_

STUDENT’S SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

DEAN OF LEARNING’S SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

EXCUSED \_\_\_\_\_ UNEXCUSED \_\_\_\_\_

RETURN COMPLETED FORM TO THE DEAN OF STUDENTS