



OLDFIELDS SCHOOL COMMUNITY GUIDEBOOK

2022-2023

The Oldfields School ("Oldfields" or the "School") Community Guidebook (the "Guidebook") is published and distributed to members of the Oldfields community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Guidebook so that each member of the community knows and understands our community expectations. While policies in this Guidebook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Guidebook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Guidebook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. Oldfields may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year

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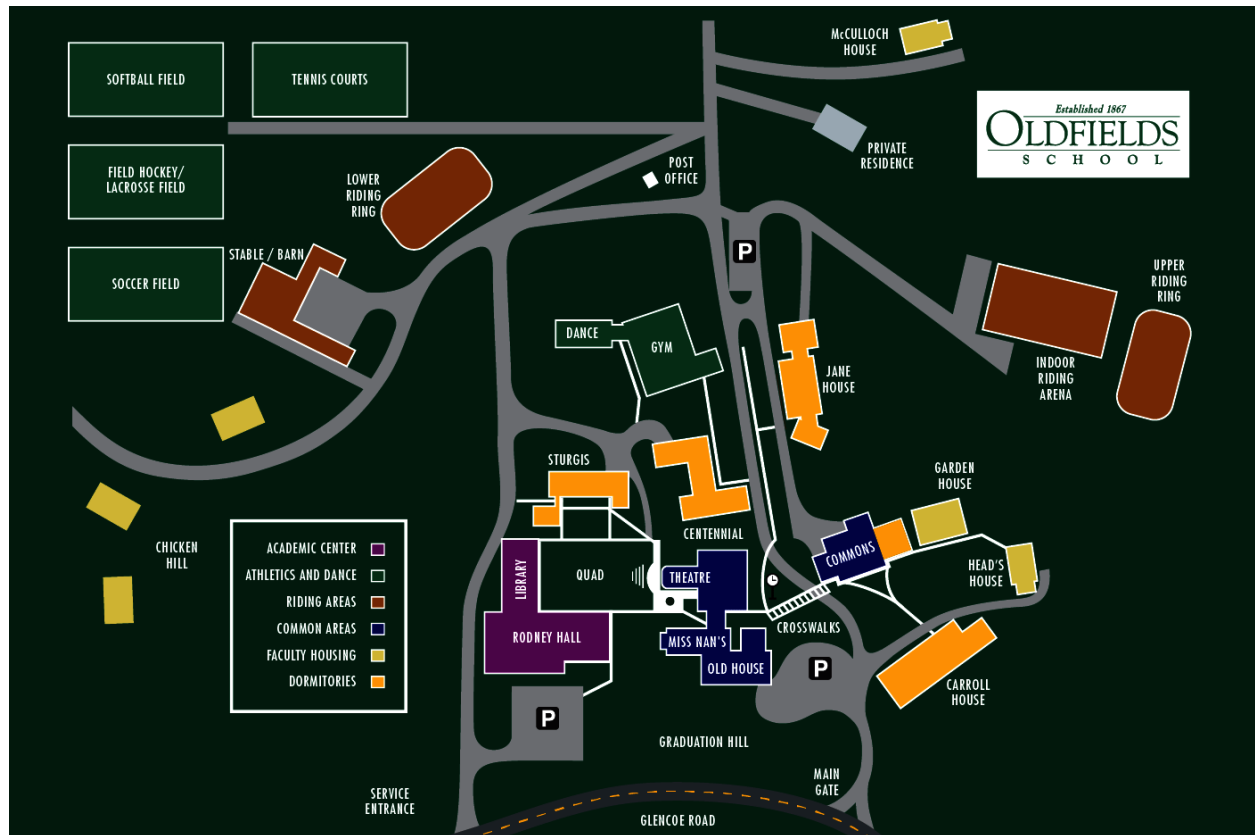
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CAMPUS MAP



Special School Locations

- **Chicken Hill:** The hill above the riding stables
- **Crosswalks:** The walkway between Commons and Old House
- **Garden Room:** Rear dining room
- **Gookie's:** Student center area in McCulloch Commons
- **Graduation Hill:** Sloping hill in front of Old House
- **Herky's:** School store
- **The Jungle:** The atrium outside the Admission Offices in Old House
- **Miss Nan's Library:** Historic library/commons room in Old House
- **Old Post Office:** Former Glencoe Post Office located on road to athletic fields
- **The Quad:** The grassy area outside the Tamms Day Academic Center
- **Rosa's Room:** A universal student space that serves as the Duty Office on Weekends.

IMPORTANT CONTACT INFORMATION

Oldfields School Main Line (Mon-Fri 8:00 a.m. - 4:30 p.m.) 1-410-472-4800

Afterhours AOD Line (Mon-Fri after 4:30 p.m. and weekends) 1-443-662-1207

Departmental Role/Title	Person	Phone
Business Office & Human Resources	Jeremy Myers	443-662-1013
Dean of Admission	Malika DeLancey	443-662-1008
Dean of Community Life	Shawn Rowley	443-662-1109
Dean of Students	Tiffany Evans	443-662-1005
Director of Academics	Carrie Hammond	443-662-1004
Director of Academic Strategies Program	Kerrie Husband-McGregor M.Ed.	443-662-1007
Director of Athletics	Gaby Davis	443-662-1105
Director Campus Safety & Security	Kris Williams	443-662-1234
Director of College Counseling	Michael Wagner	443-662-1082
Director of Development	Pamela Susi	443-662-1017
Director of Health Services	Darla Carter MSN, RN, CM/DN School Health	443-662-1029
Director of Marketing & Communications		443-662-1021
Director of Riding	Amy Phillips	443-662-1061
Registrar/Student Attendance	Mary Kate Thompson	443-662-1083
School Counselor	Kelly Foster LCPC	443-662-1032
Student Debit Account	Darlene Kastner	443-662-1012
Technology	Dave Rodgers	443-662-1040

Emergency Situations

Life-Threatening Emergency

Dial 911

Director of Campus Safety

443-662-1234

Facilities

443-662-1044

Duty Office (AOD)

443-662-1207

I. INTRODUCTION TO OLDFIELDS

Mission

Oldfields School's Mission is to embrace each student's authentic self, educate through collaboration, empower the individual voice, and inspire confidence and continual growth, leading to a life of purpose.

Core Principals

Integrity

Strength and firmness of character or principle; honesty; trustworthiness. A state of being whole and undivided; completeness. Violations of the Principle of Integrity include, but are not limited to, dishonesty, stealing, vandalism, violations of permissions, and plagiarism.

Respect

The feeling that one admires someone or something very much and that they or it should be treated well and honorably. Consideration or care. Self-respect is included in this definition. Violations of the Principle of Respect include, but are not limited to, blatant disrespect for others, hazing or harassment (including electronic harassment), and use of obscene language.

Responsibility

The quality of being sensible and trustworthy. Violations of the Principle of Responsibility include, but are not limited to, driving or leaving School without permission and violations of the Technology Acceptable Use Policy.

Commitment

A responsibility or promise to follow certain beliefs or a certain course of action, in this case, commitment to abide by the Oldfields motto, mission, and core principles. The state of being committed; deeply-felt loyalty to a particular aim, belief, principle. Violations of the Principle of Commitment include, but are not limited to, accumulated unexcused lateness and/or absences and conduct unbecoming of an Oldfields student.

Health and Safety

The state of being well in the mind and body while maintaining a freedom from danger, harm, or risk. Violations of the Principle of Health and Safety include, but are not limited to, violations of the drug and alcohol policy such as use, possession, or distribution of drugs or alcohol; violations of the tobacco policy; compromising individual or dorm safety; violation of permissions; violation of Health Center policies; and sexual activity while at School or any School-sponsored event or activity.

Oldfields School Motto

"Fortezza ed umiltade e largo core"

"Courage, Humility, and Largeness of Heart"

As an Oldfields Student, how can I lead with the Oldfields Motto?

- Be courageous in your words, actions, and point of view, even when that view differs from others.

- Make decisions with confidence.
- Understand that you may have to make an unpopular decision or enforce a difficult rule.
- Use humility and understand the significant role you play on Oldfields 'campus.
- Help those in need, and thank those who have helped you.
- Think about yourself less.
- Show largeness of heart to your fellow community members: classmates, teammates, roommates, teachers, and other Oldfields community members.

School Colors, Teams, and Mascots

The School's colors are green and white. The School's teams and mascots are:

Green Team - Dragon

White Team - Tiger

What does it mean to be a member of the Green Team or the White Team?

The Oldfields student body is made up of two teams: Green Team and White Team.

- Each team has a Team Captain, a Team Spirit, and a Team Cheer who play a major role in uniting the School by leading their respective teams in a friendly, yearlong competition.
- Over the course of the school year, points can be earned and lost in the following areas:
 - Academic achievement
 - Discipline
 - Spirit Games outcome
 - Overall team spirit
 - Finding of the Thing-A-Ma-Bob
- The team with the most points at the conclusion of the school year is awarded The Green and White Cup at the annual Awards Banquet.
- Faculty and staff are assigned to teams as well. The Head of School and the Athletic Director are typically the only community members who are not assigned to a team.

Oldfields Terminology

- **Academic Integrity Board (AIB):** A group of faculty and students responsible for ensuring the fair process for resolving allegations of academic integrity violations
- **AOD:** The Administrator on Duty in charge on weekends and weekdays after hours
- **Alumni Weekend:** Alumni return to campus for reunions and special alumnae events.
- **At-Home Night:** Faculty advisors invite advisees to their homes for dinner.
- **Campusment:** A student may not leave campus for any reason.
- **Community Lunch:** Family-style meal with the entire community during the week
- **Residential Dinner:** Family-style meals in the evening
- **Detention:** A daily consequence for minor infractions
- **Dubious and Images:** Traditional student *a cappella* groups
- **Fall Family Friday:** Parent/teacher conferences and family events
- **Free Day:** In the spirit of rest and wellness, the Head of School may a Free Day at appoint during the semester where classes and activities are canceled for the day.
- **Fresher's Fair:** Annual, student led club sign-up event.
- **Grandparents' Day:** Grandparents are encouraged to visit campus for a special day.

- **May Program:** An experiential learning graduation requirement that takes place during the last two weeks of May.
- **Morning Meeting:** The community wide meeting that takes place in the Theatre for announcements and special events.
- **Oldfields Pudding:** The traditional Green and White Night dessert.
- **Prefects:** Student leaders who assist in the dorms
- **Rarebit:** The School yearbook
- **Oldfields School Ring:** Each year, Juniors (and Seniors who did not receive a ring during their Junior year) are given the opportunity to purchase an Oldfields School ring. The rings are presented in a celebratory manner during the spring semester.
- **The Oldfields Senior Speech:** Each senior is required to present a speech during Morning Meeting as part of their Graduation Requirements.
- **Student Judiciary Board (SJB):** A group of faculty and students responsible for upholding the standards of the School community by providing peer adjudication of alleged student violations of the Core Principles.
- **The Sheep on the Hill:** The Oldfields School song - be sure to memorize it!
- **Thing-A-Ma-Bob:** The coveted wooden spool hidden on campus for Green and White points.
- **Tidbit:** The School literary magazine
- **Weekend Duty Team:** AOD plus staff who are on weekend dorm and chaperone duty
- **Winter Program:** Experiential-learning academic program during the first week back from Winter Break
- **Chore Detail:** A consequence for minor infractions of the daily expectations and guidelines.

Oldfields School History

Oldfields School, Maryland's oldest girls' boarding school, is situated on more than 140 acres in Baltimore County. Anna Austen McCulloch founded the School in 1867, when she and her family moved into an old farmhouse in Glencoe, Maryland. Built in the 1700s, the modest clapboard home still stands as the oldest building at Oldfields and is affectionately known as "Old House."

Mrs. McCulloch felt the need to provide an education for her eight children, and it seemed logical to her to invite some of her nieces and nephews and a few local children to her classes. At the start, she did not feel that she was running a formal school; she always claimed she "took a few ladies to educate them." In fact, she was creating the foundation for the philosophy and tradition that Oldfields embraces today. Standing on its knoll, Old House is much larger today, with the addition of New House.

The history of Oldfields School is rich with innovation. Oldfields was one of the first girls' schools to introduce chemistry into its curriculum. In 1878, Oldfields pioneered one of the first riding programs in the country, and in 1912, a gym was built, one of the first at a girls' school south of the Mason-Dixon Line.

Oldfields has always boasted an educational program that meets the needs of each individual student. The School's student-to-faculty ratio is among the lowest in the nation. Oldfields'

faculty is trained to use differing methods and tools to meet the diverse learning needs of each student.

While Oldfields maintains its status as one of the top all-girls 'boarding schools in the country, the School's history and integrity are never lost. Oldfields is rooted on a campus that has been part of the Baltimore-area legacy for over 150 years. Within these roots is the work of every teacher, student, and staff member who has passed through the School and affected our community in some way.

Non-Discrimination Statement

Oldfields School prohibits discrimination based on the following characteristics: race, color, religion, national origin, sex, marital status, disability and age in its programs and activities. The School's detailed policies and guidelines may be found in the School's Community Guidebook. In addition, students and parents are also encouraged to communicate with the Head of School, the Assistant Head of School, and/or the Dean of Students with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and is essential to fostering a culture of personal responsibility, mutual accountability, and positive leadership.

Compliance Coordinator: Jeremy Myers

Title: Human Resources Coordinator

Office Address: 1500 Glencoe Road, Sparks Glencoe, MD 21152

Telephone Number: 443-662-1013

Email Address: MyersJ@OldfieldsSchool.org

For assistance related to civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Diversity, Equity, Inclusion, Justice and Belonging (DEIJB) Statement

At Oldfields, each girl's success is enhanced as we celebrate the personal experiences that are often informed by socio-economic status, race, age, nationality, ideology, sexual orientation, gender identity and expression, and ethnicity.

We honor and respect the opportunity to learn and grow from the multitude of valuable life experiences and personal beliefs of every member of our community. The community is committed to a continuously active and innovative process of creating a welcoming, inclusive, and safe environment for everyone.

Governance

The School is governed by a self-perpetuating Board of Trustees. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the School consistent with the School's mission and philosophy. The Board of Trustees is responsible for the selection of the Head of School and works in close collaboration with the Head of School, though the Head of School is responsible for the implementation of policy and the day-to-day operations of the School. For a list of the School's current Trustees, please visit the School's website.

II. DAILY LIFE

Advisory Program

Each student is a member of an advisory group that meets together in a designated location set by the faculty or staff advisor leading the group. The advisor carefully oversees the academic and social development of their advisees. Advisors serve as liaisons between the School, the student, and the parents. An advisor provides information, updates, and guidance throughout the year.

Advisors are the first point of contact for parents when they have a question or comment regarding their student's academic, athletic, or community life at Oldfields. Each Oldfields student may discuss any matter with their advisor, but should also feel free to approach any other faculty member when there is a question, concern, or problem.

Absences from Advisory are handled through the detention system. An accumulation of detentions for chronic absence or lateness to Advisory may lead to greater disciplinary action and could result in a formal Student Judiciary Board (SJB) hearing. Arriving to Advisory over five minutes late is considered an absence. Any further violations of lateness or absence may result in a meeting with the Dean of Community Life and further disciplinary action.

Morning Meeting

Time is set aside each week for the entire School community to gather together for Senior Presentations and announcements. All students are expected to be present and on time, as attendance will be taken. Food or drink is prohibited in the David Niven Theatre.

Announcements and Information

The Plan of the Week (POTW) is available on the faculty, student, and parent portals. The Plan of the Week (POTW) provides a detailed schedule of the week's events. Announcements are available to view every day in a Google document shared with the community by the Dean of Community Life. In addition, students and faculty are encouraged to make special announcements during Morning Meeting.

Religious and Cultural Observances

Oldfields is non-denominational and respects all religious faiths. Students who wish to attend religious services should alert the Dean of Community Life, who will assist the student in finding services in the local area. The School will provide transportation.

We are sensitive to the needs of students observing holidays within their belief systems. It is important for parents/guardians to communicate with their student's advisor and the Registrar when a holiday commitment will curtail a student's ability to meet an academic commitment. Oldfields teachers will adjust academic work with one week's notice from a parent/guardian. We value a proactive approach to managing student's education and encourage parents/guardians to work with us in partnership.

Parking/Carpool

With our students' safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the School or on the grass. For

safety, and in consideration of the School's neighbors, please drive slowly on School grounds and in the surrounding neighborhood and refrain from using cell phones while driving on campus.

Bounds

Students are expected to stay within "bounds," unless they have permission to be out of bounds from a faculty or staff member. Bounds are considered to be those areas of the School property from which School buildings are clearly visible. After dusk, the following areas become out of bounds: the tennis courts, athletic fields, Chicken Hill (including the stables and pastures), Riding Hill behind Jane House (including the indoor riding arena), wooded areas, and the von Kessler Road past the Old Post Office. The following areas are considered out of bounds at all times: administrative offices, boiler rooms, indoor riding arena and stables, maintenance shed and school shops, kitchen areas, and storage areas.

Visitors to Campus

Campus visitors are expected to observe the School's rules and regulations while on campus. This includes the School's drug/alcohol policy and tobacco policy.

Any time male guests or significant others are visiting Oldfields, they are permitted to be in the public rooms of the School only. These areas include McCulloch Commons (including Gookie's and Rosa's Room), Miss Nan's Library, the Admission Office parlors, and the Gym. These guests are NOT permitted in the dormitories (including entrance ways, hallways, and individual rooms), the Senior Room, or in Rodney or Jane House parking lots.

Oldfields students may meet their visitor in the Weekend Duty Office where they will be asked to sign them in and provide appropriate contact information.

Weekday Visitors

Students should not invite visitors (other than family members) to campus between Monday and Friday, except to attend athletic events or School performances. Visitors should leave before 6:00 p.m., or at the conclusion of the athletic event or School performance if it runs later than 6:00 p.m. If a student wishes to have a guest attend an academic class, they must obtain permission from the Director of Academics at least 48 hours in advance. Boarders are generally allowed to have visitors on campus after their last obligation on Fridays and must leave by 9:30 p.m. This must be approved at least 24 hours in advance and have the proper permissions with the AOD.

Weekend Visitors

Guests may be invited for a daytime visit on Saturdays and Sundays. Daytime visitors must arrive after 10:00 a.m., and must leave by 8:00 p.m. on Saturday and by 7:30 p.m. on Sunday. Guests must be introduced at the Weekend Duty Office to the Duty Team member on duty or the AOD, receive a visitor badge, and sign in. They are expected to sign out with the AOD when they depart campus. Students who are campused may not invite guests to campus, with the exception of family members, nor may they be in the presence of other students' guests.

Overnight Visitors

A student may request to have an overnight visitor on campus. The Dean of Community Life and the AOD may grant permission for any overnight visits. Parents are not allowed to spend the night in the dormitory. To have an overnight guest on campus, students must abide by the following procedures.

- All guests must complete the Overnight Visitation Form on the Orah student engagement platform and submit to the Dean of Community Life by 3:00 p.m. on the Thursday before the requested visit.
- Permission from the parents/guardians of both the host and the guest using Orah must be received by the Dean of Community Life by 3:00 p.m. on Thursday before the requested visit.
- Overnight visitors are not permitted on the final two nights of the school year. Additional dates may be observed at the discretion of the Dean of Community Life and Director of Health Services.

Overnights for Admission guests will be scheduled by the Admission Office and the Dean of Community Life, not by individual students.

Pets on Campus

Family pets should not be on School premises (including all property owned, operated, and maintained by the School) or in attendance during the school day or at special occasions. If a student wishes to have a pet visit campus, a brief visit can generally be arranged. Students must contact the Dean of Community Life to obtain the School's permission prior to bringing a pet on campus. The School prohibits dangerous, poisonous, and illegal animals from School premises.

While a pet is on campus, the parents and student must adhere to certain guidelines, including, but not limited to, compliance with licensing, medical, and behavioral requirements, and expectations concerning appropriate supervision, control, and care. Any pet authorized to be on campus may only access publicly-accessible outdoor spaces on campus, subject to certain restrictions, including, but not limited to, the athletic fields, tennis courts, and residence lawns. Pets are prohibited from accessing the classrooms, Dining Hall, Health and Wellness Center, and dormitories. The pet must wear an identification tag while on campus. The pet must be kept on a leash at all times and may not be left unattended or tied to any objects. The School may impose additional restrictions on a pet.

Email

The School provides students with an email account, which should be used only for School-related communication (e.g., contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School). Students are expected to comply with the policies outlined in the School's Acceptable Use Policy when using their School-issued email account.

Food Services and Meal Expectations

The School's food service program is directly related to the mission of the School. For members of our community to learn, grow, work, and play, they must be provided with healthy, nutritious

snacks and meals. Our goal is to provide balance, nutrition, and variety for snacks and meals, minimizing the use of foods that are high in sugar, saturated fat, salt, and preservatives.

The School's food service program aims to ensure the safety of students with serious food allergies. The School strives to be a nut-safe institution, and we expect all members of our community to support this policy.

All community members must be respectful of Dining Hall guidelines and codes of behavior. It is not permissible to take silverware, glasses, or dishes from the Dining Hall. Meals are served in the Commons Dining Hall.

Campus Safety

The School uses online applications to promote student health and safety on campus, including:

- CrisisGo: Faculty and staff have access to the CrisisGo application to help notify the School about student concerns or any concerning or suspicious activity.
- Safe2SpeakUp: This app provides a method for students to alert the School of something or someone suspicious or threatening.

Automatic External Defibrillator (AED)

The School has five AEDs on campus, in the following locations:

- Rodney First floor by the middle stairwell
- Gym Down the stairs, outside of the Weight Room
- Commons Top of the stairs, outside of the Dining Hall
- Old House Outside the Theatre
- Indoor Riding Ring Side building (concession stand)

Security, Emergencies, and Drills

Oldfields takes the safety of its students and the community very seriously. There are systems in place to respond in the event of an emergency on campus, and regular drills are conducted to make all those on campus aware of the procedures. While School is in session, there is 24-hour security coverage.

Regular fire drills are conducted throughout the school year, and procedures will be reviewed in dormitory and School meetings. If a fire emergency occurs, all students should report to the appropriate color "zone" and line up by grade for attendance purposes. If a fire emergency occurs before or after the academic day, students must leave the building, proceed to the assigned color "zone," listen carefully for any instructions, and comply with requests. Students should never re-enter a building until permission is given to do so. Fire drills are of obvious importance and are conducted more frequently if they have not been held to the satisfaction of School authorities.

Drills to prepare for response to an emergency situation are also held. Students will receive instructions on how to prepare for such situations and the precautions which should be taken.

Fire Safety

If at any time a student detects smoke or suspects a fire, they should report it to the nearest faculty or staff member. Fire extinguishers, smoke detectors, and other emergency equipment on

campus should never be touched unless there is an emergency. No student may be on the roof or fire escape of any School building, except in the case of an actual fire.

In Rodney and Old House there are dedicated “clean” power outlets for computers only. No electrical items which generate heat (such as electric heaters, coffee pots, irons, toasters, curling irons, hair dryers, hot pots, microwaves, or air conditioners) should be plugged into these outlets or into surge bars which are plugged into these outlets. These outlets are usually orange (with a light in the center), red, or positioned in a metal raceway.

Students may not be in possession of incense, candles, matches, lighters, fireworks, or anything flammable. Production of an open flame is prohibited in all School buildings (unless authorized and supervised by a faculty member). It is also prohibited in any area where there is a threat to life or property or is a serious risk to the health and safety of the School community.

Jobs

The nature of the School’s college preparatory program makes it difficult for a student to devote adequate time to school while holding a job. Any student who considers taking a job outside of school should discuss those plans with the student’s parents and advisor. Students who have jobs should understand that commitment to school should come first and that going to a job is not an excuse for missing classes or other curricular requirements.

III. DAY STUDENT LIFE

Day Student Life

Day students are an integral part of the Oldfields community and are encouraged to participate in evening and weekend activities. Day students must live with a parent or guardian unless specifically excused by the Head of School to live with a local guardian designated by the parent/guardian, such as a close family relative or friend. They are also expected to follow the spirit and letter of the School rules while on campus. Any questions by students or parents concerning these procedures or other matters relating to day students should be directed to the Dean of Community Life.

Day Student Attendance

All students must be punctual in their arrival for School appointments and must tap in at the Orah checkpoint located in the Day Student Locker Room or the door of the Registrar’s office when they arrive on campus each day. National holidays and special or shortened school days are not considered permissible excuses for absence. Students are expected to be on campus in order to meet their first School appointment and may not leave School until the end of their afternoon sport or activity commitment.

All day students are expected to attend the following School traditions and events: Orientation, Green and White Night, Spirit Games, Sports Awards assemblies, theatre productions, dance concerts, Thanksgiving Dinner, the Holiday Dinner, the Holiday Program, Garden Party, Banquet, Awards Ceremony, and Graduation. Other events may be deemed mandatory at the discretion of the Dean of Community Life.

Absences or Tardiness

Parents/guardians should contact the Registrar's Office (443-662-1083) by 8:00 a.m. if a student will be late or absent. The student should contact her teachers for assignments. In the event that a student arrives after the start of class, they must sign in at the Registrar's Office and tap in using the Orah checkpoint. A student who is continually late (arriving after 8:00 a.m.) may be placed in detention or serve chore detail assigned the student's advisor, the classroom teacher or the Dean of Students. The School recognizes that there are mornings when traffic (accident or weather related) may cause a day student to be late to school. The School allows day student three "tardy excuses" because of travel per year. Once the three excused tardies have been used, each late arrival to school will be counted as unexcused.

School Closings

As Oldfields is primarily a boarding community, we rarely close due to inclement weather. It is our expectation that day students who cannot attend classes due to inclement weather will keep up with their schoolwork via email, class pages, webinars, or other means created by their teachers. All late starts or School closings resulting from inclement weather will be announced on local television station WBAL, via a School-generated text, and an email communication.

Signing Out

Day students must sign out properly using the Orah checkpoint located in the Day Student Locker Room or the door of the Registrar's office before they depart from campus to go home each weekday. Failure to sign out may result in afternoon detention and other consequences. If a day student is on campus during the weekend, they must check in and out at the Weekend Duty Office.

Early Dismissal

We advise parents to schedule medical or dental appointments outside of the academic day; however, we realize this is not always possible. In this case, when a day student must leave school early for a medical or dental appointment, parents must submit an explanatory email to the Registrar's Office. Students leaving school prior to their after-school activity due to illness must obtain a sport or activity excuse from the Health Center no later than 1:30 p.m. A student who is feeling ill may be excused from after-school activities by the Health Center only. Parents are welcome to email or call the Health Center at 443-662-1029 to discuss sports and activity excuses.

Day students may not leave school during the academic day without permission from their parents and the Dean of Community Life or the Health Center. A student excused from school because of illness may not return to campus until the following school day. A student who is absent from school for the academic day may not attend after-school, co-curricular, or athletic programs. This includes athletic competitions and theatre, dance, or musical performances.

Whenever unexpected weather conditions make it necessary for a student to leave school early, her parents must contact the Dean of Community Life and Registrar before they depart. On days when unanticipated factors force a change in the athletic schedule, a student should remain at school until her activity commitment is completed. Since school is seldom closed because of

inclement weather, students are encouraged to bring a change of clothes and a sleeping bag if bad weather is predicted so they can spend the night in the dorms, if appropriate.

Day Student Drivers

Each student who drives themselves to school must complete and return the Day Student Transportation Permission Form to the Dean of Community Life. The guidelines below parallel those found on the form.

Student drivers are expected to enter through the main entrance and exit through the lower entrance.

- Student drivers may only park in the Jane House parking lot, unless otherwise instructed.
- Student drivers must leave their vehicle parked until the end of their after-school, co-curricular, or sport commitment is complete.
- Student drivers may not drive anywhere on campus other than to/from the Jane House parking lot at any time, unless otherwise instructed.
- Student drivers must follow the speed limit on campus, which is 10 m.p.h.
- Student drivers may not allow other students to ride in their cars without permission from the Dean of Community Life and their parents unless they are part of a designated carpool.
- The number of passengers in any student-driven vehicle must not exceed the number of seatbelts in the car.

A student driver may be asked by the Dean of Students to turn their keys in to a designated School official upon arriving on campus each day.

Day Student Prefects

The Day Students Prefects will provide significant leadership and representation within the day population and the greater Oldfields community. Day Student Prefects are recognized as members of the Student Council and will hold responsibilities including, but not limited...

- Advising all day students on procedures and other matters pertaining to School life;
- Assisting the Dean of Students in leading day student meetings and setting a positive tone;
- Monitoring day student spaces (Gookie's and the Day Student Locker Room).

Day Student Locker Room and Valuables

A locker room area has been set aside especially for day student use in McCulloch Commons. Each day student is assigned a locker at registration, and this is her locker for the year. Personal materials are to be stored in lockers. Each student should purchase a lock to secure her belongings in this locker. A student should never open another student's locker.

All lockers are the property of the School and are subject to search and inspection.

Lockers should be kept neat and organized. Decorations (including stickers) are not permitted unless organized by the School and Head of the Day Students and need to be taken down within

two weeks of the end of the academic year. With the exception of bottled water, food may not be kept in lockers. The area around lockers is the students' responsibility and should be kept clean.

Students are advised to leave valuables at home and must realize that Oldfields cannot accept any responsibility for any lost or stolen items. Items such as wallets, purses, laptops, and cell phones, should not be left unattended in public spaces or in lockers.

Each student is expected to remove all waste and personal items from their locker at the end of the school year. If a student has damaged her locker in any way, repair costs may be charged to her debit account.

Participation in Weekend Activities

Day students are encouraged to participate in all weekend activities. When they do, they are expected to accompany the residential students unless other arrangements have been made in advance with the AOD and the Dean of Community Life. Any student who departs Oldfields on a School-sponsored trip but does not wish to return with the School must make those arrangements with the Dean of Community Life by 3:00 p.m. on the Thursday before the activity.

While off-campus at a School function, day students are expected to adhere to all School rules and policies. Please be aware that the chaperone may not be with the students at all times on School-sponsored outings. Students are not directly chaperoned while at the mall, for example.

Spending the Night on Campus

Day students who are on campus Sunday evening through Thursday evening must check in with the AOD and report to the library from 7:30 p.m. to 9:30 p.m. Day student parents should email administrators@oldfieldsschool.org and complete the Day Student Request on Orah by 3:00 p.m. on the day they wish to have their student stay on campus. Day students must follow all residential guidelines and expectations. A student spending more than five nights per semester for other reasons may be charged a fee.

If a student decides to spend the night after 4:30 p.m. on Friday, the student must have her parent/guardian contact the AOD and complete the Day Student Request on Orah.

Day students who are going to be on campus after 7:30 p.m. but who are not spending the night must check in with the AOD. They are expected to inform the AOD when they leave campus and tap out using Orah as well.

IV. RESIDENTIAL LIFE

Boarding Students

As a boarding student, the student will be held responsible for the use of the student's room whether the student is present or not. The student's room in the School dormitory and its furnishings are supplied by the School and are the School's sole property. Room assignments in the School dormitories are made at the discretion of the School and may be changed at any time in the discretion of the School. The student's room and the contents thereof may be searched at any time without prior notice. Please note that any illicit or inappropriate items or activity may lead to disciplinary action as a violation of School rules and policies.

It is understood that the parent/guardian(s) must find alternative housing arrangements for the student during scheduled vacations, during the summer months, or, if the student must leave the School as a result of disciplinary action, as long as the student is enrolled in the School. It is also understood that the School is not responsible for the student's welfare during any such period.

Prefects

Oldfields' Prefects play an integral role in maintaining safe and community-oriented dormitories, and providing leadership within the boarding community. Prefect responsibilities include:

- Advising all students on residential procedures and other matters dealing with school life;
- Leading dorm meetings;
- Assisting new students as they adjust to their new school life;
- Coordinating dormitory life with the dorm parents and the Dean of Community Life
- Assisting with evening room checks and helping to monitor evening room study
- Encourages the observance of all school rules
- Setting a positive tone in their dormitory.

Dorm Room and Roommate Placements

New students are assigned roommates on the basis of information supplied to the Admission Office. At the end of each year, students have the opportunity to choose roommates for the following year.

Questions concerning rooming should be referred to the Dean of Community Life. It has been the School's experience that given time, students learn to cooperate and to understand each other. Roommates who are having difficulty may seek out an advisor, Dorm Parent, Prefect, AOD, or the Dean of Community Life for assistance. If, after attempts are made at creating livable solutions, students still wish to move, they must see the Dean of Community Life, who will review options and appropriate procedures with them. At the start of the school year students will participate in a Healthy Living seminar as well as complete and sign a roommate agreement. Changes in roommates are not allowed until after the first six weeks of school.

Room Checks

Prefects will formally inspect all dorm rooms Monday, Wednesday, and Thursday nights at 9:15 p.m. Students are expected to have their rooms neat and tidy with clothes put away, laundry in a

hamper/laundry bag/basket, beds made, floors cleaned and vacuumed, and wastebaskets emptied. All students must be present in their dorm for room checks unless they are accounted for at another School commitment. Prior to School vacations, students will be required to leave the condition of their rooms according to the specific vacation checklist, which is typically distributed in the week prior to a major break. If a student does not complete the vacation checklist, a penalty may be assessed. Dorm Parents may inspect rooms at any time, including during School vacations.

Morning Check-In

All boarding students are required to check in at the dining hall with the AOD between 7:15a.m.-7:45a.m. No exceptions.

Dormitory Needs

Dormitory necessities include a blanket or a comforter, two sets of sheets, pillows, pillowcases, bath and hand towels, washcloths, a flashlight and batteries, hangers, a laundry bag, a phone, a non-halogen desk lamp, disinfecting wipes, hand sanitizer, and an alarm clock. Students may also wish to bring a fan, as dorm rooms are not air conditioned. Students may prefer to collaborate with their roommate on such things as bedspreads and curtains. Posters, pictures, and other touches of home are recommended. Valuables should be left at home. Items such as wallets, purses, laptops, and cell phones should not be left unattended in any public space. Students should lock their doors whenever they leave their dorm rooms and should keep any valuables locked in their lockable drawer at all times. Oldfields is not responsible for the loss or damage of student property.

Room and Furnishing Condition

Upon arrival in the fall, students review and approve a Room Condition Report form. If damages incur or maintenance is required at any time during the year, students should report the issue to a Dorm Parent. A Room Condition Report will be used to assess damages when the student vacates the room at the end of the year. Students are expected to remove all waste and personal items, clean surfaces, vacuum, and repair or report any damages to the room to the Facilities Department prior to their checkout. All students are required to complete the vacation checklist on a final walk through with a Dorm Parent before leaving for the summer. Any damage to the room or its furnishings will be assessed, and the costs associated with repair may be charged to the student's account. Students may be charged should their room need excessive cleaning or trash removal and for any personal belongings left behind in the dorm. Students may be permitted to leave boxes in storage pods over the summer months for a fee each year.

Furniture and Decorations

Student rooms in each dormitory are furnished with beds, desks with straight chairs, desk lamps, dressers, and window shades. Each room also contains closet space and a mirror. No furniture may be removed from any room. Futons may not be brought to School.

Posters and other room decorations may be hung on walls only with adhesives that will not damage the walls (students should consult a Dorm Parent for specifics regarding their dorm). Nails, tacks, and poster putty should never be used. In those rooms with strip molding, wall decorations should hang from these moldings. Banners, posters, and flags may not be displayed in dormitory windows or public spaces in the dorm. Decorations that could be deemed

offensive to other members of the community, or otherwise inappropriate, may not be used in the dorm or dorm rooms.

Smart Home Devices

Smart home devices, such as Amazon Alexa, Google Home, or similar systems, are not permitted on the Oldfields School network. Students may use Bluetooth-enabled speakers.

Fire Hazards and Safety Considerations

Students may not have incense, candles, matches, lighters, or anything flammable in their possession or otherwise in the dormitories. Production of an open flame in a School building, or in any area where there is a threat to life or property, is prohibited. Students are also prohibited from possessing and using heating coils, halogen lamps, electric blankets, electric coffee pots, hot plates, sunlamps, popcorn poppers, or electric heaters in dormitory rooms.

For safety reasons, students should use multiple-outlet safety strips that have self-contained fuses and check to ensure that all electrical appliances are turned off prior to leaving the room. All electrical appliances must be unplugged prior to any vacation during which the School is closed.

Electrical Appliances

Many students bring Bluetooth speakers, hair dryers, and curling/flat irons. One small refrigerator is permitted in each dormitory room. Any other major electrical appliance must be approved by the School's administration. Students may not have air conditioning units of any type in their rooms. Please see the Fire Hazards policy for more information about prohibited items.

Television and Movies

Students are prohibited from having televisions in their rooms.

There is no television viewing in any common area, including the Senior Room and laundry room, prior to 3:15 p.m. on weekdays during regular academic sessions. Televisions in common areas must be turned off by 10:45 p.m., Sunday through Thursday, and they should not be turned on prior to 7:00 a.m. each morning. Students may only view movies and TV series rated G, PG, or PG-13.

The audio-visual equipment and computer hardware in classrooms may not be used without permission from a faculty member.

Laundry

Communal laundry facilities are centrally located in Old House for student use. While laundry detergent will be made available onsite, students are welcome to use their own detergent and laundry supplies. Students are responsible for maintaining the cleanliness of the laundry room at all times.

Pets in the Dormitories

For reasons of health and safety, as well as for the welfare of animals, no pets, except for fish, are allowed in, or may be kept in, a dormitory for any reason, at any time.

Bicycles

Students may bring bicycles to school and are allowed to ride their bikes around the campus loop. There is to be no bike riding on Glencoe Road at any time. All student must wear a helmet when riding a bike. Bikes should be locked and kept in the areas provided for them when not in use.

Study Hall(s)

As a college-preparatory school, Oldfields is committed to ensuring students develop the study habits needed to succeed in their high school courses and in college. The School's schedule includes dedicated time for students to complete out-of-class coursework and other tasks and responsibilities related to participation in the School's community life programs. Oldfields maintains a fluid, tiered system of study hall support structures

8th & 9th Grade Study Hall

Takes place during Extra Help periods during the academic day. Students attend every day, unless they are excused to work with a faculty member. Faculty or advisors may place any student (in any grade) in this morning study hall at their discretion.

Structured Study Hall

Takes place during the evening on Monday, Wednesday, and Thursday. Structured Study Hall is held in assigned Rodney classrooms. Students study in the classroom under the supervision of a faculty member. Students study quietly in the classroom for the full study hall. 8th, 9th, and 10th grade students attend structured study hall for the first eight weeks of the school year. Following this period, students move from Structured Study Hall to Library Study Hall if they maintain a grade of 80 or above in all of their classes on the last day of the month, in which case they begin Library Study Hall the following week. Faculty or advisors may place students in Structured Study Hall at their discretion.

Library Study Hall

Takes place during the evening Monday, Wednesday and Thursday. Students may typically study wherever they like within the library, subject to library rules and directions provided by the library proctor. Students quietly study in the library for the full study hall. Students who do not follow Library Study Hall rules or the directions of the library proctor may be sent to Structured Study Hall.

Weekend Study Hall

Takes place during the weekend at a dedicated location and is monitored by the AOD or faculty/staff member on duty that morning. Students may be assigned to Weekend Study Hall by faculty or advisors at their discretion.

Freedom of Study

Students may earn Freedom of Study if (a) they are in the 11th or 12th grade and in good academic standing, or (b) if they are in grades 8-10 and earn honor roll status. Students who earn honor roll status maintain Freedom of Study for the following academic term. Students who have Freedom of Study may study in their dorm rooms, the library, or any approved location on campus. Faculty or advisors may rescind a student's Freedom of Study at their discretion.

Request for Late Study

Late Study is a privilege for 10th and 11th graders and may be requested by 10:00 p.m. Students who have requested Late Study should be studying between 9:30 p.m. and 11:00 p.m. 10th and 11th graders with permission may study until midnight. Students who have been granted Late Study (late lights) must be dressed for bed by their regularly scheduled Lights Out time. Late Study will not be granted on Sunday evenings, and it may be taken only twice a week.

Quiet Hours

Quiet Hours are meant to keep the dorm quiet so that students who wish to sleep, relax, and unwind quietly may do so. Quiet Hours last from 10:00 p.m.-7:30 a.m., Sunday through Thursday.

Evening Sign-In and Lights Out

The Evening Sign-In and Lights Out schedule Monday through Thursday is as follows:

10:00 PM	<ul style="list-style-type: none">• Quiet Hours begin for the entire campus• 8th and 9th graders must be signed in to their own dormitories
10:30 PM	<ul style="list-style-type: none">• Lights Out for 8th and 9th graders• 10th, 11th, and 12th graders must sign in to their own dormitories
11:00 PM	<ul style="list-style-type: none">• Lights Out for 10th and 11th graders
12:00 PM	<ul style="list-style-type: none">• Lights Out for 12th graders and Prefects

Lights out is at 10:15 p.m. on Sundays

Weekend Permissions and Policies

In order to keep our students safe, it is absolutely essential that parents and students understand and follow all permissions procedures. Any questions concerning permissions should be directed to the Dean of Community Life.

Even if a student is signed out or at home with her parents, Oldfields must be apprised of the means of transportation and all relevant details to be used on any given privilege, overnight, or weekend. Transportation to and from weekends and overnights is the responsibility of each family.

Friday and Saturday Lights Out/Sign-In

Students may stay overnight in other dormitories or in other student rooms only on Friday and Saturday, with the permission of the AOD. Students interested in such overnights must ask their dorm parents for permission and receive permission from the AOD by 9:30 p.m. No room may have more than two guests in one night. All students must be in their dormitories by 11:15 p.m.

Departing and Returning from Weekends

All students are expected to return from Saturday overnights and weekends by 9:30 p.m. on Sunday evenings and must check in with the Administrator on Duty (AOD) by that time. If it is not possible to return to campus by 9:30 p.m., a student must immediately call the AOD line. Messages may not be left on an answering machine or with another student. The student must speak directly with the Weekend Duty Office or Administrator on Duty (443-662-1207) and explain why they will be late. Please note that calling to inform the School that a student is going to be late does not exempt them from the usual consequences.

If a student's plans necessitate arriving on campus after 11:00 p.m., they should plan to return the following day with the understanding that her late return will be unexcused. After 10:30 p.m. on Sunday, all dormitories are locked, and Dorm Parents are not available to check in students. Prefects who are on duty on Sunday evenings must return to campus by 7:30 p.m.

Returning after 9:30 p.m. on a Sunday, or being unprepared for Monday classes will result in a student having to return to campus on Sundays by 7:30 p.m.

School Breaks and Transportation

The School does not provide transportation for students except for Major School Breaks (Thanksgiving Break, Winter Break, and Spring Break).

Transportation for Major School Breaks

Shuttles will be arranged to and from Baltimore's Penn Station, the White Marsh MTA, and the Baltimore/Washington International (BWI) Airport at the beginning and end of School vacations. These shuttles are arranged at times that do not compromise student obligations. Students should be prepared to make their own transportation arrangements if travel delays result in missed shuttles. This includes carrying enough cash to pay for a taxi.

Families are welcome to arrange private transportation to any of the above locations or to Dulles or Reagan-National Airport. Jimmy's Cab Company (410-296-7200) is our local taxicab company and On Trak car service is another option (410-207-3700).

All travel arrangements, including international and domestic flights, must be scheduled around the student's academic schedule. Classroom attendance is required of all Oldfields students during the academic day prior to and returning from a major School break. Students should not expect to travel prior to the end of the school day. All travel arrangements should be managed by the student's family in partnership with the student's advisor and the Dean of Community Life.

Local Transportation Policy

Taxi cabs and the Light Rail may be taken only if a student has been given parental permission via the Oldfields School Transportation and Overnight Permission Form. When taking a cab or riding the Light Rail, students must be on an approved privilege and must travel with at least one other person unless special permission is obtained from the parents/guardians, Dean of Community Life, and/or the AOD.

Rideshare Services

Parents/Guardians should be aware that many rideshare companies, such as Uber and Lyft, have policies that prohibit transporting unaccompanied minors. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride. Driver-partners of both Uber and Lyft companies are required to decline the ride request should they believe the person requesting the ride is under 18. Therefore, the School prohibits the use of these services by students under the age of 18. The School also prohibits parents/guardians from calling an Uber or Lyft on behalf of a student under the age of 18.

Students 18 years of age or older may utilize the Uber and Lyft services once the AOD has received written permission from the student's parent or guardian. All requests for taxi service should be made to the company's office, and not directly to a driver. For safety reasons, students may use the Light Rail only for day privileges unless they are signed out and traveling with a faculty member.

Weekend Attendance

After the academic day has ended on Friday, all students are required to check in at the Weekend Duty Office between 6:00 p.m. and 7:00 p.m. On Saturday and Sunday, all students must check in at the Weekend Duty Office between 10:00 a.m. and 12:00 p.m., and once again between 5:00 p.m. and 6:00 p.m.

Signing Out

Every student is required to sign out using an Orah checkpoint when they leave campus and to sign back in using Orah when they return to campus. Students should sign out in the Weekend Duty Office (Friday-Sunday) or with the AOD (Monday-Thursday) using Orah. Students leaving before 4:30 p.m. on Friday should sign out with the Registrar. After 4:30 p.m. on Friday, all sign-outs take place in the Weekend Duty Office or with the AOD.

Specific information regarding transportation method and provider, destination, contact information, and expected time of return should be stated in the Orah submission and parent/guardian permission must be granted. All information provided by the student is expected to be accurate.

Failure to observe these procedures is a violation of the Core Principles of Integrity and Health and Safety.

Overnights and Weekends

With the appropriate permission, boarders may leave campus for an overnight (a Friday or Saturday night spent off campus with family or friends), or a weekend (spending Friday and Saturday night off campus with family or friends) after their last School commitment. An athletic event or regularly scheduled team practice is considered a School commitment. Friday overnights end at curfew on Saturday. Saturday overnights and weekends end at 9:30 p.m. on Sunday.

On rare occasions, Sunday and weeknight overnights may be permitted; however, students should not plan to be away from School on Sunday through Thursday evenings without prior permission from the Dean of Community Life.

For the duration of the school year, Oldfields does not permit students to spend an unsupervised weekend or overnight in a motel, hotel, or rental space.

Overnight and Weekend Procedures

A student who would like to spend a night off campus with their family must complete an overnight form using the Orah platform and receive parent/guardian permission through Orah by 3:00 p.m. on the Thursday prior to the requested overnight. If a student is visiting someone other than her parents, these details should be included on the overnight form. In this situation, the weekend host must grant permission using Orah by 3:00 p.m. on the Thursday before the requested visit to confirm the details.

Permission Violations

Leaving campus without permission is a violation of the Core Principles of Integrity and Health and Safety. In addition, it is a violation of a major School rule, and disciplinary action will be taken at the discretion of the Dean of Students.

Late returns

Will result in the following consequences, as determined appropriate by the School:

- **Warning:** A boarder who returns late from a weekend, overnight, or day or evening privilege will receive a warning for the first occurrence.
- **Loss of Weekend Privileges:** A second late return will result in the loss of all privileges the following weekend.
- **Further Disciplinary Action:** Any additional late returns will result in a meeting with the Dean of Students and the Head of School and may result in a Student Judiciary Board hearing and further disciplinary action.

Please note that a phone call informing the School of a late return does not excuse the student. The School recognizes that some late returns (due to bad weather or unusually heavy traffic) from weekend and overnight privileges are beyond the control of the family; therefore, each boarding student will be granted two late returns per year. These will not count as late returns as long as the family notifies the School that the student will be late before the student is expected back on campus. If no phone call is made, the late return may not be excused, and the School will respond with the appropriate consequences.

Privileges

The School may grant and restrict privileges at any time and for any reason. The School may also restrict the requested destination(s) and/or limit the duration of any privileges. Students on privileges (or on a School-sponsored trip or activity) may not be in the bar section of a restaurant.

Faculty Spontaneous Privileges

Students may leave campus with faculty members, but need to sign in and out at the Weekend Duty Office using the Orah platform. It is expected that the student will remain with the faculty member and that the faculty member will act as a chaperone.

Senior Privileges

After Thanksgiving Break, during the academic week, the School will provide transportation to Hunt Valley Towne Center for seniors to enjoy a privilege off campus between 6:45 p.m. and 9:30 p.m. This will take place one night a week.

Seniors placed On Dorm or in Academic Study Hall may not participate in this privilege. When a senior has been in the Health Center or has had a sport or activity excused due to illness, they are not eligible for Senior Privileges.

Senior Car Privileges

Senior, domestic, boarding students may bring a car to campus at the start of the school year. This privilege is strictly designed to allow these students to travel to and from School at the start and end of major School breaks or scheduled weekend permissions. Boarding students may not use their cars during the school week or to come and go from campus on weekends.

Immediately upon returning to campus, students must turn their keys in to the AOD. Keys will be kept in a locked location. Keys may not be returned until the Dean of Community Life receives written permission from the student's parent/guardian and confirmation of (full) overnight weekend or vacation travel plans have been confirmed. The scope of senior car privileges generally follows the schedule below:

- August-January: Seniors may use their cars to drive only themselves to and from overnight-weekend privileges. They may not drive any other students during this time.
- January-May: Seniors may use their cars to drive themselves and other seniors off campus for overnight-weekend privileges or vacation departures from campus, as long as all students involved have the appropriate permissions on file with the School.

Students must comply with all laws, rules, and regulations, which include the vehicle regulations established by the Maryland Department of Transportation. Parents/guardians are responsible for making transportation arrangements. Inspections and routine maintenance must be taken care of at home.

Weekend Activities

In addition to the academic and athletic programs, Oldfields offers a wide variety of activities to our student body. Each student is encouraged to participate, and it is our hope that they will both find an outlet for her own interests and develop an enthusiasm for new ones.

Students who wish to participate have until Thursday at 3:00 p.m. to sign up for their choice of activities using the Orah platform. Students should not sign up for an activity unless they are planning to attend the event, and no student may sign up another student for an activity. It is the responsibility of each student to check the various sign-ups in preparation for each weekend.

The cost for many of the activities each weekend is included in an annual activities fee. Occasionally, there will be opportunities for students to participate in activities that have an additional cost. Once a commitment to participate in an activity has been made and tickets and/or transportation have been arranged, that student account will be charged whether or not that student attends. Additionally, students who are “no-shows” for School-sponsored activities will receive two strikes (see page 61) and may lose future weekend privileges. Students must be at the Crosswalks ten minutes before the departure time, or their place on the trip may be given to another student.

Inter-School Mixers and Events

Students are expected to conduct themselves in a manner consistent with the School’s Core Principles and code of conduct at inter-school mixers and events. Students are expected to dance only in a manner that is deemed acceptable by Oldfields chaperones. Dancing may not simulate sexual activity. Dress for mixers and inter-school events should comply with the spirit of the Oldfields dress code. If a chaperone has to address a student regarding inappropriate behaviors, that student may be removed from the event, restricted from future mixers and inter-school events, and subject to other disciplinary action, as determined appropriate by the School.

Weekend Food Deliveries

Ordering food to be delivered to campus is considered a privilege. There are no food deliveries during the academic week. However, students are given permission to have food delivered to the School during the hours stated on the Plan of the Week (POTW). In the event of a Free Day, food may be delivered to campus during the hours determined by the AOD.

All food deliveries should be directed to arrive at Crosswalks. Students are required to wait patiently in the Weekend Duty Office for their order to arrive. Students should pay over the phone or online whenever possible.

Mail and Packages

Each student is given a mailbox and combination for her incoming and inter-school mail. All students are expected to empty their mailbox regularly. There is mail delivery Monday-Friday. All mail and parcel post should be addressed with the addressee’s full name to:

Oldfields School
1500 Glencoe Road
Sparks Glencoe, MD 21152-9321

UPS services Oldfields with pickup and delivery, Monday through Friday. Packages may be sent to students using the above address. Students may ship outgoing packages from the School Store. UPS is an independent delivery service. All trunks, boxes, and packages shipped from Oldfields by UPS or other commercial shippers must have all shipping charges paid for in advance before any item can be sent. Although normal precautions are taken, the School is not responsible for lost or damaged items. Please do not send cash. Student mail and package pick-up times will be posted. Students are not to ask faculty or staff to open the Mail Room outside of the posted pick up times.

V. ACADEMIC PROGRAM

Academic Expectations

An Oldfields student's first responsibility is to academics. Students are expected to attend every class, submit work on time, spend an appropriate amount of time outside of class on their academic courses, and give their best effort in all of their academic pursuits

Academic Graduation Requirements

A student must earn a minimum of 22 credits in academic courses. An academic credit is defined as a full-year course. Students who enrolled at Oldfields prior to the 2021-2022 school year will be subject to graduation requirements from the year they enrolled at Oldfields. Semester courses award 0.5 credits. The Director of Academics, as necessary, may resolve any discrepancies in these requirements. The 22 may credits include:

- Four (4) English credits
- Three (3) World Language credits, including at least two consecutive years of the same language
 - New juniors who have not taken a language must take two (2) years.
- Three (3) Social Studies credits, including one credit in United States History and one credit in a non-United States history course
- Three (3) Mathematics credits (minimum: Algebra I, Algebra II, and Geometry)
- Three (3) Science credits, including Biology and Chemistry
- Two (2) Arts credits

Additional Graduation Requirements

- Three (3) seasons of athletics or afternoon activities each year
- 20 hours of community service completed each year enrolled at Oldfields
- Successful completion of the Winter Program
- Successful completion of May Program
- Seniors must pass all academic courses for the year and the second semester.
- Seniors must deliver a Senior Presentation.
 - Please refer to the student portal on the Oldfields website for guidelines.

Course Load

Every Oldfields student in grades 8-11 must carry a minimum of six (6) courses at all times. Under special circumstances the Director of Academics may temporarily waive the six-course requirement. Seniors may take five courses during either semester with approval of the Director of Academics.

The Oldfields Senior Speech (2022-2023 Guidelines)

Oldfields School celebrates each student's authentic self and empowers each individual voice. The Senior Speech is a formal and individual presentation given by each member of the senior class to the entire Oldfields community. Through reflection, creativity and storytelling, the Senior Speech is a pivotal milestone for an Oldfields Senior. The Senior Speech provides a platform where confidence and continual growth are exhibited and where underclass students

begin to contextualize their eventual Senior Speech topic. The entirety of each Senior's speech should last approximately 10-15 minutes.

Presentation Support & Accountability (NEW 2022-2023)

In addition to the support of their Oldfields advisor, the Senior Class Deans and the English Department Faculty, each Senior is required to select an Oldfields adult (may not be the Senior's Oldfields Advisor) to act as their Presentation Accountability Partner throughout the speech writing, rehearsal and delivery process.

- Once a Senior has identified an adult that they believe will hold them accountable, a request should be made to that Oldfields adult in a similar manner to that of a request for a letter of recommendation during the college application process.
- While varying presentation dates may allow an Oldfields adult to partner with more than one Senior, a limit of two Senior speeches per adult will be observed throughout the Academic year.
- Seniors are encouraged to consider an Oldfields faculty or staff member who they have not typically worked with during their Oldfields career.

Presentation Enhancements (NEW 2022-2023)

While the Senior Speech is, first and foremost, a public speaking engagement, additional components (enhancements) are encouraged. Presentation enhancements will be left up to each individual's interpretation and are intended to provide an opportunity for the presenting Senior to express themselves beyond the reading of a speech alone and to provide supporting detail and effects throughout or at the conclusion of the speech. The following are some examples of presentation enhancements to consider.

- An audio/visual work
- A musical, dramatic or artistic performance
- The transformation of space (think of the theater as a blank canvas)

Each Senior is responsible for coordinating any setup and/or assistance that their presentation enhancements may require (background music, visuals, personnel involvement etc.). These components must be reviewed and approved by the Presentation Accountability Partner prior to the presentation date. At the conclusion of the presentation, each Senior must present a hard copy of their speech to the Head of School or the Assistant Head of School.

The Speech (6-8 minutes)

Each member of the Senior Class will write and deliver a speech on a topic of their choosing. The speech must be approximately four to five pages in length (double spaced, size 12 font). While students are encouraged to offer words of gratitude and thanks at the conclusion of their presentation, the speech itself is not intended to be a "thank you list".

- The oral delivery of the speech (this is not the length of the document) should be approximately six to eight minutes long.
- Each page must have a header that includes the Senior's preferred first name and their last name, the scheduled date of the presentation, and page numbers.
- A rough draft of the written speech is due to the Presentation Accountability Partner at least two weeks prior to the assigned presentation date.

- Each Senior is responsible for scheduling editing sessions and rehearsals with their Presentation Accountability Partner.
- A final draft, along with a script outlining the general plan for that Senior's Morning Meeting, will be due to the Presentation Accountability Partner one week prior to the presentation.
- If at any point in the process a Senior is not adhering to these guidelines, the Presentation Accountability Partner may place that Senior "on dorm" or in a structured Study Hall setting until deadlines are met.
- The use of pre-recorded videos or audio may not be used as a substitute for the oral delivery of the speech.

2022-2023 Senior Speech Dates

In the month leading up to their final academic year, each member of the Senior Class is assigned a specific day on which they will deliver their Senior Speech to the Oldfields Community, friends and family. The elected Senior Class President will be the first to deliver their speech to the community, while the All School President gives the final speech of the school year during Graduation Week.

Eighth Grade Course of Study

Eighth grader students at Oldfields typically take some courses exclusive to eighth graders and some courses with students in other grades. Eighth grade students receive graduation credits for: Algebra I and/or higher-level math courses and world language courses.

Honors and Advanced Placement (AP®) Courses

All courses offered at Oldfields are college-preparatory courses. Students who wish to engage even more challenging coursework can pursue a variety of Honors and/or AP® courses. Honors courses provide wider and deeper exposure to course content and skills. AP® courses are college-level courses that prepare students for the College Board's AP® exams, which can award college-level credit to high school students. Both Honors and AP® courses require additional work in and out of class time. Students taking AP® courses are expected to take the AP® exam for that course, typically in May.

Dropping a Course

Students may drop or add courses during the first two weeks of each semester. All course changes must be approved by the Director of Academics. Students who withdraw from a class after the first two weeks will generally have that course listed on their transcript as a "withdrawal."

Semester Assessments

Two-hour assessments (traditional tests and alternative assessments) will be administered at the end of the spring semester. The fall term does not have formal assessment, but courses will include a summative assessment near the end of the term. Students should refer to course syllabi to learn more about course assessments.

Grades and Comments

Grades are electronically posted on NetClassroom two times a year at the end of each semester. At the midpoint of each semester, parents may also view interim teacher and advisor comments, which highlight the overall progress of their student. Oldfields uses the following grading scale:

A:	90-100
B:	80-89
C:	70-79
D:	60-69
F:	0-59

Honor Roll

Oldfields seeks ways to highlight a student's individual strengths in and out of the classroom. As such, recognition is given throughout the school year to honor students for their hard work and achievements in academics, athletics, the arts, and leadership. Students who are selected to the Honor Roll are formally recognized and may receive Freedom of Study for the subsequent semester. At the end of each semester, students who have excelled academically are recognized in their selection to the Honor Roll through the following criteria:

- **First Honors:** Students have earned an average of 95 or above and have no grade below a 90.
- **Second Honors:** Students have earned an average of 93 or above and have no grade below 87.

National Honor Society

Students may apply to the Oldfields chapter of the National Honor Society. To be eligible for membership, the students will be evaluated in the following four areas:

- **Scholarship:** A cumulative GPA of 91.00 in a challenging curriculum;
- **Service:** An up-to-date Oldfields community service requirement;
- **Leadership:** An active leadership role in the School community; and
- **Character:** No major disciplinary infractions resulting in an SJB or AIB meeting.

Students must have a good conduct record, a good attendance record, and overall good citizenship.

Experiential Learning: Winter Program and May Program

During the first week of January and the last two weeks of May, students participate in a variety of experiential learning programs which are an extension of the academic curriculum. These programs take place on and off campus, including international programs. Each year, some seniors and juniors choose to undertake an Independent Project for May Program. Projects may occur on or off campus and frequently take the form of internships or work programs. Students wishing to do an Independent Project must choose to do so in their junior or senior year. No student may do more than one Independent Project in consecutive years. Juniors and seniors

interested in doing an Independent Project must submit a proposal to the Director of Academics during the fall semester. Independent Projects are not available for Winter Program.

Winter Program and May Program Absences

Due to the intensive and experiential nature of Winter Program and May Program, no absences should be planned during this time, as they will significantly impact a student's grade, including the possibility of failure. A student must pass her Winter Program and May Program each year in order to advance to the next grade. Any student found to be in poor academic or behavioral standing, may have their May Program choice reviewed in order to ensure the best possible experience for all Oldfields students, chaperones and third-party relationships.

Should a student fail or be unable to participate in the entirety of Winter Program or May Program, the respective program leader will assign program specific expectations makeup work or expectations for each unexcused absence during Winter Program and/or May Program. The completion of this work will be managed by the May Program Leader in partnership with the student, the student's advisor and the Director of Academics.

Summer Courses

Oldfields does not normally grant credit for courses taken during the summer. A student who intends to take summer courses in hopes of advancing her course of study should discuss those plans with the Director of Academics. Students passing a summer course and/or exam do not earn credit from the School, but successful completion may mean they have earned the right to be advanced to the next course in the School's curriculum.

Promotion Standards

Oldfields does not recommend that students skip a year of high school. In the rare instance in which a student is considering skipping a grade, they must have a cumulative grade point average of 95 or above with no grade below a 90. The student must submit a proposal, which has been approved by their parents, to the Director of Academics by November 1 of the year prior to the one they want to skip. The Director of Academics will then share the proposal with the faculty. Ultimately, Oldfields is concerned with what is best for the student, and many factors in addition to academic achievement must be considered.

Academic Support

Academic Strategies Program

- The Academic Strategies Program (ASP) team members prioritize the needs of each individual student in order to create an approach that supports academic success and individual student development.
- Students who have enrolled in ASP will be assigned to a member of the Academic Strategies Program Team. That team member is responsible for communication with the family, student and the student's advisor.
- Students and families who may be interested in enrolling in ASP should contact the Director of the Academic Strategies Program for more information.

Outside Tutors

All academic tutors are managed primarily through the Director of Academic Strategies Program.

Peer Tutoring

Our peer tutor program provides interested or recommended OS students with a weekly study partner. NHS students and academically approved OS tutors participate in monthly training to build rapport and learn how to host 30 minute tutoring sessions that are helpful and engaging for both the tutor and the tutee. Tutors develop interpersonal and communication skills, as well as practice empathy and confidentiality, in their ongoing work with OS tutees.

Currently, peer tutors are offering 30 minute one-on-one sessions in most of our math, science, English and modern language courses. Peer tutoring sessions are scheduled between the tutor and tutee. Sessions are personalized to occur during extra help, club time or study hall from 7-9PM. During the 2022-2023 school year, day students that desire peer tutoring in the evening have the option to participate in a zoom or FaceTime study session; this online session is scheduled to occur during the campus wide study hall time from 7-9PM.

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The School will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

The School is committed to ensuring that students with disabilities are provided with equal access to the School's programs and services, in accordance with applicable laws. For students who seek additional support or curricular adjustments, the School requires documentation indicating that the student's disability substantially limits a major life activity. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student's family and the Head of School, the Director of Academics, and the Academic Support Office. No waivers of academic graduation requirements will be granted.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill the student's academic requirements satisfactorily. In such instances, the student's teacher, advisor, the Academic Support Office, the Director of Academics, the Head of School, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the School. At that time, the Head of School and/or Director of Academics will decide whether it is appropriate for the student to remain at the School.

Library

The Nevens Library, located on the second floor of the Rodney academic building, is generally open from 8:00 a.m. to 3:35 p.m., Monday through Friday, and from 7:00 p.m. to 10:00 p.m.,

Monday through Thursday. It is open on Sundays from 7:30 p.m. to 9:30 p.m. On the weekends prior to exams, the Library is open additional hours. Students interested in accessing the Library outside of these hours should contact the Administrator on Duty (AOD).

The Library recognizes the importance of teaching students to develop skills in locating, evaluating, and applying information in the twenty-first century. In addition to housing a fiction, nonfiction, reference, and magazine collection, the library includes a specific space for e-learning and online research.

Books have a 28-day loan period. DVDs and audiobooks have a 7-day loan period. If a student needs to keep materials longer than the loan period, they may renew the material, unless another student has it on reserve. Periodicals and reference books are not circulated, except in rare instances, which require the written permission of the Librarian. Removing materials from the Library without checking them out is not allowed.

Behavioral Expectations in the Library

The Library is a place for quiet study, research, reading, and relaxing. Students are discouraged from using the Library to assemble “messy” projects or craft assignments. Small study rooms are available in the Library for group work and collaborative assignments.

Students are not permitted to have food or drinks in the Library, with the exception of bottled water. Water must always be kept away from all computers and electronics.

Students may only use a cell phone for academic purposes and with permission from the Librarian or the evening proctor. Online video conferencing is not allowed in the Library at any time of the day or evening, unless the Library or evening proctor has granted permission.

If a student is using a Library computer for recreational purposes, they may have to relinquish it if other students are waiting to use it for School assignments.

Students who fail to meet the School’s expectations for proper use of the Library may be asked to leave the Library and are subject to other disciplinary action including, but not limited to, loss of Library privileges.

Standardized Testing

In mid-October, all students in grades 8-11 are expected to take the PSAT administered on campus by the School. The School registers all enrolled students. The School recommends that 11th grade students take the SAT and/or ACT in the spring, and either or both tests an additional one or two times in the fall of their senior year. Except in unusual circumstances, the SAT is offered on campus in October and May. Additional dates may be added at the discretion of the Testing Coordinator. Please keep in mind that the School only registers students for the PSAT; students must register themselves for the SAT and ACT through the respective websites: www.actstudent.org and www.sat.collegeboard.org. Students must log into their personal accounts with these companies to receive their test results. The College Counselor/Testing Coordinator is available to help students navigate the registration and score retrieval process.

College Counseling

In accordance with the National Association of College Admission Counseling's Statement of Principles of Good Practice and the expectations of colleges, we expect students' applications and essays to be entirely of their own work. We encourage students to work with the Director of College counseling who can provide guidance and feedback, proof materials, and make suggestions during the college application process.

Applications and Deadlines

A thoroughly researched list of schools is essential to successful completion of the college application process. The Director of College Counseling will work intensively with students throughout the list-building phase.

Seniors must keep their "Applying To" list in their SCOIR accounts up-to-date, including accurately listing the Application Type (Regular, Early Action, or Early Decision) for each school to indicate their application deadlines. This is the manner in which students request that transcripts and recommendation letters be sent to colleges; students who do not keep this list up to date risk having their supporting documents delayed. Students must add additional schools to SCOIR at least two weeks before the deadline for those schools.

Students are strongly urged to complete their applications well ahead of stated deadlines and to submit them at least three days before they are due in order to avoid technical or other problems. The College Counseling Department cannot guarantee that problem-solving/troubleshooting assistance will be provided if a student decides to wait until the deadline to submit an application. Additionally, students are highly encouraged to submit all applications prior to their departure from campus for Winter Break, regardless of the deadline.

Transcripts and Recommendations

The School will automatically send materials to all colleges indicated by the student in their Scoir account. Students must complete their own applications and provide confirmation of submission before the School materials will be sent. To request transcripts or other documentation for scholarships or special programs, students must submit a written request to the College Counseling Office or Registrar a minimum of one week before the deadline.

The College Counseling Office submits official transcripts, counselor and teacher recommendations, and any other required supporting documents directly to institutions. All recommendations and documents other than official transcripts that are sent by Oldfields to any other institution are confidential and may not be reviewed by any student or anyone acting on a student's behalf, whether at the time of submission of those materials to an institution or thereafter, consistent with the recommendations of the National Association for College Admission Counseling's Statement of Principles of Good Practice. The only exception to this policy is in instances in which the writer of a recommendation chooses to show some portion of their recommendation to the student.

Students must request recommendations from teachers and provide the recommenders with a completed questionnaire at least one month in advance of their first deadline.

Individual student transcripts may be made available to the student's parent(s)/guardian(s) and to students 18 years old and older, and such individual(s) written consent may be required before releasing a transcript to a college or other educational institution. A form, maintained in the Registrar's Office, will identify the name of the person who received access to or release of student transcripts; the name of the student whose record was inspected or released; and the date that access or release of the transcript was granted. Only the Head of School, Director of Academics, Registrar, or College Counseling Office may grant access to or the release of student transcripts. Official and unofficial transcripts and report cards may not be released if tuition and fees have not been paid or if the student's account is otherwise in arrears, in accordance with applicable laws.

Standardized Test Scores

With guidance from the College Counseling office, each student is responsible for determining what standardized tests are required for admission, registering for the tests, and sending their own scores to each school. To ensure that scores arrive on time, we advise students to order reports at least one month before college deadlines.

Both the ACT and the College Board (SAT) provide four (4) free score reports each time a student takes a test. There is a charge for additional reports and for reports ordered at a later date. If the cost of sending additional scores represents financial difficulty for a family, the student should talk to the College Counselor.

College Visits

Students are encouraged to visit colleges during school breaks. In addition, if necessary, juniors may be excused from up to two (2) days of school and seniors up to three (3) days of school to visit colleges. The student must submit a College Absence Permission Form to the College Counseling Office signed by the College Counselor, teachers, coaches, and advisor at least one week in advance of each college visit. A parent/guardian must also contact the College Counselor or registrar to confirm the college visit. Absences not pre-approved by the College Counselor will be counted as unexcused. Students are expected to schedule college visits to avoid conflicts with exams, games, performances, and other major School obligations. Arranging transportation is the responsibility of the student and her family.

Representatives from various colleges visit Oldfields every year to meet with all interested students regardless of grade level. While these visits are usually scheduled during Extra Help and lunchtime, some visits occur during classes. Juniors and seniors may be excused from class to meet with college representatives if they receive permission from their teachers, which should be requested by students at least one day in advance.

VI. COMMUNITY EXPECTATIONS

Academic Integrity

Academic integrity is expected of every Oldfields student. Plagiarism is the use of someone else's intellectual or creative property, without the proper acknowledgement. Cheating is defined as seeking or giving unauthorized help on quizzes, tests, papers, homework, or other class assignments. A first offense of plagiarism or cheating may result in an appearance in front of the Academic Integrity Board (AIB).

Chronic incompleteness of work and/or chronic classroom disruption to the academic environment is an academic integrity issue that also affects student life. The SJB is chaired by the Dean of Students and is generally composed of three to four students and the appropriate class deans. The AIB is chaired by the Director of Academics and is generally composed of two students and two faculty members. In these cases, members of the AIB and the SJB may meet with the student and her advisor to discuss ideas to support the student.

Major School Rules and Expectations

Oldfields School is committed to fostering and maintaining a positive and nurturing environment for all members of the community. The success of this community is dependent on members upholding the core principles of the School as students, faculty, and staff assume the responsibility of supporting and maintaining a healthy environment. The School does not tolerate behavior that reflects adversely on the reputation of the School or its students, whether such behavior occurs on or off campus.

Oldfields does NOT tolerate the following (in no specific order):

- Disrespectful speech or actions that discriminate on the basis of race, gender, ethnicity, religious affiliation, ability, and other aspects of a person's identity
- Fighting, bullying, threatening the safety of others, or any form of physical or emotional intimidation—electronic or otherwise
- The use, possession, or distribution of alcohol, drugs, oil-based vaping, tobacco, tobacco products, or drug paraphernalia
- The misuse of prescription medications
- An open flame in a School building or dormitory
- Absence from campus without permission
- Leaving a dorm building after 10:45 p.m. Sunday-Thursday or 11:15 p.m. Friday-Saturday
- Entering any vehicle with a stranger or hitchhiking at any time.
- Creating access to a dorm building or otherwise compromising dorm safety at any time
- Destruction of property
- Disrespect, such as rudeness or defiance toward faculty, staff, or fellow students
- Stealing
- Dishonesty

Speech and Respect for Community Members

The School strives for cultural competency for all community members and expects all community members to respect others, especially concerning race, gender, ethnicity, religious affiliation, ability, and other aspects of a person's identity. The School has committed to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others, and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

The School invites sincere discussion and questions and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their Advisor, the Dean of Community Life, or complete an Implicit Bias report so that the School can respond appropriately.

Dress Code and Appearance

All students are expected to be in dress code from 8:00 a.m.-3:35 p.m., Monday through Friday. This expectation includes any time a student leaves campus during the school year, including, but not limited to, doctor's appointments, field trips, and School-sponsored activities. Students are required to adhere to the Oldfields School Dress Code to the extent that such standards do not conflict with sincerely held religious beliefs.

General Requirements

- Underwear and undergarments must be worn and may not be visible at any time.
- All clothing and shoes should be neat, clean, and in good repair.
- All clothing should cover midriffs, backs, and cleavage.
- Blue denim clothing may only be worn in good repair (no rips, tears, holes or frays).
- Hats may not be worn indoors (except in the dormitories).
- Members of athletic teams and extra-curricular groups may wear their game uniform or special club attire with approval from the coach/group leader and the Dean of Student Life. All other athletic clothing/shoes are not permitted during the academic day.
- Pajamas, blankets, slippers, spandex shorts, pinnies, cleats, riding boots, hats, hoods, sleeping bonnets, and curlers are not to be worn in public spaces on campus.

Shirts

- Collared shirts, shirts with a finished neckline, sweaters, Oldfields sweatshirts, and tank tops are acceptable.
- Athletic t-shirts, screen printed, and graphic t-shirts are not in dress code.
- Sleeveless shirts and tank top straps must be the width of two fingers or wider.
- Spaghetti strap tank tops and any shirt off-the-shoulder is not in dress code for the academic day, but may be worn, if deemed appropriate, for a "step above" option.
- Students may wear dress code appropriate tops (including sweatshirts) representing a college or university.

Pants

- Colored denim, including blue jeans, khaki, dressy, and chino-style pants and slacks are acceptable. Leggings (solid, not opaque) may be worn if paired with a tunic (past the hips) length top or sweater.

Dresses and Skirts

- All dresses and skirts must be tailored to reach the student's fingertips when their arms are held naturally at their sides.
- Sleeveless dresses are permitted. Straps must be the width of two fingers or wider.

Shorts and Rompers

- Khaki, dressy, and chino-style shorts are acceptable only if the garment reaches fingertip length when the student's arms are held naturally at their side.
- Tasteful, professionally appropriate rompers are acceptable only if the garment reaches fingertip length when the student's arms are held naturally at their side.
- Sleeveless rompers are permitted. Straps must be the width of two fingers or wider.
- Denim shorts may only be worn in good repair with no rips, frays, and of appropriate length.

Shoes

- Dress and canvas shoes, loafers, weather/seasonal appropriate boots, and sandals are acceptable.
- Crocs, slides and sandals with socks are NOT acceptable

Afterschool Athletics and Cocurricular Activity Dress Code Updates (See page 74)

Students may dress more informally during free time and for evening/weekend meals. During such informal dress periods, students are required to follow the dress code guidelines pertaining to public spaces on campus. While in the dormitory, students may wear casual clothes. Students should be fully clothed anytime they are outside their rooms.

Dress-Up/Semi-Formal Events

Dress-up events call for more formal attire than the School's general standard of dress. On these instances, students are required to wear a pantsuit, skirts, or dresses meeting the guidelines of the Oldfields dress code, and dress shoes.

For more formal occasions, including, but not limited to, those listed below, students should wear a nice dress, skirts, or dress slacks.

- Green and White Night
- Awards Banquets
- Thanksgiving Dinner
- Holiday Program and Dinner
- Garden Party
- Baccalaureate, Banquet, and Awards Ceremony

Piercings and Tattoos

Oldfields School may ask students to remove piercing for to safety concerns, athletic events, and other school activities, or if they are deemed to be obtrusive. The School may ask that tattoos be covered up.

Receiving or administering a tattoo or piercing while on campus or during a School-sanctioned trip is considered to be a major violation of the School's core principle of Health and Safety.

Graduation Attire Requirement

Every Oldfields student is expected to participate in the Oldfields Graduation ceremony. Oldfields requires every student to wear a simple, ankle-length, white dress with a slip, white jumpsuit or white suit. For your convenience, the School can provide a list of approved graduation attire options.

Graduation attire must be approved by the School by a particular date announced by the School each year. If no dress or pant suit is approved and turned in by this date, a dress will be assigned to the student through the Barefoot Boutique, and a \$35.00 charge will be debited from the student's account to cover the cost of cleaning the dress after use.

Students who arrive to Graduation in unapproved attire may be prohibited from participating in the Graduation ceremony.

Attendance and Absences

The importance of the School program requires that students be punctual and attend all of their commitments. These commitments include, but are not limited to, academic classes, advisory, advisor- advisee meetings, Seminar, study hall, athletics, co-curricular activities, Extra Help, Morning Meeting, assemblies, weekend check-ins, and meals. Oldfields recognizes community life as vital to the spirit of the School, and, as such, all students and parents are obligated to support our daily building of community life. All absences are recorded in the Office of the Registrar.

Community Events

Students are required to attend all community events that are noted on the Oldfields School website and Plan of The Week. Families are expected to respect the integrity of the academic calendar and to fully support the School by having their students attend all community events.

Lateness to School/Class Policy

If a student is late to class three times, in addition to having been placed in detention, they will be required to attend monitored Weekend Study Hall. Should tardiness be a continued problem for a student, the Director of Academics may contact their parent/guardian and may require the student to appearance in front of the AIB.

A student must sign in at the Registrar's Office when they arrives to school or to a class late. Before leaving for an off-campus appointment, a student must sign out at the Registrar's Office. When the student returns, they must also sign back in.

Excused and Unexcused Absences

A student's absence from School may be excused for the following purposes:

- Medical reasons including illness and non-routine medical care
 - Day students should refer to the Day Student Life section of the Guidebook for information about reporting absences due to illness.
 - Students must be excused by the Health Center or have a note from a medical doctor in order to be excused from an after-school commitment. A parent may not excuse their student from a sport or co-curricular activity if they have been in school.
- Significant family events such as weddings, funerals, or graduations of immediate family members
- Observance of religious holidays or events
- College visits that are pre-approved by the Director of College Counseling
- Inclement weather: In the event that dangerous driving conditions prevent a student from attending school or requires them to leave early, an excused absence may be granted.

Absences for any other reason, including, but not limited to, early departures for and late returns from School vacations and long weekends will be deemed unexcused. When a significant number of students are absent from a class due to early departure or late return from a vacation, the learning of the remaining students is adversely affected.

An unexcused absence will place a student at an academic disadvantage. The student will be held accountable for all learning that takes place in a missed class. Teachers are not expected to re-teach material or give extra help associated with any work missed due to an unexcused absence. Any work missed during an unexcused absence will be subject to course late work policies.

Academic Work

Assignments, tests, and quizzes missed due to an excused absence may be submitted in a timely fashion or taken in advance of the absence, as determined by the teacher. The expectation is that the work should be completed in double the amount of time missed from school (i.e. if a student is absent for one day, they should make up the work in two days). It is expected that all students will stay abreast of their schoolwork through email or Class Pages.

Excessive Absences

The School monitors student attendance and takes appropriate steps to address any concerning attendance patterns. An excessive number of unexcused absences may result in reduced grades, no credit for missed work, and/or disciplinary action. If a student is absent for 20% or more of a course, the student may not receive credit for the course. This will typically require the student to retake the course. The Director of Academics, in consultation with the teacher and advisor, will determine whether credit can be granted for students with excessive absences.

Extended Absences

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the School's Medical Leave policy in this Guidebook. The School may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the Director of Academics. The School requires sufficient

supporting documentation prior to the approval of any leave. The School will determine the sufficiency of any supporting documentation.

The School makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but not limited to, whether the student must reapply for admission). The School will determine whether the period of leave is counted towards academic requirements for promotion and graduation.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence will not be used in lieu of disciplinary action to address violations of the School's code of conduct, rules, or policies. Additionally, a student granted a leave of absence while on academic and/or disciplinary status may return on that same status.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence. International students are advised to consult with the Assistant Head of School to address any effect the leave of absence may have on student visa status.

Athletics and Co-Curricular Attendance Policy

With the exception of absences caused by illness or inclement weather, any excused absences must be cleared in advance with the Director of Athletics or they will be deemed unexcused.

If a student exceeds a combined (excused and unexcused) total of ten (10) absences per sport or co-curricular activity, they may not receive credit for that season. Students who do not receive credit will be expected to make up the credit over the winter or summer by completing an approved health or fitness class at their own expense. Each case will be handled on an individual basis by the Director of Athletics. Additionally, any unexcused absence from, or lateness to, a practice, a game, or a co-curricular activity will result in a detention assigned by the Director of Athletics and/or the Dean of Students.

Seniors may miss two (2) days of sports or co-curricular activities per season to visit colleges. They must obtain permission for their absence in advance as required by the College Counseling Office. These two absences do not count as any of the ten absences; however, any absences for a college visit beyond the allotted two will count even though they are excused. Students are expected to plan their college visits so they do not miss any games or performances.

Members of athletic teams may not be eligible to play in or to attend a game and students in the theatre, musical, or dance productions may not be allowed to perform or attend if they are in the Health Center for one or more periods on a game or performance day; or for reasons pertaining to their health where, the nurse deems it inappropriate for the student to participate.

Sexting and Sexually Explicit Material

The School prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity. Maryland law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

Social Media

The School understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites (*e.g.*, TikTok, YouTube, Facebook, Twitter, Instagram, SnapChat, Pinterest) (collectively referred to as “Social Media”). Whether or not a student chooses to use Social Media is a decision the student should make in consultation with the student’s parents. However, to the extent that students, parents, or members of the School community represent the School to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in Social Media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing Social Media and the School’s network. Students are expected to comply with the policies outlined in the School’s Acceptable Use Policy regardless of whether they are using School-provided equipment or their own personal devices.

Cell Phones and Electronic Devices

The School’s expectations for cell phone use has been outlined below. In addition, the School prohibits students, parents, and School community members from using cell phones or other electronic devices to record (video, audio, or otherwise) the School environment without express permission from the School. This policy also applies to recordings at School performances and events.

Students are expected to respect public and personal spaces when using their cell phones. In addition, they should behave appropriately at all times, ensuring that their words and tone should reflect the positive behavior we expect of Oldfields students.

Cell Phone Expectations - Academic Day (8:00 a.m.-3:35 p.m.)

- With the exception of dormitories (all boarding and day students are affiliated with a dorm), the use of cell phones is not allowed during the academic day without permission from an Oldfields faculty/staff member.
 - This includes the dining hall, hallways, restrooms, and public spaces in between class periods.
- The use of cell phones is not allowed during Advisory, Morning Meeting, or in the Dining Hall.
 - This includes the use of music applications and headphones.
- Upon entering a classroom, the gym, the Theatre, Dance Studio, or Library, cell phone policies are at the discretion of the teacher.
- Cell phones may be used as an educational tool when deemed appropriate by the classroom teacher. Should a student feel the need to use their phone for an academic purpose, they must first ask permission from the classroom teacher. This includes the use of a cell phone for music, language translation, calculations, assessment, and educational applications, etc.
- In the event of a personal emergency, students may step outside of a building to make or answer a phone call with permission from a School employee.

- Parents and guardians needing to get in touch with their child may contact the School at any time.

Cell Phone Expectations - After School and Evening

- Cell phones should not be present during sports and other after-school activities.
- Cell phones and headphones should not be present in the Dining Hall with the exception of weekend brunch.
- There are no cell phones during study hall and evening programming.
 - This includes the dorm, library, and Academic Study Hall.
 - All students in the dorm during study hall must place their cell phone in the dorm's designated location. This includes any student with freedom of study who chooses to remain in the dorm for study hall.
- Cell phones will be collected on Tuesdays during Student Life Programming and on Sundays during scheduled Dorm Meetings.
- Cell phones may not be used after Lights Out.
- Phone calls, FaceTime, text messages, and access to the Internet is prohibited during study hall and evening programming Monday through Thursday.

Cell Phone Policy Violations

In addition to other disciplinary action, a student found in violation of the cell phone policy may have to turn their phone in to the Dean of Students for 24 hours. A second violation may result in their phone being taken for one week. Any additional violation may result in a formal meeting with the Dean of Students and further disciplinary action is possible.

Day students may have their phones returned to them at the conclusion of the academic day and may return it to their advisor or the Dean of Students the following morning prior to the start of the school day.

A boarder who violates the cell phone policy in the dormitories may have their phone taken by any member of the Residential Life team, including Prefects and Student Leaders.

e-Safety Policy

The purpose of this e-Safety policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the School community, consistent with the School's standards, mission, policies, and protocols. The School strives to create such an environment while also making it as effective and user-friendly as possible. At all times, however, the School's online and remote learning environment is subject to the requirements and limitations of the School's online and remote learning technology.

This e-Safety policy is intended to work in concert with Oldfields' other rules and policies, including those set forth in this Guidebook. Students and parents are, therefore, expected to continue to comply with all School policies and standards of academic and social behavior as stated in the Guidebook and elsewhere, including, but not limited to, the School's Major School Rules and Expectations. This policy sets forth additional, modified, and/or clarified expectations for the School's online and remote learning environment.

- Dress Code: When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy as stated in the Guidebook.
- Cyberbullying and Online Conduct: When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- Remote Environment: Students may not use virtual backgrounds while participating in online and remote learning environments unless authorized or directed by the teacher. Backgrounds and physical spaces captured in online and remote learning should not have vulgar or profane words or images. Backgrounds should be appropriate. For example, students should not be sitting in a bed, but should be set up at a desk or table.
- Chat Functions: Students are expected to use any chat functions in an appropriate and respectful manner.
- One-On-One Interactions: School faculty, advisors, Health Services Staff, and administrators may provide virtual one-on-one meetings with students as appropriate. The School may seek to limit one-on-one interactions to those necessary to support the academic and social well-being of students and families.
- Recording: Online and remote learning sessions and communications should not be recorded. Students are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's online and remote learning programs.
- Risk Management: All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

Gambling

The School prohibits gambling of any kind, including gambling over the Internet.

Alcohol, Drugs, and Tobacco

A student may not buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (including e-cigarettes and vaping), and/or any paraphernalia associated with the use of illegal drugs and may not intentionally misuse products that can act as inhalants, while enrolled in the School. Such conduct is also prohibited by all community members while on campus and at School-sponsored events and activities. The School provides information to parents and students about the health and social impact of drug, substance, and alcohol use and abuse. Students are prohibited from using medications, both

prescription and over-the-counter, in any manner other than as prescribed or intended by the manufacturer. The School may test a student suspected of being under the influence or suspected of using drugs or alcohol.

The prohibition on the use of tobacco products also extends to the advertising or promotion of tobacco products anywhere on campus, at School functions, and in School publications, as well as on clothing worn by students or other members of the School community on the School's campus or at School-sponsored events.

Parent/Guardians' Role in Alcohol/Drug Prevention

Parent/Guardians are often concerned about the use of alcohol and drugs by students and the social acceptability of its use. The following goals have been developed for parent/guardians as a guide for discussion and as a foundation for community agreement.

As Oldfields parents/guardians, we will:

1. Become informed about the facts of alcohol and drugs so that we can discuss these substances credibly with our children.
2. Develop and communicate to our children a clear position about alcohol and drug use.
3. Promote and encourage social activities without alcohol and drugs.
4. Not serve alcohol to other people's children who are under the legal drinking age or allow under-aged people to bring alcohol or drugs into our homes.
5. Support School and law enforcement policies regarding the use of alcohol and drugs by young people.
6. Request and endorse the implementation of comprehensive and meaningful alcohol and drug abuse prevention programs.

In addition, we will:

1. Take responsibility for our own children and be concerned for the welfare of the children of others.
2. Set a responsible example for our children.
3. Attempt to resist peer pressure and encourage our children to do likewise.
4. Help our children develop healthy concepts of themselves and effective problem-solving, decision-making, and communication skills.
5. Not sponsor or condone activities our children or we are unable to control (such as parties with limited or no adult supervision).
6. Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages to our young people.

The School's Health Services Staff is available for consultation with parent/guardians and students on a variety of issues, including drugs and alcohol.

Sanctuary Policy

The use and abuse of alcohol and drugs can lead to serious health consequences. As a way of letting students know that their health and safety are of paramount concern, the School

encourages students to ask for help from adults should they find themselves or another student impaired, ill, or struggling with substance use or abuse. The School's Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process.

The School believes that students should be guided by their obligation to, and respect for, other members of the community in seeking the best possible help for themselves and others. The School endeavors to foster an atmosphere of trust on campus and views student-School conversations as vital to that effort. Students should seek guidance from any adults on campus whose judgment they trust and respect.

Invoking the Sanctuary Policy

Any student may invoke this policy on the student's own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff, or administration at the School in the following circumstances:

For Medical Emergencies

In any apparent medical emergency, even if drug- or alcohol-induced, it is imperative for a medical evaluation and attention to begin as soon as possible. To encourage students to seek medical help in an emergency situation, obtaining Health Center assistance, or asking a faculty member to obtain emergency medical assistance, will initiate medical rather than disciplinary intervention.

For Non-Emergencies

Students also may bring sanctuary into effect in non-emergency situations for themselves or another student whose health is at risk because of alcohol or drug use; including, but not limited to, the ill-effects of recent ingestion of a banned substance, chronic substance use or abuse, or past use or abuse that may be impairing functioning at school.

In either scenario described above, the request for assistance must be student-initiated and occur prior to any School administrator or faculty or staff member learning of the impacted student's use or abuse of drugs or alcohol.

Assessment, Consultation, and Notification

If a student invokes this policy, the School will promptly determine whether medical attention is warranted, and the student's advisor, the School nursing staff, counselors, the Dean of Community Life, the Head of School, the student's parent/guardians, and Assistant Head of School may be notified.

The School will determine whether follow-up evaluation or counseling is appropriate in an off-campus medical or substance abuse treatment program. In a case with such follow-up evaluation or counseling, the student's advisor, the School nursing staff, counselor, the Dean of Community Life, the Head of School, and Assistant Head of School will be kept informed as appropriate. If lengthy follow-up is needed, the student may be allowed or required to take a medical leave of absence.

Following treatment for any alcohol or drug use or abuse, the student must have an independent assessment within two weeks prior to returning to school. Before the student will be permitted back to school, the medical professional conducting the assessment is required to complete an assessment of the student's alcohol or drug use, make recommendations, and discuss those recommendations with the School. Students are expected to follow any recommendations arising from that consultation.

The law may require notification of state and local authorities in specific cases, including those involving child abuse and neglect, even when the School offers a non-disciplinary response. Students may be subject to law enforcement investigation and response.

Limits of This Policy

If a student is already involved in the disciplinary process because of alcohol or substance abuse, the Sanctuary Policy may not be invoked. Students who misuse this emergency protocol to avoid disciplinary action for drug or alcohol abuse may be referred to the Dean of Community Life.

Determination as to whether a specific case has met the criteria for sanctuary rests with the School.

Inappropriate Items/Weapons

Possession or use of fireworks (including firecrackers), a firearm, a pellet gun, a knife, or any other dangerous weapon is prohibited. Certain types of knives, including, but not limited to, switchblades, double-edged knives, dirk knives, or any knives with a detachable blade, and fireworks are illegal in Maryland. Any behavior as to endanger another, is considered reckless behavior and is also prohibited by the School.

Search and Seizure

The School may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the School suspects a student may be violating the law or violating a School rule or code of conduct. Lockers and dorm rooms are the property of the School. Students exercise control over their lockers and dorm rooms from other students, but not from the School and its officials. As a result, the Head of School, the Assistant Head of School, the Dean of Students, the Director of Campus Safety, as well as law enforcement officials, may search lockers and dorm rooms as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard.

Parking on School premises is a privilege, not a right. As such, any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

VII. EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

Commitment to Respectful and Healthy Relationships

The School is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the School community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

Awareness and acceptance of individual identity are central tenets of the School. The School expects all members of the School community to treat others with civility, respect, and dignity and to interact appropriately whether in person or electronically. Before acting, students should give careful consideration to how their communications – whether through words, appearances, actions, or otherwise – may negatively impact others.

All students, day and boarding, are valued members of the School's residential community, which presents unique opportunities to develop lasting partnerships with peers, faculty, and staff. The School strives to help students develop such close connections. However, the School expects these relationships to be appropriate and healthy.

With these goals and interests in mind, as well as the legal requirements of the State of Maryland, the School has established policies to help students manage these interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Assistant Head of School or the Dean of Community Life with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

Sexual Intimacy and Consent

The School recognizes that sexuality is a normal part of human nature, and its discovery is often a part of adolescence. However, any level of sexual intimacy can bring with it physical, psychological, and emotional challenges that can be overwhelming to students. Moreover, in a residential community such as the School's, there are special considerations that students must respect: the campus is a shared space, and all members of the community have the right to be free of unwanted exposure to the intimate, sexual behaviors of others. Therefore, the School advocates postponing sexual intimacy until students are past adolescence.

Students who would like to talk about the meaning of sexual intimacy in a relationship, or who engage in sexually intimate activity and then want to report or discuss the situation, are encouraged to reach out to a trusted adult or the School's Health and Wellness Center staff so that appropriate support may be provided. Under certain circumstances, the School may be obligated to report to government authorities (including the Child Protective Services ("CPS") and the local police).

If students are found to have engaged in sexually intimate activity, or in a situation that suggests they have been sexually intimate, the School will generally first respond to the situation as a health issue. This may include notification to parents/guardians and, as appropriate, referral to the School's Health and Wellness Center. It is imperative that students understand and appreciate

that certain sexual activity may violate the law and, therefore, is prohibited by the School. Following Maryland law, the School prohibits students from engaging in nonconsensual sexual activity, considering it to be egregious misconduct and a major disciplinary violation. The School prohibits and may be obligated to report sexual activity that violates the law, including rape, sexual assault, and statutory rape. Sexual activity, of any and all kinds, is prohibited between any student or applicant and any School employee.

Interpersonal Misconduct

The School does not tolerate verbal or physical behavior that constitutes bullying (including cyberbullying), hazing, bias, harassment or discrimination, racial discrimination, sexual harassment, and sexual assault (collectively referred to as “interpersonal misconduct”). Oldfields is dedicated to preventing interpersonal misconduct by fostering a positive school culture and providing a curriculum that encourages social skills development. We work to enhance students’ abilities to develop healthy relationships and to take positive action when they witness or experience any form of interpersonal misconduct. The School is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the School community.

Interpersonal misconduct is prohibited on the School’s campus and the property immediately adjacent to School grounds, on School vehicles and at School-sponsored events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten, or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School, if such conduct: (a) creates a hostile environment at the School for a student, (b) infringes on the rights of a student at the School, or (c) substantially disrupts the educational process or the School’s orderly operations. Though interpersonal misconduct that occurs outside of the above locations may be outside of the School’s disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if the School may need to have a heightened awareness of protecting students’ safety while at school.

Definitions

Aggressor: A student or faculty/staff member who engages in bullying (including cyberbullying), harassment, discrimination, hazing, sexual assault, sexual harassment, or retaliation towards another person.

Bias: A bias-related incident occurs when language or behavior conveys prejudice against a target because of a dimension of the target’s identity (race, color, national or ethnic origin, ancestry, gender, religion, gender identity, gender expression, sexual orientation, or mental or physical disability, or any other applicable legally protected status).

Bullying: Defined as the use of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, by one or more students or members of the faculty/staff directed at a target that: (a) causes physical or emotional harm to the student or damage to the student’s property; (b) places the student in reasonable fear of harm to

the student's self or damage to the student's property; (c) creates a hostile environment at school for the student; (d) infringes on the rights of the student at School; or (e) materially and substantially disrupts the educational process or the orderly operations of the School.

The School recognizes that certain students may be more vulnerable to becoming targets of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Cyberbullying: Defined as bullying through the use of technology or electronic communication, including, but not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes, but is not limited to: (a) the creation of a web page or blog in which the creator assumes the identity of another person, and (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above. Cyberbullying includes, but is not limited to, the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Faculty/Staff: This employee group includes, but is not limited to, educators, administrators, counselors, school nurses, dining services workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

Harassment or Discrimination: Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to and/or not objecting to the behavior. Harassment and discrimination can take many forms. Examples include, but are not limited to, limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes. Harassment also includes sexual harassment (as defined below).

Hazing

Hazing means doing any act or causing any situation that recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school. Prohibited conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical or mental health or safety of a student or any other person, or which subjects the student or any other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. The School does not condone any form of hazing, whether consent is implied or given, or any other circumstances whatsoever, regardless of the grade level of the student.

The following questions are intended to help students identify and understand what hazing is:

- Would you have any reservation describing the activity to your parents, a teacher, or a school administrator?
- Would you object to the activity being photographed for the School newspaper or local TV news?
- Is there a risk of injury or a question of safety?
- Is this a team or group activity in which members are encouraged or expected to attend and where minors are consuming alcohol?
- Will current members refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?

Hostile Environment: A hostile environment refers to a situation in which certain misconduct causes the School environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of a student's education.

Incident of Bias: The School prohibits speech or actions that discriminate on the basis of race, gender, ethnicity, religious affiliation, ability, and other aspects of a person's identity by students, employees, or third parties.

Implicit bias conduct may take many forms, including verbal acts, as well as nonverbal behavior, such as graphic and written statements, including social media platforms, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of implicit bias may create a hostile environment.

Implicit bias may occur between students, between students and employees, between employees, between students and third parties, and between employees and third parties.

Racial Discrimination: Racial discrimination is a type of discrimination (as defined above). Racial discrimination involves treating a target unfavorably because the target is of a certain race or because of personal characteristics associated with race (such as hair

texture, skin color, or certain facial features). Racial discrimination can occur when the target and the person who inflicted the discrimination are the same race or color.

Retaliation: Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited to, interpersonal misconduct), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.

Sexual Harassment: Sexual harassment is a type of harassment (as defined above). Sexual harassment includes unwilling and unwanted sexual attention, regardless of gender, from anyone with whom a person may interact in the course of attending the School or being present at School-sponsored activities.

Examples of behavior that may constitute sexual harassment include (regardless of whether the intent or consequence of such behavior is to make the target feel uncomfortable): (a) offensive body language (staring and/or leering at a person's body or standing/brushing too close); (b) offensive or unwanted sexual comments, abuse, jokes, insults, delivered verbally or in writing; (c) derogatory or pornographic posters, cartoons, or drawings; (d) pressure for sexual activity (such as hazing or threats, as well as repeated requests after rejections); (e) offering favors or benefits in exchange for sexual acts, or threatening mistreatment if one does not engage in sexual acts; and (f) offensive or unwelcome physical advances (including kissing, hugging, pinching, grabbing, groping, "playful" slapping, etc.).

Target: Any student against whom interpersonal misconduct or retaliation has been perpetrated.

Legal Definitions and School Policies

In accordance with the School's mission, values, and standards of conduct, the School has supplemented and/or provided broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws. In essence, the School's standards may be stricter than the law, and the School may impose discipline accordingly. The School's efforts to enhance its protection of students in no way expands an individual's rights under applicable laws. Further, the School may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

Step 1: Reporting Incidents of Bias

Complaints may be reported orally or by submitting the School's Incident of Bias Form to the Dean of Students and the Dean of Community Life who act as the Compliance Coordinator(s) for the process. The Incident Bias Form may be obtained from the Compliance Coordinator, found on the School's website portal, Google Drive, in each dorm, the Health Center, and the School's library.

The complaint, whether reported orally or in writing, shall contain information that describes the conduct that occurred and caused the violation of the School's policy against speech or actions that discriminate on the basis of race, gender, ethnicity, religious affiliation, ability, and other aspects of people's identity and identifies the complainant, respondent(s), and any witnesses to the alleged conduct.

Complaints may be reported by employees or students (or on their behalf) as detailed above. While the School encourages the reporting individual to reveal their name to facilitate investigation, complaints reported anonymously will be investigated to the fullest extent possible under the circumstances.

Step 2: Determining Applicability of Procedures

Upon receipt of a complaint, the Compliance Coordinator will review the information provided to determine whether the matter falls within the scope of these implicit bias procedures. The Compliance Coordinator will act promptly, in most cases within no more than five (5) days after receipt of a complaint, to either begin an investigation or inform the complainant in writing that the conduct alleged in the complaint is not within the scope of these procedures and that an incident bias investigation will not be conducted and that the matter is being referred to an appropriate School administrator for further review. If the matter does not involve allegations of bias, harassment, or violence within the scope of these procedures, the Compliance Coordinator will forward the matter to the appropriate School administrator to handle a review in accordance with applicable School policies and procedures.

Step 3: Incident Bias Investigation

If the complaint falls within the scope of these procedures, the Compliance Coordinator will initiate an investigation. The Compliance Coordinator may conduct the investigation or designate another appropriate School employee or an external investigator to lead and/or assist with an investigation, as necessary, in their sole discretion. Whomever the Compliance Coordinator designates to lead the investigation, including themselves, shall be referred to as the "Investigator." The Compliance Coordinator will advise the parties of the name of the Investigator assigned to lead the investigation. To the extent practicable, the investigation shall include interviews with all the parties identified in the complaint as well as other witnesses, students, or employees whom the Investigator determines may provide information relevant to addressing the complaint. Both the complainant and respondent(s) will have an opportunity to identify witnesses to be interviewed and provide documentation or other relevant evidence for review by the Investigator. The Investigator may take any additional reasonable actions as necessary to complete the investigation.

The Investigator will maintain documentation of all proceedings related to the investigation, which may include, but is not limited to, notes or transcripts from witness interviews, evidence provided by witnesses or involved parties, audio recordings, or written findings of fact. The Compliance Coordinator will inform the Board of Trustees Risk Management Committee Chairperson.

Step 4: Closure of Complaint

The Investigator will provide written notice of the results of the investigation, including the Investigator's findings and conclusions (based on the preponderance of the evidence) supporting the determination, promptly after the complaint is resolved, to the complainant and respondent, and in the case of minor students to their parents/guardians. A copy of the written notice shall also be provided to the Board of Trustees Risk Management Committee Chairperson. The written notice shall advise the parties of their right to appeal an adverse decision to the Compliance Coordinator, or if the Investigator was the Compliance Coordinator then to the Head of School (or their designee), or if the Head of School has a conflict of interest, then to the Assistant Head of School.

If the Investigator determines that the preponderance of the evidence supports the allegations of discriminatory conduct, the Investigator, in consultation with the Compliance Coordinator, shall also provide recommendations for: (a) immediately ending the discriminatory conduct; (b) ways to remedy the effects of the discriminatory conduct on the complainant, and if applicable, the School community; and (c) steps to be taken to prevent the recurrence of any discriminatory or harassing conduct found to have occurred.

The School will strive to complete investigations, including issuance of written notice of the Investigator's findings and conclusions to the complainant and respondent, in as timely and efficient a manner as possible, and in most cases within fourteen (14) days of receipt of a complaint. This timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the complaint. If an investigation cannot be completed within fourteen (14) days of receipt of the complaint, then the Investigator will notify the complainant and respondent of that fact and provide a reasonable timeframe for completing the investigation. In such an event, both parties will be given periodic updates throughout the investigation process.

Step 5: Appeal Rights

Any party not satisfied with the result of an Incident Bias investigation or the suggested recommendations of the Investigator and/or Compliance Coordinator may submit a written appeal to the Compliance Coordinator, or if the Investigator was the Compliance Coordinator then to the Head of School (or their designee), or if the Head of School has a conflict of interest then to the Assistant Head of School. The person designated to determine the appeal shall thereafter be referred to as the "Reviewer."

The written appeal shall state the nature of the disagreement with the result of the investigation, the reasons supporting the appeal, and how the outcome would be changed by reconsideration of the determination. The Reviewer will consider all issues presented by the appealing complainant, respondent, or their parent/guardian and the relevant documentation. The Reviewer will issue a written determination within a reasonable timeframe after receipt of the appeal, which in most cases shall be within thirty (30) days of receipt of the appeal.

Confidentiality

Confidentiality will be maintained to the greatest extent practicable during the complaint and investigation process. Any information gathered during the investigation will only be shared with those who the Compliance Coordinator determines has a need-to-know,

except in limited circumstances, including but not limited to, when the School is required by law to report the information, in order to further an investigation and/or stop a discriminatory practice, or when such disclosure is necessary to protect the health, safety, or well-being of members of the School community.

Interim Measures During Complaint Process

The School will take steps to strive to ensure equal access to its educational programs and activities and protect the complainant as appropriate, including taking interim measures before the final outcome of an investigation, once it has notice of a complaint. The School will notify the complainant of their options to avoid contact with the respondent and/or change their academic and extracurricular activities, living, transportation, dining, and working situation as appropriate. Other interim measures will be based on the complaint and may be based on a variety of considerations, such as: any specific need expressed by the complainant; the ages of the individuals involved; the severity or pervasiveness of the incidences; any continuing effects on the complainant; whether the complainant and the respondent share class, transportation, or extra-curricular activities; and whether any other measures have been taken to protect the complainant.

The School will ensure that the complainant is aware of available resources that may be applicable, such as academic support, counseling, and health and mental health services.

False Complaints

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the School expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of interpersonal misconduct or retaliation may be subject to disciplinary action.

Notification to Parents/Guardians

The School will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the amount of information shared by the School may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigatory processes.

Notification to Government Authorities

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under Maryland law, the School may notify law enforcement or other appropriate government agencies. At any point after receiving a report of interpersonal misconduct, the School may notify local law enforcement or other government agencies. If the School receives a complaint

involving students from another school, the School may notify the appropriate administrator of the other school so that both may take appropriate action.

Child Abuse and Neglect Reporting

The School is committed to the highest standards of care for our students, and seeks to ensure that our students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with Maryland law, all School employees are required to report suspected abuse or neglect of children under the age 18.

Maryland law requires School employees having a reasonable cause to believe that a child has been subjected to abuse or neglect to immediately report such knowledge or suspicion to Maryland Child Protective Services (CPS) and the Head of School. Suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts, or statements by a child, a victim, or a third party. Such suspicion does not require certainty or probable cause.

The Head of School (or the Head of School's designee) will review the situation and, in the Head of School's discretion, may consult with the School's healthcare providers, the student's family, legal counsel, and/or a consultant specializing in the care and protection of children, as may be appropriate. If the abuse or neglect is suspected to come from the student's family, the School will identify an approach to help protect the student. In all instances, the School will protect the confidentiality of the student and the student's family to the extent appropriate.

We ask that families understand that the School and its employees are sometimes required to make a report to CPS, and we ask that families support our decisions to do so.

VIII. DISCIPLINE GUIDELINES

Philosophy of Discipline

Oldfields School's discipline philosophy is rooted in our core principles and community norms of engagement. They guide our expectation for students to demonstrate good character, and reflect the School's commitment to providing a safe and healthy environment. We strive to promote effective and caring communication among students, faculty and parents in order to support the student in their personal growth. This clarity of intent can provide room for a young person to make mistakes and learn from them.

The guidelines in this section apply to all conduct by students, whether on or off campus, as long as they are enrolled in the School. Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action.

As a school, we want to work with families in changing behaviors in students that interfere with the learning climate of a classroom or pose problems of safety for students. Occasionally, students need to be reminded about expectations and consequences of behavior. The School seeks to impose expectations and consequences that are in alignment with our Diversity, Equity, Justice, Belonging and Inclusive initiatives.

Consequences of misconduct (and/or attempting misconduct) applicable to all students are detailed below. These examples are intended to provide students and their families with a general understanding of the School's disciplinary approach; however, the School will respond to each situation with a response that the School determines is appropriate. The School may contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.

Student Judiciary Board (SJB) and Academic Integrity Board (AIB)

Major violations of the School's core principles may be brought before the SJB or the AIB. In accordance with Oldfields philosophy, the SJB and the AIB may weigh many individual factors, including previous record, maturity, circumstances, and above all, a student's honesty throughout the disciplinary procedure. The Dean of Community Life and the Director of Academics may address violations without convening a board meeting.

The SJB is chaired by the Dean of Community Life and is generally composed of three to four students and the appropriate class deans. The AIB is chaired by the Director of Academics and is generally composed of two students and two faculty members.

Detention

Detention serves as a consequence given to a student who engages in inappropriate conduct or is deemed in violation of day-to-day School rules and expectations. The student may also receive an alternative consequence designed to rectify the harm done.

Detention is intentionally designed as a time for student reflection. Any student placed in detention will report to the Detention Hall or the Dean of Community Life's office. Detention is generally held on Tuesday through Fridays. Electronic devices are not permitted in detention and will be collected upon arrival. An excessive number of detentions may result in further disciplinary action.

Stars & Strikes

Stars: Earned rewards for positive community behavior

1 Star	<ul style="list-style-type: none">• Cleaning dormitory/classroom spaces without being asked• Participating and being positive during community events• Showing leadership skills during dorm events• Being kind to others, especially in difficult times• Integrity: holding oneself to a high standard, above and beyond• Civility: good manners and politeness toward self and others• Largeness of Heart: going out of your way to be kind and inclusive• Maintaining an extremely clean room• Exceptional job during dorm chores
2 Stars	<ul style="list-style-type: none">• Cleaning public area without being asked (i.e. Gookie's)
5 Stars	<ul style="list-style-type: none">• Mid-term and term academic average of 80% or above
10 Stars	<ul style="list-style-type: none">• Earned room checks for one month

Strikes: Consequences for negative community behavior

1 Strike	<ul style="list-style-type: none">• Missing Check-In (Dorm) Tap In (Day)• Late for class (5 min)• Late for dorm chores/class responsibility• Late travel forms: 1 Strike per day late• Room Check failure• Late to mandatory meeting or event• Leaving a mandatory event or meeting early• Being in a classroom or teacher space without supervision or permission• Not clearing your table after a meal
2 Strikes	<ul style="list-style-type: none">• If a student is in the dorm, and just forgot to check in.• Up after lights out• Missed weekend meal check in
3 Strikes	<ul style="list-style-type: none">• Missed dorm chores• Poor performance of dorm chores• Throwing trash on the ground/floor• 3 Strikes in Semester = Weekday Detention (with no electronics)

5 Strikes	<ul style="list-style-type: none"> • Failing to sign back in when you return to campus • Missed mandatory meeting or event • Being in someone else's room/using their belongings without permission • Missed consequence for Strike accumulation: 5 Strikes, and consequence must be made up in addition to the extra consequence for the new 5 Strikes = Saturday Detention from 7:00 p.m. - 9:00 p.m. with no electronics, in the Library (or another location), and 1 weekday detention. • Every additional 5 strikes = Campusing with one Sunday and one Saturday detention, all on the same weekend
10 Strikes	<ul style="list-style-type: none"> • Damage to School/dorm property: 10 strikes and Fee (to be determined) • 10 Strikes in Semester = Saturday Detention and 1 week of weekday detention
15 Strikes	<ul style="list-style-type: none"> • 15 Strikes in Semester = Weekend chore detail (day to be determined) and Saturday Detention
20 Strikes	<ul style="list-style-type: none"> • 20 Strikes in the year = Campusing, plus the same consequences as 15 strikes, as well as a meeting with the Dean of Students and advisor to discuss dorm issues.
30 Strikes	<ul style="list-style-type: none"> • 30 Strikes in the year = Same as 20 Strikes, plus a meeting with parents.
45 Strikes -Student Judiciary Board	<ul style="list-style-type: none"> • If a student is found to be missing at check-in time (not found in the dorm by the time lights out occurs), the admin on duty (AOD) will be contacted, and a search for the student will commence. The student will receive 45 strikes, resulting in an automatic SJB. This situation includes, but is not limited to: a student being wrongfully out of the dorm for any reason, a student who has not followed proper procedure for a weekend night or weeknight off campus, or a student who has simply lost track of time. • If a student is found to be missing from campus at any time (sports and class trips are an exception to this rule) and they did not sign out/receive correct permissions, they will receive 45 strikes and an automatic SJB. • Out of the dorm after lights out: 45 strikes, automatic SJB • 45 Strikes in the year = SJB

	<p>Respect (Strikes may vary):</p> <ul style="list-style-type: none"> • Talking disrespectfully to a dorm parent or proctor • Not following a direct order or request from dorm parent or proctor • Expressing a poor attitude when expected to participate in dorm life • Using inappropriate language: cursing, disparaging, racial, sexist, and other remarks • Being loud during quiet times (study hall, quiet hours) • Leaving public spaces dirty after use (kitchen, bathroom, lounge, laundry room, hallways) • Repeatedly exhibiting poor hygiene (when asked to correct)
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Consequences found in this program are not exclusive to the Stars and Strikes program. If the consequences outlined above are not effective for a student, the Dean's office will help to determine an appropriate course of action. Students may be removed from the dorm if they cannot exist within the structure of our residential community.

Chore Detail

Students are placed in Chore Detail for minor infractions of the daily expectations and guidelines. Students in Chore Detail give back to the School by completing chores on Saturday and/or Sunday mornings. Students should come dressed appropriately. No cell phones or music will be permitted.

Campusment

Students who are campused may not leave campus for any reason, with the exception of School commitments such as an athletic competition. Only family may visit students on campusment.

When campused, students must check in every hour, on the hour, throughout the entire weekend. The check in will begin on Friday from 6:00 p.m. - 11:00 p.m., Saturday from 12:00 p.m. - 11:00 p.m., and Sunday from 12:00 p.m. - 5:00 p.m. Students must obtain an hourly sign-in slip from the Duty office at the first Friday check in. The slip must be signed hourly by a member of the Weekend Duty Team.

Behavioral Warning

This may be assessed for repeated violations of rules that might not take a student to the Student Judiciary Board. A student who is placed on behavioral warning who continues to have difficulties following the rules may be taken before the Student Judiciary Board and may be placed on behavioral probation.

Behavioral Probation

A student is likely to be placed on behavioral probation for a major violation of a core principle or for an egregious act or violation of a major School rule. Behavioral probation typically is one result of a Student Judiciary Board meeting. This is a way for the student to help themselves

remember to monitor their behavior. It is also a way for the adults at Oldfields to help the student if they should continue to have trouble. If a student already on behavioral probation violates a core principle a second time and is brought before the Student Judiciary Board again, it is likely they will be suspended or dismissed from the School.

Suspension, Dismissal, and Withdrawal

Students who have engaged in a serious act of misconduct may be suspended from School, prohibited from attending all School-related activities, dismissed from School, or required to withdraw. Such serious acts of misconduct may include, but are not limited to, the following:

- Disrespectful speech or actions that discriminate on the basis of race, gender, ethnicity, religious affiliation, ability, and other aspects of a person's identity;
- Possession or use of alcohol, tobacco, or illegal drugs;
- Improper sexual conduct;
- Sexual or other harassment;
- Threat or use of physical violence;
- Possession or use of matches, lighters, fireworks, explosives, weapons, or other dangerous materials;
- Reprehensible conduct tending to reflect serious discredit to the School;
- Willful destruction of property;
- Stealing;
- Dishonesty;
- Bullying or malicious gossip;
- Repeated acts of unkindness or misconduct;
- Repeated classroom behavior that impedes other students' learning;
- Violation of a School rule while being on behavioral probation; and
- Refusal to cooperate with an ongoing investigation by the School

A suspended student is expected to leave campus within 24 hours of being suspended, dismissed, or withdrawn from the School. The student may not visit campus or host other Oldfields students for the duration of the suspension. Should a student be dismissed or withdrawn from Oldfields, the School is not responsible for the collection or return of any purchased or rented textbooks or supplies. If a student is dismissed, or if they choose to withdraw from Oldfields during the year, they may not request readmission during the same academic year.

Students who receive a suspension from School for any period of time are considered unexcused for the days they miss. However, they may be allowed to make up some portion of the work missed at their individual teachers' discretion. It is the student's responsibility to discuss the particular circumstances with the student's teachers. The School recommends that any student serving an at-home suspension be given a particular task, possibly community service-related, to be performed while out of school. Students who are dismissed from School will be prohibited from being on School grounds and will not receive academic credit for the time after which they are dismissed.

Appeal Process

A decision to suspend or dismiss a student from Oldfields School may be appealed by the student's parent or legal guardian. An appeal of a suspension or a dismissal shall not hold the departure from campus in abeyance. Failure to file a written notice of appeal to the Dean of Students within three administrative business days of notification of the suspension or dismissal will constitute a waiver of the right to appeal.

A written letter of appeal should state specifically the reasons for the appeal and consider the following before appealing the decision of the School:

- Whether the facts warrant the dismissal.
- If the consequences were appropriate for the behavior.

The Dean of Students in partnership with the Assistant Head of School will consider issues presented by the appealing parent/guardian and all relevant documentation. The Dean of Students in partnership with the Head of School will issue a written decision within five business days of receipt of the appeal.

Behavioral Expectations While Off Campus

Students should be aware that they represent the School community at all times, both on and off from campus. While it is not the School's intention to monitor students in all of their off-campus activities, the School may take disciplinary action, including suspension or dismissal, in response to inappropriate conduct occurring outside of campus.

Parental Involvement

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is rather best resolved, when appropriate, through a School administrator. Please speak to the appropriate School administrator for guidance with respect to any questions about contacting another student or parent about a School-related matter.

Disclosure of Discipline History

It is the School's policy to support students in reporting serious disciplinary consequences to colleges. In accordance with our Core Principles of Integrity and Responsibility, Oldfields expects students to honestly answer all questions about their disciplinary history on their college applications. The college counselors will generally, honestly and fully, disclose if a student has been subject to a disciplinary action including, but not limited to, probation, suspension, dismissal, or withdrawal from the School. Students should work with their college counselor to draft their statement explaining any disciplinary history to help ensure that both are responding in a consistent and thoughtful manner.

If a student's disciplinary status changes after the filing of college applications, the student and counselor are obligated to inform all colleges to which an application has previously been submitted or the college at which the student has submitted an enrollment deposit. The student and the college counselor are expected to notify colleges within two weeks from the date of the change in status.

If a student withdraws from or is dismissed from Oldfields, the School may notify all institutions to which the student has applied, or is applying to, that the student is no longer enrolled at Oldfields, regardless of whether the college has asked for such information in its materials.

The same expectations apply when a student is applying to a next school. Oldfields may also communicate with any secondary or next school, or any other educational institution, regarding the student's disciplinary record.

This policy follows the National Association for College Admission Counseling's Statement of Principles of Good Practice.

IX. STUDENT HEALTH AND SUPPORT

The Health Center

The Health Center staff is committed to meeting the health needs of the Oldfields community. The Health Center is staffed by registered nurses. The Health Center is generally open Monday through Friday from 7:30 a.m. to 3:30 p.m., and a registered nurse is on call 24 hours a day, seven days a week, while students are on campus.

Students who may need to see a physician for illness or injury will first be seen and assessed by the Health Center staff. If the Health Center staff feels further evaluation is needed, arrangements will be made for the student to be seen by a health care provider. The physician's office, hospital, ER, or urgent Care will be approximately 20 minutes away from school. Arrangements may be made for students to see other specialists for acute medical needs if necessary. Parents or guardians shall discuss the need for such arrangements with the Health Center staff so that arrangements can be made.

Students who see any outside health care provider should report to the Health Center upon their return to campus in an effort to make sure the Health Center staff is aware and informed of any health concerns and follow-up care required.

Health Center Policies

- Any student who feels they are too ill to attend class must report to the Health Center and turn in all electronic devices to the nurse. Any student spending 80 minutes or more in the health center, during the academic day, may not be permitted to participate in any co-curricular activities that afternoon.
- Students who miss a portion of a class due to illness or medical care are expected to obtain a note from the Health Center. This note will be presented to the class instructor so the student may be admitted to that class or activity.
- Students who stay in the Health Center through after-school or co-curricular/athletic commitments on a Friday will not be allowed to participate in School activities or take an evening privilege that night. The student may not leave for a weekend or overnight privilege unless they are going home.

- Parents/guardians shall make appointments for routine and non-emergency medical and dental care for their students during scheduled School breaks or vacations. If a student needs to be home due to illness or injury, the student's parent/guardian should promptly contact the Dean of Students and the Health Center staff. Before returning to school, a student may be required to check in with the Health Center staff and provide a note from a health care provider.
- Parents/guardians who are licensed health care providers may not write this note for their student's or conduct the annual physical examination.

Health Records and Forms

An Authorization to Treat and Share Health Information must be on file for every student. The School also requires proof of an annual physical examination from a licensed physician and proof of up-to-date immunizations for every student prior to the start of the academic year (please see below for a more detailed policy on immunizations).

Families are asked to provide the School with information about the student's physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the School well informed of the health of all students. The School is sensitive to the privacy of this information. Please refer to the "Confidentiality" policy in this Guidebook for more information about how this information is used.

Immunizations

In accordance with Maryland law, the School requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on a Maryland Department of Health Immunization Certificate form and signed by a medical professional. A student with a qualified religious and/or medical exemption must provide the School with the completed Immunization Exemption Certification, pursuant to state law. A Medical Immunization Exemption Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption Certification must be signed by the student's parent or guardian, attesting that immunization conflicts with their sincerely held religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the School or participate in any School activities.

If there is a risk of a vaccine-preventable disease impacting campus or the School community, the School may exclude non-immunized students, including those with valid religious or medical exemptions, from School and all School activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or the Maryland Department of Health.

Communicable Illnesses

The School may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the School determines that such exclusion is appropriate for the welfare of the student or the School community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The School's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Medications at School

All medications, whether prescription or over-the-counter (including vitamins, herbal, homeopathic, and dietary supplements), must first be presented to the Health Center at the beginning of the school year and any time a new medication or new supply of medication has been prescribed and brought to campus.

If a student must take a daily prescription medication, parents are expected to provide the School with a Permission to Medicate Form signed by the student's doctor and parent/guardians. The Health Center staff, in collaboration with the parent/guardian and the student's physician, will establish an individualized medication administration plan for any students who must take medications at School. The Health Center staff is also available to discuss any concerns parents/guardians may have regarding medications.

Medications will be kept in the Health Center and given to the student on a daily basis as prescribed. In certain circumstances a parent/guardian and the medical provider may give written consent to allow a student to possess and self-administer medication, with the knowledge and agreement of the Health Center staff.

- Parent/Guardians are expected to personally deliver or mail all prescription medications directly to the attention of the Oldfields Health Center. The pharmacy should provide separate bottles for School and home. Medications that are not delivered to the Health Center according to policy may not be given to the student as prescribed if there are any concerns about the safety of such medications.
- All medications must have pharmacy label to include: the student's name, medication name, prescribed dose, route of administration, times of administration, and start date.
- A discontinue order from the physician must be provided to the Health Center before a replacement medication is started.

- A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the School Health and Wellness Office. (For example: the student should arrive to school with two EpiPens. One EpiPen is to be carried by the student at all times and a back-up EpiPen will be stored in the School Health and Wellness Office.)
- Students who take routine medication(s) are expected to present themselves to the Health Center at the appropriate time(s) in order to receive their medication(s) according to their prescriber's instructions.
- The Health Center staff, in collaboration with the parent/guardian and the student's physician, will also establish an individualized medication administration plan for any student requesting medication self-administration privileges. The self-administration of medication(s) shall include self-administration while on School property or during School-sponsored trips.
- No student may have more than a one-day supply of any medication in their possession at any time without the knowledge and consent of the Health Center staff.
- If a dispensed medication is not taken by the student, the student should promptly return it to the Health Center.
- Medications should be picked up at the end of the school year. Any medications left after one week of School closure in June will be destroyed.

It is the sole responsibility of the parent/guardian to notify the Health Center in order to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes.

Violations of the Health Center Medication Policies are considered to be a major violation of the School's core principle of Health and Safety. Students who fail to arrive on time for their medication(s) or are found to be in possession of any medications without the express knowledge and consent of the Health Center staff may be referred to the Dean of Students for disciplinary action. In addition, misuse of the privilege to self-administer medication may result in immediate revocation of such privilege. The School will not assume any responsibility for students not in compliance with this medication policy.

More detailed information regarding the Medication Policies is contained in the Health Center packet that is completed prior to the beginning of the new school year. A copy of these Medication Policies is available upon request from the Health Center.

Medical Marijuana

The School treats the use of medical marijuana by students similarly to the way the School handles the use of other prescription medications: parental consent is required, and the student must have a Medication Action Plan on file with the Health Center staff covering the use of medical marijuana. Because the use of medical marijuana is subject to additional regulations beyond the regulations in place for the use of other lawful, prescription medications, students with a valid authorization to use medical marijuana must abide by the following rules:

- Students may only use medical marijuana in their homes or in a medical treatment facility that permits such use; students may not use or possess medical marijuana, be under the influence of medical marijuana, or possess any related paraphernalia while on the School

campus or while attending any School-affiliated or School-sponsored events, whether on or off campus.

- Students may not operate, navigate, or be in physical control of any motor vehicle or operate any other motorized equipment while under the influence of medical marijuana.

If, in the School's judgment, a student is impaired due to the influence of medical marijuana while at School or while participating in a School-sponsored or School-affiliated activity, the School may send the student home.

Counseling Services

A School Counselor is available to speak with students to help facilitate educational, social, and emotional support, on an as-needed basis. In addition, the School may require a student to see the School Counselor.

The School Counselor is a part of a team of faculty members and administrators who collaborate with respect to students' educational experience at the School. As part of this collaborative effort, the School Counselor may share information obtained from parents/guardians and students on a "need-to-know" basis with other employees of the School and/or a student's parents/guardians.

The School Counselor is not engaged as any student's private therapist. Please refer to the Confidentiality policy in this Guidebook for more information.

Should the School determine that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the School, a School Counselor may assist in a referral for such services.

Other Counseling

The School maintains a list of referrals for educational, intellectual, psychological, or speech and language evaluations, should parents/guardians wish to consult with the School regarding such an evaluation. Parents who need guidance in this area are encouraged to consult the Director of Health Services. It is recommended that the results of such evaluations be shared with School personnel so that appropriate recommendations can be implemented.

Medical Leave

A medical leave from School may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the Medical Leave Committee (Assistant Head of School, Director of Health Services, Dean of Students, Director of Academics, and School Counselor when applicable). The Medical Leave Committee will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at School. In the absence of a treatment plan that, in the School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School) to allow the School to evaluate the leave request, including, but not limited to, at least the following

information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at School;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the School.

This initial discussion may include the student's advisor, senior administrators, the Medical Leave Committee, the parents, or the student, as deemed appropriate. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at School; and the further steps that the School may require if the situation does not improve.

The School may require the family (parents/guardians and student) to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to School. While a student on leave is excused from attending class, the student must coordinate a plan to make up missed work while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. The Assistant Head of School will act as the main contact person for the student, parents/ guardians, while the student is out on leave. Additional members of the Medical Leave Committee may contact the family to communicate expectations and academic deadlines. Any necessary tutoring, or proctoring for assessments, and the cost thereof is the responsibility of the family.

The School reserves the right and expects to be able to consult with the treating health care professionals to receive regular updates or to request written documentation concerning the student to help the School assess the student's progress, readiness to return, and any possible impact on the School community.

To return to school from a medical leave, a student and their family must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant

of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return to the academic and residential life; and that the student's return will not compromise their continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave rests with the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in the residential program, overnight field trips, or other residential-style School activities.

Please note that if a student must take more than one medical leave during a school year, the School will take into consideration whether Oldfields is the appropriate setting for the student.

Head Lice

It is the position of the American Academy of Pediatrics, the Harvard School of Public Policy, and the National Association of School Nurses that the management of head lice should not disrupt the educational process. Lice are not a major health problem since they do not transmit diseases or cause permanent problems. Nonetheless, the School understands the unpleasantness of the condition and the desirability of limiting its spread across the School community. The School therefore has a "no nit" policy.

Students with any nits may be asked to remain in their dorm rooms or sent home. The parent will be contacted by phone. It will be at the discretion of the Health Center staff whether to check other students.

In cases where nits have been found, the student must be treated before returning to the classroom or to other activities where the student will be in close proximity with others. The Health Center staff must evaluate the student, and the Health Center staff will determine whether the student is free of nits and, thus, able to resume classroom and extra-curricular activities.

Health Emergencies

The Health Center staff will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the School is unable to reach the parents/guardians, the school nurse will determine appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. Emergency situations arising on campus will generally be referred to GBMC Medical Center which is just a few miles from the School. The School neither diagnoses nor treats injuries that occur on non-school time, but does offer temporary first aid for problems that arise during school. If a student complains of a persistent ear ache, sore throat, rashes, or joint pain, such complaints warrant a call to the student's pediatrician.

X. ATHLETICS

Athletic Philosophy

The School remains committed to the integration of athletics as a vital component of each student's experience. In keeping with the philosophy and mission of the School, the Athletic Department emphasizes the value of each student's authentic self and inspiring confidence and continual growth and respect for others. We stress teamwork, collaboration, sportsmanship, goal setting, and an appreciation for a lifetime of activity.

Eligibility

Students are required to have on file a medical form completed and signed by a medical doctor stating that the student is physically fit to participate in physical education classes and athletics. No student will be allowed to participate until this form is on file. Students must be in School for the majority of the school day to be eligible for participation in athletics and all extracurricular activities.

Fitness Facility

The fitness facility is located on the ground floor of the gymnasium and includes a Pilates Studio, Cardio Room, and Weight Room. Open hours of operation are as follows:

Monday – Friday	Saturday and Sunday
Cardio Room: 8:00 AM - 10:00 PM	Cardio Room: 10:00 AM - 10:00 PM (check in/out with AOD)
Weight Room: 3:35 PM - 5:45 PM	Weight Room: 10:00 AM - 10:00 PM (check in/out with AOD)
Pilates Room: 3:35 PM - 5:45 PM	Pilates Room: 10:00 AM - 10:00 PM (check in/out with AOD)

No student is to ever work out alone. An adult must be present when students are in the weight room unless prior permission from the Director of Athletics is given. Failure to follow this rule or any of the expectations posted on the door of each fitness room may result in loss of privileges and other disciplinary consequences.

Afterschool Athletics and Cocurricular Activity Dress Code

In order to maintain a safe, healthy and welcoming environment, Oldfields School requires all participants to abide by the following Athletic Dress Code. While using athletic and co-curricular facilities a top, shorts or pants, and closed toe shoes (unless specifically designated for the area) are required. Clothing that is deemed unsafe will be addressed by department staff, the Director of Athletics and/or the Dean of Students.

- Shoes
- Footwear not permitted while participating includes, but is not limited to: high-heeled shoes, open-toed shoes, boots, flip flops, sandals, slides and Crocs
- Exception- bare feet and/or stockings are acceptable for some dance classes and yoga

- “2 Shoes” – students are strongly encouraged to bring a second clean pair of footwear that is free of pebbles, road salt, sum, sand, etc. to use during athletics and co-curriculars. This helps protect athletic equipment and flooring
- Lower and upper body
- Athletic/exercise apparel is required and must cover the buttocks and chest.
- Shirts MUST be worn in public at all times.
- Shorts and pants must be worn properly and long enough to cover the buttocks and groin when exercising or moving
- Attire that could damage equipment or hurt others is prohibited
- Clothing with offensive or profane language, designs, pictures or paraphernalia is not acceptable
- Notes – Studies have shown personal hygiene, cleaning equipment and wearing correct exercise clothing reduces the risks of skin infections and increases the longevity of equipment.
- Research – The following link provides a list of colleges and universities with a Campus Recreation Dress Code that requires students and patrons to wear a shirt in their facilities at all times: <http://uncw.edu/campusrec/images/dresscoderesearch.pdf>

Riding Program

The riding facilities at Oldfields include an indoor riding arena, two outdoor rings, an extensive cross-country course, and miles of trails in Maryland’s hunt country. Any interested student can ride to compete or simply for pleasure. Instruction for beginner, intermediate, and advanced riders is available. Students may participate in local, regional, and rated horse shows and horse trials on weekends. Riding fulfills the School’s athletic requirement. Riders will have the opportunity to attend riding lessons, stable management lessons, free rides and clinics. There is an additional fee for all riding that is dependent on the type of program and student and their family choose for the semester.

Introduction to Riding Program

- Offered Thursdays at lunch to brand new riders!
- A two season limit before riders must move up to JV program.
- A great way to try riding without a big commitment

JV Riding Program

- This is for the rider who loves to ride, but doesn’t enjoy competing. A great way for a rider to keep up their riding skills and enjoy an additional sport or extracurricular activity after school.
- The JV Program is offered during the extended lunches on Mondays, Tuesdays, and Thursdays.

Varsity Riding Program

- This program is for serious riders who have ambitious riding goals and enjoy competing. Varsity Riding is designed to focus on individual rider goals.
- Average lesson sizes are no more than 3 per lesson
- Varsity Riders will participate in clinics, horse shows and ride on the IEA teams.

- Varsity Riders will be expected to focus on being athletes and will include fitness into their weekly routines as well as a focus on nutrition.

Interested students and their families should contact the Director of Riding for more information.

Athletics/Co-curricular offerings

The School typically offers the following team/co-curricular options each year:

Fall	Winter	Spring
Dance	Basketball	Badminton
Riding	Dance	Lacrosse
Soccer	Fitness & Conditioning	Outdoor Track & Field
Theatre	Riding	Softball
Volleyball	Theatre	Theatre
	Yoga	

*All sports and activities are offered year to year, based on interest level. Programs with an increased interest may be split into Varsity and Junior Varsity Teams.

To accommodate our Students' diverse range of athletic abilities, Oldfields offers varsity teams that compete in the Interscholastic Athletic Association of Maryland (IAAM). Depending on student interest in a particular sport, a junior varsity team may be offered as well. The Oldfields dance and riding programs are exceptionally strong. Participation in these programs will fulfill a student's team sport requirement.

Members of all interscholastic squads must be available for all scheduled practices and games, including games scheduled during long weekends and breaks. If this happens, students must meet their sports commitments before leaving for the day or for an overnight or weekend. Students must be aware that inclement weather may cause a change in the sports schedule.

The IAAM does not allow athletes to compete with any type of piercings. Taping over existing piercings is not acceptable under league rules. Failure to remove such piercings for competitions will result in an unexcused absence for lack of participation.

All uniforms are the property of Oldfields School and must be returned at the end of each season. Any student who does not return their uniform or whose uniform is damaged beyond normal use will be billed.

Team manager positions are general reserved for students with a medical excuse and/or members of the eighth grade class who cannot participate in official league competitions.

Sportsmanship

Athletics enhance the overall educational experience and build well-rounded students and leaders. Integrity, fairness, and respect—these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Sportsmanship goals include:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students and acknowledging them for striving to do their best while our students seek to do their best at the same time;
- Looking at athletic participation as a potentially beneficial learning experience, whether a win or loss;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship; and
- Accepting the personal responsibility that comes with your actions on the court/field/ring.

The School also encourages parents to act in a sportsman-like manner. As such, the School hopes parents will:

- Realize that athletics are part of the educational experience and that the benefits of involvement go beyond the final score of a game;
- Encourage students to perform their best, just as we would urge them on with their classwork, knowing that others will always turn in better or lesser performances;
- Participate in positive cheers and encourage our athletes, and discourage any cheer that would redirect that focus;
- Learn, understand, and respect the rules of the game, the officials who administer them, and their decisions;
- Respect the task our coaches face as teachers and support them as they strive to educate our youth;
- Respect our opponents as students, and acknowledge them for striving to do their best; and
- Remember that we would all like to be victorious in every situation we face in life, but just as in athletic competition, sometimes we fall short.

Students, parents, teachers, and coaches are all expected to refrain from:

- Use of profanity or displays of anger that draw attention away from the game;
- Booming or heckling an official's decisions, criticizing officials in any way, or displaying temper with an official's call;
- Trash talking or yelling that antagonizes opponents;
- Using verbal abuse or intimidation tactics;
- Disrespectful or derogatory yells, chants, songs, gestures, signs, posters, or banners;
- Any distracting activity such as yelling, waving arms, or feet-stomping during an opponent's free-throw attempts or other solo efforts; and
- Use of artificial noisemakers of any kind.

Communication

As with parent-teacher and parent-advisor relations, athletics promote the establishment of good communication between parents and coaches, the Athletic Trainer and the Director of Athletics. It is assumed that parents and coaches, the Athletic Trainer, and the Director of Athletics will understand their respective roles in order to best support our student athletes. In an effort to promote effective communication, the following guidelines should be followed:

Parents may expect to learn from coaches 'information about:

- The coach's and program's philosophy;
- Team goals and expectations;
- Location and times of all practices and games;
- Team requirements (i.e., practices, equipment, off-season conditioning);
- Procedures regarding injuries during practices and/or games; and
- Discipline that may result in the denial of participation.

Parents may expect to learn from the Athletic Trainer information about:

- Procedures regarding illness and injuries during practices and/or games; and
- Head Injury/Concussion Policy, Assessment and Prevention Measures

Parents are expected to:

- Express concerns directly to the Director of Athletics;
- Notify coaches well in advance of any schedule conflicts;
- Support the program; and
- Encourage students to strive for excellence.

Appropriate concerns for parents to discuss with coaches include, but are not limited to:

- Students 'psychological or physical treatment;
- Ways to help students develop and improve;
- Questions about the coach's philosophy; and
- Concerns regarding students 'behavior during athletics.

Inappropriate concerns for parents to discuss with coaches include, but are not limited to:

- The amount of playing time for students;
- Team strategies or play calls; and
- Other student-athletes.

If a parent has a concern to discuss with a coach or the Athletic Trainer, the parent should call to set up an appointment with the coach or the Athletic Trainer. If the coach or the Athletic Trainer cannot be reached, a parent should call the Director of Athletics, who will help to set up a meeting with the coach or the Athletic Trainer. Parents should not confront a coach before, after, or during a practice or game. If, after meeting with a coach or the Athletic Trainer, a parent still has concerns, the parent should call and set up an appointment with the Director of Athletics to discuss the situation.

Please refer to the Athletic Calendar on the School's website which is updated regularly, the Plan of the Week, or call the Director of Athletics for information regarding last minute changes.

Varsity Club

To be a member of the Varsity Club, a student must successfully compete in three different varsity sports during the academic year. This includes all IAAM varsity sports. Students who are part of the Oldfields Riding Program must participate in three seasons of JV riding or three seasons of Varsity riding while also showing to be eligible for the Varsity Club. In case of injury, illness, or unusual circumstances, the coach and Director of Athletics will determine the eligibility of the candidate.

XI. CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS

Co-Curricular Mission

The School is committed to providing a quality learning experience in the areas of theatre, physical fitness, and creativity through the following guidelines. Each student is required to be involved in an athletic or co-curricular offering on campus during each of the three seasons. All offerings meet five days a week and are considered regular School commitments.

Student Leadership

There are several ways in which Oldfields students can become involved in student leadership. The formal leadership positions include School President, Class Officers (see Student Council), Prefects, Head of Day Students, SJB members, AIB Board members, Green and White Team Spirits, Captains and Cheers, and the Captains 'Council. Students holding leadership positions should recognize this as a privilege and one that may be lost as a result of academic and disciplinary infractions.

Student Council

Oldfields 'Student Council is made up of the following elected positions: The All-School President, Class Officers (grades 9-12: President, Vice-President, and Secretary/Treasurer), Eighth Grade Class President, and the Day Student Prefects. This elected group of student leaders plays a major role in School life at Oldfields.

Student Council meets regularly with the Dean of Students and appropriate faculty to discuss the culture of the School and is responsible for enriching the life of the student body and the community at large.

Clubs and Organizations

Student clubs and organizations are an important part of the Oldfields community. Students are encouraged to participate in those activities that are of interest to them, as long as they do not interfere with their academic performance.

Community Service

Community Service is an integral component of the Oldfields curriculum and aligns specifically with the Oldfields Core Principal, "*Largeness of Heart*".

- Students in grades 9-12 are required to complete 20 hours of approved community service each year they are enrolled at Oldfields.

- Additional hours (surpassing the required 20 hours) completed in any given year will not count towards the required 20 hours for subsequent years.
- The minimum time for any individual service event must be, at least, 30 minutes.
- All service time must be submitted in increments of 30 minutes.
- Service hours must be completed in-person and in service to a minimum of three different organizations.
- Virtual community service will not be counted toward the School's graduation requirement.
- All community service must be approved by the Director of Community Service in advance.
 - Students may earn hours by participating in pre-approved Oldfields-sponsored community service activities or by submitting a request for independent community service to the Director of Community Service.
 - Independent community service hours must be approved in advance, according to the terms on the form, meaning community service performed prior to approval will not count toward the annual 20-hour requirement.
 - Students must use the Pre-Approval and Verification forms located on the school website according to the stated timeline. If participating in a school-sponsored activity, the chaperone will complete the required form(s).
- 8th Grade & Transfer Students: Students enrolling in Oldfields for their 8th Grade year may complete service hours toward the 9th Grade service requirement as early as July 1 prior to the start of their 8th Grade year.
- A student transferring to Oldfields for grades 9-12 may submit approved community service hours from the previous institution. Oldfields will credit approved hours to the transferring student's first year's requirement at Oldfields. These hours will only be accepted from the summer prior to the current school year to present at time of enrollment.
- Club Time Community Service may be assigned by either the advisor or the Director of Community Service beginning at the start of the second semester for students not making significant progress toward their required hours.
 - Club Time Community Service is by assignment only. Students in good-standing for completing their hours are not eligible. Consistent members of the Community Service Council may be eligible to earn hours for assisting in the organization and running of these service opportunities.
 - Students who do not complete their community service commitment upon return from Spring Break will meet with their advisor and the Director of Community Service to map their Completion Plan. This plan will be agreed upon by all in that meeting and then relayed to parents/ guardians to ensure completion by June 30 of that same school year.
- Service hours completed over the summer, starting after that year's Oldfields graduation day, will count toward the upcoming school year.

Traditions and Events

Throughout the school year, students are expected to attend or participate in a number of required Oldfields events, which include the following:

- **100 Nights:** An elegant dinner for Seniors and members of their support team come together for a night of celebration, held 100 nights before Graduation
- **Baccalaureate:** Ceremony for seniors and their parents the evening before Graduation

- **Banquet:** The Oldfields term used for the awards ceremony for all students and their families. This event takes place the night before Graduation.
- **Carnival:** The Oldfields term for the celebratory activities following Banquet. The event is often held on the Dance Studio lawn or in the Indoor Riding Arena.
- **Class Dinners:** Each class is invited to enjoy a special dinner with the Head and Assistant Head of School, Class Deans and members of the administration.
- **Garden Party:** A traditional outdoor party during Graduation week
- **Graduation:** All students are required to participate in the Graduation ceremony.
- **Green and White Night:** Evening to celebrate the new members of the Green and White Teams
- **May Court:** The Oldfields community elects four seniors who best exemplify the Oldfields motto.
- **Holiday Program:** Performing arts showcase in December, prior to Winter Break
- **Holiday Dinner:** Community wide holiday dinner and celebration.
- **Junior/Senior Celebration:** The junior class hosts the senior class for a day of fun in the spring.
- **Sugar Plum Fairy:** A senior representative of the Oldfields 'motto who appears during the Holiday Dinner
- **Ten Year Prediction Letter:** Seniors write prediction letters to themselves to be read at their ten-year Alumni reunion.
- **Thanksgiving Dinner:** Each member of the Junior Class gives thanks at a formal all-School Thanksgiving dinner.

XII. GENERAL SCHOOL POLICIES

Student Media Information

In order to portray its program accurately and vibrantly, the School makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the School, in a variety of media formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students, and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, Oldfields Magazine, marketing materials, the School website, press releases, social media outlets (including, but not limited to, Facebook and Twitter), newsletters, and local newspapers.

While the School strives to abide by parent/guardian wishes, we do not guarantee use of a student's name or image will never occur. Parents are asked to contact the School if they would like to opt out of the use of Student Media Information.

Background Checks

With student safety as a priority at the School, the School conducts state and national criminal history and sex offender registry checks on all current and prospective faculty and staff of the

School who may have “direct and unmonitored access to children,” including any individual who regularly provides School-related transportation to students.

It is the School’s practice to conduct criminal history record checks on all employees for positions that place the employee in close proximity to children. This includes non-teaching staff who work in close proximity to children including, but not limited to, volunteers. Examples of the types of volunteer activities requiring a background check include, but are not limited to, field trips and tutoring students one-on-one. A background check is typically not necessary for parent volunteers involved with larger School functions at which many adults are typically present, or in instances where there is only the potential for incidental unsupervised contact with students in commonly used areas of the School grounds.

These background checks require the completion of a brief application form and verification of a government-issued photographic identification, and are only conducted with the consent of an individual employee or volunteer. A volunteer’s service, and an individual’s employment, is contingent upon successful completion of the checks, which may take several days or weeks to process.

Lesbian, Gay, Bisexual, Non-Binary and Transgender Students

The School strives to provide a safe and supportive environment that will help all students succeed academically and socially. To that end, the School promotes respect for all people and will not tolerate harassment or bullying based on actual or perceived sexual orientation, gender identity, or gender expression. This is the case whether the bullying or harassment takes place on or off campus, including cyberbullying through the use of electronic technology (on or off the School’s campus, and on or off the School’s network). Particularly with respect to transgender and gender non-conforming students, the School will work closely with students and their families to strive to honor their wishes with respect to use of School facilities, participation in athletics, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law and to the extent that the School’s campus facilities reasonably permit.

International Students

Students enrolled in the School from countries outside of the United States are required to ensure that their visas, health insurance coverage, and all other requirements applicable to domestic students (including vaccinations and completion of all enrollment and orientation forms) are in order prior to arriving on campus at the beginning of the school year. International students are also responsible for ensuring that their travel arrangements coincide with the School calendar. The School is not responsible for housing international students outside of the published School calendar.

Student Records and Transcripts

Students’ records are kept on file at the School. Each student’s record contains a transcript which includes grades, athletic involvement, commendations, test scores, formal academic, athletic and advisor comments, advisor letters, and letters involving any major discipline infractions.

Confidentiality

Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators and School employees, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

XIII. FAMILY INVOLVEMENT**Parental Comportment and Support for School Policies**

At Oldfields, we believe that a positive relationship between the School and a student's parents/guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents/guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Oldfields, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School believes the actions of a parent/guardian on or off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:

1. Share in the School's vision.

- Support the mission of the School.
- Understand and support the School's philosophy, policies, and procedures.
- Support the School's disciplinary process, and understand that the School's authority in such matters is final.
- Be supportive of the School's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
- Support the School's emphasis on sustainable practices.

2. Provide a home environment that supports the intellectual, physical, and emotional growth of the student.

- Create a schedule and structure that supports a student's study and completion of homework requirements.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at School and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor, Head of School, in that order).
- Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
- Understand and support the School's technology policies.

Current Family Contact Information

Parents are expected to keep the School informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergencies.

Multiple Households

In order for the School to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households.

Additionally, information regarding whom the primary caregiver is should be communicated to the School, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from School, parent involvement in field trips, or other issues, the School should be informed. The School expects separated or divorced parents to cooperate and partner with the School with respect to their child's education. For this reason, the School will not get involved in parental disputes or custody issues.

These situations can be stressful for parents and confusing for students, and assistance in minimizing the School's phone calls for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student's report card, as well as other informational mailings and electronic communications during the year.

APPENDIX A: Acceptable Use Policy (AUP)

Our goal in providing technology to the Oldfields community is to promote educational excellence by facilitating resource sharing, innovation, and communication. Oldfields School is committed to maintaining a student-centered environment where learning is an active process and students are free to discover knowledge in the style that is most effective for them. Technology should support both the needs of the student and the needs of the curriculum, and it must be an integral part of the community if the students of Oldfields are to be adequately prepared for the challenges of the future.

We believe that the Internet offers vast, diverse, and unique resources that have great educational value. While the benefits of the Internet are enormous, parents need to be aware that it is an open system, which contains pockets of material which many people find offensive. Access to such materials is actively discouraged. Unfortunately, in a global network, it is impossible to guarantee that your student will not encounter text, pictures, or references that are objectionable. We firmly believe that the valuable information and global interaction available on this worldwide network far outweighs the risk of uncovering questionable material, but we ask for your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network.

Oldfields School Technology Terms and Conditions

Note: Throughout this document when the term network(s) is/are used, it refers to the local computer network, hosted email and file storage/sharing, and/or the School phone/voicemail system

1. **Acceptable Use** - The purpose of technology is to support and promote education at Oldfields by providing access to unique resources and the opportunity for collaborative work. Transmission of any inappropriate material is strictly prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

The following represent some, but not all, of the inappropriate uses that may occur:

- Using another user's password to access their network account(s)
 - Allowing another user* to use your password to access your network account(s) (*Exception made for the Tech Department for troubleshooting purposes.)
 - Using the School network(s) to send/receive a message under another user's name
 - Using or borrowing another user's computer, tablet device, phone, or phone calling card without permission
 - Using technology to harm another individual or organization, either through the School network(s) or from home
 - Viewing or editing another user's files without permission
 - Using copyrighted material in reports without permission or proper citation of sources or duplicating copyrighted material without a license (e.g. audio compact discs, computer software, computer games, etc.)
 - Creating computer viruses and placing them on the network(s) or Internet
 - Using a VPN (virtual private network) connection to attempt to by-pass Internet access restrictions put in place by Oldfields, and/or to conceal your activity on the Internet
 - Mass mailing of "junk email" or "junk voicemail" and chain letters or chain voicemails
 - Using the School network(s) in a way that would disrupt the use of the network(s) by other users
 - Using the School network(s) to access/send/receive material that contains language, text, and/or images that are vulgar, pornographic, violent or obscene in nature, racist, inflammatory, or contains obscenities (including 'Sexting', which is using computers, tablets or phone devices to transmit text and/or images that would be considered suggestive or pornographic in nature).
 - Using the School network(s) to provide personal information that others may use inappropriately. (For safety reasons, do not reveal your full name, personal address, phone number, or picture to anyone, and do not reveal personal information about other community members.)
 - Posting pictures or video of other community members on the Internet without their consent, and/or with the intention of doing them harm
 - Using a camera (or any type of image capturing device) in bathrooms/restrooms
 - Using the School network(s) for commercial advertising or political lobbying
 - Using the School email system or phone system to conduct a personal business or the exchange of goods. (*Ask for details!)
 - Watching inappropriate movies/videos at any time while under Oldfields' jurisdiction. (Please refer to the page listed in the index of the Oldfields Community Guidebook for more specific details.)
2. **Privileges** - The use of the network(s) is/are a privilege, not a right, and inappropriate use will result in the cancellation of that privilege as well as possible review by the Student Judiciary Board. The School administration will deem what is inappropriate use, and its decision is final. The administration, faculty, and staff of Oldfields School may request the system administrator to deny, revoke, or suspend specific user accounts if necessary. The

system administrator may disable an account at any time if deemed necessary. Oldfields School and its administrators may modify policies regarding technology use at any time and expect users to abide by such modifications.

- Email and voicemail are not guaranteed to be private. The system administrators who operate the system do have access to all messages. Messages relating to or in support of illegal activities may be reported to the Student Judiciary Board and/or the appropriate authorities.
 - All students and faculty are expected to check their School email and voicemail (where applicable) daily (Monday-Friday) to keep abreast of time-sensitive information.
 - Hardware and software owned by Oldfields, including wiring and infrastructure equipment, remains the property of the School and may be examined at any time by Oldfields School Technology Department personnel if necessary.
 - Printing supplies (paper and toner) are provided for public-use printers. Care should be taken when printing to avoid wasting resources. Think before you click PRINT!
3. **Network Etiquette (Netiquette)** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not be abusive in your messages to others. Use appropriate language.
 - Electronic mail (email) should be succinctly written.
 - Emails intended for a specific audience should not be passed on to “public” forums or individuals outside the organization.
 - All information retrieved via the network(s) should be assumed to be personal property of the author (remember to give credit to others for their ideas/work).
4. **Internet Access** - Access to the Internet is provided through network accounts.
- School-owned phone lines are not to be used to access Internet dial-up services.
 - Students may not use personal USB or wireless Internet access devices (i.e. “Hotspots”) at School.
 - Students in the dorms do not have access to their own dedicated network/Internet connection in their rooms; they should not bring VOIP (Voice Over Internet Protocol) phones to School.
 - Smart speakers (i.e. “Alexa”, Google Home, Apple Home Pod, etc.) are not supported. Students should not bring them to School
5. **Social Networking and Picture/ Video Sharing** - (Facebook, Instagram, YouTube, Twitter, etc.)
- The success of this community is dependent on members upholding the core principles of the School. While the School does not have a formal honor code, students assume the responsibility of supporting and maintaining a healthy environment.

All expectations and standards described in the Guidebook should be followed when using any website, either through the School network(s) or from home. In addition, the following code of conduct is expected of all Oldfields students.

Code of Conduct (in addition to the core principles listed above)

- **Language**

- Excessive profanity is prohibited on your social networking page(s) including comments posted by friends or visitors to the page.
- There may be no threatening or harassing comments either from the student or in comments posted by others.
- Any slanderous, libelous, or negative comments about Oldfields School or its constituents are prohibited.
- No sexually explicit language is permitted.

- **Pictures, Video and Audio**

- There shall be no pictures or video depicting any act or action that is illegal under the statutes of The State of Maryland on any Oldfields student's or faculty's site(s).
- There shall be no sexually explicit or provocative pictures on any Oldfields student's or faculty's site.
- There shall be no pictures overtly displaying the use of alcohol, drugs, or tobacco products on any Oldfields student's or faculty's site(s).
- Community members may not videotape other community members and post that video on the Internet without the consent of all parties featured in the video; doing so could result in a review by the Student Judiciary Board or the administration, and actions may be taken.

- **Live Video Chat (e.g. Skype, FaceTime, etc.)**

- During the academic/work day you may video chat in Rodney if:
 - specific permission is given by a teacher during that teacher's academic class
 - and you stay in the presence of that teacher.
- After the academic/work day is over, you may video chat anywhere in Rodney except for the Library;
- You may not video chat in the Library at any time!

- **References to Oldfields**

- There may be no use of any of the Oldfields School logos or seals on any social media or private web pages.
- Personal information such as phone numbers, addresses, or information about other community members should not be posted.
- You are not to create or participate in social networking sites/pages that damage Oldfields' public image.

If any ill-malice is suspected on your social networking/video page, a member of the School administration must be granted access to the aforementioned page on a moment's notice.

Please inform the Oldfields Technology Department of any messages/ emails/ postings you encounter that you deem uncomfortable or threatening. It is a good idea to print out the material in case the offender edits/deletes the posting before action can be taken.

6. **Warranties and Support** - Oldfields School makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered. This includes, but is not limited to:

- Loss of funds or data resulting from delays, non-deliveries, misdeliveries, or service interruptions
- Loss of hardware, software, or data caused by negligence or user-error
- Loss of hardware, software, or data resulting from power surges or outages
- Loss of hardware, software, or data resulting from a computer virus

Use of any information obtained by computer communication is at your own risk. Oldfields School specifically denies any responsibility for the accuracy or quality of information obtained from the Internet.

Oldfields 'Technology Department will support only approved hardware and software. Any hardware or software installed, which has not been approved by Oldfields School, will not be supported. Any problems that are created by non-approved hardware or software will be the responsibility of the student or faculty/staff member.

The Oldfields Technology Department will only support computers that have the operating system installed in the English language.

Oldfields is responsible for providing a working phone jack with local dial tone for a student upon request. We are not responsible for providing the physical phone-set. The analog phone-set is the responsibility of the student/family. As stated in section #4, students in the dorms do not have access to their own dedicated network/Internet connection, and they should not bring VOIP (Voice Over Internet Protocol) phones to School.

7. **Security and Safety** - Security on any system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network(s), you must notify the Oldfields Technology Department immediately. Do not demonstrate the problem to other users. Such misuse could result in the cancellation of the involved parties ' account(s)/ service. Attempts to log onto the network(s) as a system administrator will result in cancellation of user privileges.

We strongly suggest that users never leave their computers/tablets/phones unattended or in unlocked rooms or lockers (for day students). Oldfields takes no responsibility for loss of hardware that was left unattended/unsecured.

All device cables (especially power cords/chargers) should be in good condition. Use of cables with exposed wires is forbidden, and covering such exposed wires with electrical tape is not acceptable. This is a matter of health and safety.

8. **Right to Use** - Various pieces of software may be loaded on student and faculty/staff-owned computers during their time at Oldfields. As long as the individual is a member of the Oldfields community they have the right to use this software. Upon departure from Oldfields, an individual's right to use this software is voided. The software must be removed! The Oldfields Technology Department will assist with this software removal. Anyone who leaves without seeking assistance takes responsibility for removal of this software.
9. **Vandalism/Damages** - Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or the data of another user, the Internet, Oldfields School, or any agency or organization connected to the Oldfields network(s). This includes, but is not limited to, physical damage and the creation or uploading of computer viruses. Vandalism will result in cancellation of network privileges.

You are prohibited from defacing School-owned equipment (e.g. desktops, laptops, tablets, printers, phones, etc.). Defacing includes, but is not limited to, adding stickers, drawing on, removing important factory labels/IDs, changing the color of a device, etc.). This is considered to be damage and could result in a monetary fine to repair/replace the damaged part.

Users (i.e. students, faculty/staff and guests) will be held accountable for loss of or damage to any School-owned equipment (e.g. computers/tablets, printers, phones, cables, AC adapters, cameras, wiring, accessories, etc.) borrowed from or provided by the Oldfields Technology Department. They are monetarily responsible for repair cost or total replacement cost, with a comparable device chosen by the Oldfields Technology Department.