

The Oldfields Community Guidebook 2018-2019



Mission

Oldfields School is committed to the intellectual and moral development of young women. In a culture of kindness and mutual respect, we encourage each student to make the most of her academic and personal potential. We seek to guide each student to grow in character, confidence, and knowledge by encouraging her to embrace the values of personal honesty, intellectual curiosity, and social responsibility.

Oldfields School Diversity Statement

Oldfields is committed to ensuring a diverse community. The School welcomes national and international students into a community that nurtures a multitude of talents, skill levels, and learning styles. At Oldfields, each girl's success is enhanced as we celebrate the personal experiences that often are informed by socio-economic status, race, age, nationality, ideology, sexual orientation, gender identity, expression, and ethnicity.

We honor and respect the opportunity to learn and grow from the multitude of valuable life experiences and personal beliefs from 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.

Oldfields Guidebook Pledge

Each student is asked to read the Guidebook and sign a pledge indicating that she agrees to abide by the rules and to live within these expectations. Parents or guardians also are asked to sign the pledge indicating their support of their daughter and the School. Forms are available on the Oldfields School website. The form will be kept on file in the Dean of Students' office.

Oldfields School admits students of any race, color, religion, sexual orientation, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, religion, sexual orientation, national, or ethnic origin in administration of its educational policies, admission policies, financial aid and loan programs, and athletic and other School-administered programs.

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OLDFIELDS SCHOOL CALENDAR 2018-2019

Oldfields families should consider transportation time to and from airport as well as time necessary to check-in at the airport so student do not incur the consequence of an unexcused absence for early dismissals from, or late returns to, school from vacations.

2018

Wednesday, August 29	Preseason athletes return (mandatory for all IAAM varsity/JV players)
Friday, August 31	New international students and all remaining seniors arrive
Saturday, September 1	Senior Leadership training begins at 9:00AM (required for class of 2019)
Sunday, September 2	Senior Leadership training continues 9:00AM (required for class of 2019)
Monday, September 3	(Labor Day) Returning boarding and day students arrive – 10-11 AM New students arrive – 1-2 PM
Tuesday, September 4	First Day of Classes
Fri.-Sun., September 7-9	Closed Weekend
Sunday, September 9	Required activity for seniors and new students
Wednesday, October 10	PSAT testing/seniors work on college applications
Fri.-Sat., October 12-13	Fall Family Weekend
Saturday, October 13	Fall Break begins – 2 PM
Tuesday, October 16	Fall Break ends – 7:30 PM
Fri.-Sun., November 9-11	Closed Weekend
Friday, November 16	Thanksgiving Break begins – 12:30 PM
Monday, November 26	Thanksgiving Break ends – 7:30 PM
Friday, December 14	Winter Break begins – 12:30 PM

2019

Wednesday, January 2	Winter Break ends – 7:30 PM
Friday, February 8	Mid-winter Break begins – 12:30 PM
Tuesday, February 12	Mid-winter break ends – 7:30 PM
Friday, March 8	Spring Break begins – 12:30 PM
Sunday, March 24	Spring Break ends – 7:30 PM
Friday, April 12	Grandparents' Day
Saturday, April 27	Alumnae Day
Fri.-Sun., May 10-12	Closed Weekend
Monday, May 20	May Program begins
Monday, May 27	Memorial Day observed (no classes)
Monday, June 3	May Program ends
Thursday, June 6	Garden Party
Friday, June 7	Baccalaureate Service/ Awards Banquet
Saturday, June 8	Graduation

*Calendar Subject to Change –173 Days

DEPARTMENT DIRECTORY AND PERSONNEL

Oldfields School Main Line (Mon-Fri 8:00 AM - 4:30 PM) 1-410-472-4800
 After hours AOD Line (Mon.-Fri. after 4:30 PM and weekends) 1-443-662-1111
 Oldfields School FAX number 1-410-472-3141

Department	Person	Phone	FAX
Academic Support and Accommodations	Lauren Taguding	443-662-1107	1-443-662-1103
Academics	Christine Gilmore	443-662-1004	1-410-472-4286
Activities	Libby Pace	443-662-1084	1-443-662-1100
After Hours (AOD Line)	-----	443-662-1111	-----
Admission	Reiva Kibbee	443-662-1009	1-410-472-6839
Athletics	Keslie Tomlinson	443-662-1105	1-410-472-3141
Attendance	Kathie Krieger	443-662-1083	1-410-472-4286
Business Office	Bryan Engle	443-662-1011	1-443-662-1054
College Counseling	Marissa Margosian	443-662-1082	1-410-472-4286
Communications and Marketing	Alicia Bowers	443-662-1021	1-410-472-3141
Day Students	Caroline Blaum	443-662-1005	1-443-662-1100
Development	Anne Finney	443-662-1016	1-410-472-3141
Discipline	Caroline Blaum	443-662-1005	1-443-662-1100
Head of School's Office	Barbara Latrobe	443-662-1003	1-410-472-9217
Director of Health Center	Becky Foster	443-662-1029	1-443-662-1033
Herky's School Store	Ariel Richards	443-662-1133	1-410-472-6984
Human Resources	Jeremy Myers	443-662-1013	1-410-472-6984
Permissions and Privileges	Libby Pace	443-662-1084	1-443-662-1100
Registrar	Kathie Krieger	443-662-1083	1-410-472-4286
Residential Life	Libby Pace	443-662-1084	1-443-662-1100
Riding Program	Amy Phillips	443-662-1061	1-443-662-1065
School Counselor	Lindsay Harloe	443-662-1032	1-443-662-1033
Standardized Testing	Marissa Margosian	443-662-1082	1-443-662-4286
Student Debit Account	MK Koehler	443-662-1012	1-443-662-6984
Student Life	Caroline Blaum	443-662-1005	1-443-662-1100
Technology	Tiffany Harrison	443-662-1040	1-410-472-3141
Transportation	Libby Pace	443-662-1084	1-443-662-1100
Tutoring	Lauren Taguding	443-662-1107	1-443-662-1103

TRADITIONS, TERMINOLOGY, AND LOCATIONS

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

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 and White.
- Each team has a Team Captain and a Team Spirit 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 Trophy at the annual Awards Banquet.
- The Head of School and the Athletic Director are the only community members who remain neutral and are not assigned a color.

Traditions and Events

Throughout the school year, all students are expected to participate in a number of Oldfields events.

- **100 Nights to Graduation Dinner:** An elegant Senior dinner held 100 nights before Graduation
- **Banquet Night:** The awards ceremony for all students the evening before Graduation.
- **Baccalaureate:** Ceremony for seniors and their parents the evening before Graduation
- **Big Sister/Little Sister:** Each new student is paired with a returning student.
- **Class Dinners:** Each class has a private dinner with the Head of School
- **Garden Party:** A traditional outdoor party during Graduation week
- **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.
- **Junior/Senior Picnic:** 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 during the Holiday Dinner.
- **Ten-Year Letters:** Seniors write prediction letters to be read at their ten-year reunion.
- **Thanksgiving Dinner:** Junior class gives thanks at a formal all-school Thanksgiving dinner.

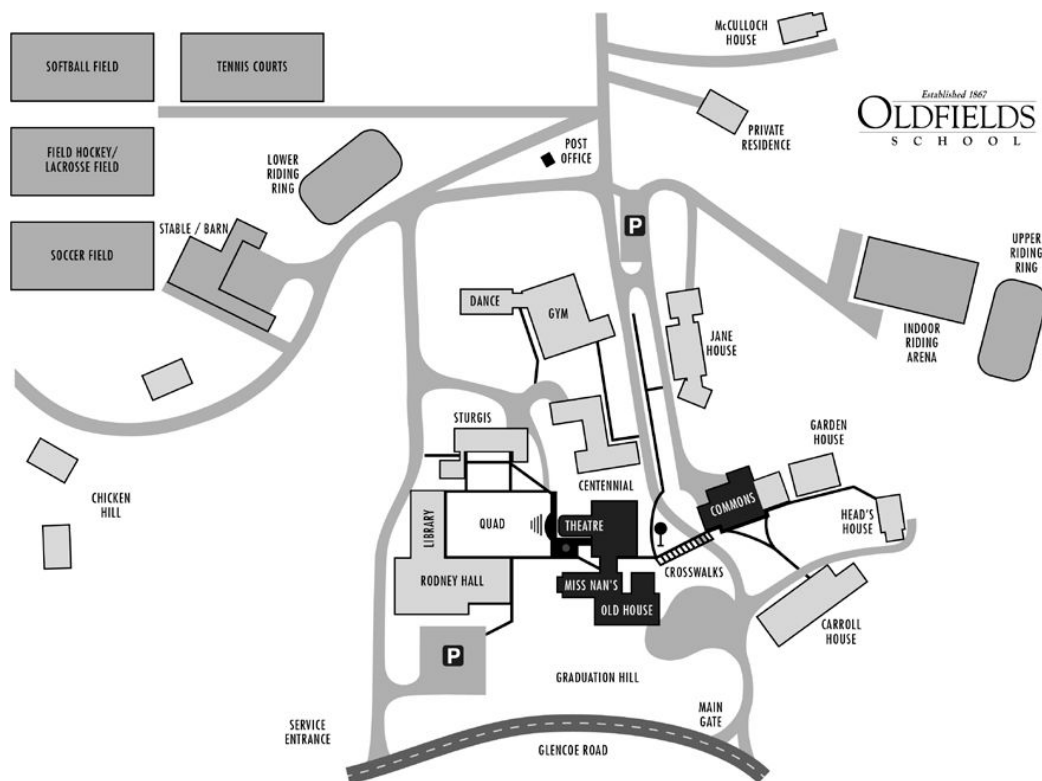
Oldfields Terminology

- **AOD:** The Administrator on Duty in charge on weekends and weekdays after hours.
- **Alumnae Weekend:** Alumnae return to campus for reunions and special alumnae events.
- **At-Home Night:** Faculty invite advisees to their homes for dinner.
- **Campusment:** Student may not leave campus for any reason.
- **Community Dinner:** Family style meals Monday-Thursday
- **Detention:** After School consequence for day to day infractions
- **Dubious Dozen:** Traditional student a cappella group
- **Fall Family Weekend:** Parent/teacher conferences and family events
- **Fresher's Fair:** Club sign-up during an assembly period
- **Free Day:** The Head of School announces three Free Days a year on which classes are not held.
- **Grandparents Day:** Grandparents are encouraged to visit campus for a special day.
- **Images:** Student a cappella group which sings R&B, gospel, and jazz
- **Junior Bake Sale:** The Junior class fundraiser for the Junior/Senior Picnic.
- **May Program:** Experiential-learning academic program during the last two weeks of May
- **Morning Meeting:** The entire community meets in the Theatre at 8:15 a.m. for announcements.
- **Oldfields Pudding:** Traditional Green and White Night dessert.
- **Prefects:** Upperclass students who assist in the dorms
- **Rarebit:** The School yearbook
- **Rings:** Seniors give juniors their school rings.
- **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
- **Work Detail:** Work assignment on Saturday, beginning at 9:00 a.m.

Locations

- **Crosswalks:** The walkway between Commons and Old House
- **The Calorie Gallery:** Snack bar in McCulloch Commons, open on weeknights
- **Chicken Hill:** The hill above the riding stables
- **Garden Room:** Back 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
- **The Quad:** The grassy area outside the Tammis Day Academic Center
- **Miss Nan's Library:** Historic library/commons room in Old House
- **Old Post Office:** Glencoe post office located on road to athletic fields
- **Rosa's Room:** Lounge area for studying in McCulloch Commons
- **Senior Room:** A room just for seniors and juniors upon receiving a special invite

CAMPUS MAP



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 post office. **The following areas are considered out of bounds at all times unless permission has been obtained:** administrative offices, boiler rooms, indoor riding arena and stables, maintenance shed and school shops, kitchen areas, and storage areas. Students found out of bounds without the proper permission will face disciplinary consequences.

- Students may take walks around campus during their free time, after the academic day, or on weekends.
- Students are welcome to hike/walk/run along the path which begins at the far end of the athletic fields and allows access to the NCR Trail.
 - Students must be groups of three or more on the NCR trail.
 - These groups must then sign out with an adult in order to go on walks along this path.
 - During the academic day, students signout with the Registrar or Dean of Students.
 - After 4:30 p.m., they must sign out with the Administrator on Duty
 - On weekends, at the weekend duty office.
- Students are not allowed to run, walk, or bike on Glencoe Road at any time.
- Students are not permitted to be in or on the Gunpowder River without an Oldfields staff or faculty member present.
- All walks must be completed before dusk and not last longer than two hours.

Failure to comply with any of the above guidelines will result in disciplinary consequences. Students are under the School's jurisdiction, which means that all School rules apply while on campus, on walks, on day and evening privileges, and during all School activities. The School reserves the right to extend its jurisdiction when a student's words or actions affect the Oldfields community in any negative way.

OLDFIELDS CORE PRINCIPLES

All of the School's rules are designed for safety, for the protection of the rights of others, and for academic benefit. Therefore, students are expected to be familiar with the contents of this Guidebook. The Head of School, Dean of Students, faculty, prefects, and seniors take responsibility for the enforcement of major School rules. As a community, there are five Core Principles that are an integral part of our mission and our expectations. Each Student is expected to adhere to and support the following principles:

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), 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, accumulate 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 under the School's jurisdiction.

****The School Judiciary Board or Academic Integrity Board meets to handle most violations of these core principles.***

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. While the School does not have a formal honor code, students assume the responsibility of supporting and maintaining a healthy environment. **The School maintains a Zero-Tolerance Policy in regard to drug or alcohol use, possession, and/or distribution.** Any girl who violates the Drug and Alcohol Policy will not remain a member of the School.

Students must demonstrate a sincere academic commitment and a positive attitude toward the Oldfields community in order to remain a member of the School. **Any Student, whose behavior reflects adversely on the reputation of the School or her fellow students, whether directly under the School's jurisdiction or not, is subject to disciplinary action.** The School reserves the right to determine if a student's actions have adversely affected the reputation of the School or her fellow students.

The production of an open flame in a School building or in any other area where there is a threat to life or property is a serious risk to the health and safety of the School community and is prohibited. **The use of an open flame in any building on campus is a serious offense and most likely would result in dismissal.**

The following are the **major school rules**. If a student were to behave in any of the following ways, she would suffer serious disciplinary consequences, including, but not limited to, dismissal. Students are under the School's jurisdiction, which means that all school rules apply, while on campus, on walks, on privileges, and during all School activities. The School reserves the right to extend its jurisdiction when a student's words or actions affect the Oldfields community in any negative way.

Oldfields does NOT tolerate the following:

- Fighting, bullying, or other forms of physical or emotional intimidation—electronic or otherwise.
- The use, possession, or distribution of alcohol, drugs, oil based vaping, tobacco or tobacco products
- The misuse of prescription medications.
- Open flame in a school building or dormitory
- Absence from campus without permission
- Leaving a dorm building after 10:45 p.m. Sunday-Thursday; 11:15 p.m. Friday-Saturday
- 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/fellow students
- Stealing
- Dishonesty

STUDENT SERVICES

The Health Center

The Health Center Staff is committed to meeting the health needs of the Oldfields community. The Health Center is staffed by experienced registered nurses. Confidential, short-term counseling is available from the School Counselor and area therapists. In addition, we have a full-time certified athletic trainer on staff.

The Health Center is open **Monday through Friday from 7:30 a.m. to 6:00 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. Facilities that students may be taken to for acute care include Greater Baltimore Medical Center (GBMC), University of Maryland St. Joseph Medical Center, Kindermender, American Family Care (AFC), Patient First Urgent Care Center, and ExpressCare of Padonia. Each of these facilities is 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 accommodations 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 follow-up care required.

Health Center Policies

- Any student who feels she is too ill to attend class must report to the Health Center, 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 will 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 she is going home.
- Parents or guardians shall make appointments for routine and non-emergency medical and dental care for their daughters during scheduled School breaks or vacations. If a student has been home due to illness or injury the Director of Residential Life and the Health Center staff shall be contacted in advance by the student's parent or guardian regarding the expected time of return.
- Students returning to School after being home due to an extended illness or injury must check in with the Health Center upon their return. A note from a health care provider is required whether or not there are any restrictions on full participation in classes and/or athletics.
 - Parents who are licensed health care providers may not write this note for their daughters.
 - Students are required to have all their medical and dental examinations performed and their immunizations up to date and on file in the Health Center prior to the opening of School.
- To the extent that students communicate with a School counselor or nurse, those communications are confidential, subject to the terms of the Authorization to Disclose Student Health Information and Medical Records that the student signed before the student began the school year.

Medication Policies

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

- Parents must review their daughter's medications with the Health Center staff at the start of the school year to ensure proper continuity of care for the student.
- The Health Center staff is available to parents and guardians to discuss any concerns they 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 parents and/or Medical Professional may give written consent to allow their daughter to keep certain medications in her possession, with the knowledge and agreement of the Health Center staff.
- No student may have more than a one-day supply of any medication in her possession at any time without the knowledge and consent of the Health Center staff.
- Parents will personally deliver or mail all prescription medications directly to the attention of the Oldfields Health Center. 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.
- 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 reserves the right to give out consequences to students who repeatedly fail to arrive on time for their medication(s). Continued lapses of this nature will be reported to the Dean of Students.
- If a dispensed medication is not taken by the student, it shall be returned to the Health Center.
- Violations of the Health Center Medication Policies are considered to be a major violation of the School's core principle of Health and Safety; therefore, students found to be in possession of any medications without the express knowledge and consent of the Health Center staff shall be referred to the Dean of Students for disciplinary action.

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.

Drug, Alcohol and Tobacco Prevention

Through the School's Zero Tolerance Drug and Alcohol Policy, Oldfields is committed to being a school free of substance abuse. Programs addressing the risks of substance abuse along with strategies to address such issues are presented to the student body periodically. To the extent that students communicate with a School counselor or nurse, those communications are confidential, subject to the terms of the Authorization to Disclose Student Health Information and Medical Records that the student signed before the student began the School Year.

A student is subject to disciplinary action, however, if she violates the School's Zero Tolerance Drug and Alcohol Policy, which states: the use, possession, or distribution of alcoholic beverages or drugs while under the jurisdiction of the School is prohibited and will result in dismissal. The School reserves the right to drug test a student suspected of being under the influence of drugs or alcohol.

Tobacco use, in any form, regardless of student's age, is not permitted under the School's jurisdiction. The Health Center staff is qualified and available to assist any student in identifying strategies and resources to

help her break her tobacco habit. The Health Center and School Counselor maintain confidentiality, and a student will not be penalized or disciplined for seeking help. If a student in violation of the School Tobacco Policy, is subject to disciplinary action.

Religious Services

Oldfields is non-denominational and respects all religious faiths. Students who wish to attend religious services should alert the Director of Residential Life, who will assist the student in finding services in the local area. The School will provide transportation. Throughout the year, students are encouraged to participate in the religious services and holiday celebrations of their choice.

Emergency situations

In a life-threatening emergency	Dial 911
Director of Safety	443-662-1234
Facilities	443-662-1044
Duty Office (AOD)	443-662-1111

Campus Safety

If you become aware that someone possesses dangerous materials on campus, call 911 and the Director of Campus Safety immediately to report their location. Do not approach or confront anyone you suspect of having a weapon. Observe them from a distance only if it is safe, and provide any information you can to the Director of Safety.

Director of Campus Safety (443-662-1234)

Automatic External Defibrillator Device Locations

- **Rodney** **First floor by the middle stairwell**
- **Gym** **Down the stairs**
- **Commons** **In the Dining Hall**
- **Old House** **Outside the Theatre**

Weapons/Explosives

Under no circumstance is it acceptable to bring a weapon or explosive of any kind to school. Doing so will result in serious disciplinary consequences including, but not limited to, dismissal.

Fire Safety

If at any time a student detects smoke or suspects a fire, she should report it to the nearest faculty or staff member. Regular fire drills are conducted throughout the school year, and procedures will be reviewed in dormitory and School meetings. 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 roofs or fire escapes, except in the case of an actual fire.

In Rodney and Old House there are dedicated “clean” power outlets for computers only. No 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 surge bars that are plugged into these outlets. These outlets are usually orange (with a light in the center), red, or positioned in a metal raceway. Students should not be in possession of incense, candles, matches, lighters, fireworks, or anything flammable. Production of an open flame in a School building or in any area where there is a threat to life or property is a serious risk to the health and safety of the School community. Violations of Fire Safety Policies are a major violation of the principle of Health and Safety and will most likely result in dismissal from School.

Not permitted in dorm rooms

Open flame, heating coils, electric coffee pots, hot plates, oil popcorn poppers, sunlamps, halogen lamps, electric blankets/bed pads, wax melting unit, window air conditioning units, electric heaters.

Fire emergencies during the academic day

If a fire emergency occurs, all students should report to the appropriate color “zone” and line up by grade for attendance purposes.

Fire emergencies before or after the academic day

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 emergencies after lights-out or during the weekend

If a fire emergency occurs over the weekend or after lights out, students should immediately wake up their roommate, turn on the lights in the room, close the windows, and check the temperature of the door. If the door is not hot to the touch, open it and quickly exit the building. Yell down the hall and pull an alarm to alert others of the fire. If the door to your room is hot to the touch, do not open it. Exit through your window, unless you are on the second floor of a building. If on the second floor of a building, yell out the window and let people know you are there, then close your window and wait for assistance. Once outside the building, proceed to your appropriate color “zone” and line up with your roommate.

Fire Extinguisher Use

Please use a fire extinguisher only if you have been trained to do so. If you have any doubt in your ability to fight the fire, exit immediately.

If you must use a fire extinguisher...

- **Place yourself between the fire and your exit from the area.**
- **Discharge the fire extinguisher using the PASS method:**
 - **Pull the pin. This will break any existing tamper seal.**
 - **Aim low, pointing the extinguisher nozzle/hose at the base of the fire.**
 - **Squeeze the handle to release the extinguishing agent.**
 - **Sweep from side to side at the base of the fire until the fire is out.**
- **Watch the area. If the fire reignites, repeat the steps above.**

Campus Visitors

All visitors must observe the rules and regulations of Oldfields School. This includes the 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 Weekend Duty Office.

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 Duty Office where they will be asked to sign them in and provide appropriate contact information. Parents are asked not to request permission to spend the night in the dormitory.

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, she must obtain permission from the Academic Dean at least one day in advance. Boarders may have visitors on campus after their last obligation on Fridays.

Weekend Visitors

Guests may be invited for a daytime visit on Saturdays and Sundays. Daytime visitors must arrive after 9:00 a.m. and must leave by 9:30 p.m. on Saturday and by 7:30 p.m. on Sunday. On Friday, the guest must arrive after the host's last commitment on Friday and must leave by 9:30 p.m. On weekends, all guests must be introduced at the Weekend Duty Office, receive a visitor badge, and sign in. They should sign out when they depart campus. Students who are campused may not invite guests to campus nor may they be in the presence of other students' guests. Only family members may visit a girl who has been campused.

Overnight Visitors

A student may request to have an overnight visitor on campus. Permission is granted by the Director of Residential Life. All overnight guests are expected to observe all dorm rules and the lights out time of the student they are visiting. To have an overnight guest on campus, students must abide by the following procedures.

- The Oldfields student must request permission and provide guest information to the Director of Residential Life by 3:00 p.m. on Thursday.
- An email or phone call granting permission from the guardians of both the host and the guest must be received by 3:00 p.m. on Thursday by the Director of Residential Life.
- On occasions when a male guest or significant other has been invited to spend the night on campus, he/she must stay at a faculty member's home.
- The guest must return to the faculty member's home by 9:30 p.m. or an acceptable, specified time as arranged by the host.
- Parents are asked not to request permission to spend the night in the dormitory.
- Overnight visitors are NOT permitted on the final two nights of the school year.

Overnights for admission guests will be scheduled by the Admission Office and the Director of Residential Life, not by individual students.

Library

The George S. Nevens, Jr. Library, located on the second floor of the Rodney academic building, is open from 8:30 a.m. to 3:30 p.m., Monday through Friday and from 7:30 p.m. to 10:00 p.m., Monday through Thursday. Sunday hours are from 7:30 p.m. to 9:30 p.m. On the weekends prior to exams, the Library is open additional hours. The Academic Support Center is located in a wing adjacent to the Library.

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. The Oldfields Librarian and the Director of Educational Technology are available to provide individual or group assistance and instruction to students and teachers.

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, she 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 acceptable.

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, in a sealed container, must always be kept away from all computers and electronics.
- In accordance with the Oldfields School policy, 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.
- If a student is using a Library computer for recreational purposes, she may have to relinquish it if other students are waiting to use it for school assignments

Students in violation of the Oldfields Library expectations listed above will be asked to exit the Library and run the risk of losing their Library privileges for an extended period of time.

Photography Laboratories

During posted times, the darkroom and the digital lab are open to photography students and those students with specific permission of the photography instructor. Students are responsible for equipment and supplies as well as cleaning up.

Herky's School Store

Oldfields apparel, school supplies, athletic equipment, convenience items, and daily necessities can be purchased at Herky's, which is located on the first floor of McCulloch Commons and is open daily (hours will be posted at the store). Items may be purchased with cash, check, credit card (MasterCard or Visa), or a student's Oldfields debit card. All books are purchased through www.OldfieldsSchool.bkstr.com or www.efollett.com. Students can also get small amounts of cash Monday-Friday at the student bank, which is also located in the School Store. Parental approval is needed for cash requests over \$50.00.

Fitness Room

Oldfields students are encouraged to exercise in the Fitness Center located on the ground floor of the gymnasium at any time between the hours of 6:50 a.m. and 10:30 p.m. Students must sign in when using the Fitness Room, and no student may work out alone. Failure to follow these guidelines will result in loss of the privilege to use the Fitness Center.

Mail and Packages

Each student is given a post office box and combination for her incoming and inter-school mail. There is daily 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 can be sent to students using the above address. Students may mail 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 cannot be responsible for lost or damaged items. Please do not send cash.
- All students are expected to empty their mailbox regularly.

ACADEMIC LIFE

An Oldfields student's first responsibility is to her classes. Students are expected to attend every class, hand in work on time, and spend an appropriate amount of time outside of class on each subject. Every student will be given an Oldfields planner to organize her work and activities. A digital version of the events in the Planner is available in the student portal on the website.

Academic Daily Schedule

7:20-7:55 a.m.	Breakfast
8:00 a.m.	Advisory
8:15 a.m.	Morning Meeting
8:40 a.m.-2:45 p.m.	Academic Day
3:45-5:45 p.m.	Sports and Co-Curricular Activities
6:00 p.m.	Day Student bus departs campus from crosswalks
6:00-6:30 p.m.	Dinner
7:30-9:30 p.m.	Study Hall
10:30 p.m.	Lights Out for 8th and 9th graders
11:00 p.m.	Lights Out for 10th and 11th graders
12:00 a.m.	Lights Out for 12th graders
1:00 a.m.	Lights Out for Prefects

Note: From 8:00 a.m. to 2:45 p.m., students are expected to speak the common language (English) in Rodney Hall and all academic classrooms in Old House.

Promotion of Students

In order to be enrolled as a full-time student at Oldfields, the School must receive a complete transcript, including a description of the student's coursework and credits from the seventh and eighth grade for students entering grades 8 or 9. For students entering grades 10-PG, an official final school transcript is required indicating grades and credits received for grades 9-12.

- To progress from the eighth grade to freshman year, a student must successfully complete her course load.
- To progress from freshman to sophomore year, a student must earn a minimum of five credits.
- To progress from sophomore to junior year, a student must earn a minimum of 10 credits.
- To progress from junior to senior year, a student must earn a minimum of 15 credits.
- In addition, each year a student must satisfy all of her May Program and athletic/co-curricular requirements.

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, she must have a cumulative grade point average of 95 or above with no grade below a 90. She must submit a proposal, which has been approved by her parents, to the Academic Dean by November 1 of the year prior to the one she wants to skip. The Academic Dean will then submit the proposal to the Curriculum Committee for approval before a full faculty decision is made at the end of the school year. Ultimately, Oldfields is concerned with what is best for the student, and many factors in addition to academic achievement must be considered.

Graduation Requirements

A student must earn a minimum of 21 credits, 19 of which need to be in academic courses. A unit of credit is defined as approximately 120 hours of instruction in a subject, which is listed in the course descriptions on the website. Partial credit is earned for athletics/co-curricular activities (.75 credit per year) and May Program (.50 credit per year). The Academic Dean, as necessary, may resolve any discrepancies in these requirements. The 21 credits must be distributed as follows:

- Four years of English
- Three years of a world language (minimum: two consecutive years of same language).
 - New juniors who have not taken a language must take two years.
 - International students, for whom English is a second language, will take a short English reading and writing assessment. Students who do not perform satisfactorily may be exempt from studying an additional language in order to focus on building English fluency, with the recommendation of the Academic Dean.
- Three years of social studies
 - One must be United States history and one, a non-American history course.
- Three years of mathematics (minimum: Algebra I, Algebra II, and Geometry)
 - Students who are admitted to Oldfields are usually required to take a math placement test.
 - In the event that a student qualifies for an upper level math class, but has not received a Geometry credit, that student may test out of Geometry by earning a grade of 85% or higher on the Oldfields final exam, with the recommendation of the Academic Dean.

- Three years of laboratory science (minimum: Biology and Chemistry)
- One year of fine arts (performing or visual arts)
- Three seasons of athletics or afternoon activities each year
- 20 hours of community service for each year enrolled at Oldfields
- Successful completion of May Program and/or Independent Project each year
- A senior must pass all academic courses taken in her senior year.
- A senior must deliver her Senior Presentation.
- During the course of the year, each senior must deliver a Senior Presentation during Morning Meeting. This presentation, expected to be approximately five minutes in length, provides seniors with the opportunity to share their talents, experiences, and convictions with other members of the community. All presentations must be original compositions and must be previewed by one of the Senior Class Deans. Please refer to the student portal on the Oldfields website for guidelines.

Course Load, Exams, and Accolades

Every Oldfields student must carry a minimum of five courses at all times. Under special circumstances the Academic Dean may temporarily waive the five-course requirement.

Eighth Grade Course of Study

At Oldfields School, students are frequently grouped by ability rather than by grade. This allows qualified eighth graders to take certain ninth grade courses. Eighth grade students will receive graduation credits for the following courses: Algebra I and/or higher-level math courses and world language courses.

Honors Courses

Oldfields offers a variety of Honors courses, most of which use the College Board Advanced Placement (AP) guidelines and curricula to prepare the student for the national AP exam in the designated subject area. Enrollment in these courses is determined by individual teacher recommendation and approval by the Department Chair and the Academic Dean.

- AP exams may be taken in May for work completed in Honors courses. If a student does not take the AP exam at the end of the year, she will take the Term III final exam.
- Enrollment in one of these courses may be determined by the following criteria:
 - A submitted portfolio or required writing prompt
 - Permission granted from the Department Chair and the Academic Dean
- Students taking an AP exam are required to attend Honors classes scheduled on the same day as the AP exams. Although she may choose not to attend a non-Honors level class on the day of her AP exam, she is responsible for any missed work or review from that class.

Dropping a Course

If a student drops a course, it must be done within the first two weeks of school, unless an exception has been made by the Academic Dean. Students may not drop a class or enter a new class unless the Academic Dean authorizes the change in writing. Although each student is encouraged to speak to their Advisor and the College Counselor about dropping a course, the Academic Dean must approve all course changes. Students who withdraw from a class after the first two weeks will have that course listed on their transcript.

Term Exams

Formal two-hour exams will be administered at the end of Term I and Term III. During this time, cell phones may not be present in the academic building for any reason without specific permission from the teacher.

- **Term I Exams: Tuesday, November 13 - Friday, November 16, beginning at 8:00 a.m.**
- **Term III Exams: Wednesday, May 15 - Friday, May 17, beginning at 8:00 a.m.**

During the exam week prior to May Program, seniors who do not have a scheduled exam may depart campus with parent permission and permission from the Dean of Students. Morning Meeting at 11:30 a.m. is still required for all students, including those seniors.

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 receive Freedom of Study for the subsequent grading period. At the end of each term, 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 93.00 in a challenging curriculum

Service: An up-to-date Oldfields community service requirement

Leadership: An active leadership role in the School community

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.

May Program

During the last two weeks in May, all students participate in a variety of experiential programs that are an extension of the academic curriculum. Many students remain on campus and become involved in self-contained programs designed by the faculty. Other students join off-campus programs. Each year, some seniors and juniors choose to do an Independent Project. 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 an application to the Independent Project Coordinator in the fall.

May Program Absences

Due to the intensive and experiential nature of 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 May Program each year in order to advance to the next grade. If a student is absent during May

Program, she will be required to complete eight hours of approved community service for each daily absence. If a student fails or is unable to participate in the full May Program, she will have to complete 80 hours of approved service over the summer in order to receive credit and graduate or to matriculate to the next grade.

Grades and Comments

Grades are electronically posted on NetClassroom three times a year at the end of each term. At the midpoint of each term, parents may also view interim teacher and advisor comments which highlight the overall progress of their daughter. The following number grades correspond to the following letter grades:

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

Attendance Policy

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. Students are required to attend all community events that are noted on the Oldfields School website and in the Planner. Families are expected to respect the integrity of the academic calendar and to fully support the School by having their daughters attend all community events. All absences are recorded in the Academic Office.

If a student is ill and will be absent from school, the parent/guardian must contact the Registrar's Office at 443-662-1083 before 8:00 a.m. If a student is sick for more than two days, she must return to School with a doctor's note. If a student plans to miss School for a reason other than illness, it is expected that the reason for the absence will be communicated prior to the absence.

It is the role of the Oldfields parent or guardian to support their children to regularly attend School during designated hours. 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. **A student must sign in at the Registrar's Office when she 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 she returns, she must also sign back in.

Lateness to Class Policy

If a student is late to class three times, in addition to having been placed in detention, she will be required to attend monitored Friday Night Study Hall (FNSH) which is held each week on Friday evening from 7:00 p.m.-9:00 p.m. Should tardiness continue to be a problem for a student, the Academic Dean will contact her parent/guardian. Chronic lateness to class may result in an appearance in front of the Academic Integrity Board.

Absences

Excused Absences

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, she should make up the work in two days). It is expected that all students will stay abreast of their school work through email or Class Pages. A student's absence from School may be excused by the Academic Dean for:

- Medical reasons including illness and non-routine medical care
- 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

The personal extension of an Oldfields School break will NOT be considered excused.

Unexcused Absences

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. It is important to note that 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. She is responsible for obtaining lecture and class notes on the first day back, if not earlier. Teachers are not expected to re-teach material or give extra help associated with any work missed due to an unexcused absence. A minimum late penalty of 30% or no credit will be assigned to work submitted for an unexcused absence, regardless of when it is submitted.

Excessive Absences

Excessive absences, whether excused or unexcused, may result in loss of course credit. If a student is absent for 20%, or 15 days of a course, the Academic Dean, in consultation with the Dean of Students, the student's teacher, and her advisor, will decide whether or not to give credit for the course. If a student loses course credit, she will be required to attend an Oldfields-approved summer program and earn credit through a passing grade before matriculating to the next grade.

Extended Absences

It is the responsibility of the student to meet all academic commitments either prior to the extended absence or during the absence through daily contact with a designated facilitator. One month prior to a proposed extended absence, an Extended Absence Proposal must be submitted to the Academic Office

An Extended Absence Proposal must indicate the following:

- **Dates of student absence**
- **Parent/Guardian's name and contact information. This person will maintain communication with the Academic Dean.**

- **A clear statement of the purpose of the absence, the connection to the student's educational plan, and how the outcome of this extended absence will benefit the student in the future**
- **A timetable of how the student will meet all academic commitments prior to or during the extended absence**
- **The student will have all teachers involved and the advisor sign off on the proposal.**
- **Proposal must be approved by the Academic Dean and the Curriculum Committee.**

The student must be in solid academic standing and be able to demonstrate clearly the ability to work independently for the proposal to be approved. Failure to meet all commitments designated in the proposal will result in a "zero" for all work not completed. Any tests or significant assessments taken during the absence must be proctored by a tutor or other adult approved by the School; a tutor may be required for teaching purposes in math, foreign language, or any subject area that would require ongoing, daily work. The costs associated with a tutor are the family's responsibility. The School reserves the right to administer an assessment in any of the academic areas in which the student is enrolled in order to determine the quality of the work completed during the absence. The parents and student must be aware of the fact that all class material missed during the absence may appear on a final exam, and the student is responsible for preparation of this material. International students attending Oldfields for one year must also adhere to this policy.

Extended absences due to critical illness will be addressed on a case-by-case basis.

Medical Leave of Absence (MLA) Policy

A student who is unable to fulfill her daily obligations due to physical or psychological illness may request or be recommended for a Medical Leave of Absence (MLA). In addition, any student who is considered by the School to be a danger to herself or to others will be required by the School to take an MLA.

When a student requests or has been recommended for an MLA, there will be an immediate meeting of the MLA committee (Academic Dean, Dean of Students, school counselor, school nurse, and student's advisor) to work out the details of the leave. If an MLA is recommended by a professional outside of the School, written verification is required. Recommendations will be made to the Head of School for final approval. We encourage the student to fully participate in treatment during her medical leave. If a student is admitted to a mental health facility, Oldfields expects this student and her familial support system to focus on her getting well. In this situation, the student would be encouraged not to complete any course work. If the student is treated on an outpatient basis or is at home during her MLA, that student is expected to complete only essential assignments, as designated by the student's teachers and the Academic Dean.

The student's advisor and/or Academic Dean will assist in gathering essential assignments and will act as the main contact person for the student and the parents. The Academic Dean will set the deadlines for completion of the work. Any necessary tutoring and the cost thereof or proctoring for assessments is the responsibility of the family.

The School reserves the right and expects to be able to consult with the relevant health care professionals to receive regular updates or to request written documentation which would enable the School to assess progress, readiness to return, and possible impact on the School or community at large.

In an effort to allow the student on medical leave to focus on getting well, a student on medical leave is not allowed to visit campus nor can she host current students at her home. The length of the leave will be determined by the MLA committee in consultation with any outside professional. If the MLA should extend past one month, or if it is unlikely that the student will be able to fulfill her academic obligations, the School may recommend a medical separation.

When a student is cleared to return by the Head of School, MLA Committee, and the appropriate outside medical professionals, there will be a mandatory re-entry meeting with school officials, the student, and her parent(s)/guardian(s) immediately upon her return to campus.

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

Religious Observances

Though Oldfields is a non-sectarian community, we value and appreciate diversity. As such, we are sensitive to the needs of students observing holidays within their belief system. It is important for parents/guardians to communicate with their daughter's advisor when a holiday commitment will curtail a student's ability to meet an academic commitment. Oldfields teachers are willing to make reasonable accommodations with one week's notice from a parent/guardian. We value a proactive approach to managing your daughter's education and encourage you to work with us in partnership.

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). Consequences may include warning, probation, loss of credit, and possible dismissal.

Chronic incompleteness of work and/or chronic classroom disruption to the academic environment is an academic integrity issue that also affects student life. In these cases, three members of the AIB (two students and a faculty member) and three members of the Student Judicial Board (SJB) (two students and a faculty member) will meet with the student and her advisor to discuss ideas to support the student.

Academic Warning and Probation

Though a student's academic commitment and a supportive faculty generally ensure success, on occasion additional structure is necessary. A student failing two courses during a term, will be placed on Academic Warning. As a result, a letter is sent to parents advising them of this, and additional structure is created for the student. She must attend all Academic Study Halls and Extra Help sessions until her teachers, advisor, and the Academic Dean feel she has made significant progress. In addition, any overnight or weekend permissions must be cleared with her advisor. A student is also placed on Academic Warning if she does not make up an incomplete or failed course from the previous year. If a student is placed on Academic Warning more than once, she may be placed on Academic Probation. If this is the case, her re-enrollment contract will be held pending final faculty meetings.

Academic Support

Students with documented learning differences are eligible for special accommodations on term exams. Students who wish to have special accommodations must complete an exam accommodation form. The student must complete and return the form to the Academic Support Office by the stipulated deadline. Students must be using the requested accommodations regularly in their daily classes.

Daytime Study Hall/Required Extra Help

There is a monitored daytime study hall for all eighth and ninth graders from 10:05 a.m.-11:00 a.m. every day. Unless a student has a note indicating that she is meeting with a teacher for extra help, has seminar, or has Freedom of Study, she is required to be in study hall. Other students who would benefit from more structure during the day may be assigned to this proctored study hall by a teacher or an advisor. If a student is struggling, she may be required to meet her teachers or with the Academic Support Office for Required Extra Help sessions.

Evening Study Hall

Evening Study Hall takes place Sunday through Thursday nights from 7:30 p.m.-9:30 p.m. During this time, dormitories are to be quiet and conducive to studying. All students remaining in the dormitories at this time, are required to have their room doors open so that all residents are visible. Students who are out of the dorm during Evening Study Hall may not return to the dorm unless they are coming back from an evening class or have specific permission from an adult on duty to return. Additional information about Evening Study Hall can be found in the Residential Life section.

Academic Study Hall (Academic)

Students may be assigned to Academic Study Hall by their teachers, advisor, the Director of Academic Support, or the Academic Dean for a week of structured, supervised study. Academic Study Hall assignment begins on Tuesday at 7:30 p.m. and continues through the following Monday. If a School break occurs during an academic session, any student assigned to Academic Study Hall will complete the session upon her return from that break.

Students may not be removed from Academic Study Hall unless the assigning teacher, advisor, or the Academic Dean provides a pass to be excused.

Academic Study Hall Guidelines

Location: Rodney Room 121, 7:30 p.m.-9:30 p.m.

- Cell phones/tablets are not permitted in Academic Study Hall.
- Eating or drinking is not allowed in Academic Study Hall. Water is the only exception.
- Students should not be seated right next to one another.
- Class Pages may be checked on a student's device at the start of Study Hall. The student must position the screen for the proctor to see at all times.
- Students are not to be connected to the Internet unless they have a specific note from a teacher specifying what the student is to do on the Internet. (45 minutes permitted for Internet usage)
- Students should work first on the subject for which they were assigned to Academic Study Hall.
- Students in Academic Study Hall may not work in groups.

- If a student comes to Academic Study Hall without the necessary materials, the proctor should contact the student's dorm parent by radio and tell him/her what materials the student needs. The dorm parent will retrieve the materials from the student's room, meet the student at the door, and give her the materials. The student will then return to Academic Study Hall before working on other assignments.
- A student may not sleep in Academic Study Hall.
- A dictionary will be provided from which words and definitions can be copied in case a student can't find something productive to do.
- A student may have one short bathroom break.
- Students who are late to Academic Study Hall will have to stay after study hall with the proctor equal to double the amount of time they arrived late.
- A student who needs "white noise" to help stay focused may listen to music on a computer (not a cell phone) with headphones. The student must position their screen for the proctor to see at all times. The volume must be set so that NO ONE else can hear the music. Should this become a problem, the student will lose the privilege of listening to music during Study Hall.
- Academic Study Hall is a required academic commitment.

Friday Night Study Hall (FNSH)

Students who fail to complete an assignment may be required to attend Friday Night Study Hall (FNSH), which is held from 7:00 p.m. to 9:00 p.m. Friday Night Study Hall (FNSH) may also be used as a consequence for missed class time at the teacher's discretion.

If a student has been assigned to this study hall and has a conflict with another school obligation, she may be required to attend Saturday Morning Study Hall from 9:30 a.m. to 11:30 a.m. instead. Students assigned to Friday Night Study Hall (FNSH) or Saturday Morning Study Hall (SMSH) may have to delay weekend plans until the study hall commitment has been met.

Summer School

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 Academic Dean. If a student receives a failing grade for a full-year course, she must make up the work during the summer. This can be accomplished by taking a summer school course or by meeting specific requirements established by her teacher and the Academic Dean.

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 are happy to proof students' materials and make suggestions, and we encourage students to bring their application materials to the College Counseling Office for proofing and editing. To have school materials sent to colleges, scholarships, and other programs, **students must submit a completed transcript request form to the College Counseling Office a minimum of two weeks before the deadline in order to have adequate time to process and send materials.** Students must complete their own applications and provide confirmation of submission before requesting that school materials be sent.

Applications and Deadlines

A thoroughly researched list of schools is essential to successful completion of the college application process, and a student who has researched well should not need to apply to more than 12 schools.

- Each student must keep her “Colleges I’m Applying To” list in Naviance up-to-date, including accurately listing the Application Type (Regular, Early Action, Early Decision) and 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 Naviance at least two weeks before the application deadline for those schools.
- Students who need transcripts or recommendations for scholarships, summer programs, or other purposes must request this in writing/email at least two weeks in advance of the deadline and must include an email, mailing address, or direct link for uploading documents. These documents will be sent/uploaded directly to the scholarship or other agency. We will not release official documents directly to the student or family.
- **Students must request teacher recommendations and provide their teachers with a recommendation contract and completed questionnaire at least one month in advance of their first deadline.**
- **Students must send their own standardized test scores to colleges that require them as part of the application process. We recommend sending them at least one month prior to the deadline.**
- 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.

Transcripts and Recommendations

All applications and additional materials should be submitted prior to the student’s departure from campus on December 14th, regardless of January or February deadlines. The College Counseling Office submits official transcripts, counselor recommendations, teacher recommendations, and any other supporting documents directly to institutions as requested by students.

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 for instances in which the writer of a recommendation chooses to show some portion of his or her recommendation to the student.

Individual student transcripts may be made available to the student’s parent(s) or legal guardian(s) and to students 18 years old and older. Oldfields will not release a transcript without prior written consent from the student’s parent(s) or legal guardian(s) or from students 18 years old or older.

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 to or release of the transcript was granted. Only the Head of School, Academic Dean, Registrar, or College Counseling Office may grant access to or the release of student transcripts.

Official and unofficial transcripts and report cards will not be released if all tuition and fees have not been paid in full.

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 her 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 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 significant financial difficulty for a family, the student should talk to the College Counselor.

Disclosure of Disciplinary History

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. Students should work with their college counselor to draft their statement explaining any disciplinary history.

In addition, it is our policy to report all off-campus suspensions and academic or behavioral probations received in ninth through twelfth grade at Oldfields to all colleges that request such information in their application materials. The School Statement will address these matters.

If a senior is suspended or placed on academic or behavioral probation between the time of recommendation to an institution and her graduation from Oldfields, the College Counseling Office will notify each institution to which an application has been submitted that there has been a change in the student's status. The student will also be asked to write to each institution about the incident. If a student withdraws from or is dismissed from Oldfields, all institutions to which the student has applied will be notified that the student is no longer enrolled at Oldfields, regardless of whether the college has asked for such information in its materials.

College Visits

Students are encouraged to visit colleges during the summer, long weekends, Thanksgiving Break, and Spring Break. In addition, if necessary, juniors may be excused from up to two days of school, and seniors up to three days of school, to visit colleges. The student must submit a college absence permission form signed by the College Counselor, teachers, coaches, and advisor at least one week in advance of each college visit to the College Counseling Office. A parent or guardian must also contact the college counselor 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 fall to meet with students on campus. Juniors and seniors may be excused from class to meet with college representatives if they receive permission from their teachers at least one day in advance. Underclassmen are welcome to attend college visits that do not conflict with another school commitment.

STUDENT LIFE

Morning Meeting

Each weekday, time is set aside for the entire School community to gather together for Senior Presentations and spirit announcements. All students must be present and are expected to be on time to this meeting, as attendance will be taken. No food or drink may be taken into the David Niven Theatre.

Advisory Program

Each student is a member of an advisory group that meets together at 8:00 a.m. every morning in a designated location set by the advisor. The advisor carefully oversees the academic and social development of their advisees. Advisory is the first point of attendance in an Oldfields student's day. Advisors serve as liaisons between the School the student and parents. An advisor provides information, updates and guidance throughout the year. **Advisors should be the first point of contact for parents when they have a question or comment regarding the academic, athletic, or community life at Oldfields.** Each Oldfields student may discuss any matter with her advisor, but she should also feel free to approach any other faculty member when she has 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 will lead to greater disciplinary action and could result in a formal SJB (Student Judiciary Board). Arriving to Advisory over five minutes late is considered an absence. Any further violations of lateness or absence will result in a meeting with the Dean of Students, and further disciplinary action will be taken.

Student Leadership

There are several ways in which Oldfields students can get involved in student leadership. The formal leadership positions include School President, Class Officers (see Student Council), Prefects, Head of Day Students, School Judiciary Board members, Academic Integrity Board members, Green and White Spirits and Captains, and the Student-Athlete Advisory Committee members.

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 Head of Day Students. 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. Student Council membership is a key leadership position; therefore, any member who breaks a major School rule may be removed from her position.

Senior Leadership

The senior class is expected to return to campus on the Friday before the first week of school to take part

in the two-day intensive Senior Leadership Training Program. In addition, all seniors take on a leadership role by virtue of their age and experience in the community. In agreeing to abide by the Oldfields Core Principles, all senior students work closely with the Dean of Students and the Director of Residential Life to motivate, engage, and organize their peers, to solicit ideas from their fellow students, to work well with their co-leaders, and to help live by and enforce the School rules.

Clubs and Organizations

Student clubs and organizations are an important part of the Oldfields community. Every student is encouraged to participate in those activities which are of interest to them, as long as they do not interfere with their academic performance. Students holding club leadership positions should recognize this as a privilege and one that can be lost as a result of academic and disciplinary infractions.

Green School

As a nationally recognized Maryland Green School, Oldfields is dedicated to environmental awareness and responsible environmental stewardship pertaining to the use of renewable and nonrenewable natural resources. Oldfields' students and staff are expected to support conservation efforts, including monitoring personal water and electricity usage in the dorms and academic buildings. Students and faculty also are expected to be mindful of community paper use in printers and copy machines. As a community, we will continue to participate in all recycling efforts on campus by properly utilizing the recycling receptacles found throughout the campus for plastics, glass, aluminum, paper, and cardboard.

Community Meetings and Assemblies

The whole School gathers in the Theatre daily for spirit announcements during Morning Meeting. At other times, the community gathers to discuss School-wide issues in a town meeting format. Other gatherings that take place for the purpose of building community and sharing information include, but are not limited to: class meetings, dorm meetings, day student meetings, and club meetings. Attendance at these gatherings is crucial and typically these meetings are marked in the School Planner. In addition, the School community gathers during Assembly period to hear and participate in events featuring outside speakers.

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 she will both find an outlet for her own interests and develop an enthusiasm for new ones.

The various offerings for each upcoming weekend are posted in Rodney Hall outside the Director of Residential Life office. **Students who wish to participate have until Thursday at 3:00 p.m. to sign up for their choice of activities.** 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 Oldfields student to check the various sign-ups in preparation for each weekend.

The cost for many of the activities each weekend is included in the comprehensive 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. In these cases, the

student's debit account will be charged a \$10.00 "no show" fee in addition to the original cost of the activity. Additionally, students who are "no-shows" for School-sponsored activities may lose the privilege of signing up for School-sponsored activities the following weekend.

Students must be at the Crosswalks ten minutes before the departure time, or their place on the trip may be given to another student.

A non-Oldfields student who joins the School on an activity must first get approval from the Administrator on Duty (AOD). Once this student becomes part of that group, she must abide by all School rules. Day students are encouraged to participate in School-sponsored activities. When they do, they are expected to accompany the residential students unless other arrangements have been made in advance. 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 Director of Residential Life by Thursday at 3:00 p.m. 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.

Inter-school Mixers and Related Events

Students are expected to conduct themselves as they would on all other School outings. They 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 mimics the Oldfields dress code. If a chaperone has to address a student regarding inappropriate behaviors, that student may be removed from the event and/or restricted from future mixers and inter-school events.

Meal Schedule

All community members must be respectful of Dining Hall guidelines and codes of behavior. It is not permissible to take silverware, glasses, dishes, or food from the Dining Hall. Meals are served in the Commons Dining Hall. All students are expected to use the common language [English] during dinner.

Monday-Friday

7:20-7:55 a.m.	Breakfast
12:00 p.m.	Lunch
6:00-6:30 p.m.	Dinner (required Monday-Thursday)

Dinner is required Monday-Thursday nights for all boarders and is open to all day students.

Saturday & Sunday

9:30 a.m.-10:30 a.m.	Continental Breakfast
10:30 a.m.-12:30 p.m.	Brunch
5:00 p.m.-5:30 p.m.	Dinner

Weekend Food Deliveries

Students are given permission to have food delivered to the School on **Fridays at 7:30 p.m., on Saturdays at 1:00 p.m., 5:30 p.m., and 8:30 p.m., and on Sundays at 1:00 p.m. and 5:30 p.m.**

In the event of a FREE DAY, food may be delivered to campus with the permission of the AOD.

- There are NO food deliveries during the academic week.
- All orders must be placed from the phone outside the Weekend Duty Office.
- All food deliveries should be made to the front circle of Old House.
- Students are required to wait patiently in the admission parlor for their order to arrive.
- Ordering food delivered to campus is considered a privilege and can be lost at any time.

Athletic and Co-Curricular Program

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 individual and respect for others. We stress teamwork, sportsmanship, personal commitment, goal setting, and an appreciation for a lifetime of activity. Given the community nature of the athletic and co-curricular programs, all students are expected to use the common language (English) during these activities.

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.
- Each student must participate in at least one athletic team option each year at Oldfields.

Credit for Athletic and Co-Curricular Activities

Each student will receive .25 (1/4) credit per season for successful completion of each season. She will receive a grade of Pass, Pass with Honors, or Fail. If a student receives a failing mark, it will be noted on her report card and her transcript. In addition, she will not receive credit for any term that she fails.

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 attend riding lessons, stable management lessons, clinics, and will have time to free ride Monday through Friday. There is an additional fee for all riding.

Team Sports Requirement

Fall Athletic Team Options	Winter Athletic Team Options	Spring Athletic Team Options
Cross Country	Varsity/JV Basketball	Varsity/JV Badminton
Field Hockey	Indoor Track and Field	Lacrosse
Varsity Tennis	Riding	Softball
Varsity/JV Volleyball	Dance	Track and Field
Riding		Riding
Dance		
Fall Co-Curricular Options	Winter Co-Curricular Options	Spring Co-Curricular Options
	Theatre	Theatre
	Yoga	
	Strength and Conditioning	

To accommodate our diverse range of student 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. Students must be aware that inclement weather may cause a change in the sports schedule. If this happens, a students must meet their sports commitment before leaving for the day or for an overnight or weekend.
- 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 her uniform or whose uniform is damaged beyond normal use will be billed.
- Manager positions are reserved for students with a medical excuse.

Athletics and Co-Curricular Attendance Policy

If a student exceeds three (3) unexcused absences or a combined (excused and unexcused) total of eight (8) absences per sport or co-curricular activity, she may not receive credit for that season. If she exceeds eight or more days in a single season, she may be given a failure on her transcript. Each case will be handled on an individual basis. Additionally, any unexcused absence from a practice, a game or a co-curricular activity will result in a work detail. Three late arrivals to practice during a season will result in a work detail.

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.

Fall pre-season practices are required for all students trying out for a position on an IAAM

team (cross country, field hockey, tennis, and volleyball). Failure to be at pre-season may result in an athlete not making the team. Preseason does not pertain to our non-IAAM fall season teams/activities (riding, dance).

There may be times when field hockey, tennis, track and field, and basketball will have games and/or tournaments that conflict with School breaks. Students and parents will be notified of these conflicts on the first day of practice. These games/tournaments are mandatory, and failure to participate will result in a meeting with the Coaches' Board to discuss the possibility of no credit or failure for the season.

Seniors may miss two 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 eight absences; however, any absences for a college visit beyond the allowed 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.
- For reasons of health, the nurse decides that it is inappropriate for a student to participate in a game or a performance.

Excused Absences

- **Illness:** Students must be excused by the school nurse or have a note from a medical doctor in order to be excused from her after-school commitment. A parent may not excuse his/her daughter from her sport or co-curricular activity if she has been in school.
- **Major Family Events:** For example, a wedding or a funeral
- **Medical Appointment:** Students must provide a medical note the following day.
- **Inclement weather:** In the event that dangerous driving conditions prevent a student from attending school or requires her to leave early, a excused absence may be granted.
- **Job Interview:** Should there be no other time available
- **College visits for juniors (two visits) and seniors (three visits) (see below for details)**
- **Religious holidays – do not count as one of the eight absences**

Varsity Club

To be a member of the Varsity Club, a girl must successfully compete in three different varsity sports during the academic year. This includes all IAAM varsity sports. Riding is considered varsity level if the student competes in two competitions in one season. Only one season of varsity riding will count towards being a member of the Varsity Club. In case of injury, illness, or unusual circumstances, the coach and Director of Athletics will determine the eligibility of the candidate

Community Service

As a graduation requirement, all students must complete 20 hours of approved community service for each year enrolled at Oldfields School in grades 9-12.

Guidelines

- All hours must be approved by the Director of Community Service.
- Hours may be fulfilled on school-sponsored weekend community service activities and during vacations. All students may complete hours on weekends at home.
- Approved hours completed the summer before a student begins her first year at Oldfields will be accepted. If a student in grades 9-12 transfers to Oldfields, approved community service hours will be accepted from the previous school.
- All hours must be completed by the first day back after Spring Break of a student's senior year unless she is a new senior. New seniors must complete their hours by May 1.
- Written documentation from the on-site community service supervisor is required for completion of hours and may be emailed to communityservice@OldfieldsSchool.org or mailed directly to the Director of Community Service.
- Up to 25% of the required hours (no more than 20 hours) may be completed by doing approved service work for Oldfields.

Babysitting

A student asked to babysit for faculty children must meet all of her School commitments. A student asked to babysit during the academic day may only do so for one period. Only juniors and seniors in good academic standing may babysit on weeknights, and they must return to their dormitories by 10:45 p.m.

House/Pet Sitting for Faculty

With parental permission, students may house sit for faculty/staff when they are away from campus to care for a pet, water plants, or check on the security of the residence. When this occurs, the student should not bring other students into the residence, should complete the task at hand, and then leave. Students are not allowed to stay for any length of time in a faculty residence and should not perform their duties during the academic day, study hall, or after lights out.

Student Dress Code

As a college preparatory school, Oldfields School prepares students for college and for life. Neatness in dress conveys a professional attitude, self-respect, and a seriousness towards academics and all aspects of an Oldfields career. Our standard of dress is symbolic of what the School represents and is therefore an integral part of an Oldfields education.

All students are expected to be in dress code from 8:00 a.m.-2:45 p.m., Monday through Friday. This expectation includes any time a student leaves campus and is under the School's jurisdiction, including, but not limited to, doctor's appointments, field trips and School-sponsored activities. Students are encouraged to present a positive image. In an effort to encourage the presentation of a positive image, students are required to adhere to the Oldfields School Dress Code.

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 is permitted only as a jacket or on scheduled casual dress days.
- 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 extracurricular groups may wear their game uniform or special club attire with approval from the coach/group leader and the Dean of Students
- All other athletic clothing/shoes are not permitted during the academic day.
- Campus Public Space Expectations: pajamas, blankets, slippers, spandex shorts, pinnies, cleats, riding boots, hats, hoods, and curlers are not allowed 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,
- Seniors may wear dress code appropriate tops (including sweatshirts) representing the college or university they are committed to attend the following year.

Pants

- Colored (not blue) denim, khaki, dressy, and chino style pants and slacks are acceptable.

Dresses and Skirts

- All dresses and skirts must be tailored to reach the student’s fingertips when her arms are held naturally at her side.
- 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 her side.
- Tasteful, professionally appropriate rompers are acceptable ONLY if the garment reaches fingertip length when the student’s arms are held naturally at her side.
- Sleeveless rompers are permitted. Straps must be the width of two fingers or wider.
- Denim shorts may only be worn in good repair on casual dress days and during May Program.

Shoes

- Dress and canvas shoes, loafers, weather/seasonal appropriate boots and sandals are acceptable.

Students may dress more informally during free time and for evening/weekend meals. On such informal dress days, all students are required to follow the dress code guidelines pertaining to public spaces on campus. While in the dormitory, students may wear casual clothes. As a sign of respect for themselves and others, students should be fully attired anytime they are outside their rooms.

On announced days (Admission Open Houses and Revisit Days, the Fridays of Alumnae Weekend and Fall Family Weekend, Grandparents' Day, and others) students may not wear jeans, sweatshirts, or flip flops. When these events occur on a Friday, students will be allowed to wear their blue jeans on Thursday instead.

Dress-up/Semi Formal Events

Usually falling on special occasions, dress-up events call for more formal attire than our published standard of dress. Students are required to wear either a pantsuit, skirts, or dresses meeting the guidelines of the Oldfields dress code, and dress shoes.

For more formal occasions, including class dinners, Green and White Night, Sports Awards Banquets, Thanksgiving Dinner, the Holiday Program, Garden Party, Banquet, Awards Night, weekend activity trips to the theatre, or special on-campus events, students should wear a nice dress or dress slacks.

September 17	Green and White Night
November 6	Fall Sports Awards
November 12	Thanksgiving Dinner
December 11	Holiday Program and Dinner
February 20	Winter Sports Awards
June 4	Spring Sports Awards
June 6	Garden Party
June 7	Baccalaureate, Banquet, and Awards Ceremony

Piercings, Tattoos, and Hair

Earrings are the only visible "pierced" jewelry permitted during the academic day or at school functions. Unobtrusive "nose studs" may be permitted at the discretion of the Dean of Students. The School reserves the right to ask that tattoos be covered up. Hair colors or highlights other than natural tones are not permitted. Hair should be kept neat and clean at all times.

Graduation Attire Requirement

Graduation will take place on June 8, 2019, at 10:00 a.m. Every Oldfields student is required to wear a simple ankle-length, paper white dress and slip. No other shades of white are acceptable. We recommend you shop with a standard piece of white printer paper for color comparison. For your convenience, the School can provide a list of approved dress options. ***Every student must have her dress approved by May 10, 2019. After this date, a dress may be assigned through the Barefoot Boutique, and a \$25.00 charge will be debited from the student's account to cover the cost of cleaning the dress after use.***

Sunbathing

Students are permitted to sunbathe in the following locations at the specified times only. Clothing must be worn over bathing suits at all times when not sunbathing in the following locations.

- **Weekdays: behind Jane House.**
- **Weekends: at the athletic fields or behind Jane House**

Cell Phone Policy and Expectations

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

Cell Phone Expectations - Academic Day (8:00 a.m.-2:45 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 anywhere on campus during the academic day (8:00 a.m.-2:45 p.m.) without permission from an Oldfields faculty/staff member.
 - This includes the dining hall, hallways, sidewalks, restrooms, offices and public spaces in between class periods.
- The use of cell phones is not allowed during Advisory or Morning Meeting.
 - This includes the use of music applications and headphones.
- Immediately upon entering a classroom, the gym, the theatre, Dance Studio, or Library (A, B, C, D, E, and F periods and Seminar) students must place their cell phone in that classroom's designated cell phone location.
- In the event of a personal emergency, students may step outside a building to make or answer a phone call with permission from the adult who is responsible for their attendance at that time.
- Parents and guardians needing to get in touch with their child may contact the school at any time.
 - **(8:00 a.m.-4:30 p.m.) School's main number 410-472-4800**
 - **(4:30 p.m.- following day 8:00 a.m.) AOD line 443-662-1111**

Cell phones will continue to be used as an educational tool when deemed appropriate by the classroom teacher. Should a student feel the need to use her phone for an academic purpose, she 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.

Cell Phone Expectations - After School and Evening

- Cell phones should not be present during sports and other afterschool activities.
- There are no cell phones during study hall (7:30 p.m.-9:30 p.m.)
 - This includes the dorm, library and academic study hall.
 - All students in the dorm during study hall must place their cell phone in the dorms designated location. This includes any student with freedom of study who chooses to remain in the dorm for study hall.
- Cell phones may not be used after lights out.
 - 10:30 p.m. for 8th and 9th graders
 - 11:00 p.m. for 10th and 11th graders

- 12:00 p.m. for 12 graders
- 1:00 a.m. for prefects
- Phone calls, FaceTime, text messages, and access to the Internet is prohibited between 7:30 p.m. and 9:30 p.m., Sunday through Thursday.

Cell Phone Policy Violations

- A student found in violation of the cell phone policy will have her phone turned in to the Dean of Students for 24 hours.
- A second violation will result in her phone being taken for one week.
- Any additional violation will result in a formal meeting with the Dean of Students, and further disciplinary action is possible.
- Day students will have their phone returned to them at the conclusion of the academic day and will 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 her phone taken by any member of the Residential Life staff, including Prefects and Student Leaders.

Discipline

Our approach to discipline is meant to provide an opportunity for students to learn from their mistakes or omissions and to move forward, with the goal of not making the mistake again. Therefore, disciplinary responses will vary based on the severity of the situation. Oldfields may recognize the distinction between a deliberate act and one that is based on oversight or omission. Students may be assessed one or more of the following consequences for not adhering to school rules.

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

If a student fails to comply with the behavioral expectations cited above, disciplinary action will be taken. Major violations of the School's core principles will generally be brought before one of the respective boards. The Dean of Students and the Academic Dean reserve the right to address violations without convening a board meeting. A student who violates the Drug and Alcohol Policy may appear before the School Judiciary Board. This violation will result in dismissal.

In accordance with the Oldfields philosophy, the School Judiciary Board and the Academic Integrity Board will weigh many individual factors, including previous record, age, circumstances, and above all, a student's honesty throughout the disciplinary procedure. The School Judiciary Board is chaired by the Dean of Students and composed of three to four students and the appropriate class deans. The Academic Integrity Board is chaired by the Academic Dean and is composed of two students and two faculty members.

Outline of Consequences

Early Breakfast Check (EBC)

Students are placed in EBC for absences from or tardiness to advisory. Students in EBC must report to the dining hall, in dress code by 7:45 a.m. Attendance will be taken by the All-School President or another member of Student Council.

Detention

Detention serves as an immediate consequence given to a student who is deemed in violation of day-to-day school rules and expectations. At the conclusion of the academic day, any student placed in detention will report to the Detention Hall or the Dean of Students' office. All devices will be collected upon arrival.

- Detention is intentionally designed as a time for student reflection.
- Detention Hours: Monday 2:25 p.m.-3:30 p.m., Tuesday-Friday 2:45 p.m.-3:10 p.m.
- No electronic devices are permitted in detention.
- An excessive number of detentions may result in further disciplinary action at the discretion of the Dean of Students.

Work Detail

Students are placed in Work Detail for minor infractions of the daily expectations and guidelines. Students in Work Detail give back to the School by completing chores on Saturday morning.

Campusment

Boarders who are campused may not leave campus for any reason, with the exception of School commitments such as an athletic competition. The only visitors allowed are family members.

Behavioral Warning

This may be assessed for repeated violations of rules that might not take a student to the School Judiciary Board. A student who is placed on behavioral warning who continues to have difficulties following the rules may be taken before the School Judiciary Board and will likely 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 School Judiciary Board meeting. This is a way for the student to help herself remember to monitor her behavior. It is also a way for the adults at Oldfields to help the student if she should continue to have trouble. If a student already on behavioral probation violates a core principle a second time and is brought to the School Judiciary Board again, it is likely she will be suspended or dismissed from the School.

Suspension

A student is suspended when the act or violation is so egregious that the School feels the student needs to be separated from the community. Typically, a student is suspended as a result of a School Judiciary Board (SJB) meeting. The suspended student is separated from the School and is expected to leave campus within 24 hours of being suspended. She may not visit campus or host other Oldfields students for the duration of the suspension.

Dismissal and Withdrawal

A student who is found to be in violation of the School's Zero Tolerance Drug and Alcohol Policy for drugs will be dismissed. A student who is on behavioral probation and violates a core principle or violates a major school rule again will face possible dismissal. If a student is dismissed, or if she chooses to withdraw from Oldfields during the year, she may not request readmission during the same academic year. A student who is dismissed or withdraws from Oldfields must leave campus within 24 hours, and she may not return to campus for any visits. 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.

School Jurisdiction

Students are under the School's jurisdiction except when on vacation, authorized overnights or weekends, and off-campus Independent Projects. School jurisdiction includes off-campus walks, privileges, and all school activities. If a student is on a privilege with their own parents, parental supervision supersedes School supervision. This does not apply to students who are on privileges with another student's parents. If an Oldfields student is found to be under the influence of drugs or alcohol when she returns from an overnight, weekend, or vacation, she will suffer disciplinary consequences including, but not limited to, dismissal. Students may not return to campus under the influence of drugs or alcohol and may not be in possession of these substances. The School reserves the right to extend its jurisdiction to events that occur off campus if student behavior adversely affects the School community.

Privileges

Every time a student leaves campus, she must follow the procedure for obtaining a privilege. Students do not need privileges for school-sponsored trips/activities. Students on privileges are expected to act in a way that is becoming to Oldfields, as they are under School jurisdiction even when they are off campus. Students on privileges or school-sponsored trips may not be in the bar section of a restaurant.

Day privileges

Students may take a day privilege between 9:00 a.m. and 5:00 p.m. on Saturday and Sunday, provided they have met all of their school obligations. In order to take a day privilege, a student must complete a privilege form and submit it to the Director of Residential Life by 3:00 p.m. on Thursday.

- Before leaving campus, students must sign out in the Weekend Duty Office. In the interest of safety, the destination and duration of this privilege may be limited.
- Students must also sign back in in the Weekend Duty Office upon their return.

Evening privileges

Students may take an evening privilege beginning at 6:00 p.m. on Friday and 5:00 p.m. on Saturday, provided they have met all of their School obligations.

- In order to take an evening privilege, a student must complete a privilege form and submit it to the Director of Residential Life by 3:00 p.m. on Thursday.
- Before leaving campus, students must sign out in the Weekend Duty Office. In the interest of safety, the destination and duration of a privilege may be limited.
- Students must also sign back in in the Weekend Duty Office upon their return.

Saturday privileges

Students may take a Saturday privilege between 9:00 a.m. and 10:15 p.m. (11:00 p.m. for 11th and 12th graders) provided all School obligations have been met. In order to take a Saturday privilege, a student must complete a privilege form and have parental permission by 3:00 p.m. on Thursday of that week. In the interest of safety, the destination and duration of this privilege may be limited. Students must sign out and back in at the Weekend Duty Office.

Spontaneous privileges

Students who have not signed up for a privilege in advance must obtain permission from the Weekend Duty Office to determine if a spontaneous privilege will be granted.

- Spontaneous privileges will be granted on Friday evenings only for students who are going out with their parents or with another boarder and her parents.
- Spontaneous privileges will not be granted prior to 9:00 a.m. on Saturday or Sunday, or after 5:30 p.m. on Saturday or Sunday.

Faculty spontaneous privileges

Students may leave campus with faculty members, but need to sign in and out of the Weekend Duty Office. It is expected that the faculty member will stay with the student(s) and act as a chaperone. If the faculty member is just providing transportation, then it will be considered a regular spontaneous privilege (see above).

Weeknight privilege

Weeknight privileges may be granted by the Director of Residential Life or the AOD when parents, guardians, or close relatives visits Oldfields.

- Students may leave only after their last School commitment and must return by 7:15 p.m. in time for room check and Study Hall.
- Students may invite another boarding student to join the privilege.
- Students may also go out occasionally with a faculty member on a weeknight as long as they return by 7:15 p.m. and remain in the company of the faculty member the entire time they are off campus.

Harassment

Federal and state laws prohibit racial, ethnic, age, or sexual harassment of any employees or students. Oldfields will not tolerate harassment of any kind, including electronic harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. In order for the School to effectively enforce this policy and to take prompt, corrective measures, it is essential that any and all incidents of harassment be reported to the Dean of Students, the School Counselor, or the Head of School. To the greatest extent possible, such complaints will be treated in a confidential manner. If, after appropriate investigation, the School finds that an employee or student has violated this policy, prompt corrective action will be taken. A first time offense of harassment could result in penalties, including but not limited to, reprimand, demotion, discharge, dismissal, community service, probation, or suspension. Counseling may be required. Retaliation against a student who brings a complaint may also result in disciplinary action.

Oldfields believes in treating all individuals with respect. The School, therefore, will not tolerate harassment of any member of the Oldfields community. Those who undermine the ideals of the School community by repeatedly stigmatizing individuals or groups of individuals within the community because of race, religion, sexual orientation, or national origin will be deemed guilty of harassment and will be subject to disciplinary action.

Electronic Harassment

Electronic Harassment is considered to be harassment by any electronic means, which includes but is not limited to: email, text messaging, or any social media platform. Electronic harassment is a violation of the Technology Acceptable Use Policy and will result in disciplinary action. The School reserves the right to extend its jurisdiction to address issues of electronic harassment that may affect the Oldfields community in any way.

The Zero Tolerance Drug and Alcohol Policy

The use, possession, or distribution of alcoholic beverages or drugs while under the jurisdiction of the School is prohibited. Any student who violates the Drug and Alcohol Policy will not remain a member of the School.

Any student who finds herself in the presence of drugs or alcohol while under School jurisdiction and wishes to remove herself from the situation should call the School to request help from the Weekend Duty Office or the Administrator on Duty (AOD).

Drug and Alcohol Violations

The legal drinking age in Maryland is 21. The purchase and use of alcohol is illegal for our students. ***The School reserves the right to conduct a search of any room, locker, vehicle, or other area of the School in order to ensure the health and safety of the community. In addition, the School reserves the right to test a student suspected of being under the influence of drugs or alcohol.***

Students may not knowingly be in the presence of drugs or alcohol while under the School's jurisdiction. This includes being in the bar area of a restaurant. Because safety is our primary concern, if a student encounters another student who is dangerously under the influence of alcohol or drugs, she is expected to obtain adult help. The use or possession of paraphernalia while under the jurisdiction of the School is prohibited and is cause for, and will usually result in, dismissal. Paraphernalia includes, but is not limited to: papers, matches, vapes, vehicles for consumption, and containers in which illegal drugs are or have been stored.

If a student is found in possession of a drug that has not been checked by a school nurse, this is grounds for disciplinary action. Use of any drug, other than the purpose for which it is intended, constitutes drug abuse and is in violation of the School's School's Zero Tolerance Drug and Alcohol Policy.

Tobacco Violations

Students may not smoke or be in the possession of tobacco, tobacco products (including smokeless tobacco, Juuls, vapes, and all other electronic smoking devices), or any device simulating such behavior regardless of its medicinal or holistic value (i.e. topical oils, diffusers, MONQ aromatherapy). Any student found using an open flame in any building or in any area where there is a serious threat to life or property will go before the School Judiciary Board and most likely will be dismissed.

Any student found smoking or vaping off campus or outside of a campus building will be subject to disciplinary action as follows:

First Violation: Behavioral Warning for a period of time

Second Violation: Behavioral Probation and a formal School Judiciary Board Meeting

The Health Center and School Counselor will assist any student with alcohol or drug concerns and will provide educational information and other forms of support. They can also serve as resources if you, or someone you care about, is in need of such services.

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 legal guardian unless specifically excused by the Head of School to live with a close relative or an adult family 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 Students. 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 stations WJZ, WMAR, and WBAL and via a School-generated telephone communication.

Day Student Attendance

All students must be punctual in their arrival for School appointments. 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 Program, Garden Party, Banquet, Awards Ceremony, and Graduation.

Absences or Tardiness

Parents or legal guardians should contact the Registrar's Office (1-443-662-1083) 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 girl arrives after advisory, she must sign in at the Registrar's Office. If a student is continually late (arriving after 8:00 a.m.) she will be placed in detention, serve work detail, or attend Friday Night Study Hall. 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 will grant each day student three "tardy excuses" because of traffic per year. Once the three excused latenesses have been used, each late arrival to School will be counted.

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, she must bring an explanatory note to the Registrar's Office signed by her parent or legal guardian. 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 feeling ill may be excused from her after-school activity by the Oldfields Health Center only. Parents are welcome to send a note or call the Health Center at 443-662-1029 to discuss sports and activity excuses.

Day students may not leave School without permission from their parents and the Dean of Students 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 her after-school co-curricular or athletic program. 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 Students before she departs. On days when unanticipated factors force a change in the athletic schedule, a student should remain at School until her activity commitment is completed. 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.

Signing Out

Day students must sign out properly in the designated location before they depart from campus to go home each weekday. Failure to sign out may result in afternoon detention or a greater conversation with the Dean of Students. If a day student is on campus during the weekend, she must check in and out at the Weekend Duty Office.

Head of Day Students

The Head of Day Students provides significant leadership and representation within the day population and the greater Oldfields community. The Head of Day Students is recognized as a member of the Student Council and assumes responsibilities including, but not limited to:

- 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, Rosa's Room, and the day student locker room)

Day Student Locker Room

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. Each student should purchase a lock to secure her belongings in this locker. It is up to the day students to keep this room clean and free of clutter. If a student abuses this privilege, then she will not be allowed to use this space. 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, cell phones, and iPods should not be left unattended in public spaces or in the student's locked locker when they are not in use. Students cannot have any item or material in their lockers that is in violation of our school policies, such as the School's Zero Tolerance Drug and Alcohol Policy. The School reserves the right to search a day student's locker and car at any time. When contraband is found, the student will be subject to disciplinary consequences.

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

Day Student Drivers

Each student who drives herself to School must complete and return the Day Student Transportation Permission Form to the Dean of Students during registration. The guidelines below parallel those found on the form.

- Student drivers must 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.
- Students drivers may not allow other students to ride in their car without permission from the Dean of Students 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.
- Students should take full advantage of the lockers made available to them. Students are expected to minimize trips back and forth to their car during the academic day.
- **For safety reasons or as disciplinary consequence, 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.**

Any student found in violation of the expectations listed above will lose the privilege of driving themselves to School each day.

During the Spring exam week, prior to May Program, seniors receive the additional privilege of leaving campus during their free time. They may drive other seniors who have the appropriate permissions. Permission forms will be made available to seniors and their parents in May.

Participation in Weekend Activities

Day students are encouraged to participate in all weekend activities. When the School plans any off-campus activity, all students must accompany the School if they plan to attend. While off-campus at a School function, day students are under the jurisdiction of the School.

Spending the Night on Campus

For safety and attendance purposes, 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 contact the Director of Residential Life by 3:00 p.m. on the day they wish to have their daughter stay on campus. Day students must follow all residential guidelines and expectations. A student spending more than five nights per trimester for other reasons may be charged a fee.

If a student decides to spend the night after 4:30 p.m. on Friday, she must have her parent or guardian contact the Weekend Duty Office. Day students are expected to be familiar with and follow all boarding guidelines and expectations. Day students who are going to be on campus after 7:30 p.m. (who are not spending the night) must check in with the Administrator on Duty (AOD). They are expected to inform the AOD when they leave campus as well. This check-in does not apply to day students who are staying to attend a club meeting and will be leaving as soon as their meeting is over for the night.

RESIDENTIAL LIFE

Dormitory Life

Dormitory life is an integral part of the boarding school experience. At Oldfields, boarding students live in dormitories that house students from all grades. Both residential and non-residential dorm parents are available to assist students in any area of residential living. The role of a dorm parent includes that of a parent, a mentor, and an educator. It is the goal of the adults and student leaders in the dorms to create an environment in which all dorm residents feel connected and secure. Students are expected to be considerate of others both inside and outside of the dormitories, and to comply with dormitory rules, which are based on health, safety, and consideration for others. Environmental awareness is an essential part of dormitory life at Oldfields. Students are expected to keep lights and water off when not in use, to recycle materials in the bins provided, and to refrain from littering.

Residential Health and Safety

For reasons of health and safety, the following guidelines must be observed:

- Nothing may be burned in the dormitories or School buildings. Students should not be in possession of incense, candles, matches, lighters, or anything flammable. Production of an open flame in a School building or in any area where there is a threat to life or property is a serious risk to the health and safety of the School community. Violations of Fire Safety Policies are considered to be a major violation of the principle of Health and Safety and most likely will result in dismissal from the School.
- Any item in violation of School policy may not be in a student's room at any time.
- The School reserves the right to conduct a room search at any point. In addition, the School reserves the right to test a student it suspects of being under the influence of drugs or alcohol.
- Furniture must be arranged so as not to obstruct exit from the room in case of fire. Also, both beds must be visible from the doorway. Mattresses may not rest directly on the floor.
- Heating coils, electric coffee pots, hot plates, popcorn poppers, sunlamps, halogen lamps, electric blankets/bed pads, window air conditioning units, electric candle warmers, and electric heaters are not permitted in dorm rooms due to concerns related to overheating.
- Items may not be hung from room ceilings or placed over light fixtures.
- Containers for alcoholic beverages are inappropriate as room decorations.
- Posters or artwork relating to alcohol, drugs, sex, tobacco, or material deemed inappropriate by a dorm parent are unacceptable.
- All food stored in dormitory rooms must be kept in closed containers.
- For reasons of safety, rooms must not be locked when they are occupied.
- No student may enter another student's room in their absence or without permission.
- When leaving their rooms, students are expected to lock their room for the protection of their personal belongings. Each student may also utilize the lockable drawer in the room to secure belongings.

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 telephone, a non-halogen desk lamp, 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. Oldfields is not responsible for

the loss or damage of student property. Valuables should be left at home. Items such as wallets, purses, laptops, cell phones, and iPods should not be left unattended in any public space. Students should lock their door whenever they leave their dorm room and should keep their valuables locked in their lockable drawer at all times.

Landline Telephones

Each student has access to her own direct-dial telephone service through a connection in her dorm room. Students must provide their own telephones and purchase calling cards to place long distance calls. Telephones are turned off during Study Hall hours (7:30 p.m.-9:30 p.m.) and at each student's respective bedtime, although callers can still leave voicemail. All times are Eastern Standard Time. On weekends, there are no restrictions on hours of service. Students are expected to respect public and personal spaces when using their room phones and are expected to behave appropriately while on the phone, realizing that their words and tone should reflect the positive behavior we expect of Oldfields students.

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. Baltimore County Fire Regulations forbid the use of heating coils, halogen lamps, electric blankets, electric coffee pots, hot plates, sunlamps, popcorn poppers, electric heaters, or air conditioners in dormitory rooms. Students may not have air conditioning units of any type in their 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.

Television and Movies

There is no television viewing in any common area, including the Senior Room and laundry room, prior to 3:00 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. Televisions may not be used in student common areas (except the Senior Room) between the Study Hall hours of 7:30 p.m. and 9:30 p.m., Sunday through Thursday.

While under School jurisdiction, 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.

Laundry

Centrally located communal laundry facilities are available in Old House for student use. Students are responsible for maintaining the cleanliness of the laundry room at all times.

Prefects

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

- Advising all students on residential procedures and other matters dealing with school life
- Leading orientation sessions
- Assisting new students as they adjust to their new school life
- Coordinating dormitory life with the dorm parents and the Director of Residential Life
- Assisting with evening room checks and helping to monitor evening room study

- Helping to encourage the observance of the major rules of the School
- Helping seniors carry out their leadership responsibilities
- Setting a positive tone in their dormitory

Dorm Rooms and Roommates

At the end of each year, students have the opportunity to choose roommates for the following year. New students are assigned roommates on the basis of information supplied to the Admission Office. Questions concerning rooming should be referred to the Director of Residential 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 a Dorm Parent, Prefect, or the Director of Residential Life for assistance. If, after attempts are made at creating livable solutions, students still wish to move, they must see the Director of Residential Life, who will review options and appropriate procedures with them. Changes in roommates are not allowed until after the first six weeks of school.

Due to the international nature of Oldfields, roommates will not always speak the same language. Students may speak in their common language within a small group; however, if a non-native speaker is present, the group must transition to English.

Room Inspections

Dorm Parents will formally inspect rooms Sunday through Thursday nights at 7:15 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 inspections 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 distributed in the week prior to a major break. If a student does not complete the vacation checklist, a penalty may be assessed. During school vacations, Dorm Parents may inspect every room.

Room and Furnishing Condition

Upon arrival in the fall, students review and approve a Room Condition Report form. Should damage be incurred or maintenance be required at any time during the year, students should report the issue to their Dorm Parent. The 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 facilities 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. If found, damage to the room or its furnishings will be assessed and the costs associated with repair will be charged to the student's debit account. Students will be charged should their room need excessive cleaning or trash removal and for any personal belongings left behind in the dorm. Students will 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, bookcases, and window shades. Each room also contains closet space and a mirror. No furniture may be removed from any room. Loss of or damage to School property or equipment will result in a charge to the responsible student debit account. Futons may not be brought to School for use in dormitory rooms.

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, except for holiday observances, unless approved by the Director of Residential Life. Decorations that could be deemed offensive to other members of the community may not be used in the dorm.

Pets

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

Bicycles

Oldfields 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. According to Maryland law, individuals under 16 must wear a helmet when riding a bike. Bikes must be locked and kept in the areas provided for them when not in use.

Evening Study Hall

Evening Study Hall takes place Sunday through Thursday nights from 7:30 p.m.-9:30 p.m. During this time, dormitories are to be quiet and conducive to studying. All students remaining in the dormitories at this time, are required to have their room doors open so that all residents are visible.

- 8th-10th graders without Freedom of Study are required to turn their cell phones in to the dorm parent or prefect on duty regardless of their study location for the evening.
- Phone calls, FaceTime, text messages, and access to the Internet is prohibited between 7:30 p.m. and 9:30 p.m., Sunday through Thursday.
- Should students in the same dormitory wish to study together, they must first receive permission from their teacher and the Dorm Parent on duty.
- Students who wish to use the library or another academic area must have a note from the teacher who gave the assignment. This note must be given to the dorm parent on duty before a student may leave the dormitory.
- Students who have scheduled extra help with a teacher may leave the dormitory after presenting a note from their teacher to the dorm parent on duty.
- Students may not visit other dormitories or other rooms within their own dormitory during Evening Study Hall.
- Students who are out of the dorm during Evening Study Hall may not return to the dorm unless they are coming back from an evening class or have specific permission from an adult on duty to return.

Freedom of Study

Juniors and seniors who have not been assigned to Academic Study Hall automatically earn Freedom of Study, which means that they can study in any "in bounds" location on campus. If they choose to study in the dormitory, they must obey all of the rules of Evening Study Hall including, but not limited to, the cell phone policy. In an effort to keep the dorm quiet, students may not return to the dormitory after the start of Evening Study Hall unless they have specific permission. Students who will not be returning to the dormitory before the start of Evening Study Hall should obtain their books or materials beforehand. When underclass students earn Freedom of Study, it will go into effect at the start of each term they make the Honor Roll.

Late Study

Late Study is a privilege for 10th, 11th, and 12th 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, while 12th graders may study until 1:00 a.m. 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

Sunday through Thursday, all student should be in their own dormitory during Evening Study Hall hours 7:30 p.m.-9:30 p.m. (except for those students who have earned Freedom of Study).

10:00 p.m.	<ul style="list-style-type: none">• Quiet Hours begins for the entire campus• 8th and 9th graders must be signed in to their own dormitories
10:30 p.m.	<ul style="list-style-type: none">• Lights Out for 8th and 9th graders• 10th, 11th and 12th graders must return to their own dormitories
10:45 p.m.	<ul style="list-style-type: none">• 10th, 11th and 12th graders must be signed in to their own dormitories
11:00 p.m.	<ul style="list-style-type: none">• Lights Out for 10th and 11th graders
12:00 a.m.	<ul style="list-style-type: none">• Lights Out for 12th graders
1:00 a.m.	<ul style="list-style-type: none">• Lights Out for Prefects

Weekend Permissions and Policies

In order to keep our students safe, it is absolutely essential that parents and students understand and cooperate with Oldfields in following all permissions procedures. Any questions from students or parents concerning permissions should be directed to the Director of Residential Life.

Even if a girl 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.

The School does not provide transportation for students except for designated School vacations, Fall Family Weekend, and Mid-Winter Break.

Students are under the School's jurisdiction, which means that all School rules apply, while on campus, on walks, on privileges, and during all school activities. The School reserves the right to extend its jurisdiction when a student's words or actions affect the Oldfields community in any negative way.

Friday and Saturday Lights Out/Sign In

- With the approval of the AOD, students may stay overnight in other dormitories or in other student rooms only on Friday and Saturday.
 - Students interested in such overnights must ask their dorm parents for permission and receive permission from the AOD by 10:30 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 at the Weekend Duty Office 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 (443-662-1111) and explain why she will be late.
- Please note that calling to inform the School that she is going to be late does not exempt a student from the usual consequences.
- If a student's plans necessitate arriving on campus after 11:00 p.m., she should plan to return the following day with the understanding that her late return will be unexcused. After 11:00 p.m. on Sunday, all dormitories are locked and dorm parents are not available to ensure the safe arrival of 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, returning during study hall and disturbing the students who are studying, or being unprepared for her Monday classes will result in a student having to return to campus on Sundays by 7:30 p.m.

Off-Campus Walks

Boarding and day students may take walks around campus during their free time, after the academic day,
or

on weekends. Students are welcome to hike/walk/run along the path which begins at the far end of the athletic fields and allows access to the NCR Trail.

- Students must be groups of three or more on the NCR trail.
- These groups must sign out with an adult in order to go on walks along this path.
 - During the academic day, students must sign out with the Registrar or Dean of Students.
 - After 4:30 p.m., they must sign out with the Administrator on Duty.
 - On weekends, they must sign out in the Weekend Duty office.
- Students are not allowed to run, walk, or bike on Glencoe Road at any time.
- Students are not permitted to be in or on the Gunpowder River without an Oldfields staff or faculty member present.
- All walks must be completed before dusk and may not last longer than two hours.

Failure to comply with any of the above guidelines will result in disciplinary consequences. Students are under the School's jurisdiction, which means that all School rules apply while on campus, on walks, on day and evening privileges, and during all School activities. The School reserves the right to extend its jurisdiction when a student's words or actions (electronic or otherwise) affect the Oldfields community in a negative way.

Closed Weekends and Dates

Closed weekends are designed to strengthen the residential community and encourage Oldfields students to support the pursuits of their peers. If there are extenuating circumstances, this must be conveyed to the Director of Residential Life at least two weeks in advance of the closed weekend.

On occasion, the School may require students to remain on campus for a specific activity. On the following closed weekends, students may not take weekends or overnights, and privileges may be limited.

- Friday, September 7 - Sunday, September 9
- Friday, November 9 - Sunday, November 11
- Friday, May 10 - Sunday, May 12

School Breaks and Transportation

Oldfields School is closed during Thanksgiving Break, Winter Break, and Spring Break. Students will not be housed on campus at these times. 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 allow a minimum of two hours for ground transportation.

Long Weekends and Transportation

Some students choose to remain on campus during Fall Family Weekend, Mid-Winter Break, and Memorial Day Weekend when dormitories are open. Meals will be provided to students who choose to remain on campus for the long weekends. The School does not provide shuttles for Memorial Day weekend. Please see above for transportation information. Students not staying on campus over the long weekends are expected to depart by 7:00 p.m. the first night of these long weekends.

- Saturday, Oct. 13 - Tuesday, Oct. 16, for Fall Family Weekend (dormitories are open)
- Friday, Feb. 8 - Tuesday, Feb. 12, for Mid-Winter break (dormitories are open)
- Friday, May 24 - Monday, May 27, for Memorial Day Weekend (dormitories are open)

Students are due back on campus no later than 7:30 p.m. when returning from long weekends and must check in at the Weekend Duty Office by that time. Please schedule flights, trains, or buses that arrive before 6:30 p.m. so that your daughter can arrive on campus by 7:30 p.m. In case of a travel emergency, please call the Administrator on Duty at 443-662-1111. All School rules apply while riding in a taxi, private car, or school vehicle to and from the above locations. Any questions concerning travel should be directed to the Director of Student Life.

Major School Breaks, Summer Vacation and Transportation

THANKSGIVING BREAK: FRIDAY, NOVEMBER 16-MONDAY, NOVEMBER 26

DEPARTURE INFORMATION

- Students must depart campus after 12:30 p.m. on Friday, November 16.
- All dormitories close at 12:30 p.m. on Saturday, November 17.

RETURN INFORMATION

- Students may only return to campus on Monday, November 26.
- All students must be back on campus by 7:30 p.m. on Monday, November 26.

WINTER BREAK: FRIDAY, DECEMBER 14-WEDNESDAY, JANUARY 2

DEPARTURE INFORMATION

- Students must depart campus after 12:30 p.m. on Friday, December 14.
- All dormitories close at 12:30 p.m. on Saturday, December 15.

RETURN INFORMATION

- Students may only return to campus on Wednesday, January 2.
- All students must be back on campus by 7:30 p.m. on Wednesday, January 2.

SPRING BREAK: FRIDAY, MARCH 8-SUNDAY, MARCH 24

DEPARTURE INFORMATION

- Students must depart after 12:30 p.m. on Friday, March 8.
- All dormitories close at 12:30 p.m. on Saturday, March 9.

RETURN INFORMATION

- Students may only return to campus on Sunday, March 24.
- All students must be back on campus by 7:30 p.m. on Sunday, March 24.

SUMMER BREAK: GRADUATION DAY, SATURDAY, JUNE 8

DEPARTURE INFORMATION

- Students must depart after the Graduation ceremony.
- All dormitories close at 2:00 p.m. on Saturday, June 8.

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 taxi cab company and On Trak car service is another option (410-207-3700).

Local Transportation Policy

Taxi Cabs and the Light Rail may be taken only if a girl has been given parental permission via the Oldfields School Transportation and Overnight Permission Form. When taking a cab or riding the Light Rail, girls must be on an approved privilege and must travel with at least one other person unless special permission is obtained from the guardian, Director of Residential Life, and/or the AOD.

Important Update: Uber and Lyft Services

Uber and Lyft platforms may only be used by individuals who can form legally binding contracts under applicable law. Uber and Lyft Platforms are not available to children (persons under the age of 18) or Users who have had their User account temporarily or permanently deactivated.

According to the terms and agreements for both Uber and Lyft applications, a rider must be at least 18 years of age to have an Uber or Lyft account and thus request rides. 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.

Parents and Guardians cannot call an Uber or Lyft for teenagers under 18, as they are not allowed to ride unless they are accompanied by an adult.

Oldfields Students may not use unlicensed cabs, Uber, Lyft, or contact a driver directly for pick up from campus at anytime.

Oldfields 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. For safety reasons, students may use the Light Rail only for day privileges unless they are signed out with and traveling with a faculty member.

- Once a student departs campus on a privilege, they may not deviate from their plan as stated on their privilege form.

Weekend Attendance

After the academic day has ended on Friday, all girls 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 girls must check in at the Weekend Duty Office between 9:00 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 with an adult when she leaves campus and to sign back in with an adult when she returns to campus. Students should sign out in the Weekend Duty Office (Friday-Sunday) or with the Administrator on Duty (Monday-Thursday). Specific information regarding transportation method and provider, destination, contact information, and expected time of return should be stated. 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 and will result in a disciplinary response. Students should not enter any vehicle with a stranger or hitchhike at any time.

A student must sign out and sign in each time they leave or return to campus so their whereabouts are known. Students leaving before 4:30 p.m. on Friday should sign out with the Director of Residential Life. After 4:30 p.m. on Friday, all sign outs take place in the Weekend Duty Office.

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 her last School commitment. An athletic event or regularly scheduled team practice is considered a School commitment. Friday overnights end at the appropriate curfew (9:30 p.m., 10:15 p.m., or 11:00 p.m.) 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 Director of Residential Life.

A note about hotels: Oldfields does not permit students to spend a weekend or overnight unsupervised in a motel or hotel. Therefore, a student must be in the care of her own parent or guardian if she is spending an overnight or a weekend in a motel or hotel.

Overnight and Weekend Procedures

- An overnight form must be filled out by the student and submitted to the Director of Residential Life by 3:00 p.m. on Thursday.
- A letter, FAX, e-mail, or phone call granting permission from the custodial parent, legal guardian, or other authorized adult must be received by the Director of Residential Life by 3:00 p.m. on Thursday.
- If a girl is visiting someone other than her parents, an overnight form must be filled out and submitted to the Director of Residential Life by 3:00 p.m. on Thursday.
- A letter, FAX, e-mail, or phone call granting permission from the custodial parent, legal guardian, or other authorized adult must be received by the Director of Residential Life by 3:00 p.m. on Thursday.
- A phone call from the weekend host must be received by the Director of Residential Life by 3:00 p.m. on Thursday.

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. A permission violation, such as failure to sign out or in, dishonesty regarding destination, transportation, or duration, will result in serious disciplinary consequences.

Violation Consequences

- **Warning:** A boarder who returns late from a weekend, overnight, day or evening privilege will receive a warning the first time.
- **Lost 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 (SJB) meeting 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 will not be excused and the appropriate consequence will be enacted.

Senior Privileges

During the academic week, the School provides transportation for seniors to go to Hunt Valley Towne Center between 6:45 p.m. and 9:30 p.m. one night per week. These privileges can be lost at any time.

- Seniors placed On Dorm or in Academic Study Hall may not take this privilege.
- When a senior has been in the Health Center or has had a sport or activity excused due to illness, she is not eligible for senior privileges.
- After the last exam of the third term, Friday and Saturday night check in is at 11:15 p.m. for seniors.

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 Administrator on Duty (AOD).
- Keys will be kept in a locked location to which the AOD will have access.
- Keys will not be returned until the Director of Residential life receives written permission from the student's guardian and confirmation of (full) overnight weekend or vacation travel plans have been confirmed.
- August-January: Seniors may use their cars to drive only themselves to and from (full) overnight-weekend privileges. They may not drive any other students during this time.
- January-April: Seniors may use their cars to drive themselves and other seniors off campus for (full) overnight-weekend privileges or vacation departures from campus as long as all students involved have the appropriate permissions.
- All state laws regarding driver's license regulations must be followed at all times.
- Senior cars on campus is considered a privilege, which can be lost at any point during the school year at the discretion of the Dean of Students, the senior student's advisor, and Head of School.

APPENDIX A:

Technology Acceptable Use Policy (AUP) 2018-2019

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 that many people find offensive. Access to such materials is actively discouraged. Unfortunately, in a global network, it is impossible to guarantee that your daughter 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 his/her 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 bypass Internet access restrictions put in place by Oldfields, and/or to conceal your activity on the Internet
- Mass mailing of "junk e-mail" 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 containing 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 School 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.

- E-mail 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 School 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 room. 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, and students should not bring them to school

5. Social Networking and Picture/ Video Sharing - (Facebook, Instagram, Snap Chat, 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. Each girl is expected to adhere to, and support the following core principles: Integrity, Respect, Commitment, Responsibility, and Health and Safety. 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 video-tape 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 School Judiciary Board or the administration, and actions may be taken.

Live Video Chat (e.g. Skypeing, 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 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, mis-deliveries, 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 that 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. Failure to adhere to this clause violates our core principle 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. (Software could include, but is not limited to: SMART Board Notebook software, Symantec Endpoint Client, etc.)

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 the repair cost or total replacement cost, with a comparable device chosen by the Oldfields Technology Department.