

COMMUNITY GUIDEBOOK

2020-2021

Established 1867

OLDFIELDS

S C H O O L



OLDFIELDS SCHOOL COMMUNITY GUIDEBOOK

2020-2021

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

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PARENT AND STUDENT ACKNOWLEDGMENT

This Form acknowledges that we understand that, as Oldfields School students and parents, we are asked to support the School and its mission and to acquaint ourselves with and abide by the School's policies and procedures.

We understand that this Guidebook is for informational purposes only and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the semesters and conditions of the Enrollment Agreement signed by us determine our relationship with the School. We further understand that the School may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year and that such updates need not be in writing or incorporated into this Guidebook.

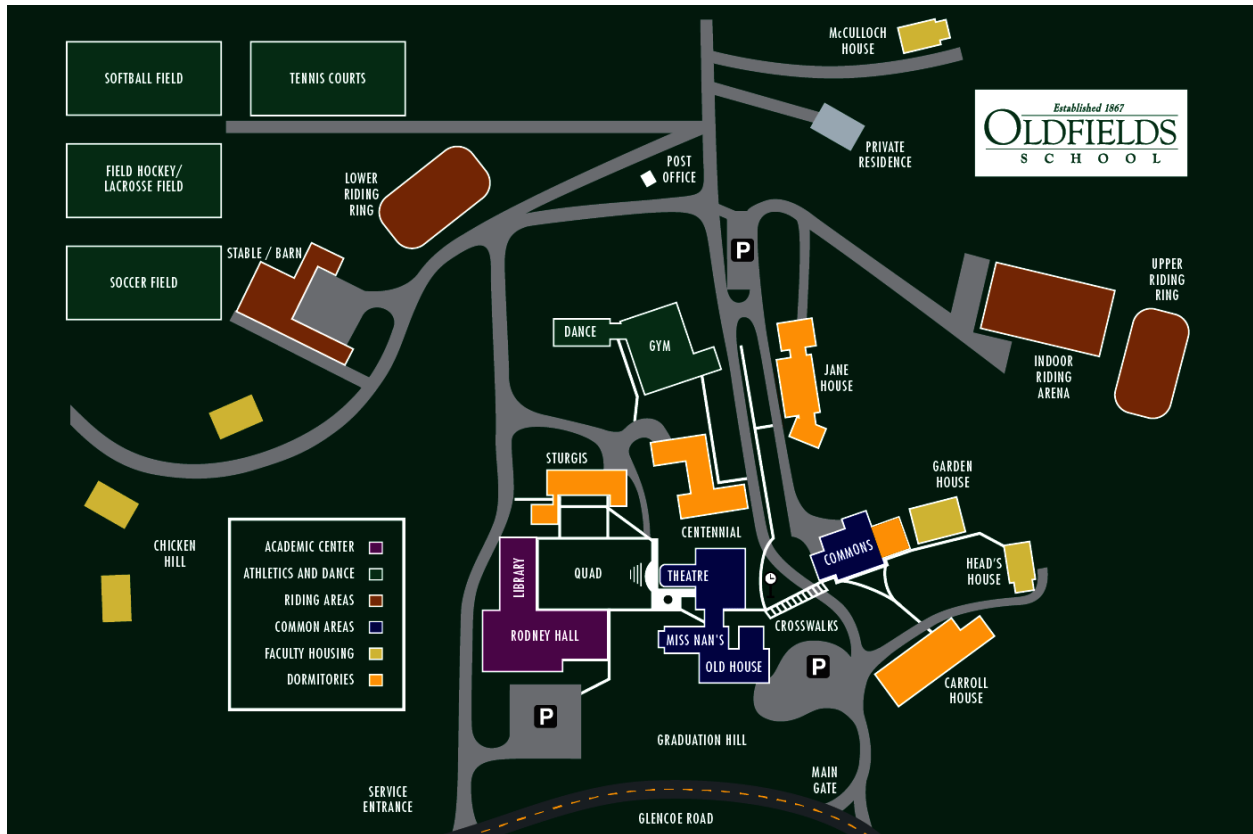
Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2020-2021 Community Guidebook and agree to abide by the School's policies and procedures as outlined in the Guidebook.

I understand that this Acknowledgement will be electronically signed, and by indicating my assent below, I am agreeing to the use of electronic signatures. I understand and agree that my electronic signature will have the same legal effect and validity as a written signature and that this Acknowledgement is valid and will be given the same legal effect as a written and signed Acknowledgement. I understand that if I do not wish to sign this document electronically, I can print the document, sign it, and return it to the School.

[Click here for Student Acknowledgment >](#)

[Click here for Parent/Guardian Acknowledgment >](#)

CAMPUS MAP



Special School Locations

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

IMPORTANT CONTACT INFORMATION

Oldfields School Main Line (Mon-Fri 8:00 a.m. - 4:30 p.m.)
 After hours AOD Line (Mon-Fri after 4:30 p.m. and weekends)

1-410-472-4800
 1-443-662-1111

Department	Person	Phone
Academics	Jeremy Jernigan	443-662-1004
Admission	Reiva Kibbee-Alleyne	443-662-1009
Athletics	Gaby Davis	443-662-1105
Attendance/Registrar	Mary Kate Thompson	443-662-1083
Business Office	Bryan Engle	443-662-1011
College Counseling/Standardized Testing	Marissa Margosian	443-662-1082
Communications/Marketing	Alicia Bowers	443-662-1021
Student Life	Claire Guidera	443-662-1005
Development	Pamela Susi	443-662-1017
Director of Health Center	Ashleigh Pfleegor	443-662-1029
Human Resources	Jeremy Myers	443-662-1013
Residential Life/Transportation	Libby Pace	443-662-1084
Riding Program	Amy Phillips	443-662-1061
School Counselor	Susan Cohen	443-662-1032
Student Debit Account	MK Koehler	443-662-1012
Safety and Security	Kris Williams	443-662-1234
Technology	Tiffany Harrison	443-662-1040

Emergency Situations

Life-Threatening Emergency
Director of Campus Safety
Facilities
Duty Office (AOD)

Dial 911
443-662-1234
443-662-1044
443-662-1111

I. INTRODUCTION TO OLDFIELDS

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.

Core 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), and use of obscene language.

Responsibility

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

Commitment

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

Health and Safety

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

Oldfields School Motto

“Fortezza ed umiltade e largo core”

“Courage, Humility, and Largeness of Heart”

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

- Be courageous in your words, actions, and point of view, even when that view differs from others.
- Make decisions with confidence.
- Understand that you may have to make an unpopular decision or enforce a difficult rule.

- Use humility, and understand the significant role you play on Oldfields' campus.
- Help those in need, and thank those who have helped you.
- Think about yourself less.
- Show largeness of heart to your fellow community members: Classmates, teammates, roommates, teachers, and other Oldfields community members.

School Colors, Teams, and Mascots

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

Green Team - Dragon

White Team - Tiger

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

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

- Each team has a Team Captain 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.
- Faculty and staff are assigned to teams as well. The Head of School and the Athletic Director are typically the only community members who are not assigned to a team.

Oldfields Terminology

- **Academic Integrity Board (AIB):** A group of faculty and students responsible for ensuring the fair process for resolving allegations of academic integrity violations
- **AOD:** The Administrator on Duty in charge on weekends and weekdays after the academic day.
- **Alumnae Weekend:** Alumnae return to campus for reunions and special alumnae events.
- **At-Home Night:** Faculty advisors invite advisees to their homes for dinner.
- **Campusment:** A student may not leave campus for any reason.
- **Community Lunch:** Family-style meal on Tuesday afternoons
- **Residential Dinner:** Family-style evening meals Monday-Thursday
- **Detention:** After-school consequence for minor infractions
- **Dubious Dozen:** Traditional student *a cappella* vocal group
- **Fall Family Weekend:** Parent/teacher conferences and family events
- **Free Day:** The Head of School typically announces three Free Days a year on which classes are not held.
- **Fresher's Fair:** Club sign-up event
- **Grandparents' Day:** Grandparents are encouraged to visit campus for a special day.
- **Images:** Student *a cappella* vocal group which sings RandB, 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 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.
- **Senior Presentations:** Each senior is required to present a speech during Morning Meeting as part of their Graduation Requirements
- **Student Judiciary Board (the “SJB”):** A group of faculty and students responsible for upholding the standards of the School community by providing peer adjudication of alleged student violations of the Core Principles
- **The Sheep on the Hill:** The Oldfields School song - be sure to memorize it!
- **Thing-a-ma-bob:** The coveted wooden spool hidden on campus for Green and White points
- **Tidbit:** The School literary magazine
- **Weekend Duty Team:** AOD plus staff who are on weekend dorm and chaperone duty
- **Work Detail:** Work assignment on Saturday/Sunday as a disciplinary action

History of School

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

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

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

Oldfields has always boasted an educational program that meets the needs of each individual student. The School’s student to faculty ratio is among the lowest in the nation. Oldfields faculty is trained to use different methods and tools to meet the diverse learning needs of each student.

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

Non-Discrimination Statement and Title IX

Oldfields School prohibits discrimination based on the following characteristics: race, color, religion, national origin, sex, marital status, disability and age in its programs and activities. As such, consistent with Title IX of the Education Amendments of 1972 (“Title IX”), the School does not discriminate on the basis of sex in its educational programs and activities or employment.

In addition to in this guidebook the School’s detailed Title IX policies and guidelines may also be found on the School’s website. In addition, students and parents are also encouraged to communicate with the Head of School, the Assistant Head of School, and/or the Dean of Students with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and is essential to fostering a culture of personal responsibility, mutual accountability, and positive leadership.

To that end, the School has designated a Title IX Compliance Coordinator who is responsible for administering and ensuring the School's compliance with our Title IX policies. Please feel free to direct any additional inquiries to the School's Compliance Coordinator:

Compliance Coordinator: Claire Guidera
Title: Dean of Students
Office Address: 1500 Glencoe Rd., Sparks Glencoe, MD 21152
Telephone Number: 443-662-1005
Email Address: guiderac@oldfieldsschool.org

Associate Compliance Coordinator: Rachel Welch
Title: Network Manager
Office Address: 1500 Glencoe Rd., Sparks Glencoe, MD 21152
Telephone Number: 443-662-1042
Email Address: welchr@oldfieldsschool.org

For assistance related to Title IX or other civil rights laws, please contact The U.S. Department of Education's Office of Civil Rights at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Diversity and Inclusion 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 diversity in 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 myriad 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.

Governance

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

For a list of the School's current Trustees, please visit the School's website.

II. DAILY LIFE

Advisory Program

Each student is a member of an advisory group which meets together in a designated location set by the advisor. The advisor carefully oversees the academic and social development of their advisees. Advisors serve as liaisons between the School, the student, and the parents. An advisor provides information, updates, and guidance throughout the year. Advisors should be the first point of contact for parents when they have a question or comment regarding their daughter's 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 may lead to greater disciplinary action and could result in a formal SJB. Arriving to Advisory over five minutes late is considered an absence. Any further violations of lateness or absence may result in a meeting with the Dean of Students and further disciplinary action.

Morning Meeting

Time is set aside each week for the entire School community to gather together for Senior Presentations and announcements. All students are expected to be present and on time, as attendance will be taken. No food or drink is prohibited in the David Niven Theatre.

Announcements and Information

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

Religious and Cultural Observances

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

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

Parking/Carpool

With our students' safety in mind and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the School or on the grass. For safety, and in consideration of the School's neighbors, please drive slowly on School grounds and in the surrounding neighborhood and refrain from using cell phones while driving on campus.

Bounds

Students are expected to stay within "bounds," unless they have permission to be out of bounds from a faculty or staff member. Bounds are considered to be those areas of the School property from which School buildings are clearly visible. After dusk, the following areas become out of bounds: the tennis

courts, athletic fields, Chicken Hill (including the stables and pastures), riding hill behind Jane House (including the indoor riding arena), wooded areas, and the von Kessler Road past the Glencoe Post Office. The following areas are considered out of bounds at all times: administrative offices, boiler rooms, indoor riding arena and stables, maintenance shed and school shops, kitchen areas, and storage areas.

Students may take walks around campus during their free time, after the academic day, or on weekends. Students may hike/walk/run along the path that begins at the far end of the athletic fields and allows access to the NCR Trail. Students are expected to be in groups of three or more on the NCR trail. These groups must follow the proper sign-out procedures in order to go on walks along this path. 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.

Visitors to Campus

Oldfields will begin the 2020-2021 school year as a “closed campus.” Students should not invite visitors to campus until further notice, at which time this section of the guidebook will be updated.

When allowed, campus visitors are expected to observe the School’s rules and regulations while on campus. This includes the School’s drug/alcohol policy and tobacco policy.

Pets on Campus

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

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

Email

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

Food Services and Meal Expectations

The School’s food service program is directly related to the mission of the School. For members of our community to learn, grow, work, and play, they must be provided with healthy, nutritious snacks and meals. Our goal is to provide balance, nutrition, and variety for snacks and meals, minimizing the use of foods that are high in sugar, saturated fat, salt, and preservatives.

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

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

Campus Safety

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

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

Automatic External Defibrillator (AED)

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

- Rodney: First floor by the middle stairwell
- Gym: Down the stairs - outside of weight room
- Commons: Top of the stairs - outside of dining hall
- Old House: Outside the Theatre
- Indoor Riding Ring: Side building (concession stand)

Security, Emergencies, and Drills

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

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

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

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. Fire extinguishers, smoke detectors, and other emergency equipment on campus should never be touched unless there is an emergency. No student may be on the roof or fire escape of any School building, except in the case of an actual fire or fire drill.

In Rodney and Old House there are dedicated “clean” power outlets for computers only. No electrical items that generate heat (e.g., electric heaters, coffee pots, irons, toasters, curling irons, hair dryers, hot pots, microwaves, or air conditioners) should be plugged into these outlets or into surge bars 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 is prohibited in all School buildings (unless authorized and

supervised by a faculty member). It is also prohibited in any area where there is a threat to life or property, or is a serious risk to the health and safety of the School community.

Jobs

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

III. DAY STUDENT LIFE

Day Student Life

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

Day Student Attendance

All students must be punctual in their arrival for School appointments and must sign in at the designated location when they arrive on campus each day. National holidays and special or shortened school days are not considered permissible excuses for absence. Students are expected to be on campus in order to meet their first School appointment and may not leave School until the end of their afternoon sport or activity commitment.

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

Absences or Tardiness

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

School Closings

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

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 and other consequences. If a day student is on campus during the weekend, she must check in and out at the Weekend Duty Office.

Early Dismissal

We encourage 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/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 after-school activities by the 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 during the academic day 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 or participate in after-school, co-curricular, or athletic programs. This includes athletic competitions and theatre, dance, or musical performances.

Whenever unexpected weather conditions make it necessary for a student to leave school early, her parents must contact the Dean of 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. Since school is seldom closed because of inclement weather, students are encouraged to bring a change of clothes and a sleeping bag if inclement weather is predicted so they can spend the night in the dorms, if appropriate.

Day Student Drivers

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

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

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

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

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; and
- Monitoring day student spaces (Gookie's and the day student locker room).

Day Student Locker Room and Valuables

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

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

Lockers should be kept neat and organized. Decorations must be in the spirit of good taste and judgment (at the discretion of the School) and need to be taken down within two weeks of the end of the academic year. With the exception of bottled water, food may not be kept in lockers. The area around lockers is the students' responsibility and should be kept clean.

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

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

The number of students permitted in the locker room at one time is not exceed 12, until further notice.

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 travel on School transportation if they plan to attend. While off-campus at a School function, day students are expected to adhere to all School rules and policies.

Spending the Night on Campus

Day students are not permitted to spend the night on campus until further notice due to the COVID-19 pandemic.

General COVID-19 Guidelines

- Each day, students will be required to follow the morning wellness check protocol.
- Before leaving home each day, students check their temperatures.
- If a student has a fever, the student should remain at home and contact the Health Center.

Morning Wellness Check Protocol

Upon waking, each student should perform a self-assessment for any of the following symptoms and complete the required screening form on the Magnus Mobile v2 app.

If the answer is yes to any of the question, the student should remain at home and contact covidconcern@oldfieldsschool.org.

Daily Temperature Check

Before departing home each day, students check their temperature.

- **No Fever**
 - Come to school at designated time.
 - Drive up to the designated screening station to get temperature checked.
 - Stay in the car until screening is done and given the "all clear."
 - Mask must be worn when exiting the car and while going to class.
- **Fever**
 - Student should remain at home and contact covidconcern@oldfieldsschool.org.

Day Student Bus COVID-19 Protocol

- Masks must be worn in the bus at all times.
- Driver checks to ensure symptoms checklist has been submitted.
- Driver checks student temperature before student enters bus.
 - No fever-- Student enters bus.
 - Fever-- Student is sent home with parent.

IV. 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 all dormitory rules.

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.

Prefects

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

- Advising all students on residential procedures and other matters dealing with school life;
- Leading 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; and
- Setting a positive tone in their dormitory.

Room and Room Assignments

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

Questions concerning rooming should be referred to the 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.

Room Inspections

Prefects 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 typically distributed in the week prior to a major break. If a student does not complete the vacation checklist, a penalty may be assessed. Dorm Parents may inspect rooms at any time, including during School vacations.

General COVID-19 Dormitory Guidelines

- Wear a mask when exiting your dorm room or the dorm.

- Students should not enter the rooms of other students.
- Each day, students will be required to follow the morning and evening wellness check protocol.
- In the morning, students will have a designated time for personal hygiene that should be adhered to.
- Before departing the dorm each day, students will have their temperature checked by a dorm parent.

Morning Wellness Check Protocol

Upon waking, each student should perform a self-assessment for any of the following symptoms and complete the required screening form on the Magnus Mobile v2 app.

If the answer is yes to any question, the student should remain in their room and email covidconcern@oldfieldsschool.org.

If no, the student should continue with their morning routine and bathroom schedule.

Morning Temperature Screening

Before leaving the dorm, roommates will stop at the screening station to get their temperature checked and log into the Magnus Mobile v2 app.

- No fever
 - Students are given the green light to move through their day.
 - Students will continue to go to next scheduled commitment (e.g., breakfast, class) with their masks on.
- Fever
 - Dorm Parent sends roommates back to dorm room. Masks should remain on.
 - Dorm Parent emails covidconcern@oldfieldsschool.org.

Evening Temperature Screening

Before leaving the dorm following room check, roommates will stop at the screening station to get their temperature checked, complete the symptom check, and log into the Magnus Mobile v2 app.

- No Fever
 - Students are given the green light to move to their next scheduled commitment (e.g., study hall) with their mask on.
- Fever
 - Dorm Parent sends roommates back to dorm room. Masks should remain on.
 - Dorm Parent calls/texts to Nurse OC phone.

Dormitory Needs

Dormitory necessities which should be brought to School 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, disinfecting wipes, hand sanitizer, and an alarm clock. Students may also wish to bring a fan, as dorm rooms are not air conditioned. Students may prefer to collaborate with their roommate on such things as bedspreads and curtains. Posters, pictures, and other touches of home are recommended. Valuables should be left at home. Items such as wallets, purses, laptops, cell phones, and iPods should not be left unattended in any public space. Students should lock their doors whenever they leave their dorm room and should keep any valuables locked in their lockable drawers at all times. Oldfields is not responsible for the loss or damage of student property.

Room and Furnishing Condition

Upon arrival in the fall, students will review and approve a Room Condition Report form. If damages incur or maintenance is required at any time during the year, students should report the issue to their

Dorm Parent. A Room Condition Report will be used to assess damages when the student vacates the room at the end of the year. Students are expected to remove all waste and personal items, clean surfaces, vacuum, and repair or report any damages to the room to 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. Any damage to the room or its furnishings will be assessed and the costs associated with repair may be charged to the student's account. Students may be charged should their room need excessive cleaning or trash removal and for any personal belongings left behind in the dorm. Students may be permitted to leave boxes in storage pods over the summer months for a fee each year.

Furniture and Decorations

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

Posters and other room decorations may be hung on walls only with adhesives that will not damage the walls (students should consult a Dorm Parent for specifics regarding their dorm). Nails, tacks, and poster putty should never be used. In those rooms with strip molding, wall decorations should hang from these moldings. Banners, posters, and flags may not be displayed in dormitory windows, except for holiday observances, unless approved by the Director of Residential Life. Decorations that could be deemed offensive to other members of the community, or otherwise inappropriate, may not be used in the dorm.

Smart Home Devices

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

Fire Hazards and Safety Considerations

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

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

Electrical Appliances

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

Television and Movies

Students are prohibited from having televisions in their rooms.

There is no television viewing in any common area, including the Senior Room and laundry room, prior to 3:00 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) during Study Hall.

Students may only view movies and TV series rated G, PG, or PG-13.

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

Laundry

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.

Pets in the Dormitories

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

Bicycles

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

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 maintain study hall conditions. 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 should therefore obtain their books or materials beforehand. Underclass students may earn Freedom of Study if they make the Honor Roll, and it will go into effect at the start of each semester.

Evening Study Hall

Evening Study Hall takes place Sunday through Thursday nights from 7:30 p.m. to 9:30 p.m. The following rules apply during Evening Study Hall:

- 8th-10th graders without Freedom of Study are required to attend study hall in designated classrooms in Rodney and turn their cell phones in to the Dorm Parent on duty.
- Phone calls, FaceTime, and text messages are prohibited. Students may not access the Internet unless it is for academic purposes.
- 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 must present a note from their teacher to the Dorm Parent on duty.
- Students may not leave their designated study hall room to return to the dorm for any reason unless directed by Dorm Parent on duty.
- Eating or drinking is not allowed during Evening Study Hall. Water is the only exception.
- If a student comes to Evening Study Hall without the necessary materials, the proctor may contact the roaming Dorm Parent by radio and tell the Dorm Parent what materials the student needs. The Dorm Parent may retrieve the materials from the student’s room and deliver them to the designated study hall room.
- A student may not sleep during Evening Study Hall.

Academic Study Hall Conditions

Students may be assigned to Academic Study Hall by their teachers, advisor, the Academic Support Department, or the Director of Academics for a week of structured, supervised study within their dorm's designated study hall room. Academic Study Hall assignment begins on Tuesday and continues each weeknight through the following Monday, during Evening Study Hall hours. If a school break occurs during an academic session, any student assigned to Academic Study Hall conditions will complete the session upon her return from that break.

Students may not be removed from Academic Study Hall unless the assigning person(s) provides a pass to be excused.

The guidelines for Academic Study Hall conditions include:

- Cell phones/tablets are not permitted during Academic Study Hall conditions.
- Students will be seated in an isolated area.
- 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 are 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.
- 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, unless otherwise permitted by the proctor.
- 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 may lose the privilege of listening to music during Academic Study Hall.

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. to 7:30 a.m., Sunday through Thursday.

Evening Sign-In and Lights Out

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

10:00 p.m.	<ul style="list-style-type: none">• Quiet Hours begin for the entire campus.• 8th and 9th graders must be signed in to their own dormitories.
10:30 p.m.	<ul style="list-style-type: none">• Lights Out for 8th and 9th graders• 10th, 11th, and 12th graders must sign in to their own dormitories.
11:00 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 follow all permissions procedures. Any questions 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 Winter Break.

Major School Breaks Transportation

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

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

Departing and Returning from Weekends

Weekend departures are restricted to begin this school year. If and when weekend departures resume, 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 check in students. Prefects who are on duty on Sunday evenings must return to campus by 7:30 p.m.

Returning after 9:30 p.m. on a Sunday, 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.

School Breaks and Transportation

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.

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 parents/guardians, Director of Residential Life, and/or the AOD.

Students may not enter any vehicle with a stranger or hitchhike at any time.

Rideshare Services

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

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

Weekend Attendance

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

Signing Out

Campus departures are restricted to begin this school year. If and when campus departures resume, every student is required to sign out when she leaves campus and to sign back in when she returns to campus. Students should sign out in the Weekend Duty Office (Friday-Sunday) or with the AOD (Monday-Thursday). 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.

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.

Overnights and Weekends

Campus departures are restricted to begin this school year. If and when campus departures resume, 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 curfew on Saturday. Saturday overnights and weekends end at 9:30 p.m. on Sunday.

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

Oldfields does not permit students to spend a weekend or overnight unsupervised in a motel, hotel, or home rental. 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, hotel, or home rental.

Overnight and Weekend Procedures

Weekend departures are restricted to begin this school year. If and when weekend departures resume, a student who would like to spend a night off campus with her family must complete an overnight form and submit it to the Director of Residential Life by 3:00 p.m. on the Thursday prior to the requested overnight. The student's parent/guardian must also grant permission for the student to participate in the overnight by contacting the Director of Residential Life by 3:00 p.m. on the Thursday before the requested overnight. If a girl is visiting someone other than her parents, these details should be included on the overnight form. In this situation, the weekend host must also place a phone call to the Director of Residential Life by 3:00 p.m. on Thursday before the requested visit to confirm the details.

Permission Violations

Leaving campus without permission is a violation of the Core Principles of Integrity and Health and Safety. In addition, it is a violation of a major School rule. Permission violations will generally result in the following consequences, as determined appropriate by the School:

- **Warning:** A boarder who returns late from a weekend, overnight, or day or evening privilege will receive a warning the first time.
- **Loss of Weekend Privileges:** A second late return will result in the loss of all privileges the following weekend.
- **Further Disciplinary Action:** Any additional late returns will result in a meeting with the Dean of Students and the Head of School and may result in a 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 may not be excused, and the School will respond with the appropriate consequences.

Privileges

Student privileges are restricted to begin the school year. If and when student privileges resume, every time a student leaves campus, she must follow the procedure for obtaining a privilege, with the exception of School-sponsored trips and activities. For all privileges, students must sign out before leaving campus and sign back in upon returning at the Weekend Duty Office. Students on privileges are expected to act in a way that is becoming to Oldfields. Once students depart campus on a privilege, they may not deviate from their plan as stated on their privilege form.

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

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 the Thursday before the requested day privilege.

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 the Thursday before the requested evening privilege.

Saturday Privileges

Students may take a Saturday privilege between 9:00 a.m. and 10:15 p.m. (11:00 p.m. for grades 11 and 12), 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 the Thursday before the requested Saturday privilege.

Spontaneous Privileges

Students who have not signed up for a privilege in advance may request permission from the Weekend Duty Office for a spontaneous privilege. Spontaneous privileges may 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 generally 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 at the Weekend Duty Office. It is expected that the student will stay with the faculty member and that the faculty member will act as a chaperone. If the faculty member is just providing transportation, then it will be considered a regular spontaneous privilege, and the proper authorizations must be obtained.

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. Seniors placed On Dorm or in Academic Study Hall may not participate in this privilege. When a senior has been in the Health and Wellness 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 second semester, the School may extend Friday and Saturday night check-in to 11:15 p.m. for seniors.

Senior Car Privileges

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

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

- August-January: Seniors may use their cars to drive only themselves to and from overnight-weekend privileges or School breaks. 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 overnight-weekend privileges or vacation departures from campus, as long as all students involved have the appropriate permissions on file with the School.

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

Weekend Activities

In addition to the academic and athletic programs, Oldfields offers a wide variety of activities to our student body. Each student is encouraged to participate, and it is our hope that 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 emailed to students. 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 student to check the various sign-ups in preparation for each weekend.

The cost for many of the activities each weekend is included in an annual activities fee. Occasionally, there will be opportunities for students to participate in activities that have an additional cost. Once a commitment to participate in an activity has been made and tickets and/or transportation have been arranged, that student account will be charged whether or not that student attends. The student's account may 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 these 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.

Day students are encouraged to participate in School-sponsored activities. When they do, they are expected to accompany the residential students via School-provided transportation 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 on School-provided transportation must make those arrangements with the Director of Residential Life by 3:00 on the Thursday before the activity. 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 Events

Students are expected to conduct themselves in a manner consistent with the School's Core Principles and code of conduct at inter-school mixers and events.

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

Weekend Food Deliveries

There are no food deliveries during the academic week. However, 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. Ordering food delivered to campus is considered a privilege.

Food deliveries should be directed to Crosswalks. Students should pay for their food in advance over the phone or online to avoid interaction with the delivery person. Students are required to wait patiently in the Weekend Duty Office for their orders to arrive.

Mail and Packages

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

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

UPS services Oldfields with pickup and delivery Monday through Friday. Packages 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 is not responsible for lost or damaged items. Please do not send cash. Student mail and package pick-up times will be posted. Students are not to ask faculty or staff to open the Mail Room outside of the posted pick-up times.

V. ACADEMIC PROGRAM

Academic Expectations

An Oldfields student's first responsibility is to academics. Students are expected to attend every class, hand in work on time, and spend an appropriate amount of time outside of class on each subject.

Graduation Requirements

A student must earn a minimum of 21 credits, 19 of which are 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 Director of Academics, 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 Director of Academics.
- 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 Director of Academics.
- Three years of laboratory science (minimum: Biology and Chemistry)
- One year of fine arts (performing or visual arts). Beginning with the Class of 2023, two years of fine arts will be required.
- 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.

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 semester that she fails.

Course Load

Every Oldfields student must carry a minimum of five courses at all times. Under special circumstances the Director of Academics 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 based upon factors including the following: prior performance, standardized testing, a work portfolio, placement tests, and approval from the department and the Director of Academics.

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 Semester III final exam.

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 Director of Academics. Students may not drop a class or enter a new class unless the Director of Academics authorizes the change in writing. Although each student is encouraged to speak to their Advisor and the College Counselor about dropping a course, the Director of Academics must approve all course changes. Students who withdraw from a class after the first two weeks will generally still have that course listed on their transcript.

Semester Exams

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

Grades and Comments

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

Honor Roll

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

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

National Honor Society

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

- **Scholarship:** A cumulative GPA of 93.00 in a challenging curriculum;
- **Service:** An up-to-date Oldfields community service requirement;
- **Leadership:** An active leadership role in the School community; and
- **Character:** No major disciplinary infractions resulting in an SJB or AIB meeting.

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

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 semester may be placed on Academic Warning. As a result, a letter is sent to parents advising them of this status, and additional structure is created for the student. The student must attend all Academic Study Halls and Required Extra Help sessions until her teachers, advisor, and the Director of Academics 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 may be held pending final faculty meetings.

May Program

During the last two weeks in May, 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.

Summer Courses

Oldfields does not normally grant credit for courses taken during the summer. A student who intends to take summer courses in hopes of advancing her course of study should discuss those plans with the Director of Academics. 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 Director of Academics.

Students passing a summer course and/or exam do not earn credit from the School, but successful completion may mean they have earned the right to be advanced to the next course in the School's curriculum.

The School recommends summer reading to promote a love of reading and to provide an opportunity for students to explore different literary genres either independently or by reading books in concert with members of their family. Reading lists for students based on grade level are posted in the Library and on the School's website.

Promotion Standards

To progress from the eighth grade to freshman year, a student must successfully complete a minimum of five credits each year and satisfy the mandatory 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 Director of Academics by November 1 of the year prior to the one she wants to skip. The Director of Academics 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.

Accommodations

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

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

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

Daytime Study Hall/Required Extra Help

Students in eighth and ninth grade are required to participate in a monitored daytime study hall, which takes place during extra help time and on assembly days when a formal assembly has not been scheduled. Unless a student has a note indicating that she is meeting with a teacher for extra help, has her 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.

Library

The George S. Nevens, Jr. Library, located on the second floor of the Rodney academic building, is generally 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 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 Educational Technologist is 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 must always be kept away from all computers and electronics.

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

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

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

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.

Standardized Testing

In mid-October, 10th and 11th grade students are registered for and expected to take the PSAT administered by the School on campus. The School recommends that 11th grade students take the SAT and ACT in the winter/spring, and either or both tests an additional one to two times in the fall of their senior year. Many students also choose to take the SAT subject tests to meet college application requirements in addition to the SAT, on a schedule similar to that of the SAT.

For the ACT and SAT results, students must contact those testing companies directly. Please keep in mind that the School only registers students for the PSAT; students must register themselves for the SAT and ACT through the respective websites: www.actstudent.org and www.sat.collegeboard.org.

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. The School is happy to proof students' materials and make suggestions, and we encourage students to bring their application materials to the College Counseling Office for feedback.

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. 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 "Applying To" list on the SCOIR College Network website 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 SCOIR at least two weeks before the application deadline for those schools.

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

Transcripts and Recommendations

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

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

Standardized Test Scores

With guidance from the College Counseling office, each student is responsible for determining what standardized tests are required for admission, registering for the tests, and sending 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.

College Visits

College visits are restricted to begin this school year. If and when this restriction is lifted, students are encouraged to visit colleges during school breaks. 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 to the College Counseling Office signed by the College Counselor, teachers, coaches, and advisor at least one week in advance of each college visit. A parent/guardian must also contact the College Counselor or registrar to confirm the college visit. Absences not pre-approved by the College Counselor will be counted as unexcused. Students are expected to schedule college visits to avoid conflicts with exams, games, performances, and other major School obligations. Arranging transportation is the responsibility of the student and her family.

Representatives from various colleges generally visit Oldfields every year 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, which should be requested by students at least one day in advance. Underclassmen are welcome to attend visits by college representatives if these events do not conflict with another school commitment.

VI. COMMUNITY EXPECTATIONS

Academic Integrity

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

Chronic incompleteness of work and/or chronic classroom disruption to the academic environment is an academic integrity issue that also affects student life. 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) may meet with the student and her advisor to discuss ideas to support the student.

Major School Rules and Expectations

Oldfields School is committed to fostering and maintaining a positive and nurturing environment for all members of the community. The success of this community is dependent on members upholding the core principles of the School as students, faculty, and staff assume the responsibility of supporting and maintaining a healthy environment.

Students must demonstrate a commitment and positive attitude throughout all aspects of the Oldfields community in order to remain a member of the School. The School does not tolerate behavior that reflects adversely on the reputation of the School or its students, whether such behavior occurs on- or off-campus. The following are the major School rules.

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

- Disrespectful speech or actions that discriminate on the basis of race, gender, ethnicity, religious affiliation, ability, or any other aspect of people's identity
- Fighting, bullying, threatening the safety of others, or any form of physical or emotional intimidation—electronic or otherwise
- The use, possession, or distribution of alcohol, drugs, oil-based vaping, tobacco, tobacco products, or drug paraphernalia
- The misuse of prescription medications
- Open flame in a School building or dormitory
- Absence from campus without permission
- Leaving a dorm building after 10:45 p.m. Sunday-Thursday or 11:15 p.m. Friday-Saturday
- 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

Speech and Respect for Community Members

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

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

Dress Code and Appearance

Oldfields School prepares students for college and for life. Neatness in dress conveys a professional attitude, self-respect, and 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.-3:20 p.m., Monday through Friday. This expectation includes any time a student leaves campus during the school year, including, but not limited to, doctor's appointments, field trips, and School-sponsored activities. Students are 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, to the extent that such standards do not conflict with sincerely held religious beliefs.

General Requirements

- Until further notice, all students are required to wear school-distributed masks as directed.
- 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 fraying).
- Hats may not be worn indoors (except in the dormitories).
- Members of athletic teams and extra-curricular groups may wear their game uniforms 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 hair 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. During such informal dress periods, students are required to follow the dress code guidelines pertaining to public spaces on campus. While in the dormitory, students may wear casual clothes. As a sign of respect for themselves and others, students should be fully attired anytime they are outside of their rooms.

Dress-Up/Semi-Formal Events

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

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

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

Piercings and Tattoos

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

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

Graduation Attire Requirement

Every Oldfields student is expected to participate in the Oldfields Graduation ceremony. Oldfields requires every student to wear a simple, ankle-length, paper-white dress and slip or paper-white pant suit. 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 or pant suit options.

Dresses or pant suits are to be approved by the School and turned in to a designated area on campus by a particular date announced by the School each year. If no dress has been turned in by this date, a dress will be assigned through the Barefoot Boutique, and a \$35.00 charge will be debited from the student's account to cover the cost of cleaning the dress after use.

Dresses or pant suits will be reissued to students on the morning of Graduation. Students who arrive to Graduation in an unapproved dress may be prohibited from participating in the Graduation ceremony.

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

Attendance and Absences

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

Community Events

Students are required to attend all community events that are noted on the Oldfields School website. 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.

Lateness to School/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). Should tardiness be a continued problem for a student, the Director of Academics may contact her parent/guardian and may require the student to appear in front of the AIB.

A student must sign in at the Registrar's Office when she arrives late to school or to a class. 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.

Excused and Unexcused Absences

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

- Medical reasons including illness and non-routine medical care
 - Day students should refer to the Day Student Life section of the Guidebook for information about reporting absences due to illness.

- Students must be excused by the Health Center or have a note from a medical doctor in order to be excused from 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.
- In accordance with the School's COVID-19 policies
- Significant family events such as weddings, funerals, or graduations of immediate family members
- Observance of religious holidays or events
- College visits that are pre-approved by the Director of College Counseling
- Inclement weather: In the event that dangerous driving conditions prevent a student from attending school or requires her to leave early, an excused absence may be granted.

Absences for any other reason, including, but not limited to, early departures for and late returns from School vacations and long weekends will be deemed unexcused. 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.

Academic Work

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

Excessive Absences

The School monitors student attendance and takes appropriate steps to address any concerning attendance patterns. An excessive number of unexcused absences may result in reduced grades, no credit for missed work, and/or disciplinary action. If a student is absent for 20%, or 15 days, of a course the Director of Academics, 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 may be required to attend an Oldfields-approved summer program and earn credit through a passing grade before matriculating to the next grade.

Extended Absences

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

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

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

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

Athletics and Co-Curricular Attendance Policy

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

If a student exceeds 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 by the Director of Athletics. Additionally, any unexcused absence from, or lateness to, a practice, a game, or a co-curricular activity may result in assignment to Work Detail.

There may be times when 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 may result in a meeting with the Coaches' Board.

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 (1) they are in the Health Center for one or more periods on a game or performance day; or (2) if for reasons of health, the nurse decides that it is inappropriate for a student to participate in a game or a performance.

Sexting and Sexually Explicit Material

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

Social Media

The School understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites (*e.g.*, TikTok, YouTube, Facebook, Twitter, Instagram, SnapChat, Pinterest) (collectively referred to as "Social Media"). Whether or not a student chooses to use Social Media is a decision the student should make in consultation with the student's parents. However, to the extent that students, parents, or members of the School community represent the School to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the

privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in Social Media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing Social Media and the School's network. Students are expected to comply with the policies outlined in the School's Acceptable Use Policy regardless of whether they are using School-provided equipment or their own personal devices.

Cell Phones and Electronic Devices

The School's expectations for cell phone use are outlined below. In addition, the School prohibits students, parents, and School community members from using cell phones or other electronic devices to record (video, audio, or otherwise) the School environment without express permission from the School. This policy generally does not apply to recordings at School performances and events.

Students are expected to respect public and personal spaces when using their cell phones. In addition, they should behave appropriately at all times, 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. -3:20 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 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.
- Cell phones may 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.
- In the event of a personal emergency, students may step outside a building to make or answer a phone call with permission from a School employee.
- Parents and guardians needing to get in touch with their child may contact the School at any time by calling 410-472-4800 between 8 a.m and 4:30 p.m. or 443-662-1111 on evenings and weekends.

Cell Phone Expectations - After School and Evening

- Cell phones should not be present during sports and other afterschool activities.
- Cell phones should not be present in the dining hall with the exception of weekend brunch.
- There are no cell phones allowed 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 dorm's 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.
- 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

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

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

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

e-Safety Policy

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

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

- **Dress Code**: When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy as stated in the Guidebook.
- **Cyberbullying and Online Conduct**: When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- **Remote Environment**: Students may not use virtual backgrounds while participating in online and remote learning environments unless authorized or directed by the teacher. Backgrounds and physical spaces captured in online and remote learning should not have vulgar or profane words or images. Backgrounds should be appropriate. For example, students should not be sitting in a bed, but should be set up at a desk or table.
- **Chat Functions**: Students are expected to use any chat functions in an appropriate and respectful manner.
- **One-On-One Interactions**: School faculty, advisors, Health Services staff, and administrators may provide virtual one-on-one meetings with students as appropriate. The School may seek to limit

one-on-one interactions to those necessary to support the academic and social well-being of students and families.

- **Recording:** Online and remote learning sessions and communications should not be recorded. Students are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's online and remote learning programs.
- **Risk Management:** All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

Gambling

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

Alcohol, Drugs and Tobacco

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

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

Parents' Role in Alcohol/Drug Prevention

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

As parents, we will:

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

In addition, we will:

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

The School's Health Services staff is available for consultation with parents and students on a variety of issues, including drugs and alcohol.

Sanctuary Policy

The use and abuse of alcohol and drugs can lead to serious health consequences. As a way of letting students know that their health and safety are of paramount concern, the School encourages students to ask for help from adults should they find themselves or another student impaired, ill, or struggling with substance use or abuse. The School's Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process.

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

Invoking the Sanctuary Policy

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

For Medical Emergencies

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

For Non-Emergencies

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

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

Assessment, Consultation, and Notification

If a student invokes the Sanctuary Policy, the School will promptly determine whether medical attention is warranted, and the student's advisor, Health and Wellness Center staff, counselors, the Dean of Students, the Head of School, the student's parents, and Assistant Head of School may be notified.

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

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

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

Limits of This Policy

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

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

Inappropriate Items/Weapons

Possession or use of fireworks (including firecrackers), a firearm, a pellet gun, a knife, or any other dangerous weapon is prohibited. Any knife other than a pocket or pen knife may be considered a dangerous weapon. Certain types of knives, including, but not limited to, switchblades, double-edged knives, dirk knives, or any knives with a detachable blade, and fireworks are illegal in Maryland. Propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building, so as to endanger another, is considered reckless behavior and is also prohibited by the School.

Search and Seizure

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

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

VII. EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

Commitment to Respectful and Healthy Relationships

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

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

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

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

Sexual Intimacy and Consent

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

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

If students are found to have engaged in sexually intimate activity, or found in a situation that suggests they have been sexually intimate, the School will generally first respond to the situation as a health issue. This may include notification to parents/guardians and, as appropriate, referral to the School’s Health and Wellness Center. It is imperative that students understand and appreciate that certain sexual activity may violate the law and, therefore, is prohibited by the School. Following Maryland law, the School prohibits students from engaging in nonconsensual sexual activity, considering it to be egregious misconduct and a major disciplinary violation. The School prohibits and may be obligated to report sexual activity that

violates the law, including rape, sexual assault, and statutory rape. Sexual activity, of any and all kinds, is prohibited between any student or applicant and any School employee.

Interpersonal Misconduct

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

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

Definitions

Aggressor

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

Bias

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

Bullying

Bullying is defined as the use of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, by one or more students or members of the faculty/staff directed at a target that: (a) causes physical or emotional harm to the student or damage to the student’s property; (b) places the student in reasonable fear of harm to the student’s self or damage to the student’s property; (c) creates a hostile environment at school for the student; (d) infringes on the rights of the student at school; or (e) materially and substantially disrupts the educational process or the orderly operations of the School.

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

Cyber-Bullying

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

Faculty/Staff

Faculty/staff members include, but are not limited to, educators, administrators, counselors, school nurses, dining services workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

Harassment or Discrimination

Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to and/or not objecting to the behavior.

Harassment and discrimination can take many forms. Examples include, but are not limited to, limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes. Harassment also includes sexual harassment (as defined below).

Hazing

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

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

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

Hostile Environment

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

Racial Discrimination

Racial discrimination is a type of discrimination (as defined above). Racial discrimination involves treating a target unfavorably because the target is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Racial discrimination can occur when the target and the person who inflicted the discrimination are the same race or color.

Retaliation

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

Sexual Harassment

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

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

Target

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

Legal Definitions and School Policies

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

Reporting Complaints

A student who is the target of interpersonal misconduct, or who has witnessed such an incident or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by the School, is expected to report the matter promptly (either orally or in writing) to the Head of School, or to any other administrator or faculty member with whom the student is comfortable speaking. If a student is uncomfortable contacting one of these individuals, the student may ask an advisor, another adult, or a classmate to help. An Oldfields staff member is required to report immediately to the Head of School or School Counselor any instance of interpersonal misconduct or retaliation the staff member becomes aware of or witnesses.

With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home or to a member of the Health and Wellness Center staff. When making such outreach, students may share as little or as much information as they would like.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed or otherwise has relevant information about such conduct, are urged to immediately notify the Head of School or School Counselor. Furthermore, any parent/guardian who has witnessed interpersonal misconduct, or has relevant information concerning such an incident or any incident of retaliation, are strongly encouraged to contact one of these administrators immediately.

The School expects students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously, and disciplinary action will generally not be taken against an individual solely on the basis of an anonymous report.

The School cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise; however, the School will disclose such information with discretion, on a need-to-know basis.

False Complaints

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

Responding To Complaints

The goals of an investigation, and any disciplinary or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of the Head of School or the Head of School's designee, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of the learning environment while the investigation is undertaken. The School may use strategies, such as increased supervision, stay-away mandates, and personal safety plans, as may be appropriate, to prevent bullying, witness interference, and/or retaliation during the course of and after the investigation.

The Head of School or the Head of School's designee will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The School may consult with faculty, Health and Wellness Center staff, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint.

The School neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The School will not take adverse action against a student for making a good faith report of interpersonal misconduct. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Head of School (or the Head of School's designee) will generally make the following determinations:

- Whether and to what extent the allegation of interpersonal misconduct has been substantiated
- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented
- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets

At the discretion of the Head of School, the SJB may be convened to investigate and make recommendations. The Head of School (or the Head of School's designee) will consider any recommendations from the SJB if it convenes, but the Head of School (or the Head's designee) will determine any appropriate disciplinary action for a student who is found to have committed an incident of interpersonal misconduct consistent with the Discipline section in this Guidebook.

Information about consequences or other corrective action will be shared with the School community as deemed appropriate by the Head of School. Such announcement may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

Notification to Parents/Guardians

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

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

Notification to Government Authorities

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

Child Abuse and Neglect Reporting

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

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

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

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

VIII. DISCIPLINE GUIDELINES

General

These guidelines are based on the School's philosophy and principles regarding good character and reflect the School's commitment to providing a safe and healthy environment for students. The School strives to promote effective and caring communication among faculty, students, and parents that supports students in their personal growth and provides room for a young person to make mistakes and learn from them. The guidelines in this section apply to all conduct by students, whether on or off campus, as long as they are enrolled in the School. Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action.

As a School, we want to work with families in changing behaviors in students that interfere with the learning climate of a classroom or pose problems of safety for students. Occasionally, students need to be reminded about expectations and consequences of behavior. The School seeks to impose expectations and consequences that are both age and developmentally appropriate.

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

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

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

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

Detention

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

Detention is intentionally designed as a time for student reflection. At the conclusion of the academic day, any student placed in detention will report to the Detention Hall or the Dean of Students' office.

Detention is generally held on Tuesday through Fridays. Electronic devices are not permitted in detention and will be collected upon arrival.

An excessive number of detentions may result in further disciplinary action.

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 campus on Saturday and/or Sunday mornings.

Campusment

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

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 may be placed on behavioral probation.

Behavioral Probation

A student is likely to be placed on behavioral probation for a major violation of a core principle or for an egregious act or violation of a major School rule. Behavioral probation typically is one result of a 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, Dismissal, and Withdrawal

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

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

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

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

Behavioral Expectations While Away From School

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

Parent Involvement

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

Disclosure of Discipline History

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

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

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

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

This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

IX. STUDENT HEALTH AND SUPPORT

The Health and Wellness Center

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

Students who may need to see a physician for illness or injury will first be seen and assessed by the Health Center staff. If the Health Center staff feels further evaluation is needed, arrangements will be made for the student to be seen by a health care provider. Facilities that students may be taken to for acute care include Greater Baltimore Medical Center (GBMC), University of Maryland St. Joseph Medical Center, Sheppard Pratt, 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 arrangements can be made.

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

Health Center Policies

- Any student who feels she is too ill to attend class must report to the Health Center and turn in all electronic devices to the nurse. Any student spending 80 minutes or more in the health center, during the academic day, may not be permitted to participate in any co-curricular activities that afternoon.
- Students who miss a portion of a class due to illness or medical care are expected to obtain a note from the Health Center. This note will be presented to the class instructor so the student may be admitted to that class or activity.
- Students who stay in the Health Center through after-school or co-curricular/athletic commitments on a Friday will not be allowed to participate in School activities or take an evening privilege that night. The student may not leave for a weekend or overnight privilege unless she is going home.
- Parents/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 needs to be home due to illness or injury, the student's parent/guardian should promptly contact the Director of Residential Life and the Health Center staff. Before returning to school, a student may be required to check in with the Health Center staff and provide a note from a health care provider.
- Parents/Guardians who are licensed health care providers may not write this note for their daughter or conduct the annual physical examination.

Health Records and Forms

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

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

Immunizations

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

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

Communicable Illnesses

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

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

Medications at School

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

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

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

- Parents are expected to personally deliver or mail all prescription medications directly to the attention of the Oldfields Health Center. The pharmacy should provide separate bottles for School and home. Medications that are not delivered to the Health Center according to policy may not be given to the student as prescribed if there are any concerns about the safety of such medications.
- A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the School Health and Wellness Office.
- Students who take routine medication(s) are expected to present themselves to the Health Center at the appropriate time(s) in order to receive their medication(s) according to their prescriber's instructions.
- The Health Center staff, in collaboration with the parent/guardian and the student's physician, will also establish an individualized medication administration plan for any student requesting medication self-administration privileges. The self-administration of medication(s) shall include self-administration while on School property or during School-sponsored trips.
- No student may have more than a one-day supply of any medication in her possession at any time without the knowledge and consent of the Health Center staff.
- If a dispensed medication is not taken by the student, the student should promptly return it to the Health Center.
- Medications should be picked up at the end of the school year. Any medications left after one week of School closure in June will be destroyed.

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

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

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

Medical Marijuana

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

- Students may only use medical marijuana in their homes or in a medical treatment facility that permits such use; students may not use or possess medical marijuana, be under the influence of medical marijuana, or possess any related paraphernalia while on the School campus or while attending any School-affiliated or School-sponsored events, whether on or off campus.
- Students may not operate, navigate, or be in physical control of any motor vehicle or operate any other motorized equipment while under the influence of medical marijuana.

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

Counseling Services

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

The School Counselor is a part of a team of faculty members and administrators who collaborate with respect to students' educational experience at the School. As part of this collaborative effort, the School Counselor may share information obtained from parents and students on a "need-to-know" basis with other employees of the School and a student's parents. The School Counselor is not engaged as any student's private therapist. Please refer to the Confidentiality policy in this Guidebook for more information.

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

Other Counseling

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

Medical Leave

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

School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School) to allow the School to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

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

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

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

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

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

To return to school from a medical leave, a student and her family must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return to the academic and residential life; and that the student's return will not compromise her continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on

the School. The decision regarding any student's return to the School from a medical leave rests with the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in the residential program, overnight field trips, or other residential-style School activities.

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

Head Lice

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

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

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

Health Emergencies

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

X. ATHLETICS

Athletic Philosophy

The School remains committed to the integration of athletics as a vital component of each student’s experience. In keeping with the philosophy and mission of the School, the Athletic Department emphasizes the value of each individual and respect for others. We stress teamwork, sportsmanship, personal commitment, goal setting, and an appreciation for a lifetime of activity.

Eligibility

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

Fitness Facility

The fitness facility is located on the ground floor of the gymnasium and includes a Pilates studio, cardio room, and weight room. Hours of operation are as follows:

Monday – Friday	Saturday and Sunday
Cardio Room: 8:00 a.m.-10:00 p.m. Weight Room: 3:00 p.m.-5:45 p.m. Pilates Room: 3:00 p.m.-5:45 p.m.	Cardio Room: 10:00 a.m.-10:00 p.m. (must check in/out with AOD) Weight Room: 10:00 a.m.-10:00 p.m. (must check in/out with AOD) Pilates Room: 10:00 a.m.-10:00 p.m. (must check in/out with AOD)

No student is to ever work out alone. Failure to follow this rule or any of the expectations posted on the door of each fitness room may result in loss of privileges and other disciplinary consequences.

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

Athletics/Co-curricular offerings

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

Fall	Winter	Spring
Cross Country	Basketball (Varsity/JV)	Badminton (Varsity/JV)
Field Hockey*	Indoor Track and Field*	Lacrosse
Tennis	Riding	Softball
Volleyball (Varsity/JV)	Dance	Outdoor Track and Field
Riding	Theatre	Riding
Dance	Yoga	Theatre
Soccer*	Fitness and Conditioning	

*Pending based on level of interest

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

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

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

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

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

Sportsmanship

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

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

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

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

- Remember that we would all like to be victorious in every situation we face in life, but just like in athletic competition, sometimes we fall short.

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

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

Communication

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

Parents may expect to learn from coaches information about:

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

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

- Procedures regarding illness and injuries during practices/games; and
- Head injury/concussion policy, assessment and prevention measures

Parents are expected to:

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

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

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

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

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

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

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

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

XI. CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS

Co-Curricular Mission

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

Student Leadership

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

Student Council

Oldfields' Student Council is made up of the following elected positions: The All-School President, Class Officers (grades 9-12: President, Vice-President, and Secretary/Treasurer), Eighth Grade Class President, and the 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.

Clubs and Organizations

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

Community Service

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

All hours must be approved by one of the Co-Directors 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 may be accepted. Up to 25% of the required hours (no more than 5 hours per year; 20 hours total over 4 years at Oldfields) may be completed by doing approved service work for Oldfields. If a student in grades 9-12 transfers to Oldfields, approved community service hours may be accepted from her previous school to count toward her first year's requirement at Oldfields.

The twenty hours of community service for each year must be completed in the summer prior to a grade or during the grade itself. Students have until the first day back after Spring Break to finish and submit verification of service completed for that year. New transfer students are expected to complete their hours for their first year at Oldfields 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 one of the Co-Directors of Community Service.

Traditions and Events

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

- **100 Nights 'til Graduation Dinner:** An elegant dinner for the senior class held 100 nights before Graduation
- **Baccalaureate:** Ceremony for seniors and their parents the evening before Graduation
- **Awards Ceremony:** The year-end Awards Ceremony for all students the evening before Graduation
- **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.
- **Ten-Year Prediction Letters:** Seniors write prediction letters to be read at their ten-year reunion.
- **Thanksgiving Dinner:** The Junior class gives thanks at a formal all-School Thanksgiving dinner.
- **Holiday Dinner:** A formal all-school holiday dinner just before Winter Break.

XII. GENERAL SCHOOL POLICIES

Student Media Information

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

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

Background Checks

With student safety as a priority at the School, the School conducts state and national criminal history and sex offender registry checks on all current and prospective faculty and staff of the School who may have “direct and unmonitored access to children,” including any individual who regularly provides School-related transportation to students.

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

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

Lesbian, Gay, Bisexual, and Transgender Students

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

International Students

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

Student Records and Transcripts

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

Confidentiality

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

XIII. FAMILY INVOLVEMENT

Parental Comportment and Support for School Policies

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

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

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

1. Share in the School's vision.

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

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

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

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

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or

others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.

- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor/Head of School, in that order).
- Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside of the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
- Understand and support the School's technology policies.

Current Family Contact Information

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

Multiple Households

In order for the School to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally, information regarding who the primary caregiver is should be communicated to the School in the event of an emergency and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips, or other issues, the School should be informed. The School expects separated or divorced parents to cooperate and partner with the School with respect to their child's education. For this reason, the School will not get involved in parental disputes or custody issues.

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

APPENDIX A: Acceptable Use Policy (AUP)

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

We believe that the Internet offers vast, diverse, and unique resources that have great educational value. While the benefits of the Internet are enormous, parents need to be aware that it is an open system which contains pockets of material 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 Semesters and Conditions

Note: Throughout this document when the School network(s) is/are referenced, 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.

- Email and voicemail are not guaranteed to be private. The system administrators who operate the system do have access to all messages. Messages relating to or in support of illegal activities may be reported to the 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 member’s site(s). There shall be no sexually explicit or provocative pictures on any Oldfields student’s or faculty member’s site. There shall be no pictures overtly displaying the use of alcohol, drugs, or tobacco products on any Oldfields student’s or faculty member’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. Skyping, 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.

- 1. Warranties and Support** - Oldfields School makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered. This includes, but is not limited to:
 - Loss of funds or data resulting from delays, non-deliveries, misdeliveries, or service interruptions
 - Loss of hardware, software, or data caused by negligence or user-error
 - Loss of hardware, software, or data resulting from power surges or outages
 - Loss of hardware, software, or data resulting from a computer virus

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

Oldfields' Technology Department will support only approved hardware and software. Any hardware or software installed 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.

- 2. 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.

- 3. 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.)

- 4. 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.