

Olney Friends School



Community Life Handbook For Parents and Students 2009-2010

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WELCOME TO OLNEY FRIENDS SCHOOL

Welcome to Olney Friends School. We encourage all newcomers as well as returning students and their parents to make themselves familiar with the Olney Friends School Community Life Handbook. Although much in this handbook remains the same from year to year, the document is also reviewed and updated on an annual basis and therefore warrants review by all returning as well as new students and their parents. Responsibility for knowing and adhering to the policies outlined in this handbook rests on students and parents.

About the Olney Friends School Community

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

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

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

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

PARENT PARTNERSHIP IN THE OLNEY FRIENDS SCHOOL COMMUNITY

Parents are partners in our educational mission and important members of the Olney Friends School community. Whether nearby or at a distance, we want to be in frequent communication with each other. In addition to semi-annual Parent-Advisor conferences on Friday afternoon, October 16, Saturday morning, October 17, and Friday afternoon, March 26, 2010, we encourage parents to be in touch with teachers and advisors, as well as with the school administration. We do ask that parents convey to students the importance of making a commitment to live by the rules and expectations laid out in this handbook, even if this means accepting restrictions that would not be required of students were they living at home.

New Parent Reception

Parents new to Olney Friends School are invited to attend a drop-in reception, 2:00 pm, Friday August 28, 2009. At that time staff and some parents of returning students will be on hand to answer questions and to let you know about parent activities that occur during the course of the year. It is a time for you to get to know other new parents, as well as some returning parents, and to experience, in a small way, the community that your child is entering.

Parents Day/Homecoming Weekend – October 16-17, 2009

Parents, guardians, siblings, grandparents and other family members are encouraged to spend Friday, October 16, 2009 through Sunday noon, October 18, at the school. Classes will be abbreviated on Friday morning, October 16, to allow visitors to sit in on a full spectrum of classes before parent-advisor conferences on Friday afternoon October 16. Parent-advisor conferences are set up by request. Requests for parent-advisor conferences can be made through the Main Office (mainoffice@olneyfriends.org). An invitation and schedule for Parents Day and Homecoming weekend will be mailed to parents in September. Highlights of the weekend will include alumni-student soccer and field hockey games and the famous Olney Distance Run and Walk, open to all.

A limited number of guestrooms are available on campus for those who reserve early. Other accommodations can be reserved at local motels and bed and breakfasts. See our website for a full listing of local accommodations.

Parent-Advisor Conferences

Fall Parent-Advisor conferences will be scheduled Friday afternoon, October 16, Saturday morning, October 17, 2009 and Spring Parent-Advisor conferences will be scheduled for the afternoon of March 26, 2010 prior to Spring Break. For email and phone contacts, refer to the Staff Directory at the back of this handbook. Parents unable to attend scheduled parent-advisor conference days may make arrangements to talk with teachers/advisors either by phone or in person at some other time during the year.

Parent Meetings and Volunteer Opportunities

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

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

Parental Participation in Fund-Raising Efforts

Olney Friends School, even more than other independent schools, has a history of being very generous with students from families that cannot pay the full tuition, including many who come from other countries, a practice that is virtually unheard of

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

Staying in touch

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

<u>Boys Dorm</u>	740-425-1934	740 425-2940
<u>Girls Dorm</u>	740-425-1923	740-425-2959

Other Primary Contact People at Olney Friends School

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

Head of School, Rich Sidwell - rich@olneyfriends.org ; ext. 201

Assistant Head of School, Admissions Director, Mary Ellen Newport - maryellen@olneyfriends.org; ext. 214

Academic Dean, Cindy Rogers- cindy@olneyfriends.org; ext 226

Contact Cindy with questions about the academic program that are not able to be addressed by your child’s advisor.

Dean of Students, Micah Brownstein – micah@olneyfriends.org; ext. 219

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

Main Office Manager, Shelley Rockwell - mainoffice@olneyfriends.org ; ext. 203

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

Business Manager, Beverly Shull - businessmanager@olneyfriends.org; ext 202

Contact Bev regarding tuition payments and other financial matters.

Nurse, Becky Hurley - becky@olneyfriends.org; Ext.220- is available each weekday for health needs and concerns.

Faculty Advisor: Each student is assigned a faculty member as an advisor at the start of the academic year. The advisor is a listener, mentor and advocate who will keep in touch with the students at regular “advisory meetings.” He or she also reviews student grades at each grading period and communicates with parents when a student is having academic or emotional difficulties. See the Staff Directory at the back of this Handbook for contact information for a particular advisor.

Campus Visits, Closed and Open Weekends, Guardians, Vacation and Weekend Travel Plans

On and Off Campus visits: Parents are welcome to visit students on-campus or to take their own child off campus for a special meal or outing. We do ask that you let the Main Office know of your visit plans in advance. We do not allow parents to stay overnight in the dorms, but students are allowed to spend the night in the guest house or at other local accommodations with their parents. A list of local accommodations is available on the OFS website. To reserve a guest room for a visit, contact the Main Office by phone or email.

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

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

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

Stateside Guardian: Any student whose custodial parent does not reside in the United States must have a state-side guardian. The stateside guardian must be an individual or married couple over the age of 21, who is designated by the parents to provide permissions. The school reserves the right to approve the choice of stateside guardians.

School Vacations

Travel plans for breaks: Olney Friends School's annual calendar includes generous vacation times. For the 2009-2010 school year, we will have two extended breaks, as noted on the calendar on the back cover of this document. Parents are asked to submit vacation travel plans to Cledea Mott (cledea@olneyfriends.org) at least four weeks before each school break. The school makes every effort to coordinate ground transportation to and from airports, but the cost of such transportation is not covered by the school. All travel to and from airports will be billed to students' accounts. Students, and in particular those who will be travelling abroad during the school year, are encouraged to arrange travel well in advance of each break. Leaving early or returning late after a break constitutes an unexcused absence if it appears to be a pattern and a situation that is avoidable. Sometimes parents of students will volunteer to host international students during breaks, please be aware the school does not assume responsibility for making vacation plans for students. International students need to provide the school with the name and address of someone in the United States who will act as a host/local contact should problems around vacation planning arise. Written permission from parents or guardians, as well as a written invitation from a host family are required when a student will not return home for a break.

Short Breaks: Thanksgiving Break boarding students may remain on campus for an additional fee. This opportunity is available on limited basis. During this break, there will be faculty oversight, activities both on and off campus, and meals.

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

Unusual or Extended Absences

Unusual family or medical needs may arise when a parent needs to take a student out of school for one or more days. We ask that such absences be cleared with the Dean of Students a week in advance, if possible. If a student will be out of school for religious holidays, notification of such is required at the beginning of the academic year. Normally students are expected to make up academic work missed during an absence. The Dean of Students may grant exceptions in extenuating circumstances.

It is a serious concern when a student is unable to be in residence at school for emotional or psychological reasons. An absence of 2 days or more for emotional reasons is an indication that a student may not be thriving in or prepared to handle the boarding aspect of the Olney program. Concern for that student's safety and well-being, as well as the safety and well-being of others, is foremost in our minds. A student who develops a pattern of absences (two or more days of absence) for emotional reasons, will likely be required to undergo psychological evaluation to determine if he or she is able to handle the demands of our boarding program. If the school determines that the absences and other indications point to issues that cannot be resolved through services provided by on-campus counseling and/or other out-patient services such as can be reasonably provided, the school may recommend that parents withdraw the student. If a parent refuses in such an instance to withdraw a student, the school may be forced to dismiss the student on the grounds that his or her safety and well-being cannot be reasonably guaranteed in this environment.

Our academic curriculum as well as our co-curriculum depends on student participation and cooperative learning. Academic absences may seriously impact a student's academic standing. Five or more absences in a given quarter will jeopardize a student's academic credits for that term. Families are strongly discouraged from taking students out of school for non-essential reasons, particularly at the ends and beginning of the year and the terms. If a pattern of what appears to be non-critical absences and late returns is evidenced, the school may opt to view continued absences as un-excused, in which case a student will not be allowed to make up missed work and his or her academic grade will be negatively impacted.

Students on academic probation twice in any 4-term sequence due to health absences will be subject to the same considerations as others on academic probation. Students who have had health issues must be able to demonstrate that they can perform adequately in subsequent quarters in order to remain a student in good standing at Olney Friends School.

Health Services

What happens when a child is sick? The school infirmary is located in the Mary Davis Guest House next to the Main building. Our school nurse, Becky Hurley, LPN, is generally available from 7:00 a.m. to 3:30 p.m. Monday through Friday to handle most common medical needs. Barnesville Hospital, located three miles away, is readily accessible for emergency situations. When the nurse is not on campus, there is always an administrative staff member as well as a dorm staff member on-duty. In the case of a medical emergency during such hours, a student should alert or have another student alert an on-duty staff member immediately. A staff member will always accompany your child if an emergency hospital visit is warranted. In such a situation we and the hospital will make every attempt to contact you as soon as possible. It is important for international students to have an English speaking family member be authorized and listed on the emergency medical forms to give the hospital staff verbal permission over the phone to admit and treat the student.

School-Day Illnesses: If a student is sick on a weekday, he or she should see the nurse in the infirmary between 7:00 a.m. and 3:30 p.m. Whenever possible visits to the nurse should be made before classes start or between classes; the nurse will give a student a pass if such a visit makes him or her late for a class.

If a student comes down with an illness during the night and feels too poorly to attend classes, the student must get up and go see the nurse in the infirmary between 7:00 and 8:00 am. The nurse will then decide on a course of action. If a student is too ill or injured to attend class, the nurse may decide to keep a student in the infirmary until 3:30 p.m. or until the student is feeling well enough to return to class.

If a student remains in the infirmary through the academic day, the student must spend the remainder of the afternoon and evening in his or her dorm room and is not to participate in sports, free-time activities, study hall in the Main, or Collection. A student may arrange with the crew leader to have supper in the dining hall if fever is not a symptom, but the student will

need to return to the dorm directly following the meal. If the student is still ill the next morning, the student must go and see the nurse again between 7:00 -8:00 a.m.

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

If a student feels unable to participate in sports due to injury or illness, the student should see the nurse before 3:00 p.m. If the nurse determines that the student should be excused from sports, a written excuse will be given for the student to give to the coach. The coach may require the student to sit and observe the sports session, or may allow the student to return to his or her dorm room, in which case the student must remain in his or her dorm room until supper.

Prescription medications: Students with prescription drugs must see the nurse at the beginning of the school year or when a prescription begins. Due to their potent nature and the need for proper administration, students are not allowed to hold their own prescription or non-prescription drugs. The nurse or a staff member will be assigned to give students access to medications as prescribed at the times prescribed. Parents are asked to send all prescriptions directly to the nurse and not to students.

Non-prescription medications: Students may not keep prescription or over-the-counter medications in dorm rooms; the nurse or an on-duty staff member will dispense these from the Main Office. Abuse of over-the-counter or prescription medications are considered the same as abuse of illegal drug substances and will be handled with disciplinary procedures. It is a disservice to the school and a child for a parent to supply him or her with over-the-counter medications such as aspirin or cough medicines. Students who are found to have such items in their possession may be subject to disciplinary action. Students who supply other students with prescription or non-prescription drugs risk automatic expulsion. While you may believe your child is responsible with medications, please remember that your child lives with other adolescents who may not be so cautious or wise.

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

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

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

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

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

Student Dress Code

In general students are expected to be thoughtful about what they wear and where they wear it. Olney encourages each person to be an individual who is cognizant of the role they play in promoting and welcoming others to our school. Dress may play a significant role in how we are perceived by the broader community. We want to be inviting to prospective students, parents and supporters.

Students may not wear clothing or jewelry that is sexually explicit, that refers to or supports violence, tobacco, alcohol, or illicit drugs. Underwear and pajamas (flannel pajama bottoms, slips, boxer shorts, etc.) should not be worn as outerwear. Clothes should reveal neither one's underwear nor one's midriff; sagging or low-hanging pants are discouraged. Shoes must be worn at all times in the Main, in accordance with health regulations.

Clothing worn in public, on or off campus should, as a guideline, provide some kind of shoulder strap or shoulder covering, and cover one's stomach, hips and upper thigh fully. Torn or dirty clothing is not appropriate on or off campus unless students are directed otherwise. Faculty members who find a student's dress, either too revealing or too casual for the occasion, are authorized to require students to change into more appropriate clothing.

Casual dress to dressy attire is required for several special occasions during the year. Jeans are not allowed on 'dress-up' days. Recommended attire for boys includes khakis or dress slacks, and collared tuck-in shirts. For girls, a dress, or an outfit with dress slacks or skirt and a nice blouse is appropriate.

School Store, Bank and Gift Shop

The school store, managed by Shelley Rockwell in the Main Office, provides basic school supplies. These will be charged to a student's account.

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

Appropriate spending amounts: Students at Olney Friends School do not need access to cash in excess of normal weekly allowance to cover snacks, laundry, an occasional pizza order, or a trip to the drug store to buy shampoo and laundry soap. A student who withdraws more than \$30 at a time will likely be asked what he or she intends to use the money for. Weekly limits are recommended to ensure that a child's spending is kept in bounds. Typically, a weekly limit of \$10 to \$20 should be adequate. Students do need spending money for necessities. International students will often need to have extra funds for travel between breaks. These funds can be earmarked and reserved for those times. Permission to spend larger amounts can be issued to the Main Office via email.

Money for school trips and activities: While the school will occasionally offer trips, movies at the mall, for example, where students must pay for their own tickets, we try as much as possible to keep the costs of school activities low and not assess additional activity costs to students. On required school trips, students will often want money for soft drinks, snacks and small items. The school will, however, provide three meals and the costs for accommodations on the road for those trips. If a trip or activity is entirely voluntary and costs exceed what we feel the school can afford to spend on a student activity, we will ask students to cover some of their own costs. There are times when the school will help meet the needs of a student who cannot afford to pay for a voluntary activity with costs associated.

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

COMMUNITY EXPECTATIONS

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

Governance and Community Life

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

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

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

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

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

Interest Groups: Student- and faculty-led Interest Groups are offered on Tuesday evenings in the second and third quarter. Groups may meet to play games, read books and learn new skills. Recent examples include cooking treats in the main kitchen, playing chess, soccer, pool or video games together, reading banned books or studying political systems from a cross-cultural perspective. Students propose Interest Group topics and secure a faculty sponsor. Interest Groups run for 5-6 weeks. Only math and language faculty may give homework due on Wednesdays. Interest Groups may lend themselves to a community presentation.

Rules for Individual and Community Well-Being

Major and minor rules at Olney Friends School are put in place to help protect the academic, social, physical and emotional health and safety of our students. Those rules are based on pragmatic, legal and, to some extent, Quaker concerns. Rules at Olney Friends School are not, however, intended to be substitutes for instruction or as a means to impart values. We do hope that the rules help provide a safe framework in which students are able to study, work and have fun. Our program is designed to give students opportunity to think critically, act with integrity and develop higher-level thinking skills with which to make healthy choices regarding academic integrity, drugs, alcohol, tobacco, respect for personal property and sexual relationships

in high school and beyond. While the major rules reflect our beliefs about appropriate healthy teenage activities, they are not a substitute for self-knowledge, which we try to promote both throughout the curriculum and in the disciplinary process.

Flag List-

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

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

Major Rules and Disciplinary Committee

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

Disciplinary Committee: Our major rules, drawing on Quaker testimonies of truthfulness, nonviolence, simplicity and respect, define a broad area of health- and growth-enhancing behavior within which we expect our students to live. When students break a major rule or an egregious combination of minor rules, they are requested to come to Disciplinary Committee. Disciplinary Committee consists of the dean of students, four faculty members and four students. The dean shall pick from all available members, two faculty and three students to address each disciplinary concern brought before the committee. The four faculty members will be picked by the dean and the student members of Disciplinary Committee will be chosen by the adult committee members from a list of students nominated by the student Self Government. The role of the Committee is to help establish what happened, hear the student's side of the story, and then discern appropriate next steps. Students who go before Disciplinary Committee receive a written response from the Committee's convener as authorized by the entire committee. NOTE: Students may elect to have their cases heard by the Dean of Students rather than going through the full committee process.

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

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

In cases where theft or other major rule breaking is suspected, or when there is a health or safety risk, staff may need to

search a student, a student room, a student's computer or other personal belongings. Any search will be done in the presence of two people only under the authorization of the Head of School or staff member acting in the Head's place.

Parental Responsibilities in Disciplinary Matters

Response to major rule violations: If a student has been found breaking one of our 13 major rules, a suspension or dismissal could very likely result. You will be contacted by the Head or Dean of Students as soon as it can be determined that a major rule has indeed been broken by your child. The disciplinary process is most effective when all adults involved agree to work toward the same goal of helping a student understand the consequences of his or her actions and accept personal responsibility for those actions.

In the event of an expulsion, something that we do not wish for nor anticipate, we hope that all parents will cooperate with the school and share fully in our efforts at making the logic of school policies known. A struggling and confused teen will have difficulty understanding personal responsibility if his or her parents cannot promote and articulate to a student the value in the school's rules and the logic of the consequences.

In the interest of the safety and well-being of the rest of our student and adult community, the school reserves the right to remove from campus any student who is awaiting a disciplinary committee meeting for a major rule violation. If a student is suspended or expelled, he or she must expect that he or she will be escorted to an off-campus location until travel home is possible. While the staff understands that removal of a student is painful for everyone in the community, rule-breakers and rule-followers alike, we know from experience that a student awaiting closure on an expulsion or suspension is often emotionally confused and volatile. That confusion can express itself in ways that do damage to the community that even the rule-breakers likely hold dear. Removal of a student during such times has the additional function of protecting the offending student from needlessly further damaging his or her own reputation or the reputation of others in the community. Parents will be asked to cooperate in making the transition from school to home for an expelled or suspended student as swiftly as possible. Costs of travel in such instances are the responsibility of parents.

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

The Major Rules at Olney Friends School

Students may not

- Use, or provide to another Olney Friends School student, tobacco, alcohol, illegal drugs, unauthorized prescription medications or over-the-counter medications
- Engage in sexual intercourse
- Engage in harassment
- Engage in verbal or physical violence
- Steal-including illegal downloading
- Commit vandalism
- Enter private places, including other students' rooms, without permission
- Possess or use weapons
- Commit fire safety violations
- Leave the dorm during dorm hours, or enter the dorm of the opposite sex without permission
- Intentionally lie or cheat
- Refuse a reasonable faculty request

- Aid, assist or accompany a major rule breaker
- Intentionally obscure one's whereabouts whether on campus or off
- Accumulate a second 10 slip violation in a school year

In addition, any conduct in violation of the criminal laws of the State of Ohio, regardless of whether the incident occurs while a student is in the school's care or not, may result in the immediate suspension or expulsion by the Head of School. In cases where laws have been broken, students need to be aware that Olney Friends School may be under obligation to inform appropriate authorities.

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

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

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

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

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

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

What is harassment?

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

Some examples of inappropriate behavior are:

- Uninvited pressure for sexual activity, whether explicit or implicit, particularly if accompanied by a promise of favorable treatment or a threat concerning a student or employee's status
- Obscene or suggestive remarks or jokes, verbal abuse, and/or insults that are conveyed in person, through notes, e-mails, instant messages, posted on websites, text messages, spoken over the phone or left on answering machines or voice mails
- Pressure to participate in illicit activities such as the use of alcohol, cigarettes, or other drugs
- Hazing or threats
- Demeaning comments with respect to race, religion, ethnic origin, gender or sexual orientation

Students should let the offending person(s) know you want the behavior to stop. Say "No" firmly! Look directly at the person(s) with a straight face to give a clear message of how you feel. Do not apologize.

Students should keep record of when, where, and how they are being mistreated. Include witnesses, direct quotations, actions, evidence, and any written communication.

Students who feel that they have been harassed should immediately contact an adult at school about the situation. Among those who may be contacted are faculty members, administrators, advisors, nurse, or any other adult with whom the student feels comfortable. These people will inform the Dean of Students.

A response from the school to this situation will be made after appropriate consultation with the person named in the complaint. In every instance, our goal will be to assist individuals involved in such incidents to explore fully the nature of the offense and to resolve the matter in a way that brings understanding and respect. Violations of this policy will not be tolerated, such behavior undermines the spirit of the community, and depending on the circumstance it may make a student liable for immediate expulsion. Any student, faculty member or administrator who is found in violation of this policy will be subjected to discipline, up to and including dismissal from Olney Friends School.

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

Why should you not be with a major rule breaker? The most helpful thing to do with a peer who is breaking a major rule, if he or she cannot be dissuaded from it, is to show disapproval by walking away. To remain present is often seen by the rule breaker as tacit approval of what he or she is doing--therefore remaining present is also considered a major rule infraction, even if not of the same gravity.

Classroom Disruptions

Academics at Olney Friends School hold an esteemed place in our day-to-day priorities. Teachers and students alike cherish learning opportunities and do their best to guard against unnecessary interruptions of classroom and study time. Disruptive classroom behavior is not acceptable. In cases of classroom disruptions, a teacher may send a student to the Assistant Head and/or Dean of Students for discussion of the problem and measures to address it. The Dean of Students will keep a record of such meetings and will have the right to impose a discipline response if deemed necessary. A student who is chronically disruptive in classes may face suspension or even expulsion if it is felt that the student's behavior poses a significant ongoing barrier to learning.

Minor Rules, the Slip System

Minor rules facilitate the smooth flow of the community's daily life. Some examples of minor rule infractions include: being late for meals or Collection, signing out of more meals than allowed; playing music too loudly in public places; not cleaning a dorm room; being late for dorm time or staying up past lights out; using offensive or degrading language in public places. With regard to office and room work slips, a student is required to finish an incomplete job or redo the job if it hasn't been done properly, even if a slip is to be issued.

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

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

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

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

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

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

Typical Automatic Response- 9:00 AM – 10:30 Saturday morning study hall and campused for 3 weeks

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

Social Privileges Affected by the Slip System

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

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

Clarifying slips: If a student feels a slip has been given unfairly or out of some misunderstanding, he or she should discuss the concern with the person who issued the slip. This may clarify or resolve the matter. If after this step, however, the student still feels the need to appeal or question the slip, he or she should bring the concern, within two days of when the slip was given, to the Dean of Students who will decide whether any modification or dismissal of the slip is warranted.

Respect for School and Private Property

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

Over-borrowing and borrowing things without asking are perhaps the most common causes of conflict among students at Olney. We hope that students will learn over time to keep good track of their own possessions, to take care of their own possessions, and to value and respect the property of others. We strongly suggest that students label their things clearly so that no confusion of ownership can arise. In addition, students are asked to be very clear with each other about their own lending policies and to be cautious about giving blanket permission to others to borrow anything indefinitely or at anytime. For this reason, the dorms have clear policies restricting students from entering any other students' room in absence of the room residents. See the Academic Course Guide for information about our textbook policies.

Public Display of Affection

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

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

Electronic Entertainment and Communication

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

- 1) All students must register their cell phones and lap top computers with the Main Office. Unregistered phones will be confiscated and parents notified.
- 2) The only personal electronic equipment allowed in the main building:
 - laptop computers
 - headphones during major office work
 - cell phones, with limited use, see below
- 3) Students may not use cell phones and electronic devices excluding computers during academic hours (8 am to 11:20 am and 1:15 pm to 3:30 pm) or after floor/wing time (see dorm rules for exact times) and before 6:45 am.
- 4) Cell phones and electronic devices are not to be carried in a visible manner by students during academic hours, or used to play games, take photos, text message, as a clock, or for any other reasons that may be considered distracting.

Students are not to use cell phones in the Main Building unless a staff member has given permission for a call for a special reason. Weekend permission is granted for cell phones in the second floor computer room from breakfast until dinner Saturday and Sunday. It is understood that cell phones are an important communication tool between parent/guardian and student, but one must be cognizant of the student cell phone etiquette codes. Use of cell phones for practical jokes or as harassment of others is prohibited.

Screen Time Policy: Screen time is defined as non-academic use of computers, television, or any video game system (handhelds included). Students are limited to one hour of screen time per day Monday through Thursday. Screen time for Friday through Sunday is six hours of screen time total with students spending no more than four hours in one day. Students are expected to be responsible for monitoring their own time. In the case of excessive use noted by faculty, screen time can be addressed as a disciplinary issue. Computer screens need to face the entry point of the room during the academic day.

Students wishing to use any screen (computer or television) in a public space (Music Box, the Main, dorm common spaces) for movies or video games must be granted permission by the administrator on duty, and those students must make this use open to the entire community by clearly posting time and place in the Main. In case of any question about the content of movies or video games, the administrator on duty has the final say as to what is appropriate for use and display in public spaces.

Electronic Devices Violations Electronic devices and cell phones are considered under one electronic device violation, and an electronic device used to play games or watch movies is categorized as screen time and needs to comply with the OFS screen time policy. A student who is caught violating any of the cell phone policies or electronic violations will receive a slip for a first-time offense. A second offense will warrant a slip and a 48 hour confiscation of device. Upon a third offense a parent will be notified by the school and the cell phone/device will be confiscated for a week. Subsequent violations will result in the phone being confiscated for the rest of the year.

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

Resolving Conflicts

When conflicts arise between students or between a student and a staff member in the dorm, classroom or community, students should take one or more of these steps:

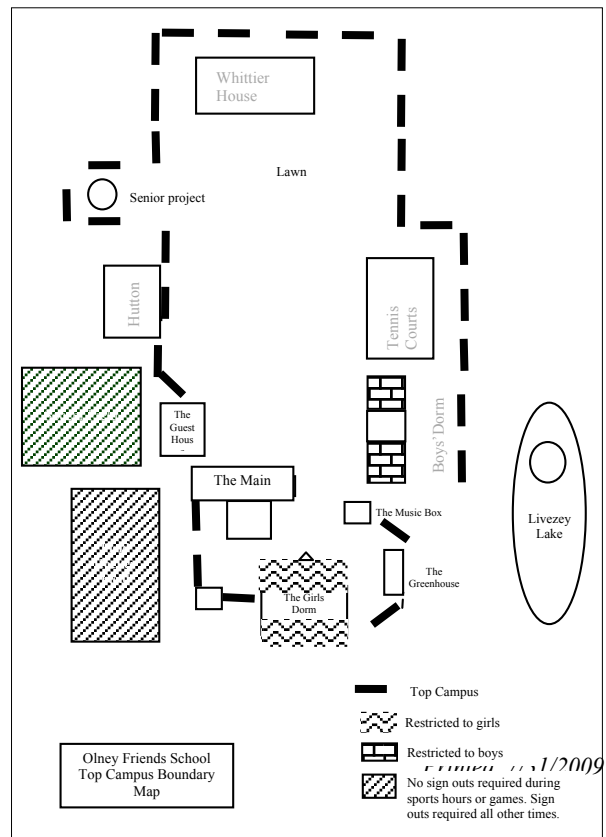
1. It is best if a student can address the concern soon--clearly, respectfully and face-to-face--with the person involved.
2. If this does not resolve or clarify things (or if it is difficult to speak to the other person alone) and a further step is needed, students are encouraged to ask a staff member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

Sign-outs and visits on and off-campus

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

Olney Friends School has both day and boarding students. Some rules regarding sign-ins and sign-outs are, therefore, different for day and boarding students. Below we've outlined the rules as they apply to the two different student groups. The map showing the Top Campus boundary, at right, applies to all students.

Campus description: Olney Friends School maintains a 350-acre campus, which includes school buildings, sports fields, barns and farm fields, orchards, lake and woods. The Main, as the large



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

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

Building restrictions: Staff residences and the Mary Davis Guest House, including apartments in the dorms, are private, "off-campus" spaces. Students may visit staff dwellings by staff invitation only. The Mary Davis Guest House, which houses the infirmary, guest rooms, staff apartments and the ceramics classroom, is also considered "off top campus," except the ceramics room during class and the infirmary during nurse's hours. Students who wish to work in the ceramics room in their free time must notify the crew leader and sign out in the Main Office. Students who see counselors in the Mary Davis are required to sign out for their appointment time as well. Students are not permitted in the lower level of the Music Box or under the bike garage unless accompanied by a staff member.

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

Livezey Lake Canoe Rules and Expectations

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

On-Campus Sign-outs

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

Bicycles/Skateboards/and Rollerblades

Bring your bike, rollerblades, and skateboard, but be sure to follow the guidelines. The popularity of skateboards and bicycles on campus has increased to a point that a code of rules is necessary in order to insure the safety and well being of the members of the community. Therefore the following requirements apply to all bicycles, rollerblades, and skateboards kept on campus.

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

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

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

Boarding Students

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

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

A student may sign out of any meal with his or her own parent or guardian; however the kitchen requests advance notice whenever possible if parents intend to take their children out for a meal. With prior permission from a student’s own parent and sufficient personal sign-out privileges, a student may sign out with another student’s parents for a meal, including a Sunday noon meal. Sign-outs with parents are not counted toward a student’s total meal sign-out privileges.

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

	May sign out after:	Sign in by:
Sunday	1:00 p.m.	7:00 p.m.
Monday	3:30 p.m.	7:00 p.m.
Tuesday	3:30 p.m.	7:00 p.m.
Wednesday	3:30 p.m.	7:00 p.m.
Thursday	3:30 p.m.	7:00 p.m.
Friday	After chores are done	7:30 p.m.
Saturday	10:00 a.m.	7:30 p.m.

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

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

Automobiles: Boarding students may not keep or drive motor vehicles at school, or when under the school's care. Rarely, with prior permission of parents and the Head of School, a student may use a vehicle to drive between home and school during school breaks, with the keys placed in the school's care and the vehicle kept off campus while school is in session. While under the school's care, students may ride only in cars driven by faculty members or other approved adults, and not in cars driven by students. Exceptions may be made by the Head of School or the on-duty crew leader to allow a student to drive another student under certain extenuating circumstances and with permission from the driver's and rider's parents. Seatbelts must be worn in accordance with state law.

Day Students Sign-Outs

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

School Meals: Day students attend the school's noon meal each school day. While day students are welcome to join us for other school meals, families may be asked to pay for those meals if they regularly exceed more than three per week.

Automobiles: It is recommended that day students walk or be driven to and from campus by their parents. Day students who drive a car to school are required to park it at Stillwater Meetinghouse and must leave it there until they leave at the end of the day. While under the school's care, students may ride only in cars driven by faculty members or other approved adults, and not in cars driven by students. Exceptions may be made by the Head of School or the on-duty crew leader to allow a student to drive another student under certain extenuating circumstances and with permission from the driver's and rider's parents.

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

Occasional overnights and weekends: If the plan is cleared with the Dorm Head, a day student may spend an occasional night or weekend on campus, staying in one of the dorm rooms. Boarding students may also stay overnight at the home of a day student if parental permission is received for both the host and the guest and the plan is cleared by 4:00 p.m. the previous Wednesday with the Dean of Students.

Olney Friends School rules: Day students must abide by all school rules while under the school's care, and while in the presence of other Olney Friends School students whether on campus or off. Day students who wish to attend Olney Friends School are asked to commit to living by the school's major rules in their time off as well as on campus in order to remain students in good standing at the school. Any student who does not feel that he or she can make this commitment would be best served at a different school. If it comes to light during an academic year that a day student is engaged in illegal drug use, that student puts his or her enrollment at Olney Friends School in as much jeopardy as a boarding student found to be abusing illegal drugs on campus. The day student will be subject to the same disciplinary committee procedures as a boarding student. Just as with any boarding student, any day student found to be providing drugs, alcohol or other controlled substances to Olney students will be immediately suspended pending probable expulsion.

Snow days: As a boarding school, we hold regular classes even when public schools have snow days. If day students cannot get to school, they must make up any missed work.

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

RESIDENTIAL LIFE

Dorm Life

Both dorms publish their own dorm handbooks that will be distributed after students arrive on campus.

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

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

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

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

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

Weekends on Campus

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

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

- Lighters, incense, candles and matches are not permitted in dorm rooms.
- Hanging blankets or sheets from ceilings in dorm rooms is prohibited.
- Black lights, Christmas lights, halogen lamps or light bulbs over 60 watts are not permitted in dorm rooms.
- Hot plates, microwaves, toaster ovens, coffee makers or other heating appliances are allowed only in the dorm kitchens.
- Only staff-approved extension cords are to be used in the dorm. Plug adapters are not allowed.
- Fire escapes are to be used only in a fire emergency.
- Students are not permitted to have pets other than fish in the dorms and must secure permission of the dorm head.

CO-CURRICULAR PROGRAMS

Athletics

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

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

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

Outdoor Education Program

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

Service

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

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

The goal of the Office Work program is to develop community spirit through service, self-sufficiency, cooperation and good work habits. The work program offers students opportunities to learn basic work skills and become comfortable with them and to develop a sense of care and responsibility for their Olney Friends School "home." Students are asked to take on the daily chores of cleaning common spaces in the dorm and in the Main and washing up after meals. Each student is assigned a daily cleaning job or dish-crew job and assignments are rotated every four-week period. In addition, students are asked to pitch in at other times in group work projects that help support community life.

Students may apply to for leadership roles in our work program such as dish crew or office work leader and library assistant; some student leadership roles include a small monthly stipend.

The Farm and Garden: The Olney campus is surrounded by farmland that is managed by the school. We value our agrarian heritage and hope students leave Olney with a deeper appreciation for all that is involved in the production of the food that

we put on our table. The school garden/farm provides meaningful work opportunities for students throughout the year. The school garden is used to help feed the school and as an outdoor classroom. Here students are given the opportunity to learn hands-on organic gardening methods and consider issues related to sustainability, the environment, and nutrition.

Spiritual Life

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

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

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

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

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

Religion Courses: Students take at least three quarters of credit religion courses during four years at Olney Friends School. These courses, while part of the academic curriculum, nourish the spiritual life as well. Religious and ethical ideas are also woven into the humanities themes, for example, human rights in the 9th grade curriculum.

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

Special Olney Friends School traditions and events

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

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

Homecoming in the fall is a time for alumni to come back to Olney Friends School to visit and participate in students vs. alumni soccer and hockey games. A special dinner is served. Families of current students are also welcome.

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

Commencement is a time we honor graduating seniors and their families. This is also the weekend when Olney Friends School holds its class reunions: former students, staff and families gather on campus or at nearby homes to celebrate their long-standing connections with Olney. Campus typically swells at Commencement time, often attracting 200 -300 additional people. A full weekend of events is planned starting with Alumni Meeting (all are welcome to this meeting held at Stillwater Meetinghouse) on Friday evening before Commencement and ending with breakfast on Sunday morning. Commencement itself is a required all-school event on Saturday morning, also held at Stillwater Meetinghouse and followed by a gala noon meal served in the dining room and gym. Often an additional event such as a contra dance is held on Friday evening for families, students and alumni. Families of all students are encouraged to attend the weekend festivities. Student attendance is required at Commencement and Alumni Meeting.

Traditional Class Activities

Freshmen: Plan and serve Thanksgiving dinner, decorate the library at Christmas, and keep their own class history

Sophomores: Decorate the dining room and serve Christmas dinner, collect sap and make maple syrup for all-school pancake dinner, and keep their own class history

Juniors: Decorate the dorm parlors at Christmas, hold a Junior Auction, plan Junior Social, serve breakfast to Seniors after Senior Social, keep class history. Junior Social is a special half-day picnic in spring planned by the junior class around a surprise theme for the benefit of the entire school. Afternoon classes will be cancelled for this event, the date of which is a tightly guarded secret.

Seniors: Manage Senior Store, plan Halloween Social, serve Homecoming Dinner, decorate the Main Hall and collection room at Christmas, plan a Valentine's dance, serve breakfast to Juniors after Junior Social, create yearbook pages, plan Senior Social and the Senior class trip, keep their own class history and "prophecies." Senior Social is a formal all-school evening event hosted by the senior class and held on a Saturday in late May. At the Senior Social seniors read their class history and class prophecies.

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

GENERAL INFORMATION FOR PARENTS AND STUDENTS

Daily Weekday Schedule

Here is an outline of what class days will typically look like during the coming year.

7:00 - 7:45 a.m.	Breakfast (optional)
8:00 - 8:15 a.m.	Morning Collection and announcements
8:20 - 9:02 a.m.	First block
9:06 - 9:48 a.m.	Second block
9:52 - 10:34 a.m.	Third block
10:38 - 11:20 a.m.	Fourth block
11:24 - 12:04 p.m.	Fifth block (meeting block)*
12:10 - 1:10 p.m.	Lunch, dish crew and office work (chores)
1:15 - 1:57 p.m.	Sixth block
2:01 - 2:43 p.m.	Seventh block
2:47 - 3:29 p.m.	Eighth block
3:29 - 3:35 p.m.	Afternoon break, snack
3:35 - 4:15 p.m.	Science labs/first sports block/activities* (major office and room works on Friday)
4:25 - 5:50 p.m.	Varsity sports, special projects
6:05 - 6:55 p.m.	Dinner and dish crew
7:00 - 8:30 p.m.	Evening study hall (on Tuesday evenings 2 nd and 3 rd quarter this time is used as an activity block)
8:30 - 8:50 p.m.	Evening Collection
10:15 p.m.	Dorm time**
10:30 p.m.	Lights out (Fridays 11:30 pm)

* Students will have free time during these blocks whenever they do not have commitments for sports, meetings, or other activities.

**Student's actual time will depend on his or her status within the social slip system (described under Social Curriculum, Minor Rules section).

Weekend Schedule and Activities

Weekend activities are planned by staff and by student groups. Each advisory group is responsible for planning activities for two weekends each year. Each weekend will feature at least one mandatory activity for all students on campus.

Saturday

8:30-9:00 a.m.	Breakfast (optional)
12:00 noon	Lunch
6:00 p.m.	Supper
10:15 p.m.	Dorm time (depends on social slip status)
11:00 p.m.	Lights out

Sunday

8:30-9:00 a.m.	Breakfast (optional)
10:30 a.m.	Meeting for Worship
12:00 noon	Family style lunch (no sign outs)
6:00 p.m.	Supper
7:00-8:30 p.m.	Study hall
8:35-8:50 p.m.	Collection
9:15 p.m.	Dorm time and Parlor Meetings
10:30 p.m.	Lights out

OLNEY FRIENDS SCHOOL STAFF EMAIL/PHONE DIRECTORY BY DEPARTMENT
2009-2010

Staff are listed according to both primary and in some cases secondary roles

Main Office	Use to reach all personnel	740-425-3655
Emergency (after hours)		740-359-4015
School Fax		740-425-3202
Dorm Phones		
Girls Dorm	740-425-1923	740-425-2959
Boys Dorm	740-425-1934	740-425-2940
Administrative Staff		
Rich Sidwell	Head of School	rich@olneyfriends.org EXT 201
Mary Ellen Newport	Assistant Head of School, Director of Admissions	maryellen@olneyfriends.org EXT 214
Micah Brownstein	Dean of Students	micah@olneyfriends.org EXT 219
Beverly Shull	Business Manager	businessmanager@olneyfriends.org EXT 202
Cindy Rogers	Academic Dean, Chair science department	cindy@olneyfriends.org EXT 226
Shelley Rockwell	Main Office Mgr., Registrar, Store, Guest House Mgr	mainoffice@olneyfriends.org EXT 203
Admissions Office		
Maryellen Newport	Director of Admissions	maryellen@olneyfriends.org EXT 214
Kelly Leasure	Administrative Assistant	kelly@olneyfriends.org EXT 253
Alumni Affairs		
Cleda Mott	Alumni Director, School Events	alumni@olneyfriends.org EXT 208
Business Office		
Beverly Shull	Business Manager	businessmanager@olneyfriends.org EXT 202
Steve Carvin	Business Office Assistant	scarvin@olneyfriends.org EXT 232

Development Office

Mary Sidwell	Director of Development	mary@olneyfriends.org EXT 204
Kelly Leasure	Development Assistant	kelly@olneyfriends.org EXT 253

Dorm Staff

Brianna Robinson	Head of Girls Dorm, Spanish	brianna@olneyfriends.org EXT 217
Ben Irie	Head of Boys Dorm, Music, Student Activities Coordinator, Community Service Coordinator	ben@olneyfriends.org EXT213
Nick Capell	Boys Dorm Staff, Humanities	nick@olneyfriends.org EXT 212
Matt Perry	Boys Dorm Staff, Math/Science	mperry@olneyfriends.org EXT 224
Matt Jensen	Boys Dorm Staff, Humanities/Math	mjensen@olneyfriends.org EXT 212
Promise Partner	Girls Dorm Staff, Humanities, College Counselor, Religion	promise@olneyfriends.org EXT 211

Technology

Roger Reynolds	Technology Coordinator	roger@olneyfriends.org EXT 252
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Farm Staff

Don Guindon	Farm Manager	don@olneyfriends.org
Jessica Bilecki	Gardener	jessica@olneyfriends.org EXT 223

Librarian

Greta Davis	Librarian	greta@olneyfriends.org EXT 210
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Kitchen Staff

Kathy Kovalick	Food Service Manager	kathy@olneyfriends.org EXT 224
Donna Carter	Cook	EXT 224
Kim Henderson	Cook	EXT 224
Debbie Maxwell	Cook	EXT 224
Tina Doty	Cook	EXT 224

Maintenance Staff

Joel Rockwell	Maintenance Director	joel@olneyfriends.org EXT 215
Dan Adams	Maintenance Assistant	EXT 231
Vic Peacock	Maintenance Emeritus	EXT 234

Nurse

Becky Hurley	Nurse	becky@olneyfriends.org EXT 220
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Teaching Faculty

Abigail Chew	Humanities, Religion, ESL, curriculum coordinator	abby@olneyfriends.org
Akiko Brownstein	ESL	akiko@olneyfriends.org
Ben Irie	Music	ben@olneyfriends.org
Brianna Robinson	Spanish	brianna@olneyfriends.org
Cindy Rogers	Science	cindy@olneyfriends.org
DR Stanley	Art, Guitar	740-425-3655
Jessica Bilecki	Gardener	jessica@olneyfriends.org
Leonard Guindon	Math/Science , Religion	leonard@olneyfriends.org
Mary Ellen Newport	Science, Religion	maryellen@olneyfriends.org
Matt Perry	Math/Science	mperry@olneyfriends.org
Matt Jensen	Humanities/Math	mjensen@olneyfriends.org
Micah Brownstein	Psychology, Sociology	micah@olneyfriends.org
Nick Capell	Humanities/Math	ncapell@olneyfriends.org
Promise Partner	Humanities, Religion	promise@olneyfriends.org
Vic Peacock	Woodworking	740-425-3655

OLNEY FRIENDS SCHOOL CALENDAR: 2009-2010

Bold dates mean closed weekends/required attendance

August 24-26,2009	Opening Faculty Meetings
August 27,2009	Student Dorm Staff Arrive
August 28, 2009	New Students Arrive – Orientation
August 28, 2009	New Student Parent Reception 2PM
August 30, 2009	Returning Students Arrive
August 31, 2009	Almost Anything Goes
<i>August 31, 2009</i>	<i>First Quarter Begins</i>
September 4-6 2009	Closed Weekend
September 11-13, 2009	Closed Weekend
October 10,2009	SATs – Senior Class
October 16-17, 2009	Homecoming (families welcome) Parent/Advisor Conferences
October 26-November 8, 2009	Ohio Graduation Tests (OGTs)
October 30, 2009	First Quarter Ends
<i>November 2, 2009</i>	<i>Second Quarter Begins</i>
November 20, 2009	Thanksgiving Break begins; students may depart after 4:30 p.m.11/20 or by noon on Saturday 11/21
November 21-29,2009	Thanksgiving Break
November 30,2009	Classes Resume for Second Quarter
December 18, 2009	Christmas Break begins; students may depart after dinner
December 19, 2009-January 3, 2010	Christmas Break
January 3, 2010	Travel Day
January 4, 2010	Classes Resume for Second Quarter
January 21-22, 2010	Semester Exams
January 22, 2010	Second Quarter Ends
January 23-24,2010	Closed Weekend – Room Change
<i>January 20, 2010</i>	<i>Third Quarter Begins</i>
March 15-28, 2010	Ohio Graduation Tests (OGTs)
March 26, 2010	Parent/Advisor Conferences
March 26, 2010	Gym Ex, families invited; students may depart after Gym Ex or by noon on 3/27
March 26, 2010	End Third Quarter
March 27- April 6, 2010	Spring Break
April 6, 2010	Travel Day
<i>April 7, 2010</i>	<i>Fourth Quarter Begins</i>
May 2010	SAT Tests-Juniors
May 2010	Advance Placement (AP) Tests
May 22 2010	Senior Social
May 21-23, 2010	Closed Weekend
May 28-30, 2010	Closed Weekend
May 31-June 1, 2010	Second Semester Exams
June 5, 2010	Commencement and end fourth quarter
June 5, 2010	Commencement 10:30 a.m. – all students attend, families invited, dorms close 4:00 p.m. Students should plan to leave after 12:00 noon
June 7-9, 2010	Final Faculty Meetings