



**THE ORME SCHOOL**  
Excellence. Tradition. Character.



# PARENT-STUDENT HANDBOOK 2016-2017

9/5/16

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## FORWARD

Dear Parents and Students,

Thank you for taking the time to acquaint yourself with The Orme School’s 2016-2017 Parent-Student Handbook. The material contained in this book is designed to provide you with information that will enable you to better understand the vision and mission, as well as the beliefs that make Orme the unique school it is.

Care has been taken to make the book as comprehensive as possible, but it does not and cannot contain all of the guidelines and information about Orme. In the simplest terms, the Orme Codes located on page 4 provide the expectations that, if followed, will ensure the success of every student at Orme.

Thank you for trusting us with your educational needs. It is a privilege for me to serve as Head of School. I look forward to getting to know all of our students on a personal basis, and working in partnership with families.

Sincerely,

**Bruce Sanborn**  
**Head of School**

# SCHOOL MISSION STATEMENT

Established in 1929, The Orme School is a unique, college-preparatory, co-educational boarding and day school for grades 8 through 12, set on 300 acres in rural Arizona. Our mission is to develop sound character, scholastic growth, and intellectual curiosity, as well as to enable students to succeed at the college of their choice, and in life. Our community is structured, supportive, and diverse. We awaken untapped potential, encourage inner resourcefulness, integrity, respect and accountability for self and others. Our challenging curriculum features a combination of classroom instruction, hands-on learning and both environmental and aesthetic awareness. From the academic program to residential and community life, the guiding principles of **Excellence**, **Tradition**, and **Character** are applied to every facet of an Orme education.

## HONOR CODE

As a member of The Orme School Community, I pledge my honor that I will not lie, cheat, or steal.

## THE ORME SCHOOL CODE

*I will...*

-  **Think critically and come to know myself.**  
The most important skill you need to develop at Orme is the ability to be a critical thinker. Avoid superficial thoughts and learn to think deeply. Each one of us can become an active and engaged learner, which allows us to better understand ourselves and the world around us.
-  **Respect myself and care for one another.**  
Respect begins with self-respect. Make intelligent, safe and healthy choices so you can live a full, dynamic life. Watch out for each other and help others make good choices. Uphold the *Honor Code*. Follow the Golden Rule: Treat others the way that you'd like to be treated in all that you do.
-  **Assume personal responsibility for my actions and act with integrity, courage and positivity.**  
It is essential that each member of a community be personally accountable for their behavior, and trusted by others to be honest. At times, courage and a positive attitude are needed when you are challenged to act responsibly.
-  **Embrace diversity with compassion and understanding of differences.**  
We learn from those who are different from us. Celebrate diversity and do everything possible to be a school of international and inter-personal understanding, compassion and social progress.
-  **Move towards sustainability and come to appreciate the dignity of work.**  
Take pride in your work. At Orme, you will be challenged to be innovative and consistent in the use and stewardship of our natural, human and economic resources, while developing a healthy community, maintaining a fulfilling quality of life, and enhancing our environment. The world is depending on us.

## KEY SCHOOL CONTACTS

Bruce Sanborn	Head of School	<a href="mailto:bsanborn@ormeschool.org">bsanborn@ormeschool.org</a>
Ross Sanner	Director of Institutional Advancement	<a href="mailto:rsanner@ormeschool.org">rsanner@ormeschool.org</a>
Kris Durow	Chief Financial Officer	<a href="mailto:kdurow@ormeschool.org">kdurow@ormeschool.org</a>
Paula Morris	Executive Assistant	<a href="mailto:pmorris@ormeschool.org">pmorris@ormeschool.org</a>
Doug Hoskins	Director of Residential Education	<a href="mailto:dhoskins@ormeschool.org">dhoskins@ormeschool.org</a>
Holly Reynolds	Director of Health Services	<a href="mailto:hreynolds@ormeschool.org">hreynolds@ormeschool.org</a>
Johanna Hendrikse	Director of College Guidance/School Counselor	<a href="mailto:jhendrikse@ormeschool.org">jhendrikse@ormeschool.org</a>
Sherri Lyon	Registrar	<a href="mailto:slyon@ormeschool.org">slyon@ormeschool.org</a>
Douglas Owens	Director of Horsemanship	<a href="mailto:dowens@ormeschool.org">dowens@ormeschool.org</a>
Tony Lehn	Athletic Director	<a href="mailto:tlehnn@ormeschool.org">tlehnn@ormeschool.org</a>
Casey Jones	George Ball Director of Plant Science	<a href="mailto:cjones@ormeschool.org">cjones@ormeschool.org</a>
Eden Sears	Director of Technology	<a href="mailto:esears@ormeschool.org">esears@ormeschool.org</a>

## COMMUNICATION & TECHNOLOGY AT ORME

### UPS and FedEx Address

*Student's Name*  
The Orme School  
1000 E. Orme School Road  
Mayer, AZ 86333

### Postal Mail Address

*Student's Name*  
The Orme School  
HC 63, Box 3040  
Mayer, AZ 86333

### Telephones

**Switchboard Number:** (928) 632-7601  
Monday-Friday 8:00 AM to 4:00 PM

**Emergency Cell Number:** (928) 379-1873  
Available 24 Hours

**Fax Number:** (928) 632-7605

Offices are closed New Year's Day, Independence Day, Memorial Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. Arizona keeps Mountain Standard Time (UTC minus 7 hours) all year, and we do not switch to Daylight Savings Time in the summer months.

**Students are not allowed to use their cell phone during academic class time, unless applied to a learning activity under the direction of the teacher.**

### Technology

#### Web Presence

You can find a wealth of information, including events, calendars and news, which is updated regularly. Find us at [www.ormeschool.org](http://www.ormeschool.org). We can also be found on Facebook, Twitter, YouTube and Instagram; links are on our website as well.

#### NetClassroom

NetClassroom is a program that will allow parents and students to access their grades and assignments. New parents and students will be emailed their log in and password information by the School Registrar in mid-August. You can access NetClassroom through our website by clicking on "My Orme" at the top of any page.

## Email

All students are given an Orme School email account. Email is used to send important updates and information to the student, and should be checked regularly. Email address will be given to the student by the Director of Technology. Parents can expect to hear from faculty Advisors throughout the school year and, if you wish to reach out to faculty and/or staff members, you can find their email addresses listed on the School website. Navigate to the “About Us” section, and then select “Faculty & Staff.”

## Computer Use at Orme

Students are encouraged to bring their own personal computers for use during study periods and off times. If a student does not have a personal computer to bring to school, laptops will be available for temporary loan for periods of time not to exceed two weeks. Parental authorization will be needed prior to a student being allowed to sign out a laptop, and the fiscal responsibility will be transferred if the laptop becomes damaged while in the care of the student. Limited supplies of these laptops are available, and will be assigned on a first come-first served basis.

The Julia O’Brien Wilcox Computer Learning Center can be accessed on campus, and consists of multiple computer labs located next to the Library. These computer labs can be utilized during study hall hours, and faculty regularly use them during classroom times. Computers are also available in the Library.

## Acceptable Use & Internet Use

Access to the internet is available campus-wide, including dorm rooms. This access is a privilege and with it comes the understanding that it will be used responsibly. Security and well-being of our students and employees is essential at Orme, and security measures are in place to enforce that well-being. Content filtering is applied to internet traffic coming and going from The Orme School. This means that content deemed ‘inappropriate’ is not readily accessible. If particular content is blocked and a student, parent, faculty or staff believes this to be a mistake, or if the content is necessary for educational research, contact the Director of Technology. The blocked material will be evaluated and, if deemed as appropriate per the situation, will be permitted.

Every student, faculty member and staff member is expected to read, understand and sign an **Acceptable Use Agreement** before they will be allowed to use the internet at The Orme School. Violations of this Agreement can result in disciplinary action from the temporary suspension of computer privileges to dismissal, depending upon the severity of the abuse.

## Technology Etiquette

Netiquette, common courtesy, and proper use of the Internet are important to our entire School community. As part of a “community” each individual needs to be considerate of everyone else when using the campus network. Some simple and easy to follow guidelines are:

- Ⓢ Never share your password with others – You may be held accountable for what they do on your account.
- Ⓢ Treat others as you would have them treat you – The Golden Rule has generally been applied to in person transactions but in today’s cyber age it most certainly applies to digital communications as well. Examples include:
  - Be courteous when using social media outlets like Facebook – These are great ways to stay in touch, but can also be very hurtful if used inappropriately.
  - Be polite and courteous in your emails – Written communications are generally harder to ‘interpret’ since you cannot see or hear the person you are communicating with. Because of this, email and message postings may come across as rude or mean even when that was not your intention.
- Ⓢ Be careful what you say or post – Once something enters cyberspace you cannot take it back.
- Ⓢ Be patient and respectful of others.
- Ⓢ Always remember that rules and laws that apply to real life are the same rules and laws that apply to cyberspace.
- Ⓢ If you receive an email communication that makes you uncomfortable, is inappropriate or threatening, let an adult on campus know. This could be your Advisor, the Director of Residential Education, a faculty member, or any adult you feel comfortable going to, to report a problem.
- Ⓢ Teacher’s discretion will determine the use of electronics in each classroom.
- Ⓢ Electronic devices are not to be used in Founders Hall, classrooms or study hall without express permission.
- Ⓢ Noise levels need to remain at a level that is respectful to those around you.
- Ⓢ During the class day headphones should not be worn while walking around campus.
- Ⓢ Technology is here to serve and assist you. It provides you with a growing world of research options, a way to communicate with family and friends, and can be used for entertainment purposes on occasion. It should not, however, ever dominate your life or replace traditional forms of communications.
- Ⓢ Students are encouraged to comply with these guidelines and to use technology to better their lives, but also to enjoy what is beyond technology here at Orme – The sights, sounds and smells of our natural setting.

# ACADEMICS

The Orme School is dedicated to providing students with an outstanding college-preparatory education. The Orme School will provide the academic program and environment to support the School's Mission. We can establish the optimum learning environment for success as a team with the student, the student's family, and the Orme community. We list below the steps which we feel will help to establish the maximum success for all Orme students.

## Parent Responsibilities

To achieve success for each student, we ask that the parent:

- Communicate directly with your student concerning school and family expectations.
- Communicate with your child's Advisor, individual teacher, or administrator whenever a concern arises.
- Support the rules and expectations of the School.
- Promptly submit all required medical and permission forms.
- **Make travel plans early so your student does not miss any class time** (see *Travel & Transportation section*).
- Make sure your student has all the equipment needed for success (see *Checklist of Student Clothing and Equipment section near end of this Handbook*).

## Student Responsibilities and Academic Honesty

To achieve success, the student will:

- Communicate regularly with parents, Advisor and teachers.
- Attend all classes and activities prepared and on time, ready to learn and participate fully.
- Follow The Orme School Code.
- Follow The Orme School Honor Code.
- Follow the Acceptable Use Agreement and Technology Etiquette.
- Be honest and truthful.

## Academic Year

The Orme School academic year is divided into two semesters. Most courses are year long, but there are some elective semester courses. Credit is awarded at the end of a course only if it is passed with a grade of 70 or better (70 is college recommending).

## Daily Class Schedule

The academic day is divided into seven rotating periods. Generally, each period runs for 50-minutes. Five courses, an elective option, and a Sustainability period are a part of each day. Chapel, clubs and advisory time occur in the mornings on a Monday through Friday schedule. The Daily Class Schedule is included at the end of this Handbook.

## Attendance Policy

Attendance for commitments at The Orme School is mandatory and is the foundation for success. Enrolling at The Orme School signifies a student's agreement to attend all classes and commitments. All absences must be approved in advance unless they are caused by illness. If a student is ill, the Director of Health Services must be contacted immediately. The Director of Health Services must officially excuse the student from class commitments and activities, otherwise the student will be charged with an Unexcused Absence. Teachers and supervisors are encouraged to report to the Director of Residential Education each time a student has accumulated three late arrivals to class. A Saturday and/or Sunday morning detention is the recommended consequence.

When a student misses a class (excused or unexcused), it is that student's responsibility to determine and complete prescribed work. Students may turn in assignments late for unexpected excused absences for possible credit. Normally a student receives a one day reprieve for missed work. **For planned excused absences, such as sports events, students are expected to turn in assignments by the pre-arranged time.**

**Students with excessive unexcused absences from a class may be denied credit for that course.** An unexcused absence is an absence not mitigated by sickness, suspension, or other School excused factors listed above. Tardies of 10 minutes or more, without an excuse, will result in an unexcused absence.

This policy includes illnesses, early departures and late returns, and time lost to family vacations during the academic year. It does not include absences for School related programs such as athletic events, field trips, suspensions, testing, etc. Students have 24 hours to clear unexcused absences through the Director of Residential Education.

Students may not miss a class for any reason on a game day. If they do not attend scheduled classes, they will not be allowed to participate in the game that day. Students who have an unexcused absence during the week may not be allowed to take trips on the following weekend.

### **Academic Environment in the Classroom**

A primary goal of The Orme School is to ensure that all students achieve academically to the best of their ability. Students are expected to contribute to the classroom atmosphere in a positive manner, and must never impede the progress of others. A teacher may send a student from the classroom to the Director of Residential Education or Head of School for reasons of discipline.

## **COURSE OFFERINGS 2016-2017**

### **STEM (Science/Technology/Engineering/Math)**

Pre-Algebra (*8<sup>th</sup> grade course*)  
Algebra I  
Geometry  
Algebra II  
Pre-Calculus  
Pre-Calculus Honors  
AP Calculus AB  
AP Calculus BC  
Statistics  
AP Statistics  
Advanced Computer Science (*AP in 2017-2018*)  
Computational Mathematics  
Conceptual Physics  
Chemistry  
AP Chemistry  
Biology  
AP Biology  
Physics  
Environmental Science  
Plant Science

### **LANGUAGE STUDIES**

Spanish I  
Spanish II  
Spanish III  
AP Spanish Literature  
AP Spanish Language  
ESL Basic – Reading & Writing  
ESL Basic – Grammar  
ESL Intermediate – Grammar  
ESL Intermediate – Reading & Writing  
ESL Advanced Reading  
ESL World History I  
ESL World History II  
TOEFL Prep

### **HUMANITIES (English/History/Fine Arts)**

English I  
English II  
English III  
English IV  
AP English Literature  
AP English Language  
World History I  
World History II  
AP World History  
United States History  
AP United States History  
AP Art History  
Government and Economics  
Film Studies  
2D Arts  
3D Arts  
AP Art

### **ADDITIONAL OFFERINGS**

Intro to Horsemanship  
Beginner Riding  
Intermediate Riding  
Horse Training  
Guitar  
Piano  
Physical Education & Health  
Culinary Arts  
Sustainability (*Required*)

## Grades

Grades are calculated for each quarter and semester. Semester grades are an average of the two quarters, and the year-end grade is an average of semester 1 and semester 2. Teachers have the option of raising the average based on improvements in grades for the semester or year. Graded assessments are posted on Netclassroom for parents and students throughout the year. **At the end of each Quarter**, teachers or Advisors write comments on each student's academic progress. The grading scale is as follows:

Number Grade	Letter Grade	Unweighted GPA	AP Weighted
95-100	A+	4.00	5.00
94	A	3.90	4.90
93	A	3.80	4.80
92	A-	3.70	4.70
91	A-	3.60	4.60
90	A-	3.50	4.50
89	B+	3.40	4.40
88	B+	3.30	4.30
87	B+	3.20	4.20
86	B	3.10	4.10
85	B	3.00	4.00
84	B	2.90	3.90
83	B	2.80	3.80
82	B-	2.70	3.70
81	B-	2.60	3.60
80	B-	2.50	3.50
79	C+	2.40	3.40
78	C+	2.30	3.30
77	C+	2.20	3.20
76	C	2.10	3.10
75	C	2.00	3.00
74	C	1.90	2.90
73	C	1.80	2.80
72	C-	1.70	2.70
71	C-	1.60	2.60
70	C-	1.50	2.50
69	D+	1.40	2.40
68	D+	1.30	2.30
67	D+	1.20	2.20
66	D	1.10	2.10
65	D	1.00	2.00
64	D	0.90	1.90
63	D	0.80	1.80
62	D-	0.70	1.70
61	D-	0.60	1.60
60	D-	0.50	1.50
59+below	F	0.00	0.00

## Summer School

Summer School study may be undertaken at any accredited school, including online programs. All plans for summer study must be **approved in advance**.

## College Guidance

The Orme School's mission is to prepare students for success in college and in life through a well-rounded education. We challenge our students and help them grow intellectually while also providing an array of activities, from the arts and athletics to clubs and service organizations; encouraging students to develop their potential. College Guidance at Orme is designed to help students in every grade achieve their goals. Planning for college begins early. All students, regardless of year in school, should enroll in challenging classes while maintaining the best grades possible. College admission is a competitive process. Students planning to attend a four year college or university are expected to demonstrate success in all academic disciplines. Colleges and universities seek applicants who are committed to their school and community throughout the high school years. Consistent pursuit of meaningful leadership opportunities, voluntarism, hobbies and talents (sports, music, art, etc.) is essential for candidates to college.

College Guidance assists students in all stages of the college selection process. In depth College Guidance begins in January of the junior year. Admissions officers from colleges and universities across the country visit the Orme campus and meet directly with students, and students attend college fairs and tours off campus. During the spring semester, juniors are advised to consider a range of colleges that would be good matches for their interests, abilities, and preferences. The Orme School is a national testing center for standardized testing. Students register for, and take SAT, ACT, AP, and TOEFL examinations several times throughout the year. The PSAT test is administered annually in October.

During Family Days in the fall, a seminar detailing the college application process is provided by the Guidance Center. All families are encouraged and welcome to attend. The *College Guidance Handbook* is available on the School's website. Orme also provides transportation to the Greater Phoenix College Fair where students may visit with representatives from hundreds of colleges and universities; attendance is required of all seniors.

For more information on planning for college, please contact the Director of College Guidance, or visit the School website.

### **Personal Counseling**

Students, who are having issues with adjusting to dorm life, or relations with other students or adults on campus, are urged to seek out the School Counselor, Mrs. Johanna Hendrikse. Her role is that of a sympathetic ear and guide to help students learn coping skills or interpersonal skills in order to solve the problem being faced. Mrs. Hendrikse is not available for long-term clinical counseling. If a student is in need of long-term counseling, he/she will be referred to a local, licensed provider.

### **Library**

The Phillips Library offers books, periodicals, wireless Internet access, inter-library loans, and a quiet study atmosphere with individual computer carrels. Late book fees and replacement costs for lost books are charged to students.

### **Caravan**

Caravan remains a strong core tradition, building leaders, confidence and character. Experiential and outdoor educational goals are achieved throughout the year in off campus excursions in National Parks and recreational areas throughout the Southwest. Outdoor opportunities include kayaking, skiing, climbing, hiking, cycling and horseback riding.

### **Dorothy Swain Lewis Fine Arts Festival**

Orme's unique Fine Arts Festival is a weeklong experiential art event. Nationally respected artists come to campus to live and work, offering workshops in a variety of creative art. We also offer coursework in drawing, painting, ceramics, glass blowing, metal work, and jewelry making.

### **Sustainability Program**

The Sustainability Program is at the core of life here at Orme, much like the ranch chores were in the past. Students assist in growing and preparing food, and help to maintain our 300 acre campus. Whether working in the garden, orchard, vineyard, greenhouse or kitchen, students support our Farm-to-Table initiative and learn the value of a communal and sustainable enterprise.

### **Physics First**

Whether students begin in the eighth, ninth, or even tenth grade, the course of study in science is physics first, then chemistry and biology. Because physics is the building block of all scientific study, it is only natural to begin with our hands-on physics course, which paves the way for exploration into our evolving STEM program.

### **ESL (English as a Second Language)**

The ESL Program at The Orme School has been in existence for several decades, and is based on up-to-date research and a sequential curriculum culminating in full-integration into the standard course of study by the junior year. Math and science courses with ESL support occur in the first year.

### **Horsemanship**

We offer a variety of options. Students can learn to ride, take care of horses and trail ride throughout the Orme Ranch and Prescott National Forest. Students work as cowhands on the Orme Ranch during roundups. Our Horsemanship Team participates in English and Western competitions, and Gymkhanas. Paired with our own horses, or a student's personal horse, our team is competitive in events such as Hunter/Jumper, Barrel Racing, Roping and Team Sorting.

## Advanced Placement (AP)

Advanced Placement courses offered at The Orme School in recent years have included Art, Art History, Biology, Calculus AB, Calculus BC, Chemistry, Computer Science, English Language and Composition, English Literature and Composition, European History, Spanish Language, Spanish Literature, United States History, and World History.

## Advancement

Advancing to the next grade level requires an assessment of the student's overall progress toward the timely completion of Orme graduation requirements.

## Diplomas

To receive an Orme Diploma, a student must pass all required courses in the following list. Diplomas may indicate graduation with Distinction in subject areas where students earned all "A" grades and have completed the most challenging courses. A credit represents a year long course, or its equivalent, successfully completed. A semester course is 0.5 credits.

### Diploma Requirements

Subject	Credits	Comments
English	4.0	May include ESL instruction
Mathematics	4.0	Pre-Algebra is not a high school credited course at Orme
History	3.0	Must include U.S. History
Science	3.0	Two lab sciences required; three preferred
Foreign Language	3.0	The same language recommended
Fine Arts	2.0	
Sustainability	1.0	

**In order to receive a diploma, students must earn 20 course credits, including those listed above.**

## Transcripts

Official transcripts are sent directly to other schools or colleges. Only unofficial transcripts may be released directly to families. Transcripts reflect semester and final grades. The Orme School requires families to settle all accounts for tuition and student charges before any transcripts and/or diplomas are released.

## Special Awards and Honors

### Honor Roll

Includes Honors and High Honors. Students on High Honors must have a GPA of 93 or better, and no grade below 80, or all grades of 90 and above. Students on Honors may have all grades of 80 and above, or a GPA of 85 or better, and no grade below 70.

### David A. Robertson, Jr. '62 Personal Excellence Award

Presented to a student who, through their actions, make the Orme community a better place. Recipients are chosen by the faculty.

### National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and to develop character in the students of secondary schools. Student members participate each year in a school-sponsored service activity. They also continue in their leadership roles and display integrity in their everyday lives, while maintaining a minimum 3.0 cumulative GPA.

### Academic Awards Ceremony

This is an evening ceremony at the end of the spring semester when the following awards are given:

#### Academic Excellence

Awarded to students enrolled in the highest courses in the discipline while at Orme, earning grades with an average of at least 90%. It is granted year end, and is noted on the student's diploma and transcript.

### **Department Chairs Award for Excellence**

Established in 1986, this award is presented at the spring Academic Awards ceremony to that student, regardless of grade level, who has achieved the highest academic grade average for the current school year.

### **F. Stephen Nash '62 Prizes for Physics & Chemistry**

These two awards are given to the students who have shown the most achievement and commitment to the study of Physics and Chemistry, and are given at the spring Academic Awards ceremony.

### **John Hartzmark Manager's Award**

Presented at spring Athletic Awards to a student Team Manager who has performed above and beyond the call of duty, and personifies inspiration, dedication, trust, hard work and, above all, loyalty to the team.

### **Outstanding Senior Award (in Academic Disciplines)**

At spring Academic Awards, each academic department will award the senior with the most accomplishments in that department, both in levels of classes taken and excellence achieved in those classes.

### **Stanley Knowlton Sustainability Research Award**

Given at the spring semester Academic Awards, this award includes a cash stipend, and is presented to the student with the most outstanding research project and paper presentation on Sustainability at Orme.

### **Stanley Knowlton Annual Art Awards**

Given at the spring semester Academic Awards, this award includes a cash stipend, and is presented to the student who excels in the Arts.

## **Commencement Awards**

The following awards are given at the Commencement Ceremony:

### **Trustees Award**

The Trustees Award is presented to the senior student who has shown the greatest academic improvement while enrolled at the School.

### **Headmasters Award**

The Headmasters of The Orme School have traditionally given an award to that member or members of the Senior Class who stand a cut above the rest—that student who is totally involved, committed, loyal, friendly, and helpful. This is a discretionary award, and not necessarily given each year.

### **Founders Award**

Presented annually at Commencement, these engraved medals are the highest awards bestowed by the School to the senior girl and boy who best exemplify the ideals of The Orme School and its Founders, Mr. and Mrs. Charles H. Orme, Sr., in that they have contributed to the Orme community their commitment to hard work, effort, and overall positive nature.

## **Commencement**

Commencement for the Class of 2017 will be held on Saturday, May 20 and will begin at 10 AM that morning. Senior Class students, and all students remaining on campus, are required to attend. Seniors who depart before Commencement will be fined.

## **SPORTS & AFTERNOON ACTIVITIES**

In support of The Orme School Mission, the Daily Schedule includes a mandatory afternoon activity period, which allows for the development of each student's individual physical abilities and team skills. Students may choose from competitive and recreational activities. It is within this context that the following **Code of Ethics** for Athletes is presented:

1. Respecting the integrity and judgment of game officials.
2. Exhibiting fair play, sportsmanship and proper conduct on and off the playing field or court.
3. Refraining from the use of profanity, vulgarity and other offensive language and gestures.
4. Adhering to the established rules and standards of the game to be played.
5. Respecting all equipment and use it safely and appropriately.

6. Refraining from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids, and/or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
7. Attending all classes the day of competition unless a medical appointment was made by the Director of Health Services.
8. Knowing and following all State and School athletic rules and regulations as they pertain to eligibility and sports participation.
9. Winning with character, losing with dignity.

The following sports and activities are offered for the 2016-2017 academic year:

Fall	Winter	Spring
Cross Country*	Basketball – Boys*	Caravan
Football (8-man)*	Basketball – Girls*	Gardening
Gardening	Drama	Horsemanship
Horsemanship	Fine Arts	Soccer (coed)*
Robotics	Horsemanship	Softball
Swimming	Robotics	Tennis
Volleyball* (Girls)	Theater	Track & Field
	Wrestling	Volleyball (Boys)
	Yearbook	

\* Varsity letters are given to qualifying participants. Football, Volleyball and Basketball offer both varsity and junior varsity teams when numbers permit. Team sports may be required to practice or compete on Fridays and Saturdays, and participants are expected to be present for all practices and scheduled sporting events. Eligibility to compete in a competitive sport is governed by the regulations of our athletic association, and at the discretion of the School.

**Requirements for all Athletes to Letter in any Sport:**

- Attend all practices and games in a season unless excused by the Head Coach.
- Act in a **Respectful** manner toward ALL faculty, coaches and officials throughout the entire season.
- Abide by the rules set forth by The Orme School, coaches, and the Athletic Department.
- Act in a **Caring** manner throughout the entire season.
- Be **Honest** with self and others throughout the entire season.
- Be **Responsible** for own actions both on and off the field or court.
- Work as a **Team Player**.
- Maintain a 70% or better grade in each subject. Grades are checked for deficiency every two weeks.
- Demonstrate leadership, teamwork and spirit both on and off the field or court.
- Must attend all classes the day of competition unless student has a medical appointment set up by the School Nurse.
- Compete in required games or meets during the regular season in order to be eligible for a Varsity Letter as follows:

Football	Play in series during a quarter of each game.
Volleyball	Play in 75% of regular season games.
Cross Country	Run in 75% of regular season meets.
Basketball	Play in 75% of regular season games.
Softball	Play in 75% of regular season games.
Wrestling	Participate in 75% of regular season matches.
Tennis	Play in 75% of regular season matches.
Soccer	Play in 75% of regular season games.
Track & Field	Participate in 75% of regular season meets.
Swimming	Swim in 75% of regular season meets.

The coach has the right to waive a requirement when an athlete is injured. The coach also reserves the right to not award a Letter, if justified.

# RESIDENTIAL EDUCATION

## Mission

Residential Education at The Orme School provides a safe, caring atmosphere for growth both in a college preparatory setting and a residential community. Students learn responsibility and life skills through community involvement, leadership opportunities, cultural diversity experiences, and appreciation of the Southwest. Programs and both on and off campus events provide a balanced respect for self and others while developing each student's mind, body and spirit.

It is the responsibility of the Orme community to maintain high standards and a homelike atmosphere for our students. The School acts *in loco parentis*, a Latin phrase meaning "in place of the parent," and it is a duty taken very seriously by all of our community members. To ensure the success of the residential program the following expectations are supported.

Students are expected to:

- Live and embrace the residential mission.
- Take responsibility for their bodies, emotions and actions.
- Participate and contribute positively to residential programs and activities.

Parents are expected to:

- Support the residential mission.
- Respect and plan accordingly to residential programs and activities.
- Communicate with the Director of Residential Education in a timely and appropriate manner.

## Supervision

To ensure a safe campus and well supervised activities, a mixture of staff and faculty are on duty 24 hours a day. Faculty members are assigned to on-campus activities and special events, as well as off campus Culture Credits. The Director of Residential Education, or designated Administrator on Duty (AOD) is available 24 hours a day for emergency situations at cell phone number (928) 379-1873.

## Prefects

Prefects work closely with faculty to maintain a positive campus atmosphere for all students. They are residential leaders on campus and are directly involved with dorm life and/or other areas on campus such as Up Top, the Burpee complexes, athletic facilities and Founders Hall. They assist in the supervision of facilities and events, boost morale, maintain order, facilitate conflict management, and lead by example.

## Residential Life

### Roommate Philosophy & Room Changes

Learning to live with others in a residential setting is a challenging endeavor, and a valuable learning opportunity. Learning to communicate and compromise is key to interacting with others and is expected of all students. Prefects, Advisors, teachers and the Director of Residential Education are available as resources, and all work toward making the boarding school setting a comfortable and educational experience for all. Those seeking to change rooms and/or roommates will be required to submit a request to the Director of Residential Education. The Director of Residential Education and Prefects will assist students in finding a solution to roommate concerns. If it is believed that a room change is necessary, the student submitting the room change request will meet with the Director of Residential Education to determine an appropriate location for the student submitting the request.

### Room Standards

**Furnishings**—Each student is provided with a bed, desk, chair, dresser, and a wastebasket. Students may choose to bring their own area rug (4' x 6' maximum), study lamps, electronics, computers and fans. All furniture must remain in their room for the duration of the year.

**NO refrigerators, space heaters, or cooking appliances (including hot plates and hot water pots) of any kind are allowed in dorm rooms. A kitchen will be available for student use (under faculty and/or Prefect supervision) in both Boys and Girls Camps.**

**Moving In**—Rooms are checked for damages both before move in and when the student moves out. Prefects and staff members perform these checks, and all parties sign the Move In Form to acknowledge damages. Students will be billed for any graffiti or damage not noted on the Move In Form. Students will also be billed for failure to return their room key.

**Decorations**—Painting any part of the room is prohibited, and all decorations must be removable and taken down when the student checks out of their room. Room decorations which display or give reference to drugs, alcohol, nudity, or that are deemed “offensive” by the Director of Residential Education are not allowed. In conjunction with Fire Safety Regulations, nothing may be hung on or from the ceiling, and lighting of candles and incense is prohibited. If inappropriate room decorations, candles, or incense are found during routine room inspections, they may be removed immediately and held in the Residential Education Office until they can be sent home, or disposed.

**Student Computers**—Students are permitted to bring computers to campus and have access the Internet. **All computers and other Internet access electronics must be registered with The Orme School through the Director of Technology.**

**Room and Vehicle Searches**—It is a policy of The Orme School to respect the privacy and personal space of each student. However, the School reserves the right to search a student’s room and/or vehicle at any time. Inappropriate or confiscated items will not be returned, and may be cause for disciplinary action.

**Dorm Cleanliness**— Student rooms will be checked daily for cleanliness, and are checked based on the following criteria:

- Beds will be made and uncluttered.
- Floors will be organized and cleaned.
- Clothing will be put away.
- Desk and dresser surfaces will be neat and clean.
- Trash will be emptied.
- Porch will be clean and clear.
- Bathroom and sink areas will be neat and clean.
- Room will meet all room guidelines for furnishings and decoration.
- Only ‘snack foods’ are allowed in dorm rooms, and must be kept in self-sealing or sealable containers.

Nightly checks take place between 10:00 and 10:30 PM. Sunday evenings are reserved for major cleanup including common area, supervised and assisted by faculty and Prefects. This includes rooms, common areas, and surrounding grounds. Unacceptable rooms must be corrected immediately. Continued failures will result in additional consequences.

### **Curfew and Curfew Check**

- Weeknight Curfew for all students (Sunday through Thursday):
  - 9:30 PM – Students in their respective camps.
  - 10:00 PM – Student in their own dorm room for cleanliness checks and the night.
  - 10:30 PM – Lights out.
  - 11:30 PM – Extended lights out for additional study, with permission.
- Weekend Curfew for all students (Friday and Saturday):
  - 10:30 PM – Students in their respective camps.
  - 11:00 PM – Students in their own dorm room.
  - 11:30 PM – Lights out.
- Curfew check will be done each night by Prefects, faculty, or an Orme School representative.
- After In-Room Curfew, only the occupants of the room (students assigned to that room) may be present.

### **Personal Security**

**All students must lock the door to their room when not present.** To help students protect belongings, The Orme School provides safes in each dorm room. Students may store money, passports, I-20 Forms and other valuables in their safe.

Students may change their safe code any time throughout the year. Instructions for changing the code will be provided at the beginning of the year. The Director of Residential Education has a key to each safe in case a student becomes locked out. The Orme School is not responsible for missing or stolen items.

### **Storage for Students**

The Orme School has limited locked storage areas available for student use. During the year, suitcases may be kept in storage. Storage for any other items will be on a first come – first served basis, depending upon availability. Due to space restrictions, items

may be stored in storage areas not associated with the students' living area. Students use these convenient storage spaces at their own risk. The Orme School is not responsible for items left in storage. Summer storage is available at an additional fee for returning students.

### **Pets**

No pets of any kind are allowed in student rooms.

### **Medicines**

The School Nurse/Director of Health Services will manage the delivery of all prescription medications. Students may not keep prescription medication or over-the-counter medication in their dorm rooms unless approved by the Director of Health Services. These are made available through the Health Center and faculty. Medication found in a student's room will be confiscated and discipline action may be taken. Any questions or concerns should be directed to the Director of Health Services.

### **Visitors**

Parents and friends are encouraged to visit students in The Orme School Community, but may not stay overnight in the dorm areas. All visitors must sign-in at the Old Main building or where directed. All student visitors must be cleared in advance by the Director of Residential Education. Student visitors will not be allowed during the academic school day. The student host or hostess will be held responsible for any inappropriate behavior on the part of their guest.

### **Campus Boundaries**

Except for special occasions, as announced by the Director of Residential Education, boys are not allowed in Girls Camp, and girls are not allowed in Boys Camp. Campus bounds (night and day) are established for student safety and supervision. Students will face disciplinary action for violation of these bounds. The following guidelines are used to determine the severity of the offense; however, student behavior and circumstances will also be taken into consideration. The following specifies campus bounds for the various areas on campus:

The following areas are **allowed after dark**:

- Commons.
- The Mall.
- The Bus Stop Ramada.
- Barnyard.
- Gymnasium – Faculty supervision is required for students to use the gym or weight room.
- Pool – Must be supervised by a faculty member.
- Faculty Homes – Permitted as long as the faculty member is present, and a Duty Team member is notified.

### **Out of Bounds after dark:**

- Dike Road.
- Athletic Fields & Buildings (including football and softball fields, 6-Man Field/Track.
- Tennis Courts by BBQ lawn.
- Up Top.
- Founders Hall parking lot.
- Personal vehicles
- Ash Creek, Ranch and/or Forestry lands.
- Academic Areas - Classrooms and School buildings (students should not be in classrooms/offices without faculty supervision or proper approval.

### **Advisors**

Each student is assigned one Advisor who provides both academic advice and a homelike atmosphere at Orme. Students often form a strong relationship with their Advisor and are encouraged to seek them out for support. In addition to individual counsel, Advisee groups meet weekly and participate in several group activities throughout the year. Advisee groups meet for breakfast twice a week, and for dinner on Wednesdays. Dinner on Wednesday nights is a time for family dining with Advisee groups at an Advisor's home or in the dining hall.

### **Vespers**

Vespers is an evening program held in the Morton Vrang Orme Memorial Chapel. Vespers is non-denominational in intent and aims to educate students and enhance community. Various guest speakers share their insights and expertise on a variety of topics.

### **Dress Dinner**

The community gathers for Dress Dinner following Vespers. Formal dress is required, and the dinner is family style. Students learn and practice table etiquette and appropriate demeanor for formal settings, and sit with their Advisors.

### Weekend Culture Credits

Cultural Credits may include a play, a musical performance, a museum visit, or attending a talk on geology, philosophy or literature. Hikes, rodeos, camp outs, and art fairs also qualify as Culture Credits. Students must reflect on their experiences with their advisor four times a semester to receive credit. Exploration of all that the Southwest has to offer, and in keeping with our Mission, Culture Credits allow for expansion of our unique combination of traditional and experiential curriculum into the residential life of The Orme School.

### Meal Times

Meal	Monday – Friday	Saturday & Sunday
Breakfast	7:00 AM – 8:00 AM	9:30 AM – 11:00 AM
Brunch		11:00 AM – 12:30 PM
Lunch	11:45 AM – 12:45 PM	<i>No lunch</i>
Dinner	5:30 PM – 6:15 PM	5:00 PM – 5:45 PM

**Students must sign in for breakfast by 7:45 AM, Monday through Friday.**

### Re-selling of Products

Student organizations and clubs are allowed to fundraise for activities sponsored by students selling selected items to their peers. **Therefore, individual students may not engage in the re-selling snack foods or drinks, or any other items on campus.**

### Display of Affection

Orme expects all students to be modest in the display of affection towards one another. Appropriate public and private displays of affection include: a brief embrace, holding hands, or sitting with an arm around one another. "Public" is defined as any place in which community members may gather or there is a high potential for community members to gather (Barnyard, Commons, Old Main, etc.). Students are expected to refrain from sexual actions and relationships of a sexual nature while at Orme.

### Sexual Abuse

In the State of Arizona, any sexual act of a person over the age of 18 with another person under the age of 18 is illegal. Orme administration must report to authorities any known sexual acts of this nature. Sexual abuse is taken seriously by the School, and Orme will abide by all Arizona State Statutes.

### Personal or Sexual Harassment

The Orme School is committed to maintaining an environment which is free from all forms of harassment, for all members of the Orme community. The School does not tolerate harassment of individuals based on age, color, creed, mental disability, nationality, physical disability, race, religion, sex, sexual orientation, or on the basis of any other condition or characteristic protected by law.

**Harassment of any member of the Orme community is considered serious misconduct, and will be subject to strong disciplinary action, including termination of employment or expulsion from the School if warranted.** Conduct that has the purpose or effect of interfering with an individual's academic or work performance, or that creates an intimidating, hostile, or offensive learning or working environment is prohibited. In particular, the School does not tolerate sexual harassment. Sexual harassment by anyone, whether in the School, at work assignments outside of the School, at School sponsored functions, or elsewhere, is illegal. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually suggestive remarks, jokes, gestures, or other unwelcome verbal, visual, or physical conduct or communication of a sexual nature.

Any individual who believes that he or she has been harassed in violation of this policy has the responsibility to discuss it immediately with any member of the School's senior administrative staff. It is much easier to discuss, investigate, and resolve such matters while the facts are still fresh in one's mind. If discussion of the subject with a specific administrator would be embarrassing or uncomfortable, the individual is encouraged to go directly to the School Counselor. The School will take prompt action to investigate any such complaint, and will take steps to stop harassment and prevent its further occurrence.

Exploitation or abuse of any nature by one student of another is a violation of the major rules and can lead to expulsion.

## DRESS CODES RULES

### Academic Dress

Dress Code rules are in effect during the entire academic day, from breakfast until Activity. Students' clothing must properly cover their bodies and be deemed appropriate by the administration.

- **Hair** must be neat and presentable. Hair color must be of natural tones. Extreme cuts are not allowed.
- **Facial hair** must be groomed and presentable.
- **Pants and shorts** must be in good repair. Cutoffs are not allowed. Jeans or Levi style pants or shorts are acceptable as long as they are in good repair. Shorts may be worn, but must extend beyond the wearer's extended fingertips. No athletic shorts, sweatpants, or warm-ups are allowed. Leggings and tights may only be worn under a dress, skirt, or shorts.
- **Shirts** – Tee shirts, shirts or blouses must have appropriate collar (shirts), or appropriate neckline (girls' blouses). Shoulders must be covered.
- **Footwear** must be in good repair, and appropriate for the occasion.
- **The following items are not allowed:** visible inappropriate tattoos, clothing promoting or displaying vulgar images and/or language, indecent body image, tobacco/nicotine products, or inappropriate makeup. Professional team jerseys containing brand names may be approved through the Director of Residential Education.
- **Piercing:** Body piercing is not allowed, except for ears.
- **Founders Hall Attire** (non-school time/weekends): for dinner, every day except Wednesday or other formal occasions, collared shirts are not mandatory; however, shirts must be clean, free from holes or rips, and not carry offensive messages. Hats, pajamas and tank tops are not allowed at any time, including weekend mornings. Shoulders must be covered.

### Formal Dress

#### Girls' Attire

Girls must wear dresses, skirts with blouses, or dress slacks with blouses according to the following guidelines.

- Proper and appropriate footwear (dress shoes – **no flip-flops**) must be worn at all times.
- Dresses and skirts must cover the body, be modest, and not overly form fitting.
- The following are not appropriate for tops: backless dresses, revealed under garments, tee shirts, polo shirts, and blouses that expose the midriff, or cleavage.
- Jeans, denim, leather, Dickies, or casual khaki pants are not permitted.

#### Boys' Attire

Boys must wear a dress shirt, tie, dress slacks and a suit coat or sports jacket according to the following guidelines. Ties may be optional during hot weather.

- Dress shirt must be a collared lapel. Polo style and Hawaiian print shirts are not allowed.
- Dress slacks must be worn around the waist with a belt.
- The suit coat or sports jacket may not be of inappropriate color or design pattern, and must be worn at all dress dinners for the duration of the dinner unless otherwise stipulated by the Head of School.
- Dress shoes and socks shall be in good repair and have closed toes. Athletic shoes or socks are not acceptable.
- Jeans, leather, Dickies, or casual khaki pants are not permitted.
- Shirts must be tucked in.

Students will be sent back to their rooms if not appropriately dressed, and will be assigned disciplinary consequences for repeat offenses and non-compliance.

# STUDENT CONDUCT, VIOLATIONS & DISCIPLINARY CONSEQUENCES

## Good Conduct

The Orme School's Code, the Honor Code and other procedures provide students with a clear set of boundaries, conducive to a safe educational environment, and with the opportunity to learn from their mistakes and develop good character. Students are expected to apply The Orme School Code and Honor Code (listed at the beginning of the Handbook) and the principles of **Excellence, Tradition and Character** in all areas of their day and in their interactions with others. Through honest reflection and communication, respect for one's self, community, and environment, and personal integrity in work and play, students learn responsibility and the benefits of becoming a positive member of a caring community.

## Violation of Good Conduct

Good conduct violations would include the following:

1. Violations of the Technology Acceptable Use and Etiquette (*page 6*), Academic Policies (*pages 7-10*), Code of Ethics for Athletics (*page 14*), and Residential Education Standards & Procedures (*pages 15-19*), including but not exclusive of procedures governing computer use, attendance, boundaries, curfew, athletics and dress.
2. Furnishing false information to the School with or without the intent to deceive, including cheating on an exam, plagiarism, and the signing of any Advisor's or faculty member's name to any official School document, and/or withholding information from the School or a School official.
3. Vandalism, malicious destruction, damage or misuse of private or public property, including library and media materials, and School documents.
4. Obstruction or disruption of teaching, research, administration, disciplinary proceedings or other School activities on School premises, including verbal or physical abuse, threats, intimidation, harassment, coercion, and/or other conduct or action that threatens the health and/or safety of a member of the School community, including oneself. (Physical abuse against another constitutes fighting and may result in suspension or expulsion from the School.)
5. Theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to property of the School or of any organization affiliated with the School or of another member of the School community (i.e., faculty, staff, student or campus visitor), including unauthorized use or entry to School facilities and/or motorized vehicles, or unauthorized possession, duplication or use of keys to School facilities.
6. Use, possession, sale, knowledge of, or being in the presence of narcotics, marijuana, steroids, sedatives, tranquilizers, drug paraphernalia, stimulants, hallucinogens, and other similar non-prescribed agents known to be harmful or habit-forming drugs or chemicals. Having knowledge of the above or being present when a violation occurs constitutes equal responsibility and involvement in the incident.
7. Possession, while on School-owned or controlled property, or at a School sponsored or supervised activity, of any weapon such as, but not limited to, rifles, shotguns, paintball guns, ammunition, handguns, air guns, dangerous chemicals, incendiary devices or other explosive substances including fireworks, bows, slingshots, knives or machetes, or other objects classified or used as weapons with the potential for danger or harm. Any weapon or simulated weapons brought onto School property are subject to confiscation.
8. Disorderly conduct or lewd, indecent, or obscene conduct on School-owned or controlled property, or at School sponsored functions.
9. Participation of students in group activities on or adjacent to the campus which cause damage to public or private property, cause injuries to persons or interferes with the orderly functioning of the School or the normal flow of traffic.
10. Failure to comply with directives of School officials acting in the performance of their duty.
11. Any act of arson, falsely reporting a fire or other emergency, falsely setting off fire alarms, tampering with fire extinguishers or fire alarms, hoses or other emergency equipment, or removing them from their proper location, except when done with proper need for such equipment.
12. Committing an act or attempting to commit an act on School property or involving a member of the School community (i.e., faculty, staff, students, or campus visitors) that would be in violation of the Laws Code of the State of Arizona and/or Federal law.
13. Any action off School-owned or controlled property that reflects negatively on the School community.
14. Security violations (including attempted violations or misuse of computing facilities, software or hardware).
15. Failure to pass a drug and/or alcohol screening – The Orme School reserves the right to drug and/or alcohol screen students without prior notice to any individual or group. Parent(s) and/or guardian(s) are responsible for any cost associated with screening conducted.
16. Violation of the terms of disciplinary sanctions.

## Disciplinary Consequences

This above list is not definitive, and any behavior that creates an unsafe environment, or violates The Orme School Code, may result in disciplinary actions, including expulsion, dismissal or any other lesser penalty.

Minor conduct violations are often given an immediate disciplinary consequence, or behavioral redirection. Other lesser penalties require a Saturday morning detention and/or a creative response intended as a learning experience. The ultimate goal of all disciplinary consequences is to protect the Mission of The Orme School, which in part is to develop sound character.

The Head of School works closely with The Orme School faculty and staff to determine appropriate disciplinary consequences. Any questions regarding minor disciplinary consequences should be referred to the Director of Residential Education, while major violations and their disciplinary consequences are best addressed by the Head of School.

If an Orme student faces disciplinary action for any activity that poses a significant risk to the safety or well-being of themselves, other students, or members of the School community, or for conduct in violation of The Orme School Honor Code, the School may disclose information about that disciplinary action to officials of other schools who have a legitimate educational interest in the student's behavior.

## HEALTH CENTER

### Health Center Services

Our goal is to insure that the community's health care needs are met effectively, without placing an undue burden on either the individual or the institution. Health care for students is provided through the Burns Health Center, located on-campus. The Director of Health Services oversees the clinic, including but not limited to: routine medical care; emergency care and referral; medication management; and chemical awareness programs. **NOTE: All students are now required to have an annual athletic pre-participation physical exam.**

Routine medical, dental, orthodontic, and optical appointments may be scheduled through the Health Center. The Orme School charges \$30 per hour for a driver and transportation for all personal medical trips. We recommend that extensive or repeated procedures be completed at home. Parents are encouraged to select a trusted personal physician in their home area to provide such treatments. Travel for re-occurring medical visits will be the parent's responsibility.

All medication (over-the-counter and prescription) must be labeled in English, and reviewed with the Director of Health Services at the Health Center. All student medication must remain in the Health Center (not in student rooms). Required prescriptions will be dispensed according to schedule arranged by the Director of Health Services. Students are expected to obtain their medication at the scheduled time. Please refer to the Medication Policy and Agreement.

Orme encourages students to assume responsibility for their own health care and well-being. We ask them to report to the Health Center during a free period, or at an appointed time to avoid missing classes. Students may not miss academic or residential commitments due to illness without written permission from the Health Center. Students must get a written pass from their teacher or activity advisor before going to the Health Center, except in the event of an emergency. Tardies will not be excused for students not following this procedure.

Students with a known illness or injury must be cleared by the Director of Health Services in order to participate in athletics. Students missing any classes due to health concerns may not participate in any activity or athletic event occurring on the same day. The Orme School complies with HIPAA regulations.

**Confidentiality**—Student's medical records are confidential and are maintained in a secure file at the Health Center. Medical information will not be released unless given specific written permission to do so. Medical conditions that affect participation in sports and rehabilitation of specific injuries are discussed with the Athletic Trainer and coaches. We recommend that you directly inform the Director of Health Services, Director of Residential Education, advisors and/or coaches about any medical conditions you think they should know about. Please review the Notice of Privacy Practices, and sign the consent form for purposes of treatment, payment, and healthcare operations.

**Immunizations**—Immunization information is mandatory and must be kept up-to-date according to the “2012 CD Immunization Program Guidelines.” Please note that Tdap (booster), Meningitis, and Varicella are now mandatory, and HPV and Hepatitis A series are recommended. See link to additional information regarding preteen and teen vaccines:

<http://www.cdc.gov/vaccines/who/teens/for-preteens-teens.html>, or the complete schedule at:  
<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.html>

Please note that if Meningitis was given between ages 11-13, a second dose is needed. Td boosters are required every 10 years.

**Health Insurance**—Coverage is required of all students. Copy (front and back) of insurance card and prescription card is mandatory. Notify the Health Center of any changes in insurance information during the school year. Orme does offer third party accident health insurance plans. Details of this insurance plan can be obtained from the Business Office. International students need to have a health insurance company that is based in the United States. Please note that all off-campus medical visits will be billed directly to the student’s insurance plan. The School will not be held responsible for expenses incurred. The Health Center is governed by policies established by the School’s Board of Trustees.

### **HIV/AIDS**

The School strives to maintain a non-discriminatory environment with educational programs that inform students, faculty, and staff about HIV/AIDS, its causes, and prevention. The School supports and encourages conduct that prevents the spread of HIV/AIDS and all other communicable diseases. Blood and blood products should be treated with great care, mindful of the potential transmission of diseases including HIV/AIDS.

## **TRAVEL & TRANSPORTATION**

It is critical that both parents and students give advance notice of all travel needs. It is mandatory that all travel arrangements be communicated a minimum of seven (7) days in advance. For weekend travel, information must be received three (3) days in advance. All travel information must be communicated via email to ([transportation@ormeschool.org](mailto:transportation@ormeschool.org)).

Students may leave campus on weekends that are not ‘closed’ weekends, but must submit a Travel Request to the Director of Residential Education by the Wednesday prior to the requested weekend. Students not in good academic or residential standing may be denied permission to leave. **Students may not miss class and afternoon activities for open weekend travel.** All students must return to campus by 8:00 PM on Sunday evening.

Students may only spend the weekend where there is adult supervision and appropriate permission has been received and approved by The Orme School, or its designated representative. “Adult” is defined as a person at least 21 years of age or older.

### **Weekend Airport Transportation**

Orme will provide airport transportation (Friday departure, Sunday return) on all open weekends. The cost is \$40. We will deliver students to Denny’s off of I-17 and Bell Road, and to the West Cell Phone Lot at Sky Harbor Airport, which is located between I-17 and Terminal 2.

Any other transportation to or from The Orme School must be ‘door-to-door.’ To facilitate this, we have negotiated a special rate for Orme students with Willis Sedan. Willis Sedan may be reached at (602) 292-1589 or at [www.willissedans@yahoo.com](mailto:www.willissedans@yahoo.com) in order to make arrangements for your student. Willis’ fees are required to be paid in cash or credit card to the driver at the time of service by the student, or in advance by the parents/guardians.

### **Closed Campus**

In support of the School’s mission, there are many activities and programs for which we require students to stay on campus. Sunday through Thursday nights are ‘closed’ for all students on regular academic weeks. Students wanting to leave campus during this time must submit a parent request and receive permission from the Head of School.

### **Personal Vehicles**

Having a vehicle on campus is a privilege for both boarding and day students. If certain expectations, appropriate paperwork, and conditions are not met, this privilege will be suspended or revoked. Students may drive a vehicle to and from The Orme School campus provided that the vehicle is parked and secured upon arrival, in the Founders Hall parking lot. All sets of vehicle keys will be turned in to the Director of Residential Education immediately upon arrival at the school. Items that violate the Standards of

Conduct may not be transported or stored in a student vehicle. Permission to have a vehicle on campus may be suspended or revoked at any time.

The Orme School reserves the right to search student vehicles (for cause) when parked on campus.

**All Students:**

- All students must have both parental and School permission to have a vehicle on campus. All student requests must be approved by The Orme School. (*Please see Student Car Privilege form.*)
- Vehicles will be parked only in Founders' Hall parking lot, and will not be driven around campus.
- A copy of the student's Driver's License, registration, and a valid insurance card must be on file with the Director of Residential Education.
- Students are expected to operate their vehicles in a safe manner and obey all traffic laws.
- No other student(s) may enter the vehicle without prior permission from the Director of Residential Education, or Administrator on Duty.
- **Students must sign out at Switchboard before leaving campus.**

**Day Students:**

- All sets of vehicle keys will be turned in to the Director of Residential Education immediately upon arrival at School.
- Day students with vehicles, who stay overnight, must comply with boarding student vehicle expectations and rules.

**Boarding Students:**

- Vehicles may only be used on weekends to transport students to their home, or to the home of another student provided all appropriate permission forms and paperwork have been completed and approved. 'Weekends' are defined as Friday from 5:30 PM to Sunday evening at 8:00 PM.
- All students may leave campus on weekends for day trips provided parental permission is received via telephone by the Director of Residential Education.
- All Travel Requests must be approved by The Orme School.
- **Student must submit a Travel Request by noon** of the Wednesday before, for all overnight weekend trips.

**Day Student Transportation:**

The Orme School provides daily transportation to a limited area for an annual fee of \$3,500. The area offered each year is determined by enrollment. The fee is to be paid in two installments, one for each semester, and will not be pro-rated.

**Boarding Student Transportation:**

The Orme School provides weekly transportation to a limited area for an annual fee of \$950. The students will leave campus on Friday afternoon, and return to the School on Sunday afternoon, or Monday morning, dependent upon location.

# CHECKLIST OF STUDENT CLOTHING AND EQUIPMENT

Laundry facilities are available as well as laundry services. Students should consider their personal habits, room size, and activities when determining the amount of clothing and items they bring.

## Academic Clothing

- Collared shirts
- Pants
- Shorts
- Skirts
- Shoes, sandals and athletic shoes

## Casual Clothing

Students may wear casual attire on weekends and during their free time. However, clothing should be appropriate, clean, and deemed appropriate.

## Activity Clothing

Students should check with their activity supervisor and coaches for additional requirements. However, all students should bring the following:

- Athletic shoes
- Riding boots
- Swimsuit
- Athletic shorts and gear
- T-shirts
- Sweatshirts & Sweatpants

## Formal Dinner and Program Clothing

Formal dinners and other special occasions require the following attire:

Boys:

- Tie
- Dress shirt must have a collared lapel. Polo style and Hawaiian prints are not allowed.
- Dress slacks must be worn around the waist with a belt.
- The suit coat or sport jacket may not be of inappropriate color or design pattern.
- Dress shoes shall be in good repair and have closed toes. Athletic shoes or socks are not acceptable.

Girls:

- Proper and appropriate footwear (dress shoes, **no flip-flops**).
- Dresses and skirts.
- The following are not appropriate for tops: backless dresses; revealed undergarments; or blouses that expose the midriff or cleavage, or spaghetti straps.

## General Clothing and Personal Items Recommended

- Pajamas/Robe/Slippers
- Jacket and warm sweatshirts
- Undergarments and socks
- Bedding – blankets (2), sheets (single/twin size) (2), bedspread, pillow and pillow cases
- Towels & washcloths
- Laundry bags
- Toilet articles
- Cleaning supplies (i.e., Lysol, disinfectant wipes)

## Optional Equipment

- Computer, lamps, throw rugs, and a small chair
- Clothes hangers, room decorations, and storage containers
- Reusable water bottle, mountain bike, tennis racket, musical instrument

## Horsemanship Students

- Riding boots and helmet
- Clothes appropriate for riding discipline

## If Bringing Your Own Horse

You must have:

- Locking tack box and personal horse gear
- Negative Coggins Test
- Current health papers, Registration and photos

**Senior Commencement** - Required clothing for graduation (Seniors only):

## Senior Girls:

- White, knee-length or longer dress. Must be a bright white (not off-white) with no colored ornamentation or accents.
- Dress must have 2 shoulder straps at least 1" wide, and reveal no cleavage.
- White dress shoes with no colored ornamentation.
- Appropriate undergarments must be worn.

## Senior Boys:

- Dark navy or black suit
- Light, solid colored dress shirt
- Solid colored tie
- Dark socks
- Dark dress shoes

## YEAR AT A GLANCE 2016-2017

August 2016		
15	Monday	New Faculty Orientation
16 – 19	Tuesday – Friday	All Faculty Orientation
20	Saturday	<b>Football Players and Student Leaders Return</b> Sky Harbor Airport pickups at 1PM
21	Sunday	<b>Student Leadership Training</b>
22	Monday	<b>New &amp; All Remaining Return Students Arrive</b> Sky Harbor Airport pickups at 9AM Sky Harbor Airport pickups at 1PM
23	Tuesday	<b>1<sup>st</sup> Day of School</b>
31	Wednesday	Opening Convocation.

September 2016		
24 – 26	Saturday – Monday	<b>Mini Caravan and Presentations</b>

October 2016		
7	Friday	End of 1 <sup>st</sup> Quarter
10	Monday	Headmaster's Holiday No classes
14	Friday	<b>Homecoming</b>
14 – 15	Friday – Saturday	<b>Family Days</b>

November 2016		
11 – 12	Friday – Saturday	Sustainability Institute
18	Friday	Students may depart after 4PM Orme shuttle to airport at 4PM
19	Saturday	Student departures: Orme shuttle to airport at 7AM Orme shuttle to airport at 1PM
19 – 27	Saturday – Sunday	<b>THANKSGIVING BREAK</b>
28	Monday	Faculty In Service All Students Return from Break Students need to arrive at airport between 10AM – 6PM
29	Tuesday	Classes resume

December 2016		
9 – 11	Friday - Sunday	Closed Weekend/Exam Reviews
12 – 15	Monday – Thursday	Final Exams
15	Thursday	<b>Candlelight Service &amp; Dinner</b>
16	Friday	Student departures: Orme shuttle to airport at 7AM Orme shuttle to airport at 1PM
17 – Jan. 1	Saturday - Sunday	<b>WINTER BREAK</b>

January 2017		
2	Monday	Teacher In-Service All Students Return from Break Students need to arrive at airport between 10AM – 6PM
3	Tuesday	Classes Resume 2 <sup>nd</sup> Semester begins

February 2017		
17	Friday	End of 3 <sup>rd</sup> Quarter
18 – 25	Saturday – Saturday	<b>FINE ARTS FESTIVAL</b>
25	Saturday	<b>Grandparents Day</b>
27	Monday	4 <sup>th</sup> Quarter begins

March 2017		
17	Friday	Students may depart after 4PM Orme shuttle to airport at 4PM
18	Saturday	Student departures: Orme shuttle to airport at 7AM Orme shuttle to airport at 1PM
18 – April 2	Saturday – Sunday	<b>SPRING BREAK</b>

April 2017		
3	Monday	Faculty In Service Students Return from Break Students need to arrive at airport between 10AM – 6PM
4	Tuesday	Classes Resume
17 – 22	Monday – Saturday	<b>Caravan</b>

May 2017		
5 – 6	Friday - Saturday	AP Exams
12 – 13	Friday – Saturday	AP Exams
12	Friday	Senior Breakfast
13 – 16	Saturday – Tuesday	Senior Trip
15 – 18	Monday – Thursday	Final Exams
17	Wednesday	Ladies' Tea & Men's Grill
18	Thursday	Baccalaureate
19	Friday	Commencement Rehearsal Academic Awards & Dinner
20	Saturday	<b>COMMENCEMENT – 10AM</b>
20	Saturday	Student departures: Orme shuttle to airport at 4PM
21	Sunday	Student departures: Orme shuttle to airport at 7AM Orme shuttle to airport at 1PM

June 2017		
2 – 4	Friday – Sunday	<b>REUNION</b>

## DAILY CLASS SCHEDULE

	A Day	B Day	C Day	D Day	E Day	F Day	G Day
7:00 AM - 8:00 AM	Breakfast – Check in by 7:45 AM						
8:00 AM - 8:50 AM	A	B	C	D	E	F	G
8:50 AM - 9:40 AM	B	C	D	E	F	G	A
9:40 AM - 10:10 AM	<i>Monday – Chapel; Tuesday – Extended 2<sup>nd</sup> Period; Wednesday – Clubs; Thursday – Extended 2<sup>nd</sup> Period; Friday – Advisees</i>						
10:10 AM - 11:00 AM	C	D	E	F	G	A	B
11:00 AM - 11:50 AM	D	E	F	G	A	B	C
11:50 AM - 12:40 PM	Lunch/Flex Time						
12:40 PM - 1:30 PM	E	F	G	A	B	C	D
1:30 PM - 2:20 PM	F	G	A	B	C	D	E
2:20 PM - 3:10 PM	G	A	B	C	D	E	F
3:10 PM - 3:30 PM	<i>Flex Time</i>						
3:30 PM - 5:30 PM	Sports/Activities						
5:30 PM - 6:15 PM	Dinner/Flex Time						
	<i>Alternating Wednesdays – Vespers (6PM) &amp; Dress Dinner (6:30PM), or Advisory Residence Dinner, or Advisory Founders Dinner</i>						
6:15 PM - 7:30 PM	<i>Flex Time</i>						
7:30 PM - 9:30 PM	Study Hall						
9:30 PM - 10:00 PM	In Camps and/or Rooms						
10:00 PM	Room Check						
10:30 PM	Lights Out						
11:30 PM	Extended Lights Out						