



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



# **PARENT-STUDENT HANDBOOK 2019-2020**

**Updated 8/16/19**

**This Handbook belongs to:** \_\_\_\_\_



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**UPS and FedEx Address**

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 The Orme School  
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 Mayer, AZ 86333

**Postal Mail Address**

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

**Telephones**

**Switchboard Number:** (928) 632-7601  
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Monday - Friday 8:00 AM to 4:00 PM  
 Available 24 hrs.

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.

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Dear Parents and Students,

Thank you for taking the time to acquaint yourself with The Orme School's 2019-2020 Parent-Student Handbook. The material contained in this book is designed to provide information that will enable you to better understand the vision and mission, as well as the beliefs and structures that make Orme the unique school it is.

Care has been taken to make this Handbook as comprehensive as possible, but it does not and cannot contain all of the guidelines and information about Orme. In the simplest terms, the Codes (below) 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...*

- ④ **Think critically, reflect, and come to know myself.**  
The most important skill you need to develop at Orme is the ability to be a critical thinker. Learn to think, reflect and see things from multiple perspectives. Come to understand the value of your own ideas and thoughts, and refrain from taking credit for other people's work. Each one of us can become an active and engaged learner, which allows us to better understand ourselves and the world around us.
- ④ **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.
- ④ **Develop character by assuming personal responsibility for my actions and act with integrity, courage, and good character.**  
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 faced with a difficult situation.
- ④ **Embrace the diversity that exists at Orme as well as in the global community.**  
Learn from the differences within our community, and do everything possible to make Orme a school of international and inter-personal understanding, compassion, and social progress.
- ④ **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. Develop a healthy community, maintain a fulfilling quality of life, and enhance our environment by leaving things better than you found them. Prepare to make a positive difference in the world.

## ACADEMICS

The Orme School is dedicated to providing students with an outstanding college-preparatory education. The School's Mission guides the academic program in the development of *Excellence, Tradition and Character*. 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 establish maximum success for all Orme students.

**Parent Responsibilities** – To achieve success for each student, we ask that the parent:

- **Check on-line resources regularly, including emails and grades in MyStudentsProgress (MSP).**
- Communicate directly with your student concerning school and family expectations.
- Communicate with your child's Advisor, individual teacher and/or an administrator.
- Support the rules and expectations of the School.
- Promptly submit all required matriculation, 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 resources needed for success.

**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.
- Be honest and truthful.

**Academic Year** – The Orme School academic year is divided into two semesters and four quarters. Most courses are year long. Credit is awarded at the end of a course only if it is passed with a grade of 70 or better.

**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 for parents and students throughout the year. **At the end of each Quarter**, teachers or Advisors write comments on each student's academic progress.

A standard numerical system of marking appears below with corresponding letter grades and 4.0 GPA equivalents and AP GPA 5.0 scale equivalents. GPA scores are based only on grades obtained while attending The Orme School. The School does not rank. A passing grade is considered a 70 or C-. Non-passing grades (60 – 69) contribute to the student's GPA, but students do not receive credit for grades of 69 or below. Elective courses are included in the GPA unless they are Pass/Fail courses.

Numerical	Letter	GPA Average	AP GPA Averages
97 - 100	A+	4.00	5.00
93 - 96	A	4.00	5.00
90 - 92	A-	3.70	4.70
87 - 89	B+	3.30	4.30
83 - 86	B	3.00	4.00
80 - 82	B-	2.70	3.70
77 - 79	C+	2.30	3.30
73 - 76	C	2.00	3.00
70 - 72	C-	1.70	2.70
67 - 69	D+	1.30	2.30
60 - 66	D	1.00	2.00
59 and below	F	0.00	0.00

## Diploma Requirements

Subject	Credits	Comments
English	4.0	May include ESL instruction
Mathematics	4.0	Must include Algebra II
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
Electives	2.0	Elective option required each year in attendance
Chores	1.0	Participation required each year in attendance
Culture Credits		Four required each semester in attendance
Fine Arts Festival		Participation required each year in attendance
Caravan		Participation required each year in attendance
<b>In order to receive a diploma, students must earn 20 course credits, including those listed above.</b>		

**Daily Class Schedule** – The academic week is divided into eight rotating periods. Instructional periods (A-G) range from 45 to 85 minutes in length. Five core academic classes, an elective option, a chore period, time for clubs, extra help, standardized test prep, college counseling, tutoring, assemblies and advisory meetings occur throughout the week. 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 or the Dean on Duty (DOD) must be contacted immediately. The Director of Health Services must officially excuse the student from class and activities, otherwise the absence is unexcused. A weekend 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.** An unexcused absence is an absence not mitigated by sickness, suspension, or other School excused factors. Tardies of 10 minutes or more, without an excuse, will result in an unexcused absence.

**Students with more than three unexcused absences from a class during a semester may be denied credit for that course.** This policy includes early departures and late returns from scheduled School Breaks, which will accrue a fee penalty. 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 Dean of Students.

Athletes 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 go off campus on the weekend. Any missed classes will result in removal from event(s).

**Study Hall, Green Sheet Program and Athletic Ineligibility** – Study Hall takes place Monday through Thursday from 7:30 to 9:30 PM and during H Period. Grades are pulled weekly by the Registrar. Any student with a grade below 70% in any class will be given a Green Sheet to complete, and they must attend Proctored Study Hall. The Green Sheet is managed by the student, who is required to complete it in order to have off campus weekend privileges. The student will identify goals for improvement and keep a daily record of assignments. Both the course teacher and the Proctored Study Hall teacher will comment on and sign the Green Sheet. Failing students (below 60%) will additionally be placed on the Athletic Ineligibility List, and they:

- Will be unable to compete in sports competitions (home or away games).
- Will be unable to participate in off campus events and trips.
- May be required to attend additional Study Halls, or pay for the cost of a tutor and/or learning support.

**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 Dean of Students for reasons of discipline.

**Grade Level Advancement and Summer School** – Advancing to the next grade level requires an assessment of the student’s overall progress toward the timely completion of Orme graduation requirements. Summer School study may be undertaken as an opportunity to achieve grade level advancement. Summer study may be taken at any accredited school, including online programs. All plans for summer study must be **approved in advance**.

**Advanced Placement (AP)** – Advanced Placement courses offered at The Orme School in recent years have included Biology, Calculus AB, Calculus BC, Chemistry, Computer Science, English Language and Composition, English Literature and Composition, Physics, Spanish Language, Spanish Literature, Statistics, Studio Art, United States Government, and United States History.

**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 in a standard course of study as soon as the student demonstrates proficiency in English.

**Library** – The Phillips Library offers books, periodicals, inter-library loans with 47 libraries throughout Yavapai County, wireless Internet access, and a quiet study atmosphere with individual study carrels. In order to check-out books from the library, students will be issued a library card (valid at all 48 YLN locations) during orientation week. Textbooks are also issued to students through the library system, which will remain on loan to the students for the full school year. Late book fees and replacement costs for lost books are charged to students.

**Caravan** – Outdoor experiential learning is a core tradition building leadership, confidence and character. Experiential and outdoor educational goals are achieved throughout the year, and especially during the fall and spring Caravans. Biking, climbing, kayaking, hiking, fishing, backpacking, camping, archeological digs and horseback riding are typical Caravan trips. A mini Caravan in the fall bonds new and returning students, while the weeklong spring Caravan offers excursions throughout the Southwest and Mexico.

**Dorothy Swain Lewis Fine Arts Festival** – A long-standing Orme tradition, the Fine Arts Festival will celebrate its 52nd season in 2020. For a full week, Orme hosts nationally recognized artists-in-residence. Students choose between diverse offerings such as glass blowing, watercolor, African drumming, dance and creative writing, and work side-by-side for the week with one of the visiting artists. During the week, dramatic, dance, musical and singing performances, and galleries of student and artist work are part of each evening. The Festival concludes with Saturday morning activities that are open to the public.

**Chores** – Chores are an essential part of life at Orme. For one period during the academic day, students perform a chore or service, helping to maintain our 300-acre campus, and to strengthen and sustain the community. Daily Chores take place in the Garden, Orchard, Kitchen, classrooms, Dining Hall, Up Top and throughout campus. Students must also perform dormitory chores.

**Horsemanship** – Horsemanship is offered as an elective course and after school activity. Students learn to ride and take care of horses through the tradition of ranch work. Trail rides are offered throughout the year and may include off campus rides in the beautiful surrounding area. Students may have the opportunity to participate in cattle work with the Orme Ranch. Our Horsemanship Team participates primarily in Western competitions, but the opportunities for English events may be available with enough interested students. Students may participate with our Orme school horses, or with their personal horse. Students are encouraged to bring their own horse. Boarding fees for personal horses are handled through the Business Office, and with approval from the Director of Horsemanship

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

**College Counseling** – 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 Counseling at Orme is designed to help students in every grade achieve their goals.

Planning for college begins early. 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, volunteerism, hobbies and talents (sports, music, art, etc.) is essential for candidates to college.

College Counseling assists students in all stages of the college selection process. In depth College Counseling 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 can take SAT, ACT, AP and TOEFL examinations several times throughout the year. The PSAT test is also administered annually in October.

Orme in conjunction with Career Vision, a non-profit Chicago-based company, includes career guidance in the college counseling process and academic course of study planning. Acknowledging the importance of specific workforce skills and aptitudes essential for various careers, juniors take a battery of aptitude tests and interest surveys in the fall under the auspices of Career Vision. During the second semester, under the guidance of an expert from Career Vision and Orme's Academic Dean, juniors are presented with a comprehensive picture of career areas that are in line with their dominant skills, aptitudes and interests. Using that information, students work with the College Counselor to research and explore both college and career paths.

The *College Counseling 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, please contact the Director of College Counseling, or visit the School website.**

### **Special Awards and Honors**

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

**David A. Robertson, Jr. '62 Personal Excellence Award** – Presented to a student who, through their actions, makes 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, stimulate a desire to render service, promote leadership, and 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:

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

Established in 1986, this award is presented to that one 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.

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

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

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

Each academic department will award the senior with the most accomplishments in that department, both in levels of classes taken and excellence achieved.

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

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 Award**

This award includes a cash stipend, and is presented to the student who excels in the Arts.

#### **Academic Excellence Certificates**

These certificates go to the student in each course who has excelled.



**Commencement Awards** – The following awards are given at the Commencement Ceremony:

**Academic Distinction**

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 both the student’s diploma and transcript.

**Trustees Award**

Presented to a senior student who has been at Orme for three or more years and has shown the greatest overall improvement while enrolled.

**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, and who is totally involved, committed, loyal, friendly and helpful. This is a discretionary award, and not necessarily given each year.

**Founders Award**

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 for the Class of 2020 will be held on Saturday, May 16 beginning at 10 AM. All students are required to attend. Students who depart before Commencement will be charged \$250. Required clothing for graduation (Seniors only):**

**Required Commencement Attire for Seniors**

<b>Senior Girls:</b> <ul style="list-style-type: none"><li>▪ Bright white (not off-white), knee-length or longer dress.</li><li>▪ Dress must have two shoulder straps at least 1” wide and reveal no cleavage.</li><li>▪ White dress shoes with no colored ornamentation.</li><li>▪ Appropriate undergarments must be worn, but not be visible.</li></ul>	<b>Senior Boys:</b> <ul style="list-style-type: none"><li>▪ Dark navy or black suit and socks.</li><li>▪ White, solid colored dress shirt.</li><li>▪ Solid colored tie.</li><li>▪ Dark dress shoes.</li></ul>
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**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. Respect the integrity and judgment of game officials.
2. Exhibit fair play, sportsmanship and proper conduct at all times on and off the playing field or court.
3. Refrain from the use of profanity, vulgarity and other offensive language and/or gestures.
4. Adhere to the established rules and standards of the game or contest.
5. Respect all equipment, and use it safely and appropriately.
6. Refrain from the use of alcohol, tobacco, illegal and non-prescription 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. Attend all classes the day of competition unless a medical appointment was made by the Director of Health Services.
8. Know and follow all State and School athletic rules and regulations as they pertain to eligibility and participation.
9. Win with character, lose with dignity.
10. The Athletic Department hosts an Athletic Award Ceremony at the end of the year. Special awards and recognitions will be given to outstanding students (MVP, Coaches’ Award, Defensive Player of the Year, etc.).

The following sports and activities are offered for the 2019-2020 academic year:

Fall	Winter	Spring
Cross Country Fine Arts Festival Team Football (8-man) Gardening Horsemanship Outdoor Leadership Swimming Volleyball Yearbook/Magazine	Basketball – Boys Basketball – Girls Eco Team Fine Arts Festival Team Horsemanship Mathletes Photography Theater Yearbook/Magazine	Baseball Gardening Horsemanship Soccer – Coed Softball Tennis Track & Field Yearbook/Magazine

## RESIDENTIAL EDUCATION

**Mission** – Residential Education at The Orme School provides a safe, caring atmosphere for growth both in college preparation and community living. Students learn responsibility and life skills through community involvement, leadership opportunities, cultural diversity experiences, and appreciation of the Southwest. On and off campus events and programs provide opportunities for students to grow to respect themselves and others by 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 adult community members. To ensure the success of the residential program:

Students are expected to:

- Live and embrace the residential mission.
- Take responsibility for their bodies, emotions and actions, and care for others.
- Participate and contribute positively to residential programs, including Culture Credits (*see Diploma Requirements*)

Parents are expected to:

- Support the residential mission.
- Respect and plan accordingly with regards to residential programs and activities.
- Communicate with the Dean of Students and student’s Advisor in a timely and appropriate manner.

**Advisors** – The Advisor system is headed by a grade level Dean and the Dean of Students. Each student is assigned an Advisor who provides academic advice, emotional support and additional behavior accountability, as well as a homelike atmosphere while 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 two times per month for dinner, and one day each week during the academic day to review grades and discuss appropriate issues that arise. Advisee groups meet for dinner at an Advisor’s home or in the dining hall for Dress Dinner following Vespers. Advisors communicate regularly with parents, forming a bridge between home and school.

**Vespers and Dress Dinners** – 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. The community gathers for Dress Dinner following Vespers. Formal dress is required (*see Section on Dress Code Rules*), and the dinner is family style. Students learn and practice table etiquette and appropriate demeanor for formal settings, and sit with their Advisors.

**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. A designated Dean on Duty (DOD) is available via email ([DOD@ormeschool.org](mailto:DOD@ormeschool.org)), and 24-hours a day for an **emergency at (928) 379-1873**.

**Meal Times:**

Meal	Monday – Friday	Saturday & Sunday
Breakfast	7:00 AM – 7:45 AM	9:30 AM – 11:00 AM
Brunch		11:00 AM – 12:30 PM
Lunch	11:50 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, and meal service ends at 7:45 AM.**

**Prefects** – Prefects work closely with faculty to maintain a positive campus atmosphere for all students. They are residential leaders and are directly involved with dorm life and other areas on campus such as Commons, Up Top, Burpee complexes, athletic facilities and Founders Hall. They assist in the supervision and planning of campus-wide events including dorm and room checks, facilitate and manage positive student interactions, serve on the Student Forum, and lead by example.

**Roommate Philosophy and Room Changes** – Learning to live with others in a residential setting is a challenging endeavor, and a valuable learning opportunity. Learning to communicate and to compromise are key to interacting with others and are expected of all students. Prefects, Advisors, teachers and the Dean of Students 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 Dean of Students. The Dean of Students 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 Dean of Students to determine an appropriate location for the student submitting the request.

**Room Standards and Optional Equipment** – Each student is provided with a bed, desk, chair, dresser, safe, and wastebasket. Students may choose to bring their own area rug (4' x 6' maximum), study lamps, electronics, computers, fans, clothing hangers, storage containers, bikes, tennis rackets, and musical instruments.

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

**Recommended Clothing and Personal Items** – All clothing should be in good shape with no holes, stains, or inappropriate messages. Student dress is checked each morning for appropriateness. Students may wear casual attire on weekends and during their free time if it is appropriate and clean. Both academic and formal dinner/programming clothing is outlined in the section on *Dress Code Rules*. Students should consider bringing pajamas, robe, slippers, swimsuit, jacket, warm sweatshirts, undergarments and socks, bedding (2 blankets, 2 sets of twin-size sheets, bedspread and a pillow), towels and washcloths, laundry bags/basket, toiletry articles, and cleaning supplies (disinfectant wipes, broom, dustpan).

**Moving In/Moving Out**—Rooms are checked for damages both before moving in and when the student moves out. Prefects and staff members perform these checks, and all parties sign the Move In or Move Out Form to acknowledge damages. Students will be billed when they move out for any graffiti or damage not noted on their Move In Form. Students will also be billed \$25 for failure to return their room key and failure to fully complete the Student Departure Check List. Additional charges may be accrued if room is left below acceptable standards.

**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 that display or give reference to drugs, alcohol, nudity, or that are deemed “offensive” 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 DOD Office until they can be sent home, or disposed.

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

**Searches and Drug & Alcohol Testing**—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. Prohibited items may be removed and discarded without notice and/or

compensation. The School reserves the right to perform drug and/or alcohol testing at any time. Consequences for possession of prohibited items and testing positive for drugs and/or alcohol will be determined by the Head of School.

**Personal Security – All students must lock the door to their room when not present.** Students may not enter another student's room when that student is not present. To help students protect belongings, The Orme School provides safes in each dorm room. Students should store their money (***money in excess of \$200 should always be stored in the Business Office***), passports, Visas, 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 Facilities Department has a key to each safe in case a student becomes locked out. The School is not responsible for missing or stolen items.

**Pets** – No pets of any kind are allowed in student rooms.

**Dorm Cleanliness**—Student rooms will be checked daily with major thorough checks on Sunday evening and Wednesday 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 9:30 and 10:00 PM. Sunday and Wednesday evenings are reserved for major cleanup, supervised and assisted by faculty Duty Team members and Prefects. This includes rooms, common areas, and surrounding grounds. Unacceptable rooms must be corrected immediately, or 7:00 AM 'Breakfast Club' attendance will be assigned.

**Communal Spaces** – Communal spaces are for everyone's use. This includes, but is not limited to, the Commons, Library, Gym, Boys and Girls Camp Commons and Kitchens, and Laundry Rooms. Students are expected to leave every area clean after use. Communal areas will be closed if not properly maintained.

#### **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 from a Duty Team member.
- 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 Duty Team members.
- After In-Room Curfew, only the occupants of the room (students assigned to that dorm room) may be present.
- Students are not allowed to sleep-over in another student's room unless given prior approval.

**Storage for Students** – The Orme School has limited locked storage areas available for student use. 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.

**Laundry Facilities** – There is no charge to use the laundry machines, but students should provide their own detergent. Students should consider their own personal habits, room size and activities when determining the amount of clothing they bring.

**School Supplies** – Students should bring a general assortment of notebooks, lined paper, pens/pencils, binders and a backpack. Upon completion of the first week of school, there will be an additional shopping trip off campus and students will have the opportunity to purchase any other needed items. Please plan on providing your student with additional funds for this trip.

**Snacks** – Each student is allowed to keep a small supply of food in his/her room. Food must be non-perishable. It is recommended that students store snacks in a self-sealing plastic container. Note that hot plates and refrigerators are not allowed in dorm rooms.

**Medicines** – The School Nurse/Director of Health Services will manage the delivery of all prescription and over the counter (OTC) medications. Students may not keep prescription medication, over-the-counter medication, or herbal/vitamin/mineral dietary supplements in their dorm rooms unless approved by the Director of Health Services. 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 at Orme, but may not stay overnight in the dorm areas. All visitors must sign-in at Switchboard in the Old Main building or where directed. All student visitors must be cleared in advance by the Dean of Students. Student visitors will not be allowed during the academic school day. The student hosting the visitor on campus will be held responsible for any inappropriate behavior on the part of their guest.

**Campus Guest Housing** – We enjoy having our students' parents visit during the year; however, Orme only has a limited number of guest accommodations available throughout the year. Here are our guidelines for reserving campus guest housing:

- **The guest housing charge is \$100 per night, per guest accommodation** (fee includes access to dining hall when it is open).
- **Contact Executive Assistant Paula Morris (928-632-1560) with your guest housing request.** Please let her know the date of your arrival and the date of your departure, as well as how many people will be in your party. She will let you know if guest housing is available on the dates you are requesting. If available, your reservation will be added to our guest housing calendar, and your call will be transferred to our Business Office for payment purposes.
- **To secure your reservation, payment must be made over the phone with our Business Office** (Cathy Clevenger at 928-632-1570) **at the time your reservation is made.**
- Guests who have made and paid for reservations, must **arrive on campus by 6pm.**
- Guests need to **vacate guest housing by noon on their departure day**, so housekeeping may clean and prepare the room for new guest arrivals.

**Campus Boundaries** – Except for special occasions as announced by the Dean of Students, 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. Stirrup Dot (boys) Dorm includes the lawn and path in front of that dorm. There is a path on the other side of the fence for girls to use.

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

- Commons
- The Mall
- Old Main Porch
- Club 60 Pavilion
- Bus Stop Ramada
- Barnyard area
- Gymnasium – Faculty or Prefect supervision is required for students to use the gym or weight room.
- 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, Up Top, Founders Hall parking lot, tennis courts, maintenance buildings and the Chapel hill.
- Athletic Fields and Buildings (including football and softball fields, 6-Man Field/Track).
- Graduation, Founders Hall and BBQ lawns.
- Personal and school vehicles.
- Ash Creek, Ranch and/or Forestry lands.
- Classrooms and School buildings (without faculty supervision or proper approval).



**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 of 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.

**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 HR Director/CFO. 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**

At Orme, there is both a Formal and Informal/Daily Dress Code. Daily dress attire is established to allow students to perform daily Chores and participate in our wide-ranging STEM, electives and after school programming. Formal dress is set for special occasions.

### **Informal and/or Daily Dress Code**

Clothing must be appropriate and in good repair, and must not expose undergarments. Students’ clothing must properly cover their bodies and be deemed appropriate by the faculty at all times.

- **Hair**, including facial hair, must be neat and presentable. Extreme hair colors are allowed only if the student arrives at school with the color at the beginning of the semester. Students will not be allowed to re-dye their hair any unnatural hair color during their residence at Orme. Extreme haircuts are not allowed.
- **Pants, shirts, shorts, dresses and skirts** must be in good repair. Cutoffs are not allowed. Jeans or Levi style pants, sweatpants, heavy leggings or shorts are acceptable as long as they are in good repair. Spandex tights/Spandex must only be worn under a dress, skirt, or shorts. Shorts, skirts, dresses and tops must extend beyond the wearer’s fingertips. Boys must wear shirts at all times. Girls must not expose midriff or cleavage. Both boys and girls must wear appropriate undergarments at all times.
- **Footwear** must be in good repair, and appropriate for the occasion.
- **The following items are not allowed:** Pajamas, visible inappropriate tattoos, clothing promoting or displaying vulgar images and/or language, tobacco/nicotine products, and inappropriate makeup. Body piercing other than ears or simple side nose piercings are not allowed. Piercings must be done prior to attendance at Orme, or under the supervision of a parent or guardian while on a school break. Hats are not allowed in Founders Hall or the Chapel.
- **Teachers reserve the right to have additional Dress Code requirements for their individual classes.**

## Formal and/or Dress Dinner Code

Students are encouraged to wear traditional dress attire representative of their country or culture.

**Girls** – Must wear skirt with blouse, dress slacks/pants with blouse, or dress according to the following guidelines.

- Proper and appropriate footwear (dress shoes – no flip-flops) must be worn at all times.
- Dresses and skirts must extend beyond the wearer’s fingertips.
- Dresses, skirts and blouses/tops must not reveal undergarments, cleavage, or midriff.
- **The following are not appropriate or permitted:** backless dresses or tight dresses/skirts, jeans, denim, leather, leggings or casual pants.

**Boys** – Must wear a dress shirt, tie, dress slacks/pants, belt, and a suit coat or sports jacket according to the following:

- Dress shirt must be a collared lapel. Polo style and Hawaiian print shirts are not allowed.
- Dress slacks/pants must be worn around the waist with a belt, and shirt must be tucked in.
- Dress shoes and socks must be in good repair. Athletic shoes or socks are not acceptable.
- **The following are not appropriate or permitted:** Jeans, leather, or casual pants.

**Students will be sent back to their rooms if not appropriately dressed and will be assigned disciplinary consequences for repeated offenses and non-compliance with Dress Code.**

## STUDENT CONDUCT, VIOLATIONS & DISCIPLINARY CONSEQUENCES

**Good Conduct** – The Orme School’s Code, the Honor Code and other procedures (Technology Acceptable Use and Etiquette, Academic Policies, Code of Ethics for Athletics, and Residential Life Standards & 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 this 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. Furnishing false information to the School with or without the intent to deceive, including cheating on an exam, plagiarism, 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.
2. Vandalism, malicious destruction, damage or misuse of private or public property, including library and media materials, and School documents.
3. 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.
4. 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.
5. 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.
6. 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. 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 screenings conducted.



7. Disorderly conduct or lewd, indecent, or obscene conduct on School-owned or controlled property, or at School sponsored functions.
8. Participation of students in group activities on or off campus which cause damage to public or private property, cause injuries to persons, interferes with the orderly functioning of the School or reflects negatively on the school community.
9. Failure to comply with directives of School officials acting in the performance of their duty.
10. 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.
11. Committing an act or attempting to commit an act on School property or involving a member of the School community (i.e., faculty, staff, student, or campus visitor) that would be in violation of the Laws Code of the State of Arizona and/or Federal law.
12. Any action off School-owned or controlled property that reflects negatively on the School community.
13. Violation of the terms of disciplinary sanctions.

**Disciplinary Consequences** – The 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 or Sunday 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 Dean of Students works closely with The Orme School faculty and staff to determine appropriate disciplinary consequences. Any questions regarding disciplinary consequences should be first referred to the Dean of Students, and then if necessary to the Head of School. For disciplinary infractions there are seven levels, which reflect the seriousness of the infraction. These levels are:

1. Brief discussion with the student, outlining why a specific infraction is not right, and a verbal commitment from the student to avoid this infraction going forward. For example, if a faculty member notices that a student left a plate on a dining table in Founders Hall or there are too many students at a table in Founders Hall, a discussion is warranted.
2. 7:00 AM Breakfast Club, or 5:30 PM Dinner Club in Founders Hall – Breakfast Club and Dinner Club are for minor violations of good conduct. Breakfast Club requires students to wake up early and arrive at Founders Hall no later than 7:00 AM. Students are not allowed to sit with their friends and will help the Morning Attendance Supervisor with any needs. Correspondingly, Dinner Club requires students to meet in Founders Hall at 5:30 PM, eat by themselves after everyone else has been served, as well as miss their free time before Study Hall. These Clubs can be assigned for infractions such as being late to class or to Proctored Study Hall, missing Breakfast Club, failing room inspection, etc.
3. Weekend Detention and loss of off campus privileges – Students receive Detention for infractions more serious than those that result in Breakfast Club and Dinner Club. Conduct resulting in Detentions include disrespect of another student or faculty member; three or more tardies in a class; an unexcused absence from class or afternoon activity; departing campus without approved leave; out of bounds violations; and minor acts of vandalism, etc. Detentions will be administered by a Duty Team member beginning at 9:00 AM on Saturday or Sunday, or as needed, and will include students performing some service to the Orme community. Examples may include picking up trash, raking leaves, cleaning camp kitchens, etc. Weekend detentions may be part of the terms of a student being placed on Behavioral Warning and/or Behavioral Probation.
5. Behavioral Warning – Repeated minor violations or specific violations of good conduct (*see 1-13 above*) may result in a Behavioral Warning and possible on-campus suspension and/or loss of off campus privileges. Infractions that can lead to Behavioral Warning include sexual activity, physical altercations, drug and/or alcohol use, and bullying, threats or other forms of harassment.
6. Behavioral Probation – Violations that occur while student is on Behavioral Warning, or severe examples of any school policy or code violations may result in Behavioral Probation.
7. Expulsion – Contingent upon previous infractions, or severe examples of any school policy or code violations.

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.

## 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 if possible. **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' and must submit a Travel Request to the Dean of Students 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 7:00 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 Transportation** – Orme provides transportation to Phoenix Sky Harbor Airport for students at the beginning and end of all vacations, and on Friday and Sunday of open weekends (if at least three students have signed up by 5:00 PM that Wednesday. The Friday shuttle leaves campus at 5:30 PM after activities. The fee is \$50 one way, or \$100 round trip. The Sunday shuttle will pick students up from Sky Harbor Airport at 5:30 PM. Student flights are expected to arrive at the airport by 4:45 PM.

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) 292-9649, or [willissedans@gmail.com](mailto:willissedans@gmail.com) to make arrangements for your student. Willis Sedan requires their fee be paid by the student in cash or credit card to the driver at the time of service, or in advance by the parents/guardians.

**School Break Departures and Returns** – Students are expected to leave and return on the days scheduled for Breaks and at year-end. Students who depart campus before or after those scheduled dates will be charged \$250.

**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 during regular academic weeks. Students wanting to leave campus during that time must submit a parent request and get permission from the Dean of Students.

**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 Dean on Duty 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 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.
- Vehicles will be parked only in the Founders' Hall parking lot and are not to 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 Dean of Students.
- 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 Dean of Students, or Dean on Duty.
- **Students must notify the Dean on Duty before leaving campus.**
- 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 7:00 PM.
- All students may leave campus on weekends for day trips provided parental permission is received by the Dean of Students.
- 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.

## HEALTH CENTER

**Health Center Services** – Our goal is to ensure 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 to 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. A local nurse practitioner and psychotherapist may be available to see students on campus for health or psychological needs on a limited basis. This may incur an extra charge.

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 with the exception of some critical medications such as insulin, respiratory inhalers, Epi-pens, etc. Emergency medical medications will be allowed on a case-by-case basis as reviewed by the Director of Health Services. 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 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 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.

**Confidentiality**— The Orme School complies with HIPAA regulations. Student’s medical records are confidential and are maintained in a secure file at the Health Center. Note that SchoolDoc.com is a secure website, and the only people with access to the students’ medical information is the Director of Health Services and the four Administrators on Duty (DODs) strictly in case of an after-hours emergency. Medical information will not be released unless the School is given specific written permission to do so. Medical conditions that affect participation in sports and rehabilitation of specific injuries are discussed with the Athletic Director and coaches. We recommend that you directly inform the Director of Health Services, Dean of Students, advisors and/or coaches about any medical conditions you think they should be aware. 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. Please note that if Meningitis was given between ages 11-13, a second dose is needed. Td boosters are required every 10 years. 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>

**Health Insurance**—Coverage is required of all students. A 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 recommendations for third party accident health insurance plans. Details 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.

# TECHNOLOGY

**Introduction** – Our culture relies on computer networks, including the Internet, as a resource tool. The potential educational value of these systems is great. They provide access to resources that are vast, diverse and important to students in the 21<sup>st</sup> Century. Computer technology includes, but is not limited to, computers, computer networks, the Internet and electronic mail. Such technologies are available to all students of The Orme School. 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 never dominate your life, or replace traditional forms of communication.

**Philosophy** – The Orme School’s philosophy is to offer all its students access to computer networks and the Internet in support of the educational goals and objectives of the School. Student use of school computer technology must be for educational purposes. Students are encouraged to use these systems for classroom activities, continuing their education, gathering college or career information and other educationally enriching research. While Orme believes in the educational benefits of Internet access, it also recognizes that such access makes possible the availability of controversial materials. Therefore, it is important to teach individual responsibility to all students, and for students to accept such responsibility rather than relying exclusively on the school’s firewall and filtering software, or other such blocking techniques. While school staff will make reasonable efforts to supervise student use of the network and Internet, they must have student cooperation in exercising and promoting responsible use of that access.

**Personal Responsibility** – By signing that Policy, you are agreeing not only to follow the rules in the Policy, but are also agreeing to report any misuse of the network to administration, teachers or a designated staff member. Misuse means any violation of the Policy, or any other use that is not included in the Policy, but which has the effect of harming another, harming another person’s property, or violating any laws.

**Student Access** – A student who submits a properly signed Acceptable Use Policy (AUP) to the school will have computer network and Internet access during the course of the current school year for which access is granted. Students will need to sign a new AUP each year while they are students at The Orme School, before they are given network access. A student who violates this Policy may have his/her access denied. In addition to accessing the Internet, each student is assigned a computer username and password, along with a personal electronic folder in which to store his/her work. Students are responsible for the contents of their folders. The school will issue each student an email account. Students may use school computers, or personal devices to access their email account, but must do so for educational purposes and must comply with all school guidelines. Student use of school technology is a privilege, which may be revoked at any time. Student access to the network will be allowed on personal equipment. The Orme School is not responsible for personal computers or mobile devices brought to school, but the same rules apply to the use of personal electronic devices that apply to the use of school computers.

**Acceptable Uses** – The Orme School is providing access to its equipment, computer networks and the Internet for educational purposes only. Such educational purposes include, but are not limited to, research, preparing for educational instruction and communicating with others as it directly relates to educational curriculum. Students shall comply with all copyright laws. Any student-created web pages that are intended for publication must comply with all school guidelines.

**Unacceptable Uses** – Equipment use and network access is a privilege, not a right. Inappropriate use of the equipment and the network by a student will result in disciplinary action up to and including suspension, cancellation of student’s user privileges, expulsion and/or legal action (criminal and/or civil) in accordance with the law and school policy. Students must follow appropriate online behavior at all times, including interacting with other individuals on social networking websites, apps and in chat rooms. The following uses of the network are considered unacceptable by The Orme School.

## Personal Safety

1. Students may not post, use, or store personal contact information about themselves or other people when using electronic communication such as, but not limited to, email, chat rooms and social media sites. Personal contact information includes the school address, student’s address, telephone number, social security number, or other personal data.
2. Students will immediately disclose to their teacher or system administrator any message they receive that is inappropriate, or which makes them feel uncomfortable.

## Illegal Activity

1. Students may not post, submit, publish or display harmful or inappropriate material that is harassing, insulting, threatening or attacking any individual, including prejudicial or discriminatory attacks or insults. This includes any material taken as a whole, which to the average person applying contemporary statewide standards, appeals to prurient interest and is

material which depicts or describes in an offensive way any sexual conduct, and which lacks serious literary, artistic, political, or scientific value for students.

2. Students may not vandalize, misuse, harm and/or steal computers, software, computer systems, or computer networks.
3. Students may not participate in hacking activities or any form of unauthorized access to other accounts (online or site stored), computers, networks, or information systems including, but not limited to, the use of Kali Linux or any other penetration software or techniques. The use of Virtual Private Networks (VPN) is strictly prohibited.
4. Students may not deliberately attempt to disrupt the computer network or destroy data by uploading, downloading, or creating computer viruses.
5. Students may not use the system to engage in any other illegal act, such as arranging for a drug purchase, or the purchase of alcohol, engaging in gang activity, or threatening the safety of a person.

#### **System Security**

1. Students are responsible for their individual accounts and may not reveal their personal computer login identification, or those of other students, or staff members.
2. Students must immediately notify a teacher or other school employee if they have identified a security problem.
3. Students may not download software to any computer unless instructed to do so by a teacher or site administrator.
4. The system may not be used to connect personal hardware such as smart phones unless it is needed for educational purposes and is approved by a teacher.

#### **Inappropriate Language and Behavior**

1. Students may not use or display obscene, profane, vulgar, inflammatory, threatening, disrespectful or other inappropriate language on the network. This includes the use of school equipment, software and any use of the Internet.
2. Students will not post, submit, or publish information that could cause harm or danger to the school, the student or others.

#### **Inappropriate Access to Materials**

1. Students may not use the system to access materials that are profane or obscene, that advocate illegal or dangerous acts, or that advocate violence or discrimination towards others (i.e., hate literature).
2. If a student mistakenly accesses inappropriate information, they should immediately report it to their teacher. This may protect students from any claim that they have intentionally violated the policy.
3. Messages relating to, or in support of, illegal, inappropriate activities may be reported to the proper authorities.

#### **Respecting Resources**

1. Students should frequently delete unnecessary files from their network folder. This must be done at the end of every year, at the very least.
2. Students will not engage in vandalism (i.e., uploading/downloading inappropriate files, introducing computer viruses, disrupting the operation or system through abuse of hardware or software, or modifying another person's files or data).
3. Students may not attempt to read, delete, copy, modify or forge the content of other users' folders, files, electronic communications, or online accounts.
4. Students will subscribe to only high-quality discussion group mail lists relevant to education and/or career development.
5. Students will be supervised while accessing the Internet; however, they are still responsible for proper use and access.

#### **Plagiarism and Copyright Infringement**

1. Students will not plagiarize works that they find on the Internet. Plagiarism is adopting the ideas or writing of others and presenting them as your own.
2. Students must respect the copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by a copyright. If a student has a question about this, they should ask a teacher.
3. Copyrighted material may not be placed on the system without the author's permission. Students may download copyrighted material for their own educational use only and must footnote copyrighted material used in academic work.

#### **Search and Seizure**

1. Users should have no expectation of privacy when using the school's network or equipment. The Orme School reserves the right to inspect student folders, personal files, electronic communications, downloaded material, including a user's personal computer or device, records of online activity and other information on the school's network or equipment when necessary to ensure proper use of the system.
2. The Orme School will strive to protect student privacy. However, the school will not be responsible for any damages (consequential, incidental or otherwise), which a student may suffer resulting from access to or use of the school's

computers and computer network, including damages arising as a result of the actions of the school. These damages include loss of data and delayed, lost or damaged electronic correspondence or files due to system or service provider interruptions and system shutdowns for emergency or routine maintenance of the system. Use or conveyance of information via school computer technology is at the user's own risk.

**Other Misuse** – Students shall not use school technology for:

1. Commercial uses, including offering to sell or purchase products or services.
2. Gaming, entertainment or personal non-educational related uses, except on the weekend.
3. Political campaigning, but may be used to communicate with elected representatives or expressing views on political issues.

**Technology Protection Measure**

1. The Orme School makes use of an Internet content filter to prevent access to sites with obscene, pornographic, or harmful content. Given the nature of the Internet and the limitations of content filtering systems, it is impossible to block all inappropriate sites. Students who access inappropriate sites should immediately disclose the site to their teacher or the system administrator.
2. Students may make written requests to the system administrator if they believe the content filter is blocking access to appropriate sites.
3. All students will receive training and information about appropriate and inappropriate online behavior, safety and cyberbullying during the first three weeks of each school year.

**Network Etiquette (“Netiquette”)** – All users must abide by the rules of netiquette, which include:

1. Be polite. Use appropriate language. Do not reveal or request personal information.
3. Respect the intellectual property of other users and information providers.
4. During the class day, headphones should not be worn while walking around campus.

## YEAR AT A GLANCE 2019-2020

August 2019		
16 – 19	Friday – Monday	New Faculty Orientation
20 – 23	Tuesday – Friday	All Faculty Orientation
20	Tuesday	<b>Football Players Arrive</b> Sky Harbor Airport pickups
23	Friday	<b>Prefects Arrive</b> Sky Harbor Airport pickups
26	Monday	<b>Remaining Students Arrive</b> Sky Harbor Airport pickups <b>Registration of All Students</b>
27	Tuesday	<b>1<sup>st</sup> Quarter Begins</b>

September 2019		
5	Thursday	<b>Opening Convocation</b>
28 – 30	Saturday – Monday	Mini Caravan

October 2019		
15	Tuesday	<b>End of 1<sup>st</sup> Quarter</b>
16 – 19	Wednesday – Saturday	<b>Parent-Teacher Conferences</b>
18	Friday	Homecoming
21	Monday	Headmaster's Holiday No classes
22	Tuesday	<b>2<sup>nd</sup> Quarter Begins</b>

November 2019		
27 – 29	Wednesday – Friday	No classes, but dorms remain open
28	Thursday	Thanksgiving Day

December 2019		
13	Friday	<b>End of 2<sup>nd</sup> Quarter</b>
13 – 15	Friday – Sunday	Closed Weekend/Exam Reviews
16 – 18	Monday – Wednesday	Final Exams
18	Wednesday	<b>Candlelight Service &amp; Dinner</b> Students may depart after dinner
19	Thursday	Sky Harbor Airport drop offs
19 – Jan. 5	Thursday – Sunday	<b>WINTER BREAK</b>

January 2020		
6	Monday	<b>All Students Return from Break</b> Sky Harbor Airport pickups Faculty In-Service
7	Tuesday	<b>Classes Resume</b> <b>3<sup>rd</sup> Quarter begins</b>

February 2020		
17 – 22	Monday – Saturday	<b>FINE ARTS FESTIVAL</b>
21	Friday	<b>End of 3<sup>rd</sup> Quarter</b>
22	Saturday	<b>Grandparents Day</b> <b>Performance Day</b>
24	Monday	<b>4<sup>th</sup> Quarter begins</b>

March 2020		
13	Friday	Students may depart 3:30PM Sky Harbor Airport drop offs
14	Saturday	Sky Harbor Airport drop offs
14 – 29	Saturday – Sunday	<b>SPRING BREAK</b>
30	Monday	<b>All Students Return from Break</b> Sky Harbor Airport pickups Faculty In-Service
31	Tuesday	Classes Resume

April 2020		
16 – 20	Thursday – Monday	<b>Caravan</b>

May 2020		
4 – 14	Monday – Thursday	<b>AP Exams</b>
8 – 10	Friday – Sunday	Closed Weekend/Exam Reviews
11 – 14	Monday – Thursday	Final Exams
13	Wednesday	Ladies' Tea & Men's Grill
14	Thursday	<b>Baccalaureate, Sr. Pinning and 8<sup>th</sup> Grade Graduation</b>
15	Friday	Commencement Rehearsal Awards & Dinner
16	Saturday	<b>COMMENCEMENT – 10AM</b>
16	Saturday	Students may depart after 12:30PM Sky Harbor Airport drop offs
17	Sunday	Sky Harbor Airport drop offs
29 – 31	Friday – Sunday	<b>REUNION</b>

## DAILY CLASS SCHEDULE 2019-2020

RED WEEK									
Monday – A Day		Tuesday – B Day		Wednesday – A Day Long		Thursday – E Day Long		Friday – C Day	
8:00 – 8:45	A Period	8:00 – 8:45	B Period	8:00 – 9:25	A Block	8:00 – 9:25	E Period	8:00 – 8:45	C Period
8:50 – 9:35	B Period	8:50 – 9:35	C Period					8:50 – 9:35	D Period
9:40 – 10:10	Chapel	9:40 – 10:10	H Period	9:30 – 10:20	H Period	9:30 – 10:20	H Period	9:40 – 10:10	Chapel
10:15 – 11:00	C Period	10:15 – 11:00	D Period	10:25 – 11:50	B Period	10:25 – 11:50	F Period	10:15 – 11:00	E Period
11:05 – 11:50	D Period	11:05 – 11:50	E Period					11:05 – 11:50	F Period
11:50 – 12:35	Lunch	11:50 – 12:35	Lunch	11:50 – 12:25	Lunch	11:50 – 12:45	Lunch	11:50 – 12:35	Lunch
12:40 – 1:25	E Period	12:40 – 1:25	F Period	12:30 – 1:55	C Period	12:50 – 2:15	G Period	12:40 – 1:25	G Period
1:30 – 2:15	F Period	1:30 – 2:15	G Period					1:30 – 2:15	A Period
2:20 – 3:05	G Period	2:20 – 3:05	A Period	2:00 – 3:25	D Period	2:20 – 3:05	Advisory/Class Mtg	2:20 – 3:05	B Period
WHITE WEEK									
Monday – D Day		Tuesday – E Day		Wednesday – C Day Long		Thursday – G Day Long		Friday – F Day	
8:00 – 8:45	D Period	8:00 – 8:45	E Period	8:00 – 9:25	C Block	8:00 – 9:25	G Period	8:00 – 8:45	F Period
8:50 – 9:35	E Period	8:50 – 9:35	F Period					8:50 – 9:35	G Period
9:40 – 10:10	Chapel	9:40 – 10:10	H Period	9:30 – 10:20	H Period	9:30 – 10:20	H Period	9:40 – 10:10	Chapel
10:15 – 11:00	F Period	10:15 – 11:00	G Period	10:25 – 11:50	D Period	10:25 – 11:50	F Period	10:15 – 11:00	A Period
11:05 – 11:50	G Period	11:05 – 11:50	A Period					11:05 – 11:50	B Period
11:50 -12:35	Lunch	11:50 – 12:35	Lunch	11:50 – 12:25	Lunch	11:50 – 12:45	Lunch	11:50 – 12:35	Lunch
12:40 – 1:25	A Period	12:40 – 1:25	B Period	12:30 – 1:55	A Period	12:50 – 2:15	E Period	12:40 – 1:25	C Period
1:30 – 2:15	B Period	1:30 – 2:15	C Period					1:30 – 2:15	D Period
2:20 – 3:05	C Period	2:20 – 3:05	D Period	2:00 – 3:25	B Period	2:20 – 3:05	Advisory/Class Mtg	2:20 – 3:05	E Period