



School Handbook 2024-2025

**The Oakhill Day School Parent Handbook is a living document, subject to change throughout the year. The current version will be found on the HUB.*

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MESSAGE FROM THE HEAD OF SCHOOL

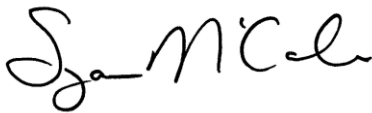
I want to take this opportunity to welcome you to Oakhill Day School for the 2024-2025 school year. I am very proud to be a member of this great educational community. In selecting Oakhill, you have made an outstanding decision in educating your student(s).

Oakhill provides academic excellence, extracurricular opportunities, athletic programming, and a student focused faculty and staff. Our faculty demonstrates high academic expectations and provides a nurturing environment that emphasizes strong values and ethics.

Please take time to read this handbook carefully. My goal is to make this an informative and easy to read guide answering questions you might have as the year begins.

As always, feel free to stop by or contact me with questions, comments, or concerns.

Looking forward to an exciting year ahead,



Suzanne McCanles
Head of School

FOUNDATION PRINCIPLES

In keeping with our Mission and Vision, the following policies and procedures have been developed and adopted to ensure the highest quality of education and safety for our students while maintaining a loving and caring community. Please review this School Handbook carefully. It is important that parents and students understand and abide by the rules, regulations, and policies in this guide.

MISSION

Oakhill Day School's mission is to: challenge, know, value, and inspire our students to be their best self.

VISION

Our vision is to inspire through scholarship, achieved by empowering compassionate learners to contribute through adaptability, resilience, and service.

CORE VALUES

- We encourage students to embrace their social responsibility through the development of strong moral values and self-discipline
- We encourage critical thinking skills in all students so they will love the process and end result of learning
- We support students in reaching their personal best in physical, emotional, social, and intellectual development
- We encourage flexibility in curriculum development and teaching approaches in order to fit the makeup of each classroom and each child
- We value respect for all people - students, staff, families, our community, and our larger world
- We value learning and we know that making mistakes is part of the learning process of preparing for the real world

PHILOSOPHY

Oakhill's innovative and integrated curriculum challenges students to discover their gifts and provides numerous opportunities for personal growth and development. Students are invigorated by the hands-on approach to learning and are captivated by the relevance and engagement of the material.

With our small class sizes, teachers individualize, give personal attention, tailor the curriculum, involve all learning styles, and make use of small group teaching methods to ensure that all students are able to build upon their gifts and grow in all areas.

Oakhill prides itself on offering a student-centered program that recognizes the importance of individualized education. A student's first experiences in school establish patterns for learning that will continue throughout life. These experiences occur at Oakhill in a safe, secure, and caring atmosphere. We believe in a balanced approach, challenging students academically while focusing on what is developmentally appropriate for each student.

LIFESKILLS

Lifeskills are a set of valuable traits or characteristics that, once learned, modeled and lived, give each student the interpersonal tools they need to adapt to anything life throws their way. As an independent school, Oakhill embraces and imbeds these values within our curriculum to ensure these ideals are truly instilled in each student.:

- **Resilience** - patience, perseverance, flexibility, grit, present, mindfulness
- **Compassion** - friendship, caring, empathy, kindness, sense of humor, positive attitude
- **Service to Others** - citizenship, cooperation, stewardship, respect, considerate, helpfulness
- **Responsibility** - organization, self-control, common sense, accountability, self-discipline
- **Effort and Initiative** - problem-solving, determination, motivation, self-management accountability, follow-through
- **Trustworthiness** - honesty, courage, loyalty, reliability, integrity, humility, forgiveness, fairness
- **Respect** - tolerance, manners, considerate, openness, conflict management, listening

Students working diligently to actively implement Oakhill's Lifeskills will receive the Panther Pride Award during a designated Panther P.A.R.T.Y. and receive recognition in the ACORN. Lifeskills award winners are celebrated with a dessert bar each quarter.

ACCREDITATION

Oakhill is accredited by the Independent Schools Association of the Central States (ISACS), is a member of Independent School Management (ISM), the Kansas City Independent Schools Heads Association (KCISHA), the National Association of Independent Schools (NAIS), the National Business Officers Association (NBOA), the Midwest Business Managers Association (MWBMA), the Missouri Council of Teachers of Math (MCTM), the National Junior Honor Society (NJHS), the Association for Middle Level Education (AMLE) and the National Science Teachers Association (NSTA).

HEAD OF SCHOOL

The Head, the Leadership Team, and the support staff are together responsible for developing, implementing, and monitoring policies and procedures in the following areas:

- Admissions and tuition assistance
- Administrative staffing and evaluation
- Academic programming and academic structure
- Student code of conduct, discipline, selection, dismissal, evaluation and grading systems
- Academic curriculum and all co-curricular programs
- Administrative procedures and information systems

BOARD OF TRUSTEES

The role of the Board of Trustees at an independent school is one of governance. There are six major governance areas where the Board exercises oversight: corporate law; board policies and procedures; third-party contracts; local, state and federal regulations; financial and physical resources of the school; and risk management. The Board is responsible for setting policy in the following areas:

- The mission of the school
- Board code of conduct and conflict of interest
- Board bylaws
- Other board governance policies dealing with board giving, attendance, guidelines for financial resources of the school
- Board self-evaluation
- Selecting and evaluating the Head of School

In addition, the Board and Head of School work together on policies and procedures regarding:

- Annual budget
- Fundraising and institutional development
- Personnel policies regarding sexual harassment, discrimination and equity, security, and safety
- Tracking enrollment for the annual budget
- Checks and balances for financial management and reporting
- Crisis management
- Long-range and strategic planning

Given this role of governance, the Board of Trustees does not play the role of “final arbiter” in conflict resolution for faculty, staff, students, or parents. If someone in the school community seeks the aid of a particular Trustee, the Trustee will clearly state either that:

- The individual seeking help should share the concern directly with the appropriate faculty member, staff member, or Head of School, or
- The Trustee will share the matter with the Head of School, but not take up the individual’s cause. The preferred contact is the Head of School, but if the concern is about the Head, the Board President should be the only one contacted.

The role of any Trustee in this kind of problem-solving process who learns of an issue is to bring it to the attention of the Head or the Board President and not to deal with the situation individually.

Parents are worthy of the utmost respect and deserve great consideration in Board deliberations. They are critical supporters of the school’s mission. They entrust their child to the school; they spend considerable amounts of their financial resources in support of the school; they care deeply about the school’s ability to serve their individual child(ren). They volunteer significant amounts of their time to initiatives in almost every aspect of the school. Nevertheless, it is not the role of the Board of Trustees to become involved in the issues or concerns of individual parents or students, and Trustees must not represent any individual constituency of the school.

Source: DeKuyper, M. The Trustee Handbook, 11th Edition, A Guide to Effective Governance for Independent School Boards, NAIS 2003, Washington, DC.

GENERAL INFORMATION

ARRIVAL & DISMISSAL

Student Arrival

The Main Building is open from 7:15 a.m. to 6:00 p.m. Students in the Main Building arriving prior to 8:00 a.m. are expected to sign into Kid’s Club and should not be in the classrooms or other gathering areas. Students arriving for morning Kid’s Club will have a car line from 7:15 a.m. to 7:30 a.m. After 7:30 a.m. parents may call the number posted and a Kid’s Club staff member will escort their child to Kid’s Club. Breakfast will be an option for pre-registered Kid’s Club students in select grade levels. Breakfast will be held prior to the start of school each day. At 8:00 a.m. Lower School car lines begin and students will be released or walked from Kid’s Club to their classrooms. At 8:20 a.m. Early Childhood car lines begin and students will be taken to their classrooms.

The South Building is open from 7:15 a.m. to 4:30 p.m. Breakfast is served for Kid's Club from 7:30 a.m. - 8:30 a.m. Breakfast for all other students will be served from 8:00 a.m. - 8:30 a.m. Any student arriving before 8:00 a.m. will be signed into Kid's Club. Students staying after 4:30 p.m. will be walked over to the Main Building.

Late Arrivals

Students arriving late must check-in at the Front Office and receive a tardy slip before proceeding to the classroom. Lower School & Intermediate students are considered late if arriving after 8:20 a.m. Early Childhood & Middle School students are considered late if arriving after 8:40 a.m.

Teachers will submit attendance by 9:00 a.m. each day. The Main Building Office Coordinator & South Building Receptionist will check the tardiness and absences daily which are reflected quarterly on report cards.

Early Dismissal

At the Main Building, parents or designated adults must check the student out through the Main Building Office. The office staff will call for the student. Parents may wait in the lobby of the Main Building Office for their student(s) to arrive. At the South Building, parents may call ahead to have their student dismissed. Parents may wait in their car for their student(s) to be released.

Half-Day Dismissal (Early Childhood)

Faculty and staff will escort half-day students to the circle drive at 12:00 p.m. Any full day student leaving early will need to check out in the Main Building Office rather than use the half day car line.

After School Dismissal

Faculty members will accompany Lower School & Intermediate Division students to their designated car line at 3:20 p.m. and will then escort Early Childhood, and Middle School students to their designated car lines at 3:40 p.m. Students waiting to be picked up must be supervised at all times. Students who have not been picked up in car line will be checked into Kid's Club for which a fee may occur. Car line ends at:

3:40 p.m. Lower School & Intermediate Division
4:00 p.m. Early Childhood & Middle Division

ATTENDANCE

Regular and punctual attendance at school is the primary responsibility of the student and parent. Late arrivals, medical and/or dental appointments during the day, and early releases create situations in which students miss out on core curriculum as well as classes in each department. In order to benefit fully from the school program, each student should be at school for the full day and should be absent only when necessary. Parents are encouraged to schedule family vacations during school vacation periods.

While attendance is very important, the school discourages children who are not well from coming to school. Please do not send your child to school with an elevated temperature or showing signs of illness. Your child must be free of fever for at least 24 hours before returning to school.

Absences

Absences are recorded daily. If a child will be absent, we ask parents or guardians to please call the school before 9:00 a.m. to report an absence. In the event that an absence is anticipated, parents should notify their child's teacher at least one week in advance. In some cases, advance work can be provided. If the absence is unanticipated and excused, the student shall secure the assignments from their teacher(s) and arrange for make-up work upon returning to school.

To report an absence, please call the main school line 816-436-6228, email attendance@oakhilldayschool.org or submit the absence through the HUB with the "report and absence" form.

If a student is absent and the school has not received any notification, the Director of Health and Wellness may call families to check in and make sure the student is okay.

If a student's absences become excessive, the Division Directors will confer with the parents and the student, as well as with the student's teacher or advisor, to implement a plan to improve attendance. Students miss educational opportunities when they are not in class to participate.

Homework Policy for Absences – Intermediate/Middle School

If a student has a short term (four or fewer days) absence, they may have the number of days they were absent to make up the work. Upon returning to school, students are expected to visit with each of their teachers to determine what they have missed.

If a student knows in advance of an absence, the student should let the teachers know ahead of time. Notification of absence does not guarantee assignments will be available prior to absence. For a long-term absence due to illness or injury, the team under the leadership of the teacher or advisor will create a homework plan for the student that may include a distance learning platform.

CAR LINE

Faculty and staff provide car line services at both buildings for morning and afternoon car line. Car line must be both efficient and effective. To that end we ask that you please adhere to the following:

- With multiple car lines occurring at the same time between our buildings; use caution and be aware of those around you.
- Follow designated car line routes and avoid entering from another direction. Other drivers view this as "cutting in line".
- We have limited parking spaces available in front of the buildings, so be cognizant of those that are in line when you are backing out of the parking spaces.
- Please refrain from using your cell phone while picking up students.
- Respect the reserved parking signs and accessible (ADA) spaces regardless of time of day.
- Remain in your car during the car line. Faculty and staff will open the car door and shut the car door.
- Students should be ready to go with all their belongings gathered and ready to get out of the car when the door is opened for them.
- If not being picked up in the car line, students are discouraged from walking to parked cars unattended.

MAIN BUILDING CAR LINE

Faculty and staff provide car line services at the North, Main, and Circle Drive doors.

Main Building Car Line Procedures

Oakhill requests all students dropped off and/or picked up during their respective times use their designated car lines.

- Morning car line at the Main Building begins at
 - 8:00 a.m. for lower school (grades K-3) and ends at 8:20 a.m.
 - 8:20 a.m. for early childhood (grades Pretoddler - Prekindergarten) and ends at 8:40 a.m.
- Students arriving after the end of the morning car line must enter the lobby through the main doors and check in at the Front Office for a late slip. Parents should escort their students to the front office lobby. Students should not be dropped off to walk unattended to the entrance.
- Half-day car line (Early Childhood) is available at the Circle Drive only from 12:00 p.m. through 12:10 p.m.
- Afternoon car line begins at:
 - 3:20 p.m. for lower school (grades K-3) and ends at 3:40 p.m.
 - 3:40 p.m. for early childhood (grades Pretoddler - Prekindergarten) and ends at 4:00 p.m.
- If transporting students of various grade levels and/or car lines, the School will contact the family to make drop-off and pick-up arrangements.
- Notice of carpool arrangements must be given to the teachers, Kid's Club and the Front Office, as applicable.

Know and follow the Main Building car line route

- **Circle Drive car line – Kindergarten; Pretoddler through Preschool students**
Enter North Cherry Street from NE 70th Terrace, Enter the Circle Drive and let staff help your student out of the car at the double doors. Cars will exit, crossing North Cherry Street and proceed west on NE 70th Terr.
- **Main Door car line – Prekindergarten and 1st grade students**
Enter North Cherry Street from NE 70th Terr. Proceed north and let students out/or pick up at the steps to the north entrance. Proceed north on North Cherry Street.
- **North car line – Second through Third Grade students**
Enter North Cherry Lane from 72nd Street. Turn right into the Oakhill driveway by the gymnasium. Let students out/or pick up at the North door. Proceed north on North Cherry Street. Please do not turn left on North Cherry Street. Car line is a single lane of one-way traffic.

Car Seat Law (RSMO 307.179)

A child passenger restraint law took effect in Missouri on August 28, 2006. Please be aware of the following requirements under the law:

- Children less than four years old, regardless of weight, must be secured in the appropriate passenger restraint system.
- Children regardless of age weighing less than 40 pounds must be secured in an appropriate child passenger restraint system.
- Children who are ages four through seven and who weigh between 40 and 80 pounds and who are less than 4'9" tall must be secured in an appropriate child passenger restraint system or booster seat.
- Children who are at least 80 pounds and who are taller than 4'9" must be secured by a vehicle safety belt or booster seat appropriate for the child.

- All drivers transporting children who fall within the ranges designated must comply with this law.

SOUTH BUILDING CAR LINE

Faculty and staff provide car line services at the Main Door for morning and afternoon car line.

Car Line Procedures

- Morning car line at the South Building begins at
 - 8:00 a.m. for Intermediate Division (grades 4-5) students and ends at 8:20 a.m.
 - 8:20 a.m. for Middle School Division (grades 6-8) students and ends at 8:40 a.m.
- Students arriving after the end of the morning car line must enter the lobby through the main doors and check in at the Front Office for a late slip.
- Afternoon car line begins at:
 - 3:20 p.m. for Intermediate Division (grades 4-5) and ends at 3:40 p.m.
 - 3:40 p.m. for Middle School Division (grades 6-8) and ends at 4:00 p.m.
- If transporting students of various grade levels and/or car lines, parents are welcome to contact the school for guidelines.
- Notice of carpool arrangements must be given to the teachers, Kid's Club and the Front Office, as applicable.
- Parking along the street and the east side of the building is prohibited. Parking on the east side of the building is reserved for tenants.

Know and follow the car line route

South Building car line – Fourth through Eighth grade students

Enter NE 69th Street, heading east. Pull into the parking lot at the southeast corner and circle through the car line, letting staff help your student out of the car at the Main Doors. Cars will exit the parking lot and proceed east on NE 70th Street towards the Gladstone Community Center. Fourth through Eighth grade students will exit through the main doors.

Car Line/Cell Phones

Students will receive their cell phone as they are picked up. Students should be attentively and safely waiting for their ride.

Emergency Contact Information

The information provided on the student data verification form remains active for one school year. Each summer, parents will need to verify contact information. Should changes occur during the school year, please contact the Office.

Ride Changes

If your child is not going home in the usual manner, we must have a written note or phone call to the Office regarding the change. Calls to the Office should be made prior to 3:00 p.m. if at all possible.

FACILITY RENTAL

Oakhill Day School allows the rental of its classrooms, common spaces, gymnasium, soccer field, and other facilities as it deems appropriate for use. Oakhill activities will always have priority over potential rental activities, as outlined in the rental contract. Any person(s) requesting the use of Oakhill property with an interest in Oakhill (current family,

alumni, community partner) will be given priority over any potential rental from a party without an interest in Oakhill Day School.

If anyone is interested in renting the facility space, please contact the [Assistant Head for Non-Academic Affairs](#) for contract information and a schedule of fees.

FINANCE OFFICE PROCEDURES/POLICIES

Tuition and ancillary charges are billed monthly for each family and student. All payments for tuition and ancillary charges are due by the 15th of the month but may be paid earlier. Tuition amounts are billed according to the enrollment agreement.

Oakhill's current Tuition payment options are as follows:

- Full-Pay
- Two Pay
- Monthly

In addition to tuition payments, families may incur additional fees from adding charges to their Blackbaud Tuition Management accounts or additional activity and ancillary fees including experiential learning trips, technology, lunch, mercantile purchases, Kid's Club, athletics, and the Summer program. These charges are billed as they occur throughout the school year.

Family balances that remain unpaid and/or partially paid by the 15th of each month are considered past due. When a family becomes delinquent:

- The family will be assessed a \$55 late fee for each missed payment.
- In addition to the late payment fee, families will receive email and phone call notification about their account status from Blackbaud Tuition Management and/or the Finance Office.
- At 30 days past due, the family may be contacted by the Finance Office to discuss.
- If payment remains past due at 60 days or if the balance reaches \$2,500, the Head of School and Director of Human Resources and Business Management will determine the direction. Families may be turned over to a formal collection process. Note that a formal collection process may affect a family's credit rating.
- Families whose accounts remain unpaid after 90 days risk their student(s) being allowed to attend classes at Oakhill Day School until their account is made current.

In addition to our collection procedures please note:

- Oakhill charges a 3% fee for credit card usage.
- Oakhill will not re-enroll any student with balances due from the previous school year. Oakhill reserves the right to null and void any contract any account that is not current.
- Oakhill will not release students' class schedules or classroom assignments if initial deposit or payment obligations are past-due, unless payment arrangements have been made with the Finance Department.
- Oakhill will not release quarterly progress reports to a family with a past-due student account, unless payment arrangements have been made with the Finance Department.
- Oakhill will not release Standardized Test Scores to a family with a past-due student account, unless payment arrangements have been made with the Finance Department.
- Oakhill will not release student records for enrollment in another school to a family with a past-due student account.

- At 60 days past due, no Ancillary charges to the account, or student participation in extracurricular activities will be allowed unless a satisfactory payment plan has been approved by the Head of School and the Director of Human Resources and Business Management.
- Discounts stated in the enrollment contract for a single-pay and two-pay options will not be given or honored past the due dates stated upon the payment option agreement.
- All contracts are final and binding upon signature. Therefore, the terms and conditions regarding payment obligations will be upheld. A collection agency may be employed to assist in collection efforts if necessary to enforce contractual obligations. Please note that by going through the formal collections process, a person's and/or family's credit rating may be affected.
- Blackbaud Tuition Management will also assess fees to Oakhill Day School for failed transactions such as insufficient funds and/or failed ACHs as well as fees for declined credit card payments, which in turn will be added to your Blackbaud Tuition Management Account. All fees assessed by Blackbaud Tuition Management do not go to Oakhill Day School and remain as payment for their services.
- All tuition must be paid in full by April 15 of the current academic school year; Ancillary charges by June 15. If accounts are not paid in full by these dates, students may lose their enrollment for the coming school year and will be contacted by the Director of Enrollment Management and/or Director of Human Resources and Business Management.

All questions regarding your Blackbaud Tuition Management balances can be directed to the Finance Department at finance@oakhilldayschool.org.

KID'S CLUB

Kid's Club consists of 4 groups of students, Pretoddler and Toddler, Preschool and Prekindergarten, Kindergarten-3rd grade, and 4th-8th grade. It is available to all current Oakhill Day School students during the following times:

- Early Childhood (PT-PK)
 - AM Care 7:15 a.m. to 8:20 a.m.
 - PM Care 3:40 p.m. to 6:00 p.m.
- Lower School (K-3)
 - AM Care 7:15 a.m. to 8:00 a.m.
 - PM Care 3:20 p.m. to 6:00 p.m.
- Intermediate Division (4th-5th grade)
 - AM Care 7:15 a.m. to 8:00 a.m. (free from 8:00 a.m. to 8:20 a.m. for breakfast)
 - PM Care 3:20 p.m. to 4:30 p.m.
- Middle School Division (6th-8th Grade)
 - AM Care 7:15 a.m. to 8:00 a.m. (free from 8:00 a.m. to 8:20 a.m. for breakfast)
 - PM Care 3:40 p.m. to 4:30 p.m.

Kid's Club Pricing

Kid's Club will offer yearly registration as well as daily drop in for the 2024-2025 school year.

Additional information regarding Kid's Club Policies and Procedures can be found in the [Kid's Club Handbook](#).

LOST AND FOUND

Families are strongly encouraged to mark all personal items, including clothing and school supplies, with the student's name. Lost and found items will be placed in clearly marked containers. In the Main Building bins are

located by the recycle bins in the Third grade hallway. In the South Building, the bin is located in the Project Room. Items left unclaimed will be donated to charity at the end of each quarter.

LUNCH

Oakhill Day School is partnering with FLIK to provide lunch service. FLIK is an independently owned company that creates fresh, made-from-scratch cooking using locally sourced ingredients. FLIK specializes in independent school lunches and provides a robust program for schools to enjoy. Along with a lead chef, sous chef, and culinary team on-site, FLIK also provides input from registered dietitians to help create healthy meals and snacks for students.

- Pretoddler-Third Grade Lunch Program
- Daily Healthy Snacks: Available for all Pretoddler to Kindergarten students.
- Monthly Food Tasting and Celebrations: Including food holidays and themed meals related to Oakhill events.
- WOW Wednesday (Wellness on Wednesday): Featuring tastings, demonstrations, and games.
- Afternoon Snack: Provided for students enrolled in PM Care or attending PM Classes and Clubs.
- All-Inclusive Lunch: Includes entree, sides, a soup and deli bar, a full salad bar, and dessert on Fridays.
- Beverages: Milk and daily "Water Works" fruit-infused all-natural water available.
- Breakfast at the Main Building: Kindergarten through Third grade students enrolled in Kid's Club can pre-purchase breakfast, served from 7:30 a.m. to 8:00 a.m.

The daily rates this year are as follows:

Pretoddler, Toddler and Preschool	\$6.25 per lunch or \$1,000 for the full year (before Aug 9) or \$1,100 (after 8/9)
Prekindergarten thru Third Grade	\$7.25 per day or \$1,200 (before 8/9) or \$1,300 (after Aug 9)
Breakfast (Prekindergarten - Third Grade)	\$4.00 per day or \$500 full year
Add-On lunch	\$7.75 per lunch
Visitor lunches	\$7.75 per lunch

In the lower school, students will use Nutrislice for ordering lunches. All lunch orders should be placed through this system. To ensure timely processing, please place all orders in advance. Orders must be completed by Sunday at 10:00 p.m. for the upcoming week. Families not enrolled in the yearly plan should use [Nutrislice](#) for their lunch orders.

Fourth-Eighth Grade lunch program

Our Fourth-Eighth Graders will enjoy:

- A hot served breakfast from 7:15-8:20 a.m.
- Monthly food tasting
- Celebration of food holidays including themed meals around Oakhill events
- An all-inclusive lunch bar will include an entree, sides, a soup and deli bar, a full salad bar, and dessert on Fridays.
- Milk is available along with daily Water Works, a fruit infused all-natural water.

South Building students (Fourth-Eighth grade) will participate in our all-inclusive café style lunch program. This lunch program is included in their tuition and fees.

Please Note: When food prices drastically increase, Oakhill Day School reserves the right to adjust food service prices to help offset additional costs incurred with providing a healthy food program.

For more information and pricing details, please visit the [Oakhill Lunch Program website](#).

PARKING

Main Building Parking

Parents have several parking options available. Please make sure to honor designated accessible (ADA) spaces as these are not for loading, unloading, or a “quick visit”. All car line routes, grassed and graveled areas are not available for parking (North Drive, Circle Drive, fields, etc.) Please do not block trash/recycling dumpsters or field gates.

- Spaces along the west side of the building (N Cherry Street) not reserved for named families or visitors
- Street side parking along N Cherry or other surrounding streets
 - Do not park in the ‘Elks Lodge’ or ‘Dentistry for Children’.
 - Do not block the Elks’ Lodge entrance at any time.
 - Do NOT park on the street in front of the Elks’ Lodge. This interferes with the circle drive car line.
 - Do not park within 10 feet of fire hydrants or you will be ticketed.
 - Do not block our neighbor’s driveways or mailboxes.
 - Do not block the Early Childhood/Center Drive car line route.
 -
- The East Parking Lot (behind the school)
 - Designated for Oakhill Day School usage from 7:00 a.m. to 5:00 p.m.
 - Use the sidewalk to the north side of the building and enter the main doors.

South Building Parking

There are approximately 25 spots available for parking at the South Building. Parents can park in the open areas in front of the South Building. Parking spots are also located in the lot to the south of the building.

- Do not park along the street
- Do not parallel park along the west side of the drive along the fence
- Do not park on the east side of the South Building (reserved for tenants)
- Do not park in reserved spaces
- Honor designated accessible (ADA) parking spaces
- Do not block trash/recycling dumpsters or field gates

NOTE: During normal school hours parents/visitors must enter the Front Office lobby. All spots designated above are available for their uses, following the same guidelines. During a sporting event, musical event, or special event parents/visitors may be given access to other entry locations. Upon arrival in the lobby, visitors will check in through our Visitor Management System.

PICTURES – STUDENT, CLASS, AND TEAMS

Detailed schedule and ordering information will be provided to the parents and staff prior to picture dates and may also be found on the calendar. Ordering information will be sent home with students and returned to the classroom teacher or athletic coach. Questions and concerns can be referred to the Main Building Office Coordinator.

Fall Pictures

Student individual pictures will be taken in September with retakes in November. Every student will have their picture taken for the yearbook. Ordering information will be provided prior to photography days. Students who are enrolled but start later in the school year will be invited to attend one of the fall picture sessions.

Spring Pictures

Class and Individual student pictures will be taken in late March/early April of each year. There will be no opportunity for spring picture retakes. Each student will receive a class picture. Ordering information will be provided prior to photography days and purchasing options will be communicated to all families.

Athletics and Team Photos

All school athletic teams will be photographed during their participating athletic season. Both team and individual photos will be available for purchase. Information regarding schedule and purchase will be sent home with each student-athlete.

SCHOOL CLOSINGS

Inclement Weather

It is Oakhill's intent to conduct school on campus each day of the current school calendar unless inclement weather prohibits safe travel to and from the school building. Once we are in school we will remain in school according to the full-day schedule. Kid's Club and after school classes and clubs will continue as planned unless notified otherwise. Evening events will not automatically be canceled. Please watch the website for information regarding evening program cancellations. Snow and ice days are not made up throughout the year, nor are credits given for lunches. Oakhill Day School will communicate our intent to have a traditional snow day versus a distance learning day. Parents ultimately make the final decision on your student's school attendance. If in your judgment you do not feel safe transporting your student(s) to school, you have the right not to. In that event, please contact the school to let us know your student(s) will not be attending. As a parent, you also have the right to sign your student(s) out early due to weather conditions.

When inclement weather is predicted, suspected or imminent, the following procedures will be implemented.

- During inclement weather, it is best to check in this order: 1) check the website; 2) call the school at 816-436-6228; 3) Check Facebook /Twitter; and 4) watch the morning news stations, prior to leaving home if you have a long drive and doubt whether school will be open.
- Every effort is made to call off school as early as possible. Snow days will be called by the Head of School with the safety of students, parents, and its employees as the number one priority. Although we will not follow North Kansas City, Liberty, and Park Hill closing, their decision to close may be a factor as the decision is being made.
- There may be days we have a delayed start time to allow road conditions to improve. Always check the website or call the school to be aware of such a delay. In such an instance, car line will run during the following times:

- 9:20-9:40 for Lower School and Intermediate (grades K-5)
- 9:40-10:00 - for Early Childhood and Middle School (grades Pretoddler to Prekindergarten and Grades 6-8).
- Half-day car line (Early Childhood) is available at the Circle Drive only from 12:00 p.m. through 12:10 p.m.
- AM Kid's Club will not be available before a late start

Days when snow is on the ground and school is in session:

Please send snow gear – boots, snow pants, coats, gloves etc. for the recess and gym time on a day in which the temperature and conditions allow for fun in the snow.

Virtual Learning:

There may be times when school is not in session for weather or other events when a virtual learning day will be called. These days will be labeled a "Teal Learning Day". Students and parents will be notified through email and the HUB by 9:00 am with lessons and assignments for the day. All students, K-8, are expected to participate and grades will reflect participation. Work not completed will be considered incomplete and will follow the late work policy.

Other School Closures

There are times when it is not safe to have students at the physical building. Such events include, but are not limited to, epidemics, pandemics, state-mandated closures, loss of power, or other unforeseen incidents (Acts of God) that occur to prevent us from using the building. During these times, Oakhill Day School may need to close the facilities until it can be safely re-opened.

Oakhill Day School reserves the right to alter the school calendar or switch to our distance learning plan during prolonged school building closures with no remission of tuition fees.

SECURITY

Oakhill Day School feels the safety and security of our students, staff, and visitors is important. The School contracts with Strategos International to provide armed security officers on campus from 7:00 a.m. to 6:00 p. m., as well as during after-hours events. Security officers monitor those who need to enter the Main Building before and after regular school hours.

During school hours, please enter either building through the Main Doors. Families will need to check-in at the Front Office and be processed through our Visitor Management System. This system will require a valid state driver's license upon the first visit. After the first visit, the system can call up visitor information for future visits. Periodically, the School may ask for a driver's license again to update photo records.

Please report any individual or vehicle that appears suspicious. We will contact our Security Officer who will investigate and will call the police should the need arise.

Oakhill Day School also utilizes cameras inside the main hallways of both buildings as well as outside. These cameras are monitored and are intended solely for the use of school security--as a means to review recorded footage for law enforcement or other authorized entities. The vestibules for both buildings have both video and audio

recordings. These audio and video recordings are used when requested by law enforcement officials or as deemed necessary by the Head of School.

During official school hours or specially designated hours, school personnel assume responsibility for the safety and wellbeing of all students. Adequate direct outdoor supervision is provided at all times. There is direct communication between supervisors and the Front Office. School employees are aware of the environment within and surrounding the school and its properties. When concerns are reported to the administration, appropriate action is taken. Oakhill Day School has a detailed crisis plan including many scenarios.

VISITORS

Parents are welcome at Oakhill! Please check-in at the Front Office upon your arrival to receive a Visitor badge via our Visitor Management System. Please make sure you bring in your valid state driver's license for your first visit each year. If there is a particular activity that you wish to see, please call ahead so that the teacher can let you know the best time to come. Visits may begin after the first two weeks of school.

Oakhill Day School reserves the right to disallow visitors and family members from entering the buildings if it is deemed unsafe to do so. For example, during times of pandemics, Oakhill Day School may restrict entry for the safety and well-being of its students and staff.

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS

Oakhill Day School admits students regardless of race, color, national or ethnic origin, gender or sexual orientation, and any other characteristic protected under applicable law to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, gender or sexual orientation, and any other characteristic protected under applicable law. in administration of educational policies, allocation of tuition assistance, admission policies, or athletic and other school-administered programs.

The school enrolls students who demonstrate that they can benefit from a challenging academic program. Oakhill students are expected to be self-motivated and highly ethical. They shall value achievement and respect their fellow students, staff, and faculty. Students are admitted to all grades where vacancies exist based on an individual assessment, previous school records, teacher recommendations, campus visits, and personal interviews. The school reserves the right to refuse to enroll any student for any reason.

Parent Behavior Policy

Oakhill Day School believes that a positive and constructive working relationship between the School and a student's parents (or guardians) is essential to the fulfillment of the School's mission.

Thus, Oakhill Day School reserves the right to dismiss and/or not re-enroll a student if the School reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purposes.

Further, Oakhill Day School reserves the right to immediately terminate the enrollment for any student(s) whose parents/guardians participate in deliberate and disparaging comments about the school, administration, and staff through any means of communication including, but not limited to, in-person comments, social media comments, texts (group or individual messages between parents) and emails using school created databases. Such dismissal will occur, based on reasonably concluded evidence, immediately with no refund of tuition or ancillary charges.

Ambassador Referral Program

Current Oakhill Day School families are the best representation and spokespersons of what makes our school special. The Ambassador Referral Program provides an additional tuition discount/credit for current Oakhill families who bring new students and families to the school, ultimately enrolling in the current or future school year. To receive a credit applicable to tuition, a new family referred must apply, be accepted, enroll, and attend Oakhill Day School for a minimum of **three** months.

Additional information:

1. The current family earning the referral credit is determined by the information entered on the new student's online application as originally submitted.
2. If multiple current families are listed on the application, the credit for enrolled new students earned will be divided equally among those families listed.
3. The amount earned is calculated at \$50 for every half-day per week of contracted enrollment, up to a maximum of \$500 tuition credit.

How to calculate tuition credit

Example 1: A five-day full-time student attends ten half-days per week, calculating to $10 \times \$50 = \500 tuition credit.

Example 2: A three-day full-time student attends six half-days per week, calculating to $6 \times \$50 = \300 tuition credit.

4. If the referred family starts after the first day of school, the above calculation is based on the number of days the tuition is prorated.
5. A bonus credit may be applied for specific grade levels depending on demand/availability. The amount of bonus credit offered varies.

[Refer someone today!](#)

Enrollment/Re-enrollment

Students currently enrolled receive priority in the enrollment process for the coming school year. Per the enrollment contract, all current students for incoming 1st through 8th Grade are automatically re-enrolled in the subsequent school year unless families have notified the school they will not be returning prior to the Priority Enrollment Deadline in January. Current Pretoddler through Prekindergarten students (incoming Toddler-Kindergarten) complete an annual contract. Kindergarten students move to a rolling contract for the coming year.

Oakhill uses a Traditional Enrollment Contract for Pretoddler-Kindergarten students. As family needs change in a child's early years of schooling, parents may need to adjust the number of school days needed each year for their

child. A traditional enrollment or “annual” contract will help early childhood parents by allowing you to adjust your child’s number of school days each year for the coming fall. In November, all families with students currently enrolled will receive an enrollment packet.

Families are able to:

- Select a payment plan (All current school year payment plans end in April of the upcoming year as this cycle begins again with deposits for the upcoming school year due at the time of re-enrollment).
- Select/confirm the grade level and t-shirt size for each student for the upcoming year.
- Families who do not complete the form will be assigned the payment plan selected the previous year.

The 15% deposit is due by the Priority Enrollment Deadline in January for the upcoming year.

If any student is not returning to Oakhill, a written letter or withdrawal form must be submitted to the Admissions Office by the Priority Enrollment Deadline in January.

Once a student is enrolled, acceptance of the full tuition obligation for the academic year is understood and payable per the terms of the original enrollment contract. Requests for withdrawal from the current or upcoming academic year, for any reason, must be dated and submitted in writing to the Head of School. If a withdrawal is requested (including a medical withdrawal), or if the student is dismissed by the school, financial adjustments shall be made to the total tuition obligation as follows:

<u>Date of Cancellation</u>	<u>Tuition Liability</u>
Before February 1st	15% of the total tuition obligation
February 2 - March 31	25% of the total tuition obligation
April 1 - May 31	50% of the total tuition obligation
June 1 – July 31	75% of the Total tuition obligation
August 1 - Forward	100% of the total tuition obligation

Current families looking to enroll additional student(s) new to Oakhill should contact the Director of Enrollment Management and will follow the outlined Admission Process.

Tuition Assistance

Part of the mission of an independent school is to foster a diverse educational environment. Socioeconomic diversity is a very real-world concept and important to Oakhill Day School. By making tuition assistance available to families who demonstrate need, we are able to extend our educational philosophy and assist students in realizing their academic potential with an Oakhill education. For information about tuition assistance, including tuition assistance awards, student loans, MOST (Missouri’s 529 Education Plan), Merit Scholarships, please contact the Director of Enrollment Management.

Force Majeure

Oakhill Day School’s duties and obligations under the Enrollment/Re-enrollment contract may be suspended indefinitely without notice during all periods in which the School is closed due to any force majeure events, including, but not limited to: any earthquake, fire, flooding, an act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the School’s control. The School has developed a Distance Learning plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the Schools’ duties and obligations under the Enrollment/Re-enrollment Contract

may be postponed for a period of time until the School can deliver its Distance-Learning Program or until such time as the School, in its sole discretion, may safely reopen. Oakhill Day School also reserves the right to alter or extend the school year calendar if it deems beneficial. In the event the School is closed for a period of time or must deliver coursework remotely due to an event under this clause, Parents/Guardians/Financially Responsible Parties agree the School is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to Oakhill Day School.

BIRTHDAY CELEBRATIONS

How does Oakhill Day School celebrate a student's birthday?

- Birthdays are announced during the morning announcements at both buildings.
- Birthdays are listed on the digital displays located throughout both buildings.
- We sing "Happy Birthday" to the students during lunch for Kindergarten through Eighth-grade students and in the classroom for Early Childhood.
- We understand that some students may opt-out of having a traditional treat/snack and it is not forced.
- We allow parents to send or bring in treats or a simple surprise on their student's special day to share in the classroom, homeroom, or advisory.

Can we celebrate with non-food related choices?

Most definitely! Birthdays are important and special for every student and students like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those students who have food allergies, diabetes, or other dietary restrictions.

BRANDING/ LOGO USAGE

The Oakhill Day School brand identity is a powerful asset to maintaining the school's public identity. We strive to consistently build and maintain a brand identity that conveys to all our stakeholders our identity, values, and vision.

Oakhill's logo and likeness should not be used to start or as an avatar for personal social media accounts if not directly managed by the Director of Marketing & Communications.

Oakhill Day School has reserved all rights to the use of our trademarks, school colors, mascot, mission statement, motto and all associated logos. These artifacts are intended for the strict use of Oakhill Day School only. However, anyone desiring to use any of the above for other purposes like spirit wear or print materials must have the expressed written consent of the school's Marketing and Communications Director. Please submit all requests by email at communications@oakhilldayschool.org, or contact by telephone at 816-436-6228.

CATASTROPHIC EVENTS AND/OR DISTANCE LEARNING

There are times when it is not safe for students, staff, or visitors to be in the buildings. These events include, but are not limited to: any earthquake, fire, flooding, an act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the School's control. In the event one of these catastrophic events happens to force a shutdown or closure of the Oakhill Day School campus, the School reserves the right to alter the learning program, alter or extend the school calendar, and tuition is not refundable.

If Oakhill Day School switches to a [Virtual Learning](#) Platform, please visit the Oakhill website or the HUB for details. View Virtual information here.

CRISIS MANAGEMENT

Oakhill's Crisis Management Plan is evaluated and practiced each year and updated as needed. The Crisis Plan includes procedures for the following Crisis Events: Evacuation, Fire & Obnoxious Fumes, Tornado & Severe Thunderstorm, Tornado & Severe Thunderstorm Damage, Active Intruder, Bomb Threat, Accident, Serious Injury or Illness, Earthquake, Off-Campus Events, Utility Emergency and Extended School Closing – Flu Epidemic or Mandatory closure due to illness.

In the instance of a serious event/threat on the school where we are forced to evacuate the facilities, parents will receive directions via email/text/robocall and information will be posted on the website.

In this event, parents are asked to not call or drive to the school unless directed to do so. If alternate pick up is necessary, that information will be included in communications as well as an appropriate point of contact during the event. We make this request so that law/safety enforcement can work as efficiently as possible for the safety of Oakhill students.

Serious events that fall under this plan would include but are not limited to:

- Natural Disaster
- Fire
- Active Intruder

Robocall and Text System

Oakhill's text messaging and Robocall alert system serves to communicate school emergencies, closures, and other information like Admissions deadlines, fundraising notices, etc., deemed timely by the school administration. Text and Robocalls are not meant to replace email communications between school and home or information found on the school website. We are currently mapping phone numbers that opt-in with numbers we have on file in our data information system (Rediker). Those phone numbers were supplied at the time of enrollment unless updated. Contact the Main Building Office to confirm numbers on file if unsure.

Please save the phone number (855) 623-0392 under Oakhill in your cell phone so as to not confuse the messages with spam.

DRESS CODE

The purpose of a student dress code is to create an informal atmosphere and to influence student dress without requiring uniforms or likeness. Neat and appropriate attire encourages an environment conducive to learning and discipline. The cooperation of parents and students is both expected and appreciated. Students are to be neat, clean, well-groomed, and appropriately dressed when attending school. The following is a list of examples:

- Shorts, skirts, or dresses should provide adequate coverage. Spandex shorts are unacceptable.
- Items of clothing that expose underwear are unacceptable
- Tops that expose the midriff are unacceptable
- Pajamas, slippers, and/or robes are unacceptable
- Attire that includes or depicts sexual innuendos, violence, political statements, weapons, drugs and drug paraphernalia are prohibited
- Shoes should be worn at all times and should be appropriate for the activity.

- For Fourth -Eighth grade, shirts and tank tops should reflect a three fingertip-wide strap and be tight fitting under the arm or the student must wear a cover-up sweater / jacket over the shirt or tank top for the duration of the day.

School Sponsored Events

When at school, or a school-sponsored event (includes mixers and dances), clothing should be neat, clean, in good repair, and appropriate for weather and classroom activities. Upon entering the school building, hats and head coverings (including any accessories that distract from learning) shall be removed for both boys and girls. There are special occasions during the school year when students are expected to follow a specific dress code established by the school e.g., Holiday Musicals, Spirit Days, etc.

Inappropriate Dress

Students who come to school with inappropriate attire will be addressed by school personnel (typically the Division Directors) and be asked to modify their dress. The student will be given the opportunity to call home and have other clothes brought to school. If alternate clothing isn't able to be provided, the school will provide the student with something to wear during the school day.

FIELD TRIPS

Field trips are a valuable source of enrichment and supplement classroom learning. Field trips should be curriculum based and require prior approval by the Director of Curriculum. Your child's teacher will provide classroom specific field trip information.

Dress Code – Field Trips

Oakhill Day School T-shirts or sweatshirts should be worn on field trips by both students and faculty. This is a great way to market our school as well as to identify our students. Name tags displaying Oakhill Day School and the school phone number should be requested from/provided by the Main Building Office for Preschool through Second-grade students.

Sack Lunches

Sack lunches will be available for purchase before field trips for Preschool-Third grade students. If a student has pre-ordered lunch that day, a sack lunch will be provided. Sack lunches are provided for our Fourth– Eighth-grade students with their all-inclusive meal plan.

Transportation

Transportation is provided by vans, buses, or parent volunteers. Supervision is provided by school staff with parent volunteers on occasion.

- Each parent/driver assuming responsibility for transporting students other than their own on a school-sponsored trip must submit verification of current insurance and a valid driver's license to the Front Office Coordinator at the Main Building or the South Building Receptionist at the South Building. A copy will be made and retained for the remainder of the current school year.
- Parent drivers chaperoning the students on a field trip are representatives of Oakhill Day School and should model exemplary behavior.
- Parent drivers will be given a written itinerary along with procedures outlining responsibilities, contact information for the teacher and assigned riders, and any other additional instructions or expectations.
- Parent drivers are expected to arrive in the classroom at least ten minutes prior to departure.

- Parents must comply with seatbelt and car seat requirements. The Missouri seat belt law is provided under the car line section of this handbook
- Parents may only transport assigned riders to and from a field trip. Unless a scheduled part of the field trip, stops at any other location are not permitted (e.g. QuikTrip, Sonic, Starbucks).
- Parent drivers must complete the Chaperone/Driver Responsibilities, Procedures & Contract form.

Cell Phones

Student cell phones are only allowed on overnight field trips and are supervised by the chaperones. The adults participating as chaperones for all other field trips will have cell phones to communicate with parents.

PET POLICY

Service animals are allowed. There may be certain activities and events where pets are welcomed. Oakhill has animals/pets at each campus for the students to enjoy including, but not limited to, a Russian Tortoise, fish, chickens/chicks, etc. Oakhill follows guidelines from the [CDC](#) for safe handling of school pets.

PHYSICAL EDUCATION

Physical education and wellness go hand-in-hand. All students must be appropriately dressed for all physical activities in class to ensure safety and effectiveness. A second set of clothes is not required as long as the outfit they are wearing is appropriate for physical activity.

Athletic tennis shoes for support and traction are encouraged. Slip-on shoes, sandals, boots, platform shoes, heels, and flip flops are inappropriate for class.

Dress Code: Intermediate/Middle School

If students are going to change into a second set of clothes, then they must do so immediately prior to PE. Athletic shorts should be of appropriate length for all athletic activities. Shorts, pants, or sweats should be worn with a short sleeve or long sleeve t-shirt. Dresses and skirts are not appropriate for activities in PE class.

Attendance

Students are required to attend class and participate to the best of their ability. Attendance, tardiness, and appropriate dress will be recorded at the beginning of class, all affecting the outcome of the quarterly grade.

RECESS

All students should participate in outdoor play activities. Appropriate seasonal clothing is required. Teachers should have outdoor recess unless determined by Division Directors and/or the Director of Health and Wellness that it is too cold or too hot. All students should participate in recess unless placed under a restriction by a doctor. Students deserve every opportunity possible to have outdoor recess when the temperature allows. We will make every effort to keep the blacktop cleared off during times of snow. Students who have snow gear may play in the snow while others will remain on the blacktop. If it is raining, indoor recess is necessary.

SNACKS

Healthy Snacks in the classroom are a great idea! Why? The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. You can help the students make healthier snack choices by:

- Encouraging your student to eat a healthy snack at school
- Providing healthy snacks for social activities
- Being a role model for good nutrition

FLIK will provide classroom snacks for Pretoddler through Prekindergarten students. Students in all grades will have fresh fruit offered daily.

STUDENT PLACEMENT

Year-end procedures for faculty include meeting with grade-level teachers to discuss and recommend student groupings for the coming year. These class divisions include considerations based on gender disbursement, personalities, behavioral styles, learning styles, friendships, etc. which are carefully considered and discussed at length when placement decisions are made. We strive to assign each child the best fit for a successful year.

WELLNESS POLICY

Oakhill Day School has a wellness plan containing targeted goals with regards to four dimensions of wellness: (physical, emotional, social, and intellectual) at age appropriate levels.

- Physical: physical wellness consists of recognizing the need for physical activity, healthy foods, and sleep, as well as preventing illness and injury.
- Emotional: emotional wellness is defined as coping effectively with life and creating satisfying relationships. Students will recognize a need to understand emotions, express emotions in healthy ways, and prioritize one's mental health. Students will understand the importance of occupying pleasant, stimulating environments that support well-being. Students will begin to understand a sense of purpose and meaning in life.
- Social: social wellness is defined as developing a sense of connection, belonging, and a well-developed support system.
- Intellectual: intellectual wellness is defined as recognizing one's creative abilities and finding ways to expand knowledge and skills.

Eight dimensions of wellness overview: Wellness at Northwestern - Northwestern University. Eight Dimensions of Wellness Overview: Wellness at Northwestern - Northwestern University. (n.d.). <https://www.northwestern.edu/wellness/8-dimensions/>

ACADEMICS

ACADEMIC AWARDS

Awards for Middle School students are given in May of each year. They are to recognize student achievement and academic excellence.

ACADEMICS – OVERVIEW

Academic Integrity

All faculty, parents, and students are responsible for preserving the academic integrity of our school.

Academic integrity is achieved when each student:

- Does his or her own work
- Completes all homework assignments in a timely manner and without copying from another student
- Completes exams without seeking help from or offering help to another student during an exam period
- Completes original research for a paper, project, oral presentation, or lab report that acknowledges another person's contributions to the work by citing the source and name.
- Refers to discipline and behavior policy for consequences for lack of integrity

Curriculum

Oakhill has a comprehensive written curriculum for Pretoddler to Eighth grade. Students are challenged to utilize their full range of abilities. Students are guided in the cultivation of intelligence, development of talents, broadening interests, and strengthening abilities. Different levels of ability, development, and learning styles are expected and accepted. The Oakhill curriculum is a living document subject to ongoing review, enhancement, and modification. The curriculum is reviewed and evaluated annually by subject area, formally revised, and updated every seven years in compliance with the accreditation process.

Students' Role / Attendance

Oakhill Day School expects each student to realize the primary responsibility for learning rests with the student. Parents, teachers, and friends may guide and direct the learning process, but real achievement in an academic endeavor is only possible when a student takes an active role.

A student is expected to be on time for each class and miss class only in the case of illness or other serious reasons. The student is encouraged to actively engage in class discussions and activities. Further, the student is expected to assist in maintaining the due order and decorum of the classroom by refraining from disruptive conduct and by actively promoting the learning process.

A student is expected to bring all necessary materials to class including textbooks, homework, notebooks, pens and pencils, paper, and other materials required by the teacher.

Parent or Guardian Responsibility / Attendance

Parents/guardians play a critical role in helping students establish good attendance habits. We ask that parents work with, and support, the school's efforts to maintain an effective attendance program.

- Encourage your student to develop good attendance patterns.
- Contact the school each day to note the absence by calling 816-436-6228, by emailing attendance@oakhilldayschool.org or by submitting through the HUB with the 'report an absence' form
- Remind the student to gather school assignments from his/her teachers (through conversation or referral to information online) and complete in a punctual manner.

Tardiness

If a student is consistently late to school or class, the student will be referred to the Head of School/Division Directors to be put on an action plan and subject to disciplinary action.

CURRICULUM

Oakhill views each student as a unique person with an individual pattern and timing of growth and does not discriminate in any way with respect to race, color, national or ethnic origin, gender or sexual orientation, and any other characteristic protected under applicable law. Students construct their own knowledge and values as a result of interactions with the physical and social world. Since knowledge without values is an empty pursuit, we strive to encourage the development of Lifeskills which include:

- **Resilience** - patience, perseverance, flexibility, grit, present, mindfulness
- **Compassion** - friendship, caring, empathy, kindness, sense of humor, positive attitude
- **Service to Others** - citizenship, cooperation, stewardship, respect, considerate, helpfulness
- **Responsibility** - organization, self-control, common sense, accountability, self-discipline

- **Effort and Initiative** - problem-solving, determination, motivation, self-management accountability, follow-through
- **Trustworthiness** - honesty, courage, loyalty, reliability, integrity, humility, forgiveness, fairness
- **Respect** - tolerance, manners, considerate, openness, conflict management, listening

Curriculum guides and maps provide a framework or outline of objectives and skills that need to be taught each year in each subject area. The curriculum scope and sequence is a living document and can be found on the [website](#).

FINAL EXAMS

Comprehensive exams are given at the Eighth grade level. Exams are spread out over the course of the year. These exams act as a tool to evaluate student growth and achievement as well as to prepare them for large semester exams in high school and college. Teachers might provide a project in lieu of a final exam.

PROGRESS REPORTS

Progress reports for the first quarter will be made available prior to Parent/Teacher Conferences. Progress reports for the second and the third quarters will be made available after the quarter ends and the fourth quarter will be made available after the last day of school.

Parents of Early Childhood students will receive an emailed narrative style report and/or conference at the end of each semester from their homeroom teacher. In-person conferences between parents and teachers will take place in the fall as well as mid-year. Conferences can be requested by the teacher or parent as needed throughout the school year.

Parents of Lower School students will receive an emailed progress report at the end of each quarter. The report will include markings for classroom subjects, as well as the Specialists. A comment will be provided by the classroom teacher each quarter. Specialists will comment twice throughout the year; one time in the first semester and one time in the second semester.

Intermediate students will be emailed a progress report at the end of each quarter. The report will include the quarter grade from each teacher. A comment will be provided by Social Studies, Math, Communication Arts, and Science teachers each quarter. Specialists will comment twice throughout the year; one time in the first semester and one time in the second semester.

Middle school students will be emailed a progress report at the end of each quarter. The report will include the quarter grade from each teacher. A comment will be provided by Social Studies, Math, Communication Arts, and Science teachers each quarter. Specialists will comment twice throughout the year; one time in the first semester and one time in the second semester. Middle School Mid-quarter reports will be issued if a student has an average of C- or lower in any course.

Grading or report card information will NOT be distributed if a family's Blackbaud Tuition Management account has a past due balance.

HEALTH & SPECIAL TOPICS – MIDDLE SCHOOL

Students will be introduced to various health topics throughout the year. Special guests and presentations will be a part of the program covering wellness and nutrition, puberty, drug and alcohol prevention, as well as other relevant topics.

HOMEWORK

Homework is designed to strengthen skills learned in class, encourage self-study, and allow the student to explore exciting and creative special interests related to assigned subject areas. Homework helps build responsibility, accountability, organization, and strong study habits. Homework should be valuable and only given when necessary or beneficial.

Homework may consist of classroom assignments, reading, projects, reports, posters, etc. Reading practice should be promoted and documented each night. More complex projects, subjective in nature, should be completed at school. Homework should be completed at home without a great deal of assistance. Keeping in mind that students work at different rates, the following guidelines provide an estimate of time expected to be spent on homework by grade level.

- Kindergarten – approximately 5 minutes of quality time 1-3 times a week
- First grade – approximately 10-15 minutes of quality time 1-3 times a week
- Second grade – approximately 15-20 minutes of quality time 1-3 times a week
- Third grade – approximately 20-30 minutes of quality time 2-3 times a week
- Fourth grade – approximately 30-40 minutes of quality time 3-4 times a week
- Fifth grade – approximately 30-40 minutes of quality time per night
- Sixth grade – approximately 45 minutes of quality time per night
- Seventh grade – approximately 60 minutes of quality time per night
- Eighth grade – approximately 60 minutes of quality time per night

Intermediate/Middle School

Student planners are provided for students in Fourth through Sixth grades. Students in Middle School are able to purchase planners on their own if they would like to continue using them. Seventh and Eighth graders are expected to monitor short-term and long-term assignments through the website which shows homework, assignments, and test schedules.

Care should be taken so that students do not overextend themselves with outside activities to the point of interfering with the time needed to study. Time for fun and relaxation is also important. It is unhealthy for students to continually work under pressure. Students should do their own work so teachers and students can accurately reflect on growth and success. Parent's work should be limited to assistance, encouragement, and support.

LATE WORK AND ASSIGNMENTS: Intermediate through Middle School

Intermediate Division

Late work will be handled on an individual basis at the discretion of the teacher.

Middle School Division

Assignments will be assessed a 10% deduction for each school day they are late. For example, an assignment one day late will receive a 10% deduction, two days a 20% deduction, and so on. After 10 days, the assignment will be a zero in the grade book.

SCORING – Intermediate and Middle School

Intermediate and Middle School Performance Level

97-100%	A+	77-79%	C+
93-96%	A	73-76%	C
90-92%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
		0-59%	F

STANDARDIZED TESTING

The purpose of standardized assessment is to validate and bring to light areas of strength and opportunities for growth for individual students or the curriculum as a whole. Standardized testing helps differentiate at a higher level rather than seeing more and more students at generic norm levels. A high correlation exists between the ongoing use of rigorous testing methods and higher ACT scores.

Oakhill Day School administers the Comprehensive Testing Program (CTP) test to grades 3-8, distributed by the Educational Records Bureau (ERB), which provides valuable diagnostic and placement information for the school to use in assisting each student and gives us both independent and national norms. This is the same company that assisted in designing the SAT, ACT, and AP exams. Norm and comparison groups are comprised of, and compared to, other private/independent schools similar to Oakhill versus the traditional national norms of the past. The rigor of the assessment falls in line with the achievement levels of independent school students. Ultimately, the CTP, which is targeted primarily for independent schools, can provide our faculty with more meaningful information to effectively assess, evaluate, and improve student achievement, as well as our curriculum.

Eighth grade students participate in PreACT 8/9 in the fall.

STUDENT CLASSES & ACTIVITIES

EARLY CHILDHOOD ATHLETICS/ AFTER SCHOOL ADVENTURES

A variety of after school classes are offered each semester and are designed to continue a student's experience beyond the regular school day. These classes are developed and taught by our amazing and talented staff members or outside professionals in their field. Pre-registration for these classes is taken up to one week before a class begins.

After School Adventures will offer students exposure to topics such as chess, cooking, sports, and crafts. Early Childhood athletics will offer exposure to soccer, gymnastics, basketball, and many more. These are announced throughout the year as they become available. Information including the time, dates, teacher, classroom number, and class cost are provided on the registration form. Registration forms are available online.

Music lessons

Music lessons will be offered through Oakhill staff. The lessons that will be taught will be decided by the music teacher. The date and times of these lessons will be emailed to the Oakhill community based on interest and availability.

ATHLETICS

Our community has the unique opportunity to participate in athletics from their early years here at Oakhill. We offer a robust athletic program that encompasses multiple clubs and organized sports teams for all ages. These programs are designed to teach our student-athletes valuable life lessons like sportsmanship, teamwork, fortitude, courage, and how to handle all outcomes. Additional information regarding athletics is located in the Athletics Handbook which is linked below.

[ODS Athletics Handbook](#).

MATH COMPETITIONS

Select Fourth-Eighth grade students have the opportunity to participate in multiple math competitions throughout the school year. The following is a list of opportunities open to our students:

- AMC8 - select middle school students
- Mathcounts - select middle school students
- Missouri Math League - Fourth thru Eighth grade students (top five scores sent to state)

MORNING CLUBS

Morning Clubs are offered before school to students in Lower School, Intermediate, and Middle School. Examples of clubs include Book Club, Choir, and Robotics. Clubs are led by teachers and staff and may be assisted by Middle School students earning service hours. Schedules and signups are shared throughout the year.

MUSICAL PROGRAMS

All students participate in the Winter Holiday Musical programs. Kindergarten through the Fifth grade will present a class performance at select times during the school year. Each student will be responsible for their own costume for this performance. Middle School students enrolled in drama will present a drama performance in the fall. Specific dates are listed on the school calendar. Parents, relatives, and friends are encouraged to attend all programs.

NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)

Students in Fourth and Fifth grades who meet the qualifications may apply for membership. Membership is based on character, leadership, and scholarship.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Students in Seventh and Eighth grades who meet the qualifications may apply for membership. NJHS membership selection is based on five areas: scholarship, service, leadership, character, and citizenship. This group will organize and execute a school-wide service project during the second semester. The minimum GPA for consideration for membership is 3.5. A special induction ceremony is held in the second quarter.

SPELLING BEE

Students in Second through Eighth grade may participate in the Spelling Bee each year. The Spelling Bee will serve as a qualifying event for the potential advancement to the local, regional, and ultimate Scripps National Spelling Bee in Washington DC.

STUDENT AMBASSADORS

Each student is an ambassador of Oakhill Day School. Student ambassadors are described as courteous, friendly, responsible, and loyal to the school. Through our programs and social development milestones, our students gain the confidence needed and are expected to shine when interacting with others. These skills are demonstrated when greeting each other, parents, faculty and staff, or visitors touring our school.

Third through Eighth-grade students assist the Admissions Office and school community by serving as tour guides, student hosts and greeters, and by creating a welcoming environment. In addition, they work with Admissions and Marketing on a variety of events. Students are nominated by teachers and/or staff and those who are interested in applying, complete an application process based on grade level. Ambassadors will be chosen to fill the position for one school year.

STUDENT COUNCIL

The student council is designed to provide additional leadership opportunities. The Student Council has representatives from Lower School through Middle School. The executive council is elected in the spring for the following year. Representatives from Lower and Middle School (non-executive members) will be elected in the fall to serve for the current school year. Student council members lead the student body in a variety of activities to build student involvement and cohesiveness.

SUMMER PROGRAM – OAKHILL FULLY CHARGED

The Oakhill Fully Charged Summer Program offers traditional summer camp fun, games, field trips, optional lunch and swim lessons. Open to students in grades Toddler- 8th grade, information for the upcoming summer will be available on the website in mid-January, with registration open by the end of January. Students do not need to be Oakhill students to attend Fully Charged Summer Camp.

Force Majeure

The Oakhill Day School Fully Charged Summer Camp's duties and obligations for summer camp enrollment may be suspended indefinitely without notice during all periods in which the School is closed due to any force majeure events, including, but not limited to: any earthquake, fire, flooding, an act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the School's control. The School has developed a Distance Summer plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the Schools' duties and obligations under the summer camp enrollment may be postponed for a period of time until the School can deliver its Distance Summer Program or until such time as the School, in its sole discretion, may safely reopen. Oakhill Day School also reserves the right to alter or extend the summer camp calendar if it deems beneficial. In the event the School is closed for a period of time or must deliver course work remotely due to an event under this clause, Parents/Guardians/Financially Responsible Parties agree the School is under no obligation to cancel, waive, or refund, any portion of summer camp fees that is owed or paid to Oakhill Day School. For more information, visit the [Summer Camp Website](#).

TALENT SHOW

Oakhill Day School is excited to provide an opportunity for our students to shine in the spotlight in our talent showcase. Students are encouraged to audition to be in the talent show. The talent show sponsor will give more detailed information throughout the year.

YEARBOOK

The Oakhill yearbook is created and published each year by students.

SCHOOL EVENTS

AUCTION

The Annual Auction is Oakhill's largest social and fundraising event. All Oakhill constituents including present parents, grandparents, past parents, alumni, and friends of the school are invited to attend this event. Held in the spring, the auction is led by the Advancement Team with assistance from the Auction Steering Committee. This committee works year-round to prepare for a successful event and is comprised of other Oakhill employees and parent volunteers.

Monetary support raised through the Auction helps offset the annual cost of student programming not fully covered by tuition in addition to funds received through annual giving and other fundraising activities. All monies received through donations or purchases during the Auction are not meant to substitute those raised through annual giving as the two events will occur simultaneously.

ALUMNI EVENTS

Graduates of Oakhill Day School and former students are ALWAYS welcome and are a part of our school community for a lifetime as alumni. The Assistant Head of School for Academic and Student Affairs provides a formal framework for this continuing relationship. Alumni are engaged and welcomed to participate in various events throughout the year.

BOOK FAIRS

Each year Oakhill hosts Book Fairs to raise awareness and interest in reading, and to help raise funds for the library. Parents have the opportunity to shop for that special gift or to bring their student(s) to browse through the books at their leisure. All students will have scheduled visits to the book fair as well. Book fair purchases cannot be charged to a family's Blackbaud Tuition Management account.

EIGHTH GRADE PARENT BRUNCH

The Parent Brunch will be held after the graduated Eighth grade send-off on the last day of school.

BUDDY FAMILY DAYS

Students from Prekindergarten through Seventh grades, faculty, and staff members are assigned to an Oakhill "Buddy Family". Pretoddler-Preschool students will stay together as a class for buddy families, and Eighth grade will be split up to help or lead an activity with those classes. Each quarter buddy families come together to work on themed activities. Activity examples include service-learning projects, a Grandparents' Day project, seasonal themes/décor, lifeskills, etc. Buddy Family events help unite the entire school, build friendships, and bridge grade levels and divisions. Families remain as consistent as possible from year to year.

CARNIVAL

A school carnival is held annually. It is a PTO event coordinated by Committee Chairs who seek participation and involvement of parent, faculty, and student volunteers. This event is a favorite of students and brings the Oakhill community together to kick off the school year. Many fun activities are available to enjoy.

CULTURAL EXCHANGE PROGRAM

Oakhill Day School is partnered with Faces & Our Cultures to host students from Guatemala during the second quarter of the school year. Students will live with Oakhill host families and participate as Oakhill students while sharing their culture and information about their country with the Oakhill community. In addition, there is a reciprocal program that Oakhill Middle School students can participate in to travel to Guatemala during the summer. For more information about this program, contact the [Admissions Office](#).

DAUGHTER AND SON DANCES

These fun themed events are for all students and parents/guardians to allow for quality time spent together. Our parent organization helps to create an event to remember. See the calendar for dates and times. Formal invitations will be extended prior to the event.

FARMER'S MARKET

The Oakhill Day School Farmer's Market is a community wide event held annually in the fall. The Farmer's Market features some of our local farmers' produce we use during the school year for meals. Pumpkins, fruits and veggies, fall decor, jams, jellies and preserves will be for sale. The Mercantile will also have festive apparel and ODS themed items to purchase.

FIELD DAYS

Field Days are an annual event organized by the Athletics/PE Department. Field Day focuses on a variety of activities and is held during the month of May. This is a wonderful end of the school year community celebration. The dates may be found on the calendar. Alternate dates are provided for inclement weather.

FINE ARTS SHOWCASE

The Fine Arts Showcase is an evening event designed to display the incredible work produced by Oakhill students. Work from the visual and performing arts as well as the written word will be featured. All community members (students, parents, grandparents, alumni) are welcome to attend. Students will act as guides on this night, sharing their unique learning environment with the guests. Art will also be available for purchase, including alumni and current student art work.

GLADFEST

Oakhill participates in the Gladfest festival the first weekend that falls in October. Families, faculty, staff, and friends of the school are welcome to participate and Oakhill hosts the Kids' Korner for all participants at our Main Building. Festivities include carnival attractions, craft tents and street-side vendors, a kids' corner, lots of great food, music, and more. Further information on Gladfest can be viewed on the Gladstone Chamber of Commerce website.

GLOBAL CELEBRATION

The Social Studies curriculum provides global exploration and cultural insight to countries and/or continents beyond the USA. The Social Studies curriculum seeks to expand awareness, deepen understanding, and experience the world from other perspectives. In addition to this curriculum, Oakhill embraces and admits students from all cultures in the pursuit of diversity and acceptance. Students, parents and the community are invited to the Global Showcase, which includes food, exhibits, marketplace, student work, and cultural educational activities.

GRADUATION

Kindergarten

Kindergarten Graduation is the last day of school. Kindergartners will celebrate their graduation from Kindergarten to First grade. This ceremony is complete with caps and themed attire. Kindergarten parents are encouraged to attend this special occasion.

Eighth Grade

Eighth Grade Graduation will take place the evening before school ends. Parents, students, faculty, families, and friends are invited to this special event. A reception will follow the ceremony. More detailed information comes throughout the school year.

GRANDPARENTS' AND SPECIAL FRIENDS' EVENT

The Grandparents' and Special Friends' Event is held during the fall. This day provides an opportunity for grandparents and special friends to come to school and see the loving and caring environment in which their grandchildren have the opportunity to spend many happy days. We take great care in building and preserving these important relationships. A schedule can be found on the website. Classroom teachers will share those details with family prior to this event.

HOLIDAY HOOPLA

The Oakhill PTO is excited to host the Holiday Hoopla, a one-day boutique shopping experience benefiting the students of Oakhill Day School. We have a variety of vendors with homemade goods, local products, fun items for the holidays, decor and so much more! Families can shop together and enjoy the holiday atmosphere and fun!

PANTHER PARTY

The Panther Party is a community gathering which includes all students, faculty, and staff. It is held monthly in the Main Building gym. The Panther Party helps unite the school community and provides an opportunity for the two buildings to connect and share information.

PARENTS' SPRING FLING

Parents' Spring Fling is a tradition for all students and their parents at Oakhill Day School. In May, students invite their parents (or special guests) to share in the festivities which also include a musical presentation and a spring book fair. Students and teachers work hard to make this event special by showcasing their learning experience and hard work. See the calendar for dates and times.

READING BUDDIES

Classrooms across all grade levels team up to read together. Older students are able to share their love of reading with younger students.

SPIRIT WEEK

Spirit week celebrates everything Oakhill – tradition, fun, participation, and school pride. The Student Council, in coordination with the Athletic Department, will develop and announce the individual themes/days of each spirit week. Past themed day examples include hat day, sports day, etc. See the website calendar for dates.

STEM SHOWCASE

The STEM Showcase is an event designed to recognize the outstanding work being completed in science, technology, engineering, and mathematics. Creative minds of all ages will have the opportunity to showcase their scientific creations and innovations. All community members (students, parents, grandparents, alumni) are welcome to attend. Students will act as guides on this night, sharing their unique learning environment with the guests.

STUDENT RESPONSIBILITIES AND PRIVILEGES

DISCIPLINE AND BEHAVIOR

All students at Oakhill Day School are entitled to an education in a positive environment that is safe and conducive to learning. Oakhill Day School is committed to providing a supportive atmosphere where each student can attain his or her fullest potential.

The ultimate goal of the behavior policy is to maintain a positive learning environment. Behaviors should not interfere with the student's learning, other students' learning, or the way a teacher chooses to teach.

Behavior Philosophy

High standards of behavior are expected at Oakhill Day School of all members of the Oakhill community (students, staff, family members, etc.), not only on campus and in classrooms but also at all school-related functions (both on and off school property). Students are expected to show respect for teachers, staff members, fellow students, volunteers, visitors, school property, and the property of others. We believe certain behaviors are necessary to provide a positive educational atmosphere.

Each student is expected to:

- Exhibit respect for and consideration of self, property, and others
- Use respectful and appropriate language at all times (please, thank you, excuse me, etc.) and refrain from inappropriate language
- Be prompt and regular in attendance
- Demonstrate truth in all relationships
- Accept responsibility for personal behavior
- Follow classroom rules and procedures
- Follow local, state, and federal laws
- Care for all school property - textbooks, library books, computers, school materials, lockers, etc.
- Be a positive representative of Oakhill to the community
- Demonstrate truth and integrity in all academic endeavors

Specific examples of behaviors that are prohibited include, but are not limited to:

- **Anti-Racism Policy** We believe everyone should enjoy the Oakhill community equally and feel safe, secure, and accepted regardless of race, color, national or ethnic origin, gender or sexual orientation, and any other characteristic protected under applicable law. Discrimination of any kind will not be tolerated.
- **Fighting, Bullying, Hazing, and Abuse:** Students are expected to respect the rights, feelings, person, and property of the school and others at all times. Physical confrontation is not a valid problem-solving

method in any circumstance and may lead to discipline up to, and potentially including, suspension and/or expulsion.

Bullying

Fighting, cyber-bullying, hazing, gossiping, spitting, verbal insults, offensive language, profanity, racist insults, intimidation.

- Relational Aggression/Bullying can be: fighting, shoving, hitting, spitting, kicking, invasion of personal space, damaging other people's possessions, unwelcome sexual approaches, taunting, verbal insults, picking on someone, making fun of, laughing at, teasing, offensive or threatening language, racist insults, ignoring, using relationships to hurt another through rumors, exclusion, intimidation, eye-rolling, harassing, or mean behavior.
- Cyber-bullying is another form of relational aggression. It is the use of the internet or other mobile devices to send or post harmful or cruel text or images to bully others.
- **Dishonesty:** Dishonesty includes lying, stealing, copying copyrighted materials, cheating, and plagiarism. This may include a zero for assignments, suspension and/or expulsion.
- **Disruption, willful disobedience, verbal aggression (including swearing or threats).**
- **Willful vandalism or destruction of property owned by the School or others.**
- **Harassment, regardless of nature, of others while on campus or at a school-related function.**
- **Possession of weapons:** No student attending the Oakhill campus or location of other school-related functions, regardless of where held, may possess, display, offer for sale, use, or threaten to use any gun, bomb, knife, or other dangerous weapon or any object that might have a reasonable "look-alike" resemblance to a dangerous weapon.
- **Possession of drugs or alcohol, cigarettes or e-cigarettes, vaping devices, cannabis, the commission of an assault, or any other criminal offense.**
- **Noncompliance with Oakhill Day School Rules and Policies.**

Academic Dishonesty

Any kind of academic dishonesty may result in suspension or expulsion. Academic dishonesty is defined as intentionally using or giving unauthorized aid on any work for which a grade is given. Students should not copy from a student or allow another student to copy from them on tests, homework, or papers.

Consequences may include any or all of the following:

- A zero assigned to the assignment
- Parents will be notified
- Consideration for disciplinary action/suspension
- Failure in the class/subject area

Discipline Philosophy

Discipline is an extension of our mission and philosophy. Discipline shall be a positive approach with cooperation based on mutual respect and shared responsibility. Teachers will always be kind and communicative; limits shall be simple, appropriate, and clear. Students will always be treated with dignity and respect. Manipulation and humiliation will never be allowed. With a focus on student needs and wellness, loss of recess should be a last resort.

The Head of School has ultimate authority for decisions regarding student conduct and disciplinary actions. The Head of School has complete discretion to dismiss any student who, in the Head of School's judgment, after consultation with members of the faculty and administration, should be separated from the school for behavioral reasons.

Disciplinary actions may vary, depending on the circumstances of the violation, history of non-compliance or such other factors as may be deemed relevant by the Head of School/Division Directors or the classroom teacher in their sole discretion. Consequences for a violation of this policy may include, but are not limited to:

- Verbal and/or written warnings
- Loss of special activities
- Detention (PAWS–Present Actions Warrant Self-reflection)
- Parental notification
- In-school suspensions (Half or Full Day)
- Removal from school for the remainder of the day
- Suspension to include the following day, multiple day suspension accompanied by a mandatory student conference, multiple-day suspensions, permanent separation from the school, or such other consequence as may be determined by the Head of School and Division Directors.

ELECTRONIC DEVICES

If a student brings cell phones, tablets, Smart Watches (any brand), or any device that has gaming, messaging, or video capabilities etc. from home, it must be checked into the Front Office at each building upon arrival and picked up when leaving school for the day. AirPods/earphones are not allowed unless instructed by the teacher.

HARASSMENT POLICY

The Oakhill Day School community is enriched by its diversity. The School recognizes and respects individual differences in their background in regard to culture, race, ethnic origin, religion, gender, sexual orientation, and disability. In order to provide an environment of mutual respect, tolerance, and sensitivity, it is important that every member of the school community recognize certain guidelines for appropriate behavior. Clear behavioral parameters preserve the rights of all and ensure an appropriate educational atmosphere. Each person at Oakhill Day School has the right to participate fully in the life of the School without harassment.

Harassment, either verbal or physical, is unacceptable. Harassment includes unwelcome physical contact, unwarranted verbal remarks, derogatory statements, or discriminatory comments, and can occur between any two individuals or groups of individuals. The following list provides some examples of inappropriate behavior:

- Uninvited pressure for sexual activity, whether explicit or implicit
- Obscene or suggestive remarks or jokes, verbal abuse or insults, in person or in emails, texts or social media push
- Display of explicit, offensive, or demeaning material
- Hazing or threats
- Comments that are demeaning with respect to race, color, national or ethnic origin, gender or sexual orientation, and any other characteristic protected under applicable law.
- The pressure to use alcohol or drugs
- Inappropriate physical contact

If you feel that you have been harassed, you should promptly report the incident to a teacher, Division Heads or the Head of School. The teacher, Division Heads or Head of School is then responsible for conveying your concerns to ensure that complaints of harassment are handled appropriately in order to investigate the problem, end the harassment, and protect any victim of harassment from future harassment and retaliation for complaining about harassment. Any student, parent, or school employee who threatens, intimidates or takes retaliatory action against another student for making a complaint of harassment will be subject to disciplinary action, including separation or expulsion from school.

Instances of Abuse and/or Neglect

In accordance with Mo. Rev. Stat. § 210.115, the Director of Health and Wellness, daycare workers, student care workers, teachers, principals, counselors, and school officials are mandated reporters for the purpose of reporting suspected abuse and neglect to the Division of Family Services. Accordingly, Oakhill Day School employees who fall within these classifications will make a Division of Family Services (DFS) report in the following two (2) circumstances:

If the employee believes/suspects a student may be/ is actually being abused or neglected;

If the employee observes conditions/circumstances which could result in abuse or neglect.

*Reports will be made to the Division of Family Services at 1-800-392-3738.
Employees' failure to place a hotline call may lead to termination and/or criminal penalties.*

LOCKERS/HIVES/VALUABLES

Third grade students will be assigned lockers to assist in organization. Fourth through Eighth grade students will have hives assigned to them. It is important to note that food and drinks should not be left in hives. The school is not responsible for materials taken from the storage spots. The school reserves the right to search and seize any locker or HIVE contents on school property.

Lockers and hives should be used for the organization of binders, folders, books, and classroom items. These should be kept neat and clean – doors on lockers should be able to shut in the correct fashion

We discourage students from bringing personal items, for example, Pokemon cards, sports equipment, stuffed animals, toys, etc, to school unless they are part of a class project or assignment. The school cannot be held responsible for loss or damage to a student's personal items.

TECHNOLOGY

Technology at Oakhill Day School extends beyond the devices and tools of virtual connectivity. Our technology vision is wholly inclusive of the modes and methods, on and offline, necessary to develop students who can thrive in a world of innovation.

Within the Oakhill community...

We inspire innovation.

We foster connectivity.

We seek technology, health and wellness.

We stimulate creativity.
We achieve integrity.

Oakhill Day School believes that the value of the information and interaction available through technology far outweighs the possibility that users may procure material that is not consistent with our educational goals. While Oakhill Day School will take reasonable measures to prohibit access to inappropriate materials, including the deployment of appropriate filtering devices, the School cannot totally restrict access to these materials and will not be held responsible if a user acquires them. Parents are responsible for the supervision of the Student's online activities when not in the School setting.

Oakhill Day School Technology Policy

Technology use at Oakhill Day School should be in accordance with the laws of the United States and the State of Missouri. (Mo. Rev. Stat. §§ 537.525, 569.095, 569.097, 569.099, 160.775, 565.090)

- Criminal acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems
- Libel laws – Publicly defaming people through the published material on the internet, social media, email, etc.
- Copyright violations – Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Oakhill Day School reserves the right to review materials posted to Oakhill managed accounts and sites and to remove any materials at its sole discretion. Oakhill Day School reserves the right to terminate access to any or all of the technology resources at any time, without notice, for any reason whatsoever.

Oakhill Day School reserves the right to record any virtual meetings, chats or communication. These recordings become Oakhill Day School property.

Oakhill Day School reserves the right at all times to disclose any information as Oakhill Day School deems necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, at Oakhill Day School's sole discretion.

Student Privacy

Children's Online Privacy Protection Act (COPPA)

Federal law, specifically the Children's Online Privacy Protection Act (COPPA), requires that children under 13 years of age must have verifiable parental consent to use online services that collect personal information. COPPA also permits a school to gather consent from parents on behalf of its students, thus eliminating the need for parents to provide consent and establish accounts individually with each of the service providers. At the time of information verification, parents will be asked to give consent for Oakhill Day School to provide personal identifying information for their child consisting of first name, last name, email address, and username to the operators of web-based educational programs or services approved for student use by the School.

Oakhill Acceptable Use Policy for Students

At Oakhill Day School, we use technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, school-issued equipment as well as personal devices.

Oakhill parents and students sign an acceptable use agreement at the start of each school year. Oakhill Day School Administrators will deem what conduct is inappropriate. Actions not in accordance with the Acceptable Use Policy may result in disciplinary action or suspension of technology use.

Acceptable Use Policy

When I use my device, I agree to be responsible, respectful, and safe.

Responsible

- I will use my device only. I will take care of my device.
- I will use my school Google and email account for learning purposes only.
- I will not associate my school Google account with any personal accounts (Pinterest, Instagram, Twitter, snapchat, discord, TikTok, YouTube, etc.)
- I will not associate my school iPad with my personal iCloud account.
- I will not check or use my personal accounts (email, messenger, social media, gaming, etc.) at school.
- I will stay on task and on school approved websites when using my device at school.
- I will remember that misuse of technology could result in fees and/or consequences.

Respectful

- I will only use my device at the appropriate time and when instructed to do so.
- I will not allow my device to distract myself or others from learning.
- I will not use my device to record (photo or video) others without their consent.
- I will not use my device to make inappropriate, discriminatory, harassing or threatening comments.
- I will comply with all intellectual property laws including applicable copyright laws.
- I will only use professional photos or my initials for my Google account profile.
- I understand that what I post or share could have ramifications at school.

Safe

- I will never use the Internet to search material that is inappropriate for school.
- I will never share my passwords or allow others to access my accounts or my device.
- I will tell my teacher if I suspect my school Google account has been compromised.

I understand that the school network and my school account are the property of Oakhill Day School and anything that I do can be monitored. I understand that Oakhill Day School Administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I understand that using my device during class time is a privilege and for learning purposes only; if I choose not to follow the above expectations, I will lose the ability to use the technology.

To report suspected violations of the Acceptable Use Policy, please contact abuse@oakhilldayschool.org.

Expectations:

iPads will be charging in the cart station (4th and 5th) or placed in a designated spot at the beginning of class. Students should not have possession of the iPad unless the teacher instructs the students to get them for the lesson.

iPads are not allowed to be used before or after school unless the student is in the homework room using the device to complete an assignment.

iPads are not allowed to be used during break time or after school.

Artificial Intelligence Use Policy for Grades Kindergarten through 8th Grade

At Oakhill Day School, we recognize the potential of Artificial Intelligence (A.I.) technology to enhance the learning experience and empower our students. This A.I. Use Policy outlines the guidelines and principles governing the appropriate use of A.I. tools and technologies within our school community. We aim to ensure a safe and inclusive learning environment for all students by fostering a responsible and ethical approach to A.I.

1. **Educational Purposes:** A.I. technologies will be used solely for educational purposes, aiming to enrich student's learning experiences, provide personalized support, and promote academic growth. All A.I. tools deployed within the school environment will align with the curriculum and adhere to the highest standards of educational integrity.
2. **Data Privacy and Security:** Student data collected through A.I. tools will be handled with the utmost care and in compliance with relevant data protection laws and regulations. Personal information will only be used for educational purposes and will not be shared with external parties without explicit consent except as required by law. (See The Children's Online Privacy Protection Act (COPPA) section)
3. **Responsible A.I. Use:** Students will learn responsible and ethical use of A.I. technology, including respecting others' privacy, avoiding harmful actions, and understanding the implications of their interactions with A.I. tools. Cyberbullying, harassment, or any malicious use of A.I. technology is strictly prohibited. (See Student Acceptable Use Policy)
4. **Supervision and Support:** The use of A.I. technology will be supervised and guided by qualified educators and staff to ensure appropriate integration into the learning process. Teachers will provide ongoing support, helping students understand the results generated by A.I. tools and encouraging critical thinking.
5. **Ethical Decision-Making:** Students will be encouraged to question and discuss the ethical implications of A.I. technology. They will learn to make responsible decisions and consider the potential biases and limitations of A.I. algorithms.
6. **Academic Integrity:** While A.I. tools can provide valuable support, students are expected to uphold the principles of academic integrity and take responsibility for their work. Plagiarism, cheating, or any form of dishonesty will not be tolerated.
7. **Accessibility and Inclusivity:** A.I. technology will be implemented considering accessibility and inclusivity, ensuring that all students, regardless of their abilities, can benefit from its use.

Parental Involvement: Parents or legal guardians are encouraged to converse with their children about A.I. technology and its appropriate use. They are also welcome to contact the school administration with questions or concerns.

STUDENT SERVICES AND SUPPORT

ADVISORY

In 6th-8th grades, students will participate in Advisory time, which involves discussing school life with each student and developing character, team building, and core values. The relationship between advisor and student helps to develop a student's self-esteem and promotes a healthy school experience.

HOMEROOM

Students in PT-Eighth grade will be assigned a Homeroom teacher. Homeroom teachers are meant to be advocates for his/her students. Homeroom teachers are individuals that students and/or parents can go to with their concerns. All parent communication may be directed to the homeroom teacher.

SCHOOL WELLNESS COUNSELOR

The School Wellness Counselor will serve as a resource to students, teachers, and parents. The School Wellness Counselor will help respond to any crises affecting students, faculty, and the school community. The Counselor will be on hand to assist students in private or group sessions with various issues of mental well-being including, but not limited to, healthy coping skills, anxiety, social media, and bullying. The Counselor will collaborate with teaching staff to determine how best to meet student needs related to mental health and wellbeing issues and will create an effective referral system for teachers, parents, and students as needed. Our Wellness Counselor will work hand-in-hand with parents and teachers to help provide resources on how to foster resilience within our students and assist students in leading peer to peer efforts.

LEARNING SERVICES

The Director of Student Support Services at Oakhill oversees the comprehensive support team aimed at helping every student achieve their best. Responsibilities include creating strategies with teachers and students to remediate and practice grade-level objectives, enrich advanced instruction, support organization and test-taking strategies, conduct assessments, interpret testing data, and coordinate resources. The Director also supports differentiated instruction to cater to diverse learning styles and levels, and assists in specialized programs such as Orton-Gillingham and Pathways. The Student Services Department ensures effective communication and fosters a supportive learning environment while collaborating with administrators, the Wellness Counselor, and parents to implement interventions from Pretoddler through 8th grade.

FOOD ALLERGIES

Parents of children with food allergies need to provide the necessary health information in their student's health file on SchoolDoc. The food allergy policy can be found on the HUB on the health room page.

A letter regarding food allergies will be emailed to parents informing them that a food allergy is present in their student's classroom.

HEALTH AND SAFETY

The Director of Health and Wellness is responsible for the overall health and safety of faculty, staff, and students. The following guidelines, separated by subject area, are intended for general guidance and are to be applied with reason on a case-by-case basis. When sending a student home, the Director of Health and Wellness will call the

parent designated to be called first. If that person cannot be reached, the Director will continue to call the designated individuals on the emergency contact form.

If parents need to reach the Director of Health and Wellness and are unable to reach him, please feel free to contact the Front Office at either campus.

Biting

- Anytime a student is bitten by another student while at school, the Director of Health and Wellness will administer first aid and call parents. The parents or guardians of the student who did the biting will be notified by either the teacher, Division Director, or Director of Health and Wellness.
- The Division Director and Director of Health and Wellness are to be made aware of all bites.
- Anytime a student bites, measures will be taken at an age appropriate level to support the children involved. Attempts will be made to understand the cause of the behavior and alleviate stressors. In the case of repeated biting, teachers and/or school administrators will shadow the child to prevent future occurrences and will assist the child to gain the skills needed to better communicate wants and needs. The bitten student will be consoled and walked through the conflict with the teacher and others who were involved in the incident.
- If a Pretoddler or Toddler student bites more than twice in a month, parents will be called to take the child home.
- If a Preschool, Prekindergarten, or older student bites, he/she will go home on the first offense and every time after.

Illness

Students with signs of communicable disease cannot be admitted into the school and will be referred to the Director of Health and Wellness.

- Students must be free of fever, abnormal stools, or vomiting for at least 24 hours before returning to school (without the aid of a fever reducer or other medications).
- Students at school showing any of the symptoms of listless behavior, stomach ache, ear/throat pain, rash, and/or eye secretion or other signs of illness, will be taken to the Health Room and a parent will be called to help determine whether the student should go home.
- Students at school presenting with a fever of 100.3 degrees or more, diarrhea, and/or vomiting will be taken to the Health Room. At the discretion of the Director of Health and Wellness, and in collaboration with the parents, students may be required to be sent home.

Contagious and infectious disease

In each of the following scenarios, an email will be sent to the grade level from the Director of Health and Wellness stating that a positive case has occurred within that grade level. The family should watch for signs or symptoms.

- **Conjunctivitis (pink eye)** – This is highly contagious. Teachers must be diligent in watching for other cases when one occurs in the classroom. Prescription eye drops must be used for a full 24 hours or provide other written notification from their physician before reentering the school.
- **COVID** - Students who test positive for Covid should stay home until they are feeling better. They may return to school as long as their symptoms are improving and they have been fever free for 24 hours

without any fever reducing medications. Please inform the Director of Health and Wellness or office and receive guidance from the health room, if needed.

- **Hand Foot Mouth-** This is a contagious viral infection that is mostly contagious during the first week. Symptoms include fever, mouth sore and skin rash on hands and feet. Child may return to school after fever free for 24 hours and is well enough to be at school.
- **Influenza-** a student that tests positive for influenza needs to stay home and not return to school until 24 hours fever free without any fever reducing medications. Please inform the Director of Health and Wellness or Front Office and receive guidance from the health room, if needed.
- **Lice (Pediculosis)** – If a student has an active case of head lice (which is defined as having lice within ¼ inch of the scalp), the parent or guardian will be notified so that the student may be picked up from school. After proper treatment with an anti-parasitic shampoo, the student may return to school, reporting first to the Director of Health and Wellness office. The Director of Health and Wellness will perform a head check and if the student no longer has an active case of head lice, he/she can return immediately to class. If the student continues to display an active case, the student must return home for additional treatments.
- **Streptococcal Disease (including Strep Throat)** – Excluded until 24 hours after the appropriate antibiotic has begun and they have been fever free for 24 hours without any fever reducing medications.
- **Ringworm and Impetigo** – Excluded until under medical treatment by a physician or affected areas are covered.

Dispensing Medication

In order to ensure the safety of all students using shared classroom space, it is required that all medications are administered by the Director of Health and Wellness or authorized personnel in the office. If a child needs any medication during school hours (prescription or non-prescription) the parents must send the medication to the Director of Health and Wellness to be held in the office, labeled and with directions. Students should not be carrying medications of any kind with them throughout the school day.

DAILY PRESCRIPTION MEDICATIONS

All daily prescription medication given at school must have a School Authorization Medication Form filled out by your healthcare provider before the medication can be given to the student. The authorization form can be found in SchoolDoc.

The responsibilities of the parents are:

- Obtain and upload to SchoolDoc.com a School Authorization Medication Form signed by the doctor and parent. A new form is submitted each year.
- Medication should be in the original containers with the student's name, dosage amounts, and frequency clearly written.
- No medications are to be given in the classrooms. If a student comes to school with medication in his/her backpack, please bring it to the Director of Health and Wellness's Office.

- Inform the Director of Health and Wellness and teacher of any changes in the medication immediately. A new consent form signed by the doctor is required for any changes in dosages or frequency.
- Medication must be picked up 10 days after the last day of school or the Director of Health and Wellness will discard all medication left at school.

****Daily prescription medications given at school may not be administered at school until appropriate consent has been received****

AS NEEDED PRESCRIPTION MEDICATIONS (PRN)

All PRN prescription medications that can be given outside of school hours without adversely affecting the health of the student should not be administered at school during school hours. As a general rule, medications that are given three times a day or less can be administered at home. However, Oakhill realizes that sometimes it is necessary to administer medications at school for the health of the student. When medication is to be administered at school, the parents should communicate with the Director of Health and Wellness and teacher directly about its administration. The responsibilities of the parents are:

- Direct communication with the Director of Health and Wellness regarding instructions about dispensing the medication along with current diagnosis (most medications can be given at home). Some exceptions may apply.
- Medication should be in the original container with the student's name, dosage amounts and frequency clearly written.
- If the medication needs to go home every day, it is the parent's responsibility to make sure that it gets home and then returns the next day.

****As needed medications given at school may not be administered at school if proper communication is not received between the parent and the nursing staff****

OVER THE COUNTER MEDICATIONS (OTC)

Dispensing stock OTC medications is at the discretion of the Director of Health and Wellness. To give consent for these non-prescription medications to be given, the consent form on SchoolDoc.com needs to be completed. If this form is not completed then OTC medication will not be given until verbal consent is given from a parent.

Kid's Club

Kid's Club staff will respond immediately and notify parents of injury or illness. Any serious injuries requiring parental notification will be documented appropriately and reported to the Director of Health and Wellness. With non-emergency illnesses, students may rest in a supervised area away from the other children until they can be picked up. At the discretion of the Director of Health and Wellness, and in collaboration with the parents, students may be required to be picked up for the following:

- A temperature over 100.3 degrees.
- Symptoms of physical illness (e.g. vomiting, diarrhea, etc.)

Cleaning and Disinfecting

Oakhill staff follows proper and frequent cleaning and disinfection practices routinely to provide a clean environment for the students and to help prevent the spread of disease.

Hand and Face Washing

All faculty and staff must implement hand-washing procedures to prevent the spread of infectious disease. Hand sanitizing stations are available by all drinking fountains, in the Commons, in the library, and in the Director of Health and Wellness Office as well through both buildings. Hand sanitizer is also available in all classrooms.

RECYCLING

As we continue to go “green”, we ask that everything that can be recycled **IS** recycled. Everything that can be reused should be reused, and students at Oakhill Day School will learn the importance of recycling. Families can role model this behavior at home by recycling. If a family does not participate in curbside recycling through their waste disposal provider, they may use the recycling dumpsters provided at Oakhill.

SCHOOLDOC

SchoolDoc.com offers an electronic health record system for schools. The security and privacy of your student's health information is important to us. The SchoolDoc.com site is secure, encrypted, and password protected. Authorized Oakhill staff will have access to student health information.

Starting in July, you will receive an email from SchoolDoc.com providing you with your login information. Once logged in, select your student's name and click on the health profile link to complete your student's information. Required questions will be marked with an (*) and outlined in red. Emails are sent on a weekly basis notifying you that you must take action with your online Student Health Record until it is complete. You will receive these emails throughout the summer to ensure health information compliance. Simply log in to your SchoolDoc.com account and you will find items marked with a red check mark if you still need to take action.

To access your SchoolDoc.com account please visit the school website and click on the green button on the Health Room home page titled SchoolDoc.com.

SERVICE LEARNING

Overview

Oakhill Day School highly encourages its entire community to “give back” in some form and provides opportunities throughout the year to participate in service-learning projects.

Requirements

Sixth - Eighth Grade students will be expected to turn in completed service hours for credit. Paper forms are required and need to include the following: a signature of the supervisor, the date, the number of hours completed, and a paragraph reflecting on the service experience. An official form can be found on the HUB under the Service Learning class and under Resources on the main page of the HUB. Forms must be turned in within two weeks of completing the service.

Grade Level	Total Requirement
Sixth Grade	10 Hours
Seventh Grade	15 Hours
Eighth Grade	20 Hours

Service hours for the 2024-2025 school year include any volunteer hours a student completes from May 25, 2024 - May 23, 2025.

After completing volunteer hours, middle school students will turn in their service hours form, as soon as possible, to Mr. Kleyh.

- If a student did not complete all of their hours by the end of this school year, the hours remaining will be carried over to the next school year.
- Service Learning will be included on the progress report.

Fulfillment of service hours is a requirement for graduation.

Presidential Service Award

Students who go above and beyond the requirements will be eligible for the Presidential Service Award.

- 50-74 hours - Bronze Level
- 75-99 hours - Silver Level
- 100+ hours - Gold Level

Any student of any age can earn the Presidential Service Award.

OAKHILL MERCANTILE

The Oakhill Mercantile sells Spirit Wear, Raise Right gift cards, school supplies, and snacks for Oakhill Day School students and community members. It is your one-stop-shop for all Oakhill purchases during school hours.

Main Building Store

The Main Building store is adjacent to the commons. Students visiting the Main Building Mercantile must be accompanied by a teacher. Kid's Club may open the Mercantile after school as well. The mercantile may also be open during major school events!

South Building Store

The South Building store is located in the main hallway. It will also be open for major school events that are held in the South Building.

Raise Right

Raise Right is a gift card program in which gift cards are offered to Oakhill Day School at a discount, but shoppers purchase at face value. An order is placed once a month that can allow you to shop from hundreds of retailers for gift card options.

To get started, visit <https://www.raiseright.com> and set up your account. **Oakhill Enrollment Code:**
2B1BLA7918486

TUTORING SERVICES

There will be instances, at the direction of faculty and/or parents, when a student would benefit from additional teacher-led assistance. Tutoring, whether formal or informal, can be used to meet these needs if more extensive or long-term remediation would be beneficial. Paid tutoring services should be implemented at the suggestion of the teacher with agreement from the Head of School. If you have questions about in person tutoring please contact our [Director of Student Support Services](#).

FAMILY INVOLVEMENT

BOOSTER CLUB

This school led organization operates with the advice and consent of the Head of School and the Athletic Administration. The Booster Club fosters growth and interest in the athletic programs and supports our student-athletes through community involvement and attendance at athletic events.

Booster Club Events

Booster Club will focus on tournament-style events during the school year for students and parents to attend, promoting the athletic program, community spirit, and support for Oakhill. These events will be the primary focus, along with providing opportunities for families to support Oakhill's athletic program through apparel sold at the Mercantile and Oakhill athletic events/games.

BOX TOPS FOR EDUCATION

Box Tops for Education is one of several rebate programs Oakhill participates in as part of its fundraising efforts. Families can earn cash for Oakhill by submitting Box Tops coupons digitally from hundreds of participating General Mills products.

COMMUNICATION - PARENT/TEACHER

Parents are encouraged to communicate on an individual basis with their child's teachers. Parents may contact the school office, send a note, or send an email to the individual teacher requesting a phone conference or a meeting to discuss any aspect of their child's development. The Head of School and Division Heads will refer a parent to the teacher to discuss any concern if the parent has not talked with the teacher first. Parents should address questions, concerns, or issues regarding school operations with the Head of School or Division Heads and refrain from gossip or other negative/derogatory conversations which are counterproductive and potentially harmful.

The website offers a wealth of information including calendars, ways to participate, directories, and overall information on all Oakhill programs. Parents can communicate with teachers, faculty, staff, and administrators in person, through email, written note, or by phone. Oakhill asks that families refrain from discussing student related issues with teachers through text. If you would like the convenience of texting your classroom teachers, we ask that you use the messaging feature through Rediker Plus Portals, or message through Seesaw.

Parents – Partners in Education

Education succeeds when parents and school work together in the spirit of mutual support and cooperation. Positive efforts and understanding, on both parts, pave the way for maximum effectiveness. Communication is the champion of this effort and ensures all interested participants remain on the same page throughout the learning process.

COMMUNICATION AND CONFLICT RESOLUTION WITHIN THE SCHOOL COMMUNITY

An effective, well-functioning organization is remarkable, not for the fewest number of problems that it experiences, but for its ability to learn from mistakes and cope with the issues that inevitably arise. Parents with an issue, problem, or concern should first contact the appropriate faculty or administrative staff member, and if not resolved, the Head of School. The ability to deal effectively with concerns, problems, or challenges at Oakhill depends upon three things:

1. The attitude of those dealing with the problem, characterized by a perspective that looks for a win-win solution as the best answer, as opposed to “my answer versus your answer”
2. Relationships characterized by objectivity, trust, a willingness to listen, and mutual respect
3. A clear understanding of the roles and responsibilities of the people involved in the problem-solving auxiliary process

In any effective problem-solving process, one should first take the problem to the person most capable of both understanding the problem and taking measures to address it. Specifically, where an individual student is concerned, usually the first person to notify is the student’s classroom teacher or department teacher. If the problem cannot be addressed at this level, then the Head of School is always willing to hear a parent’s concerns and work to find the appropriate resolution.

Note that the resolution of the problem may not always be what the parent sees as best or desirable; the most appropriate resolution may in fact not be what an individual parent wants. However, this problem-solving process is designed to ensure that parents and other constituencies of the school have avenues for communication and a means by which their concerns can be heard.

COMMUNICATION AND APPROPRIATE CONDUCT BY PARENTS

Oakhill Day School reserves the right to immediately terminate the enrollment for any student whose parents/guardians participate in deliberate and disparaging comments about the school, administration, and staff through any means of communication including, but not limited to, in-person comments, social media comments, texts, emails, and the use of school created databases. Such dismissal will occur, based on reasonably concluded evidence, immediately with no refund of tuition or ancillary money.

COMMUNICATION - STUDENT MEDIA RELEASE

To portray programs accurately and vibrantly, Oakhill makes a concerted effort to highlight the accomplishments of our students and faculty and publicize the entire program’s strength in various media formats. Student Media

Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students, and reproductions of student work—may be used for educational or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the School publications, marketing materials, the School website, press releases, social media outlets (including, but not limited to, Facebook, Instagram, and Twitter), School newsletters, and local newspapers/magazines/television.

While Oakhill strives to abide by parent/guardian wishes, we do not guarantee that using a student's name, image, or work will never occur. There are certain instances when the School may share news or celebrate achievements, such as drama productions and athletic team photos, in which we cannot eliminate an individual student. In addition, the School will generally include all students' names and images in the School Yearbook.

COMMUNICATION- LIVESTREAMING

Oakhill Day School offers livestreaming for a variety of school events, including assemblies, athletic games, performances, and presentations. This allows parents, family members, and friends to experience the excitement and achievements of our students in real time from the comfort of their homes.

You can find our livestream schedules and access upcoming events on the Oakhill website at <https://www.oakhilldayschool.org/student-life/livestream>. Additionally, select live-streamed events are sometimes posted on Oakhill's YouTube channel, which you can visit at <https://www.youtube.com/@oakhillday>.

CONFERENCES

Intake Conferences begin early in the school year and are a short face-to-face meeting or phone conversation between each parent and homeroom teacher. The goal of the meeting is to learn what has happened with the student over the summer and to discuss expectations, student and parent goals, as well as ways to set each child up for success during the new school year. Intake conferences are also a great opportunity for families to share values, cultures, traditions, and backgrounds that are important to them in the parent/school partnership.

Parent/Teacher Conferences are held for all students in the fall following the first quarter, and mid-year prior to the end of the third quarter. Oakhill strives to have 100% participation by its parents as these invaluable opportunities allow for undivided attention from your student's teachers. Parents will utilize the online reservation feature to schedule conferences for the teacher. Specialists will also be available during conference times to discuss student progress.

Additional conferences may take place upon the request of the parent(s) or the teacher. All school conference dates are listed on the school calendar.

Middle School – Student Involved Conference

Parents come in for a conference during the second semester with their child and the child's homeroom teacher for a student-involved conference. A time must be scheduled for the second-semester conference.

FUND-A-NEED

Fund-a-need is a fundraising initiative that aims to raise funds for a specific facility need identified by the school. Fund-a-need dollars are not meant to substitute those raised during the Mighty Oak Fund as these are designated funds. Fund-a-need can become part of a larger Capital Campaign.

GIVING POLICY

Philanthropic donations to a business designated as a 501(c)(3) as defined by the IRS are typically tax-deductible in total or for any value above and beyond any exchanges made for the donation with documentation of receipt. Oakhill Day School can provide written receipt(s) of gifts received. However, no representatives of Oakhill are qualified to give tax advice and may not be held liable for tax decisions made by donors. Acceptance of any donation is at the discretion of Oakhill Day School.

Monetary Donations

Contributions and fulfillment of pledge payments to the Mighty Oak Fund or capital campaign activities can be made by cash, check and credit card. Pledge payments may not be billed to Oakhill accounts. Monetary donations are applied and considered to be a taxable deduction in the calendar year monies are received. Oakhill's fiscal/giving year runs from August 1st to July 31st. Gifts received after July 31st will be credited to the following year's annual giving campaign.

Gifts-in Kind

Gifts-in-kind, whether monetary or non-monetary, are not meant to substitute funds raised during the Mighty Oak Fund Campaign or other fundraising events. These donations may be given to the general school population or a specific classroom. These gifts can include but are not limited to books, toys, classroom supplies, and teacher wish list items. In some cases, these gifts are monetary gifts given to the classroom teacher to be used on supplies or wish list items. These gifts are tax-deductible gifts and require a donation form completed at the time of donation. Donation forms can be found in the Front Office at the Main Building and the South Building. Gifts-in-kind may also include donations of goods and/or services that add value or enhance the overall facility/campus. Examples of this type of donation include landscaping, lot resurfacing and striping, cleaning services, electrical work, and other tradesman skills which reduce or replace the cost of maintenance or capital expenditures.

Planned Giving

Planned giving is an array of charitable gift options that allow you to give generously to Oakhill Day School. You can contact the Advancement Team to find out how to make a planned gift where you can leave a legacy that will allow future generations to benefit from the education at Oakhill Day School.

- Outright gifts, such as gifts of appreciated securities, that benefit the school now.
- Deferred gifts, such as bequests, that the school will receive at a later date.
- Gift of an asset, such as stocks or bonds that have grown in value, real estate, or benefits from a retirement account.
- Gift provided by a financial vehicle, such as a charitable lead or remainder trust.

HUB

The HUB is the central location for all pertinent parent information. The HUB allows each family quick access to school forms, PTO information, personalized calendar views, single sign-on access to SchoolDoc and Rediker Plus Portals.

For all families, Rediker Plus Portals is where you can view the Family Directory as well as receive notifications from your child's classroom teacher. Middle School parents and students can access assignment grades through Rediker Plus Portals. Report cards are also viewable through Rediker Plus Portals.

MIGHTY OAK FUND

Oakhill Day School expects all community members to contribute through annual giving. Although voluntary, the school strives for maximum parental, employee, and Board of Trustees support each year. The Mighty Oak Fund Campaign begins each August and continues receiving current school year donations through July 31st. Monetary gifts made to the school are tax-deductible and received from various constituents including present parents, grandparents, past parents, alumni, and friends of Oakhill. Oakhill Day School deeply values the generosity of the community.

The annual budget requires this financial support to meet the expenses of the operating budget, referred to as “the Gap”. This term signifies the difference between revenue received from tuition and enrollment and the actual cost of a student’s education. This model is a prevailing practice of independent schools, raising awareness and promoting philanthropy in education.

Each year, a complete list of Mighty Oak Fund contributors is included in the Annual Report which is published and distributed to all Oakhill Day School constituents.

PARENTS AS PARTNERS

Education succeeds when parents, students, and the school work together in the spirit of mutual support and cooperation. Parents may contact the school office, send a note, or email to the individual teacher requesting a phone conference or a meeting to discuss any aspect of their child’s development. Parents should first speak to the student’s teacher, the Division Directors, or lastly the Head of School.

Parents are encouraged to attend all assemblies, athletic events, dramatic presentations, and social events of the school.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) of Oakhill Day School operates under the governance of the Board of Trustees to aid the students of Oakhill Day School by providing support for their educational and recreational needs. The PTO strives to provide a forum for open communication among parents, teachers, administrators, and the Oakhill Day School Board of Trustees. PTO strives to promote positive school/community relationships that will enhance our students’ educational environment through volunteer coordination, family activities, and events that engage and strengthen our school community.

Membership, Governance, and Participation

All parents and staff are members of the PTO. Membership dues are paid through the enrollment Activity Fee. The PTO is governed by an Executive Committee consisting of officers who are elected to serve for one school year with the exception of the President(s) and Vice-President(s) who may be elected to the same or other office for more than one term. There is no election for the office of the President(s), as the Vice-Presidents elect shall automatically assume the position of President(s) at the completion of his or her term. The now past President(s) will assume the

role of mentor to the current President(s). Elections are held at the end of each school year, and positions on the Executive Committee are open to all members of the PTO.

The PTO Executive Committee meets with the Head of School each month. General PTO meetings, which are open to all parents and teachers, are held periodically throughout the year. Notice of these meetings will be provided to all parents.

Obtaining Further Information

There are numerous parent and teacher opportunities for participation and volunteering throughout the year. PTO Officers are more than happy to answer any questions, visit with new Oakhill families, and provide information about specific ways to become involved at Oakhill. Parents who are interested in learning more about volunteer opportunities at Oakhill may contact any member of the PTO Executive Committee or the Director of Student Affairs.

Room Parents

Room Parents are organized under the PTO and are welcome to attend meetings, communicate, coordinate, represent, and assist the PTO and classroom teachers in the following areas:

- Welcome new families and keep them updated about school events
- Plan, attend and orchestrate classroom parties
- Solicit volunteers for school events and committees when needed
- Communicate school events and activities for their class via email or phone
- Lead class in response to a traumatic event or illness experienced by classroom student or family
- Seventh-grade parents in concert with the school provide preparation and staffing for the Eighth Grade Graduation Reception

PUBLICATIONS

The ACORN

The ACORN is an e-newsletter sent monthly, year-round, including summer. This newsletter includes updates and informative information from the school administration.

Alumni Digi News

Alumni Digi News is a monthly e-newsletter that highlights updates from the alumni community. This newsletter is produced for and distributed by email to the Oakhill alumni community.

Roots

Roots is Oakhill's school magazine that covers the people and programs that make up the Oakhill community. Roots will be printed and distributed 3 times per year via postal mail and email. Roots will have 2 special editions that include the:

Annual Report

The Annual Report is a comprehensive report on fundraising activities throughout the preceding year. The Annual Report is to give interested people information about the activities and financial performance. Donors will be recognized according to the funding level.

State of the School

The State of the School is meant to give a snapshot of Oakhill's academic and financial health and the school year mid-point. This is also meant to be a guide to Oakhill's plans on finishing the current school year with success.

VOLUNTEERISM

Volunteerism is an important aspect of an independent school experience. Oakhill Day School provides a variety of opportunities for parents to become involved in the lives of the students and the community. Since the school's founding in 1947, active participation from the Oakhill community has been instrumental in fostering our school's tradition of excellence. Our students and faculty benefit greatly from an active and involved parent, grandparent, and alumni body. Oakhill also has a Volunteer Guide that lists the volunteer opportunities throughout the school year. Contact the Director of Student Affairs if you have questions about volunteering!

WISH LIST

Classroom wish lists can be accessed through the Oakhill Website. Wish list purchases can be made and the items sent directly to the teacher and are intended to directly benefit the classroom above and beyond instructional items and classroom supplies provided through tuition and fundraising. These items are tax-deductible but do not replace a family's need to contribute to the Mighty Oak Fund. If you have any questions, please contact the Registrar.

HANDBOOK AND STUDENT ACCEPTABLE USE ACKNOWLEDGEMENT

2024/2025 Oakhill Day School Handbook Acknowledgement

I have received and read the Oakhill Day School Handbook, Athletics handbook, Kid's' Club Handbook, Food Allergy Policy, and Wellness Policy. I understand all the rules and expectations listed therein. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences of failing to follow the requirements.

I understand that these handbooks may be amended during the year without notice. These handbooks, in the latest version, will be available on the school website (oakhilldayschool.org) and are applicable to the entire Oakhill Day School community upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as it is practical.

Print Student's Full Name: _____

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

2024/2025 Oakhill Day School Student Acceptable Use Policy

As the student's parent, I will help my student follow the above policies. In addition, I agree to adhere to Oakhill's Parent Behavior Policy, Oakhill's Technology Policy, and Oakhill's Artificial Intelligence Policy. I give consent to establish online educational accounts for my student and for my student to participate in virtual learning activities which may include one on one tutoring and/or small group work.

Federal law, specifically the Children's Online Privacy Protection Act (COPPA), requires that children under 13 years of age must have verifiable parental consent to use online services that collect personal information. COPPA also permits a school to gather consent from parents on behalf of its students, thus eliminating the need for parents to provide consent and establish accounts individually with each of the service providers.

6th-8th Grade - The iPad contract signed when equipment was received remains in effect while your student attends Oakhill.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date