

2024-25
OLD TRAIL FAMILY HANDBOOK

Old Trail School
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OldTrail.org

Old Trail School

Old Trail School

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AFFILIATIONS & ACCREDITATION

Old Trail School is a member of the National Association of Independent Schools (NAIS), Independent Schools Association of the Central States (ISACS) and the Ohio Association of Independent Schools (OAIS).

Old Trail School is accredited by ISACS, whose motto is "excellence, equity and independence." ISACS accreditation follows a seven-year cycle designed to support each school in fulfilling its mission. Once during each cycle, Old Trail conducts a comprehensive self-study process involving all school employees and key stakeholders. The following year, the School hosts an accreditation team. The accreditation team confirms Old Trail's adherence to the ISACS Standards for Membership and uses the self-study report, together with on-the-ground observations and previous experience, to commend the School for its strengths and make recommendations for school improvement. Throughout the remainder of the cycle, Old Trail implements its plans for school improvement and reports to ISACS regularly about its status.

Old Trail School

MISSION

Old Trail School is a vibrant educational community focused on academic excellence. We develop intellectually curious, independent-thinking students who emerge with a passion for discovery, critical thinking and collaborative learning.

CORE VALUES

Every year, each classroom reviews the four Core Values of Old Trail School. These Core Values were decided upon several years ago with input from parents, alumni, students, faculty and staff. Old Trail's Core Values are: Respect, Responsibility, Goodness and Service. They are posted throughout the school and are referred to daily in a variety of contexts.

RESPECT

All members of our community—adults and children alike—deserve to be valued for their unique qualities. We recognize that all humans have inherent worth and deserve basic rights and equitable treatment. We express empathy for others and listen to and encourage each other's opinions and input even if they are different from our own. We show respect by being kind and polite, listening to others' points of view, and standing up to bullying and discrimination.

RESPONSIBILITY

Responsibility means taking charge of ourselves. Responsible people are trustworthy and make good decisions, not because someone is watching, but because they know inside that it is the right thing to do. We also have a social responsibility, which means helping to make the world a better place. We are accountable, we don't make excuses or blame others and we think through the consequences of our actions.

GOODNESS

Goodness combines the foundation of ethics and the search for happiness in one word. It has two applications, being good and doing good. Being good is an absolute; it means holding firm in the true place when those around us shift. It is an unselfish belief that is simple, honest and pure. Doing good is living out that belief. The visible proof of doing good is a community dwelling together in peace and harmony, and growing in wisdom.

SERVICE

Our students are active members of society, learning about relationships among people in our school, the greater community and the world as well as the environment. Old Trail School also builds leadership skills. Our mission is to graduate grade eight students who walk into their futures imbued with empathy for others, a passion for changing the world for the better, and the persistence, creativity and initiative to make it happen. Our service learning program requires a serving heart. We achieve this by beginning with our youngest students and incorporating service into the curriculum whenever possible.

NON-DISCRIMINATION STATEMENT

Old Trail School does not discriminate on the basis of race, color, national or ethnic origin, sex, disability or age in the administration of its educational programs and activities, admission policies, financial aid program, athletic programs or employment practices. Old Trail School admits students based on school reports, transcripts, teacher evaluation forms, test results and student visit. Admission policies are non-discriminatory. If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.

Old Trail School

THE SCHOOL DAY

SCHOOL HOURS
7:30 a.m. – School opens for Before Care
8:00 a.m. – Classrooms open and drop-off begins
8:25 a.m. – The school day begins
3:25 p.m. – Dismissal
6:00 p.m. – OTS+/After School Care closes

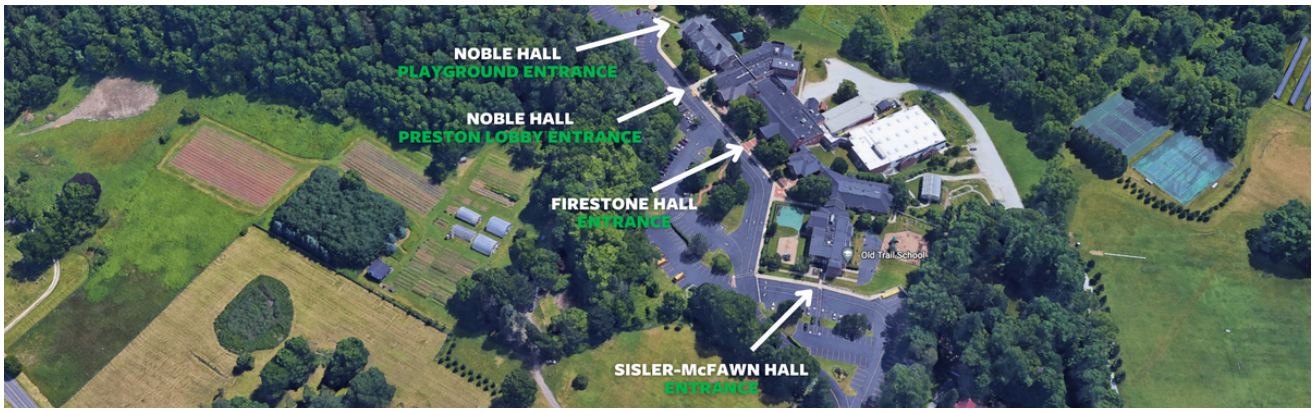
TODDLER AND PRESCHOOL HOURS
7:30 a.m. – School opens for Before Care**
8:00 a.m. – Classrooms open and drop-off begins
8:25 a.m. – The school day begins
11:00 a.m. – Toddler program dismissal
12:00 p.m. – Preschool half-day dismissal
3:25 p.m. – Preschool full-day dismissal
6:00 p.m. – OTS+/After School Care** closes

Please note
** - Students must be at least 3 years old, potty trained and attending a full day of school to enroll in Before or After School Care.

ARRIVAL & DISMISSAL
Old Trail School utilizes the entire campus during morning arrival and afternoon dismissal. Drivers are expected to utilize caution and care at all times, drive in a safe manner, adhere to speed limits, and refrain from cell phone use while driving. For questions regarding attendance, arrival, and dismissal please contact the divisional offices.

Early Childhood to Grade 2
Nancy Stockwell
Primary School Administrative Assistant
nstockwell@oldtrail.org | 330.666.1118 x311

Grade 3 to Grade 8
Anita Joseph
Intermediate & Middle School Administrative Assistant
ajoseph@oldtrail.org | 330.666.1118 x328



ARRIVAL
Faculty and staff welcome students each morning as they enter the building through designated entrances and assist at crosswalks. The doors are supervised from 8:00 a.m. - 8:30 a.m., at which time they lock for the day. Students in Kindergarten to Grade 8 may be dropped off at designated locations upon arrival:

KINDERGARTEN to GRADE 1
Sisler-McFawn Hall Entrance

GRADES 2-5
Noble Hall (North Entrance)

GRADES 6-8
Noble Hall (Preston Lobby entrance)

Please note:
- From 8:00 a.m - 8:30 a.m, the Firestone driveway is for bus drop-off only. Students who arrive before 8:00 a.m. must use the Firestone entrance and join Before Care, which is in the Dining Room.
- In accordance with state regulations, all students in the Early Childhood Program (Toddlers, Preschool 1 & 2, and Junior Kindergarten) must be walked into the classroom by the parent or adult caregiver. Drop-off is not permitted.
- Classes begin promptly at 8:25 a.m. (Grades 3-8) and 8:30 a.m. (Toddler to Grade 2). Parents should not be in the classroom when the bell rings to begin the day.

LATE ARRIVALS
All students arriving after 8:30 a.m. must enter the building through the Firestone entrance and sign-in at the front desk. Students in the Early Childhood Program and Primary School must be accompanied by an adult caregiver.

As a matter of safety and security, neither students nor adults may allow entry through a locked door for late arrivals at any time. To help ensure the safety and security of our community, please do not request that a departing parent provide access to the building for a late arrival.

DISMISSAL
At the conclusion of the school day, all students must be picked up in the carline, depart in assigned buses, attend a pre-arranged Old Trail activity or attend After Care. A thorough daily 'dismissal' list is used to ensure that each child in Early Childhood to Grade 5 is accounted for at the end of the day. Any changes to dismissal or transportation mode must be made in advance to the divisional office.

Middle School students are entrusted with the responsibility to determine their own transportation arrangements each day, and are monitored on the daily transportation list. Any student not picked up from the carline or on a bus by 3:40 p.m. will go to After School Care.

CARLINE
All families in the Early Childhood Program and Primary School will receive 'visor cards' for the dismissal carline. These cards are printed with last names to facilitate pick-up. Cards may be affixed to visors with rubber bands or placed in the passenger window. If replacement signs are needed, please contact the division office. Adults are asked to remain in the car during dismissal; students in Early Childhood to Grade 2 will be escorted to the car by a faculty member; students in grades 3 - 8 proceed to cars under the supervision of teachers.

The posted speed limit in the carline area is 15 m.p.h. Double parking is prohibited, as is using a mobile phone while driving a vehicle.

Carline pick-up locations

- Early Childhood to Grade 2 — Sisler-McFawn Hall Entrance
- Grades 3-5 — Noble Hall (North Entrance)
- Grades 6-8 — Noble Hall (Preston Lobby)

BUSES
Students in ECP to Grade 5 who ride a bus are walked to the bus daily by a faculty member. All names are cross-checked with the dismissal list to ensure accuracy and safety. Middle School students are permitted to walk to the bus independently. Busses pick up and drop off on the main driveway in front of Firestone Hall.

TRAVEL TO AND FROM SCHOOL

Every taxpayer in the State of Ohio contributes for students who are transported by public school bus. Students' behavior on the bus, either a public school bus or an OTS bus, is a reflection of their behavior in general. The driver of the school bus is the authority and Old Trail School has an obligation to discipline students who are reported by the driver.

At 3:25 p.m., teachers walk primary and intermediate students to designated areas for meeting vans and buses. If your child rides a bus to and/or from school, please help us reinforce the following rules and procedures found in the Ohio State Code:

- Students must remain seated, keeping aisles and exits clear. Feet need to be kept off seats and seat backs. If the school bus or van is equipped with seat-belts, then riders must use the seat-belts.
- Students must observe classroom conduct. This includes no teasing or bullying.
- Eating and drinking are not allowed on the vehicle, except as required for medical reasons
- When the windows are open, students must keep their hands and heads inside the vehicle.
- When the vehicle is stopped or crossing railroad tracks, students must remain silent.
- Objects may not be thrown or passed on, from, or into the vehicle.
- The noise level on the bus must be conducive to safe driving.

If a concern arises, please discuss it with the bus driver and alert the student's division director. Consequences for bus/van infractions may involve temporary or permanent suspension of transportation privileges.

Personal audio listening devices may be used on the bus, to and from school, but should be kept in a student's book bag or locker upon arrival, and not retrieved until departure from school. Under no circumstances should this equipment be used at all during the school day, or even on school-sponsored field trips.

Mopeds and bicycles are excluded as means of transportation to and from school. Skateboards are also not permitted to be used on school grounds.

EARLY DISMISSAL AND DISMISSAL CHANGES

When students need to leave school early, families must follow the protocol below:

- Parents/caregivers must notify the division office and teacher in the morning;
- Students must sign out at Firestone Hall (main entrance); parents of students in Early Childhood and Primary School must come inside to pick up the student.

Early Childhood to Grade 2
Nancy Stockwell
Primary School Administrative Assistant
nstockwell@oldtrail.org | 330.666.1118 x311

Grade 3 to Grade 8
Anita Joseph
Intermediate & Middle School Administrative Assistant
ajoseph@oldtrail.org | 330.666.1118 x328

Keeping track of transportation changes is an important task. By notifying us on changes first thing in the morning we are better equipped to keep your children safe and send them home as you intend. Please know that a note only helps if your child remembers to give it to the teacher, so use your discretion with notes as a means of communicating changes.

BEFORE AND AFTER SCHOOL CARE

Before School care and OTS+ After School options are available for students in preschool and older who arrive at school before 8:00 a.m. from 7:30 a.m. to 8:00 a.m and from 3:30 p.m. to 6:00 p.m.

EXTENDED DAY PROGRAM: OTS+

Parents may enroll their children for the entire year, a semester, specific days of the week, or on a drop-in basis. The OTS + program offers prepaid enrichment courses that children can enroll in during after-school hours. Parents who use a drop-in option cannot sign children up for programming and there is an hourly charge for this service.

STAYCATION

Special events are planned for Primary School and Intermediate School children (K-5) as an alternative to "a day at home" by providing educational and fun activities on weekdays when school is not in session. Staycation will be offering several days of activities during the school year. These special events are announced in Buffalo Bytes with instructions for registration.

ATTENDANCE

Students are to attend school regularly except for emergency or health reasons.

When children are sick and unable to attend school, please call or email the school with this information before 8:30 a.m. With safety being the first priority, accurate attendance records are imperative, showing which students are in the building at all times. If a student is not at school and a call has not been reported absent, Old Trail will call the parents and/or emergency contacts.

Attendance contacts:

EARLY CHILDHOOD to GRADE 2
Nancy Stockwell
Primary School Administrative Assistant
nstockwell@oldtrail.org | 330.666.1118 x311

GRADE 3 to GRADE 8
Anita Joseph
Intermediate & Middle School Administrative Assistant
ajoseph@oldtrail.org | 330.666.1118 x328

ABSENCES

When a student is ill and cannot attend school teachers will gather missed assignments during the day and have them ready when the child returns to school. If the student is away from school for an extended illness the work can be collected and given to a parent or sibling to take home. Absences for religious observances are considered excused absences.

EXTENDED ABSENCES (VACATIONS)

Old Trail School provides a school-year calendar in March of each year that lists the scheduled vacations for the following school year. These days throughout the school year provide time away from school for family trips, activities and appointments. We recognize that there are many good reasons for taking vacations during the school year, but extended vacations are considered unexcused absences and can pose challenges for the student. Please speak with the teacher and the division director regarding extended absences when school is in session. Due to the importance of group-based projects in the classroom, parents must notify the School at least two weeks prior to the commencement of a trip.

Students and their family should not expect that teachers will be able to provide work prior to a student's early exit. In Middle School (Grades 6-8) it is the student's responsibility to make necessary arrangements with teachers for any missed assignments and/or alternate work. The student is responsible for work missed. Families should expect that an extended time away from classes will most probably impact on the student's ability to completely learn the curriculum that the school seeks to teach. For students in Kindergarten - Grade 5, teachers are instructed to provide make-up work (to be completed at home) when a student returns to school from a vacation. Students in Grades 3-8 may utilize MyTrail/Google Classroom to keep track of assignments and assessments during an absence.

EXTENDED ABSENCES (ILLNESS OR OTHER)

If a student is enduring long-term illness, a death or terminal illness in the family, or similar traumatic situation which will affect attendance, emotional well-being and level of concentration, the institution will react positively and supportively. Families should feel free to notify the student's division director, advisor/homeroom teacher, or the school psychologist so that information can be discreetly disseminated to assure that a student is given the kind of support and stability that will sustain academic growth with the least amount of emotional stress. Students in Grades 3-8 may utilize MyTrail/Google Classroom to keep track of assignments and assessments during an absence, as appropriate.

HEALTH & WELLNESS

SCHOOL NURSE

A school nurse from PSI, the official school health and educational support services partner of University Hospitals, is on staff during school hours: 8:30 a.m.-3:30 p.m. to handle medical needs that arise for students, and to manage the vision screening and medical records. Each individual case of illness or injury is evaluated to ensure the safety of the student, and other students, teachers, and staff. Old Trail School is committed to the welfare of each student and faculty within the context of objective medical information.

When a student does not feel well, the student will go to the nurse's office in Firestone Hall. The nurse will determine if the student needs to go home. If this is the case, the nurse will contact a parent/guardian and arrange for the student to be picked up. In an emergency, where there is a life-threatening situation or serious injury, the School will call 911 to assess the situation and transport the student, if needed.

HEALTH RECORDS & PHYSICALS — PAPER FORMS

Accurate health records must be on file for each student prior to the start of the school year. The following forms are required in paper form, submitted by August 1:

- Physicians Form - signed by the student's physician, for all new students and all ECP - K students
- Health History - completed by the parent, submitted once upon enrollment
- Dental Form - signed by the dentist, for all new K-8 students, all kindergarten students

Forms must be updated if there are significant or notable changes to the health information.

HEALTH RECORDS & PHYSICALS — ONLINE FORMS

Each summer parents submit online forms through MyTrail, prior to the start of the school year. These important forms contain emergency contact information, details on health providers, insurance, and other required information.

MILDLY ILL STUDENTS

If a student is mildly ill at school, he or she will be sent to the nurse for assessment. Depending upon the assessment, a child may be sent back to class, kept in the clinic for observation, or sent home. A phone call home may occur if the assessment deems it is necessary and/or if a student is demonstrating any symptoms of COVID-19.

Students who exhibit signs of a fever, diarrhea, vomiting, consistent cough, or a severe runny nose will be sent home.

MEDICATION ADMINISTRATION AT SCHOOL

Old Trail School strongly urges parents to give their children the required medication at home whenever possible. If it becomes necessary for your child to take medication at school, the following policies must be followed:

- New forms for any medication, prescription or nonprescription, must be submitted at the beginning of each school year or during the school year as needed.
- All forms are available online or at the School Clinic.
- Medication should be brought to school by the parent and delivered to the nurse directly. Please do not send medication in with your student.

Under no circumstances should students be taking any medication, including over-the-counter, at school without notification of the school nurse or division director.

COMMUNICABLE DISEASES

The parent or guardian of a student with a communicable disease such as flu, strep, Covid, or mono, should notify the School as soon as they have knowledge of the student's diagnosis so that the School can monitor trends and notify contacts, as applicable.

The Ohio Department of Education has very specific guidelines regarding communicable diseases and the responsibilities of the School and the expectations of parents in a school community.

A complete copy of section 3301-37-11 from Preschool Program Licensing Rules of the State of Ohio, Department of Education has been included in the addendum to this handbook, and is also available on www.oldtrail.org/parents.

HEALTHCHECK SERVICES

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.
The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too. A copy of the Healthchek information card can be found at www.oldtrail.org/parents in accordance with the Preschool Program Licensing Rules of the State of Ohio, Department of Education.

FOOD ALLERGIES

For each student with a food allergy, an emergency protocol must be filled out and filed with the school nurse by the parents. These parents are asked to work closely and cooperatively with our school nurse to clarify the exact nature of the medical condition. Parents are responsible for providing their child(ren) with EpiPens and Benadryl as needed. EpiPen stations are located in strategic locations in the school. All faculty and staff are trained in emergency protocols to respond in the event of a severe allergic reaction.

When a student has a food allergy that warrants special consideration, the following guidelines are put into effect:

- Early in the school year, parents will be provided with a list of classroom and/or grade-level food items/ingredients to avoid because of allergies.
- Classroom and/or grade-level special snacks (e.g. birthday treats, classroom parties, etc.) must be free of allergenic item(s).
- All packed lunches should be free from nuts so no child is left out of the opportunity to sit with their grade-level friends.

When in doubt, please play it safe and do not pack the item or include any allergic item as an ingredient when preparing snacks or treats. We appreciate your cooperation with this policy.

NUT ALLERGY POLICY

An increasing number of individuals are identified as severely allergic to nuts and other foods. Therefore, the OTS community is called on to be aware of the risks involved. This includes faculty, staff, families, students and visitors to the school. Eating and, in some cases, even inhaling or coming in contact with traces of these foods can cause life-threatening reactions. Although peanut butter and nut products have been eliminated from our food service and school-sponsored events and activities, we cannot guarantee that we are nut-free.

The following guidelines are meant to keep us all, school personnel and families, aware of the high level of risks:

- Food brought into school must not contain nuts, nut oils, or a derivative of nuts. This includes food brought on class trips, kept in backpacks and pockets, and food for special occasions.
- Families should pay attention to all ingredients listed on packages of food.
- When preparing food at home that is to be served at OTS, please pay special attention to the ingredients used.

FOOD SERVICES ALLERGEN AWARENESS PROCEDURES

AVI, our food services provider, and Old Trail School have partnered to create an elevated dining experience for all our students, regardless of dietary and/or allergen restrictions. We have put in place many procedures to ensure the health safety of allergen students and the integrity of the food that we serve them. We aim to partner with each allergen child and their parent(s) when they join Old Trail to ensure a smooth transition into our school dining program.

The Food Service Director will email each family with allergen children to discuss our program and safety protocols in place. We strongly recommend that parents and students with allergens schedule a meeting with the Food Service Director, AVI's Dietitian, and the school nurse at the beginning of the school year. This will help the Director become familiar with the child, talk through food substitutes and allergies, and get to know their likes and dislikes. AVI and Old Trail School will work with students/families to try to accommodate all allergies.

Key points:

- Any student that has an allergy should include that information in their medical form in MyTrail that the parent is required to complete prior to the start of school. Any additional concerns should be discussed with the School Nurse. The nurse will collate and share allergen information with the Resident Director of Food Service.
- AVI's Director and staff are required to complete an annual allergen awareness course. All volunteers are made aware of allergen protocols and procedures prior to volunteering in the kitchen.
- There is a designated 'allergen-free' area in the kitchen, used to prepare all allergen food items to lower the risk of cross-contamination. Special colored tongs, serving utensils, cutting boards, pans, and bowls are used only for allergen-free items at every food station.
- All food stations (including the salad bar) will have daily updated signage indicating which foods have allergens and which are allergen safe.
- All allergen food items are prepared by a designated AVI team member and served by the same individual.
- The allergen-free food items are kept separate from the serving line and the student can request this based on their diet, therefore decreasing the risk of cross-contamination.
- Menus are posted at each of the food stations with any allergy icon listed by the menu item along with the allergen key. The following allergies that are listed are: Wheat, Milk, Soy, Sesame, Egg, Fish, Shellfish and Tree nuts (coconut and pine nuts). Nuts are not served to students.

REQUIRED BY OHIO STATE LAW

A permission form for Prescription Medication, signed by both physician and parent, must accompany any prescription medication including EpiPens and Inhalers. Students are permitted to self-carry both an Epipen and/or Inhaler if the appropriate forms are complete. The form must include the student's first and last name, dosage of medication, route and time of administration. Non-Prescription Medications or "Over-the-Counter Medications", require parents' permission either through the online consent form or through a paper copy of the Non- Prescription Medication Consent form.

- The School Clinic will provide Tylenol (adult, jr. and elixir forms), Ibuprofen 200mg. tablets, Benadryl (adult tablets and children's elixir), Tums and Cough Drops as needed with appropriate Parent Consent.
- If a Non-Prescription Medication is given at school for five consecutive days, a physician's order will be required to continue the medication (per Akron Children's Policy).
- The school nurse will provide a phone call to parents when a non-prescription medication is administered during the school day.

Thank you for your strict adherence to these guidelines. Questions? Our school nurse may be reached at 330.666.1118 ext.436 or by emailing nurse@oldtrail.org.

SAFETY & SECURITY

POLICE DEPARTMENT PARTNERSHIP

The School falls under the jurisdiction of both the Bath Police and Cuyahoga Falls Police departments. As part of their normal duties, police officers drive through the school grounds several times each day. The Bath Police Department tries to have an officer on hand every day when students arrive and at dismissal time. They also oversee our state-required lockdown drills and other safety plans.

FIRE DRILLS

The state-required fire drills occur once per month. They are monitored by the Bath Fire Department. Practicing safety procedures is a big part of being prepared for a true crisis. Adults who are on campus during a fire drill follow evacuation procedures alongside the students. Attendance is taken during every fire drill.

LOCKDOWN DRILLS

The state of Ohio requires that schools practice Lockdown Drills at least twice a year in the presence of law enforcement. The Bath Police Department helps train the teachers and is on-site when we practice our lockdown procedures with the students. Teachers secure each classroom during a lockdown drill and are trained in their responsibilities and protocols during a lockdown.

TORNADO DRILLS

Each spring Old Trail School holds tornado drills as mandated by the state of Ohio. The children silently take shelter in the safest areas of the school building. They are supervised by the adults in the building, and the drill is overseen by the Bath Fire Department.

VISITORS TO CAMPUS

All visitors to campus must sign in at the main entrance and wear a nametag. Parents are encouraged to wear the Old Trail School lanyard and name tag at all times. If needed, the school receptionist will provide a temporary name tag.

In the interest of safety, all school doors lock shortly after 8:30 a.m. Any adults in the building after that time must sign in at the main entrance and wear a nametag. After 8:30, all visitors, including parents and guardians, must use the main Firestone Hall entrance, where the school receptionist can unlock the door to allow entry. Please sign out when departing.

Parents/guardians of children enrolled in the Early Childhood Program at Old Trail School shall be permitted unlimited access to the School during the hours of operation to contact the child, evaluate the care provided by the program, or visit the premises for other purposes approved by the Primary School Director. However, the visiting parent may not interfere with or detract from services being provided to other students in the program. Individual conferences are scheduled outside of school hours, or with advance notice may be arranged during school hours when additional classroom coverage is available. Upon entering the premises, the parent/guardian shall report to the reception desk in Firestone Hall and sign in. All visitors must wear a name tag.

CAMERA MONITORING

Security cameras are utilized in indoor and outdoor public areas to enhance the health, safety and welfare of School community members by deterring violations of School policies and discouraging unlawful conduct on School property. Security cameras record images, but not audio, for future identification of individuals and activity in the event of a violation of law or School policies. Security cameras will not be used to monitor individuals based on their identity or characteristics. Moreover, the existence of security cameras shall not imply that they will be monitored in real-time or otherwise by School employees.

STUDENT BELONGINGS & OWNERSHIP

BUYING, TRADING, SELLING

Students may not buy, sell or trade items (E.G., bracelets, trading cards, toys, etc.) on campus or buses before, during or after school. With permission, they may bring various cards (e.g. magic cards) to play with peers during recess.

CELL PHONE/SMARTWATCH POLICY

It is the School's intention to create an environment that values personal connection, face-to-face communication, and engagement in real-time in the classroom. Because of the developmental age of our community, students at Old Trail School may not use cell phones or smart watches during the school day or during Before/After School Care.
During school hours a student's mobile device (including cell phones and smart watches) must be silenced and turned off. The phone or smartwatch may NOT be kept on the student's person; it must be in a backpack in the student's locker/cubby. Students may only use their phone/smartwatch during school hours if given permission by a faculty member. As the oldest students in the school and leaders within the community, Middle School students may responsibly use cell phones from 3:30 - 3:45 to communicate with parents to facilitate transportation and pick-up at the end of the school day.
Smartwatches may not be worn during school, however, activity trackers like FitBits are acceptable, provided that they are not actively syncing to a phone (receiving text messages, phone call alerts, news updates, etc.). Please note: Students can easily lose expensive devices they bring to school, and Old Trail School cannot be responsible for the loss of personal devices. Individual faculty and coaches may use discretion for Middle School students traveling to a game, match, or off-campus event. Any student who violates the cell phone or smartwatch policy is subject to having the device confiscated.

ACCESS TO PHONES

Old Trail School always gives students easy access to a school phone, or if off-campus a teacher's cell phone, if/when needed. Students can seek permission to use School phones from a teacher, division director, or other faculty member, and will be asked to log in the call. Students should be using School phones only to pass on messages of an urgent nature. Social arrangements or family plans should be made outside of School.

TOYS & ELECTRONICS

Primary School children should leave electronic toys, electronic music and tablets at home. If used during the bus ride to and from school, the item must stay out of sight and turned off in a book bag or cubby throughout the school day. These items are not to be used during the school day or during After School Care/OTS+. Exceptions may be made on occasion for a theme day, specially earned by the class and designated by a classroom teacher, such as "bring toys from home" day.

HEADPHONES & EARBUDS

Most students are asked to provide headphones/earbuds as part of the school supply list, which are used to facilitate the use of educational apps and reading programs, and audio-visual files. Because Old Trail values the interconnectedness and participation of students, headphones may not be worn for personal use or listening to music while in solitary study unless the student has been expressly granted permission to do so.

ELECTRONIC READING DEVICES FOR INTERMEDIATE SCHOOL

Students in grades 3-5 may bring electronic reading devices to school. However, they may only be used for reading, .i.e., accessing the Internet is not allowed. Intermediate students may use electronic devices in before and after school care with adult permission. However, if they wish to access the internet, they must use the school computers in the library. All electronic devices must be registered with the school.

LABELING OF BELONGINGS

To avoid confusion, every article (textbooks, notebooks, calculators, gym uniforms, bathing suits, towels, lunch bags, articles of clothing, etc.) should have the student's name marked clearly and indelibly in a prominent place. In the front of school-owned texts, a space is provided to write a student's name, in ink, and note the condition of the book. To further avoid temptation, and confusion, valuables should be left at home or entrusted to a teacher, advisor, secretary or administrator.

FOOD & DRINKS ON CAMPUS

SNACKS

The School food service operation provides a healthy mid-morning snack for every student in the Early Childhood Program, including the Toddler and Junior Kindergarten classes. Afternoon snack is provided to Early Childhood students who attend the full-day program. Students in kindergarten - Grade 8 bring a daily snack.

In order to be better role models for the students, OTS personnel generally do not give out candy or unhealthy treats for rewards, prizes or incentives. Similarly, candy, sweets, soda or carbonated drinks are not allowed for students. Suggested healthy snacks for the classroom environment:

- Water
- 100% fruit juice
- Yogurt
- Cheese: cubes, strips, slices, with crackers
- Cream cheese & bagel
- Dry cereal: Cheerios, Chex, Crispix
- Pretzels
- Pita bread
- Healthful breads and muffins (not sweet breads like cinnamon rolls, Danish, donuts)
- Crackers (soda, wheat, saltines)
- Sunflower seeds, pepitas, corn nuts, roasted soybeans
- A sandwich
- Hard boiled egg (already peeled)
- Lunch meat rolled into tubes
- Fruit: Pineapple chunks, rings, tidbits; pears/peaches/mixed fruit canned in juice; apple & cheeses; dried bananas/apples; watermelon/cantaloupe/honeydew chunks; fresh pears/peaches/plums; banana or grapes
- Raw mushrooms, broccoli, carrots, cauliflower, celery, grape tomatoes, carrots, cucumbers, peppers, or tomato slices and dips

CELEBRATIONS

Parents are often tempted to create treat bags for children near holidays - Halloween, St. Patrick's Day, Valentine's Day, Easter, Thanksgiving. Not all families celebrate holidays and birthdays with identical exuberance or traditions. At Old Trail School two holidays are celebrated with the children: Halloween and Valentine's Day. Treats are provided by the kitchen to ensure the allergy-free nature of the treats. Please do not send holiday treat bags to the children at school on holidays.

BIRTHDAYS & HOLIDAY TREATS

To celebrate a child's birthday, families may choose to send an individually sized nut-free birthday treat in for each member of the class. Please send one snack for every child and ensure it is the same treat for everyone. For example, all chocolate cupcakes, not half chocolate half vanilla. Treats should be individually wrapped and store-bought with an ingredient list included. Half-birthdays may be celebrated for summer birthdays. Early Childhood students often share a favorite snack during their celebration week rather than on the actual birthday. Classroom teachers will provide guidance.

Often birthday treats are eaten during snack time, and should be easily distributed by a teacher, with arrangements for providing the snack in advance; please do not provide a cake with separate plates, napkins, and utensils. This is also not a time for parents to join the classroom.

BIRTHDAY/HOLIDAY FAVORS & INVITATIONS

Please do not hand out Birthday or holiday treat/party favor type bags at school on or near your child's birthday or on or near holidays. Invitations should be mailed or emailed privately, not distributed at school.

ACADEMIC PROGRAM

ACADEMIC ASSESSMENT & GROWTH

Children mature and develop at individual rates. While there are predictable levels of development, there is no rigid timetable by which Old Trail School measures growth. Throughout Old Trail School's program all children are assessed through a combination of formal assessments, informal assessments, collected work samples, and anecdotal observations. All of these, in concert, allow teachers to assess the growth and progress of a student. Short and long term goals are communicated to parents and guardians through regularly scheduled conferences and written reports that are made available in MyTrail.

Old Trail School's focus on student-centered learning and deeper learning experiences transcends Divisions, and within that framework each Division has specific goals for assessing growth of the child.

DIVISIONAL DETAILS

Early Childhood Program

Old Trail School's Early Childhood Continuum, which is based on research and best practices, informs families of their student's growth and progress in the following key areas: social and emotional competence, creativity, fine and gross motor skills, language development and cognitive skills.

When a child turns four years old, the continuum incorporates: alphabet recognition, number recognition, initial sound/letter correspondence, word retrieval, rhyming, and print concept awareness.

Additionally, Early Childhood teachers use the following as guidelines when assessing development throughout the year:

- Is the student developing self-confidence?
- Can the student perform developmentally appropriate tasks with minimal frustration?
- Is the student demonstrating age-appropriate independent social and personal skills?
- Is the student willing to become involved in group activities?
- Can the student listen to and carry out simple directions?
- Does the student use language appropriate for his/her developmental level?

Teachers observe and assess the student throughout the year, reflecting the progress on Old Trail School's Continuum. The Continuum and additional data and observations are shared at conferences; a copy of the Continuum is shared on the student's MyTrail account.

Primary School
A student's progress in the Primary School continues to follow a skills-based curriculum which incorporates social-emotional competencies. Faculty share a student's progress through the comment-based report card reflecting on areas of academic competency.

Intermediate School
A student's progress and performance in the Intermediate Division is measured through performance on individual assessments, and cumulative growth and is communicated to families in narrative form through trimester reports, available on MyTrail. Formal grading (A, B, C...) on a report card begins in Grade 5.

Middle School
A student's progress and performance in the Middle School is measured through individual assessments including homework, tests, quizzes, essays, labs and lab reports, and presentations. Both performance and effort grades are recorded on the trimester report cards, which are posted on MyTrail.

SCREENING & STANDARDIZED TESTING

A routine part of any school year includes formal and informal screening and benchmarking to monitor student growth. Teachers watch and listen closely during academic lessons to learn as much as possible about the student. Reading, math and writing skills are assessed, formally and informally, by teachers, administrators, and the learning team, under the guidance of the school psychologist.

SPECIAL SCREENINGS

Specialists initiate speech, language, eyesight and hearing screening for students, which assist in early intervention needs and creating an accurate picture of a student's learning. If any screening results cause concern, parents will be contacted to discuss and generate thoughts regarding any supportive steps we might take together.

The School has a speech and language therapist who screens the ECP children each year and makes recommendations to parents for follow-up therapy when needed. The therapy can be provided here at school, but the parents do pay for this service. The School has school psychologists and learning specialists on staff to serve the students and teachers at school when it is deemed necessary.

STANDARDIZED TESTING

Standardized testing is given to all students in grades 3-8. Old Trail School and other independent schools use the Comprehensive Testing Program (CTP 4) a norm-referenced test published by Educational Record Bureau (ERB). These tests provide useful information to teachers, administrators and parents each year. The data gathered over time is especially useful to help monitor the children's growth and to evaluate curricular goals. Parents receive the results of this spring testing in June.

PROGRESS MONITORING & BENCHMARKING

Students at Old Trail are periodically administered brief benchmarking assessments to monitor progress, both individually or as a class as a whole. There is no loss of instructional time for these progress monitors.

KINDERGARTEN READINESS

Every winter, children who will be age eligible for Kindergarten within the next two years participate in individual interviews to assess their readiness for the next stage in their educational journey. This tool is used to complement the teacher observations and growth shown in the continuum to determine advancement to kindergarten or junior kindergarten.

HOMEWORK & TESTS

TEST AND EXAMS

Middle School students should not be expected to take more than two tests (quizzes and project deadlines excluded) on any given day. Teachers place all major assessments on MyTrail.

Old Trail School does not have formal exams at the end of each trimester. However, teachers may give a cumulative examination that would have more weight and reflect a broader range of material than a regular unit test. If a test is given an ″Exam″ notation, then no other teacher will schedule another test or exam on that same day.

In other words, a student can have one or two tests on any day, but no student should have any other test or exam on a day noted with the Exam notation. As in the past, we will continue to consider the administration of quizzes as just another classroom activity that will not enter into the Test/Exam equation.

TEST-RETAKING IN MIDDLE SCHOOL

The acquisition of knowledge and skills is the overarching goal of the educational endeavor. The act of retaking a test reinforces the mastery-learning focus rather than the ″you either know it or you don't" concept is counter to learning that seeks to inspire risk-taking.

Allowing or encouraging students to re-take tests aligns with the belief that the body of information upon which the assessment is based is worth learning, and worth demonstrating mastery of/in. It is pedagogically defensible and desirable to offer more than one chance to master and show that one has mastered (or come closer to mastering) a given skill set or knowledge area. And, since a test is a measurement of, not an end to learning, it is also defensible to reward eventual mastery with a better grade.

Teachers may create thresholds that will select-out students who have not demonstrated adequate competence. Allowing retakes gives these students opportunities to better master the content and better learn the material. Teachers have relative autonomy regarding test retakes. Teachers are expected to be fair in providing this opportunity and are encouraged to inform their respective academic departments or division as to their protocols and rules. It is understood that these parameters or rules may change over time because each student, teacher and school year is unique, so too is every situation—a core reason for providing this test retaking accommodation.

HOMEWORK

It is the school's philosophy to require meaningful homework from students, using the following guide:

Primary School
Work to reinforce weekly lessons is sent home in the folder. Work ranges from 15 minutes per week to 15 minutes per night, depending on the development level of the student.

Intermediate School
Work to reinforce weekly lessons is sent home in the folder.

Middle School
Typically includes 20-30 minutes per core subject, per night.

On occasion students will have more, or less, homework than others. There will also be nights when periodic homework is required for non-core subjects. To this end, all Intermediate and Middle School students will have access to MyTrail and/or Google Classroom, outlining the short-term and long-term assignments.

ORGANIZATION, ASSIGNMENTS AND PLANNERS

Old Trail School utilizes three main forms of organization for students:

Primary School

Students take home weekly folders which contain important information and homework assignments

Intermediate School

Students have take home folders and have access to assignments on Google Classroom

Middle School

Middle School assignments are posted on MyTrail, the internal school information system

In addition to the digital planners/calendars, students are welcome to utilize paper planners at any time. Occasionally ad-hoc assignments may be made, updated, or adjusted by a teacher that are not included on the digital resources. Students are encouraged to have their planner handy, so they can ensure that it is as useful as it can be and can record adjustments or additions.

Teachers may adjust the schedule of assignments as the week progresses, but students are responsible for noting those changes. Students missing, or preparing two or more unacceptable homeworks per quarter, generally cannot obtain a "4" for effort for that subject on their quarterly report card. Furthermore, each additional missed homework can result in as much as a 1% deduction per missed assignment from their trimester average for that subject. A parent-teacher and/or advisor conference is usually scheduled, at the request of the teacher, for chronically missed homework.

In an attempt to remain sensitive to family plans, teachers will assign projects / long-term assignments far enough in advance so that students will not be required to use vacation time to complete work. In essence, routine homework or major projects will not be assigned over Thanksgiving, Winter or Spring breaks.

LOSS-OF-RECESS POLICY FOR MISSED WORK & SUPPORT OF INTERMEDIATE AND MIDDLE SCHOOL

Children and adults both need a break during the day, thus a No Loss of Recess policy is the School's goal. The following steps can support students who have difficulty completing homework on time:

- Students can be given one or two warnings and opportunities to correct the behavior.
- If the behavior continues, a 3-way meeting with the student, teacher and director should occur to develop a plan to support the goal of completing homework on time.
- If the plan is not successful, a 3-way meeting with teacher, parents and the director to discuss the situation and develop additional strategies for the student to be successful is needed.

Occasionally, students may be kept in for behavior infractions (yellow slips).

Recess should not be used to give extra help. Extra help is given before or after school, during class time or during study hall. Teachers allow enough class time to complete work at school. However, work pace varies and sometimes incomplete class work will be sent home to complete that evening. If a child consistently does not complete class work, a meeting with parents to discuss modifications to the child's workload (e.g., do half the assignment, only the odd problems, use dictation, etc.) will occur.

REPORT CARDS

Old Trail School issues report cards once per Trimester. Both the report cards (or continuum, for Early Childhood students) and narrative comments are posted on MyTrail. Each parent/guardian has a unique, password-protected account to access MyTrail. An email is sent to all parents when the reports are available. Questions about a report card should first be directed to the homeroom teacher or advisor.

Report cards for students in Early Childhood - Grade 4 are narrative-based reports. Students in Grades 5-8 receive letter grades, based on percentages.

Narrative Grading Scale, K-5

NA – Not Assessed
N – Needs Support*/Not Demonstrating**
E – Emerging
P – Proficient

*- Primary School
** - Intermediate School

Academic Grading Scale, 5-8

Old Trail School uses a grading scale based on percentage averages for Grades 5-8:

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

ACADEMIC HONOR ROLL

A student who receives an overall weighted grade average of 90% or above is recognized at the completion of each trimester, by being listed on the Honor Roll. Averages are computed by: 1) doubling and sub-totaling the five core subjects (History, English, Mathematics, Science, World Language); adding to that subtotal the sum of all other graded coursework (Art, Music/Performing Arts, and electives (for 7th and 8th graders), and finally, 3) taking the average of the grand total. If a subject is assessed with a skills rubric, a student's assessed performance will not be factored into the Honor Roll Computation.

ACADEMIC STATUS

If a student struggles with issues of accountability or academic performance, the school will communicate these concerns to the family. The objective is to help the student improve and return to good academic standing. Each student's progress is monitored closely, and any initial concerns or observations will be communicated to the family by the classroom teacher or advisor, who will initially form a plan to support the student.

At regular intervals, the homeroom teacher/advisor, the grade level team, the division director, and Learning Specialist meet to discuss student status and determine if additional support or evaluation is needed from the Learning Team. If adequate progress is not shown, the student may be referred to the Learning Services team for additional support or further evaluation.

Decisions regarding a student's level of academic concern and future enrollment remain at the discretion of the division director. Examples of concerns that may place a student on academic status include multiple failures of accountability, repeated missing or incomplete work, trimester averages below C-, or a lack of academic growth. The School will communicate directly with the family should any of the above be the case to any corrective steps that should be taken during a particular time frame. The student's teachers and/or advisor will partner with the student and family to effect lasting improvement, but should these conditions and expectations not be met, the student's place at Old Trail may be at risk.

MIDDLE SCHOOL ACADEMIC PROBATION

Students having two core subjects of "D" or below, any three subjects of "D" or below, or two or more "2" effort ratings at any marking period, will be placed on Academic Probation. The first time a student is placed on academic probation, the advisor, division director and School Psychologist will initiate a meeting with the student's parents to develop a plan of action to support the student's learning. This set of actions might include additional study halls, supervised study halls, additional learning support, behavioral modifications, as well as suggestions for home partnership. A student failing a core subject will be placed on probation, and may not advance to the next grade without a passing grade.

Students in Early Childhood, Primary, and Intermediate Divisions may be placed on Academic Probation if the student does not meet expectations for intellectual growth and development as determined through classroom observation and work samples, the evaluation in the continuum, and screenings and benchmarking.

A student on academic probation may be in jeopardy of not being invited to re-enroll at Old Trail School or having enrollment rescinded. Students placed on academic probation prior to enrollment contracts being issued will have contracts held until improvement is demonstrated, as determined by the division director.

EFFORT GRADES

To further inform parents and students about a teacher's evaluation of a student's progress and motivation, an effort grade is given every trimester in all Middle School subjects. A teacher's evaluation of effort is distilled to one of five grades:

4 implies a student invariably...	>>>	... comes to class prepared with neat and organized homework and materials.
3 implies a student ordinarily...		... follows directions.
2 implies a student occasionally...		... effectively and actively participates in large and small groups.
1 implies a student rarely...		... respects self, others and school.
		... is motivated and self-directed.

This effort evaluation attempts to comment on a broad range of student responses, including preparation, participation, behavior and attitude. Because of this and the subjective nature of trying to evaluate what makes a student engage, parents are encouraged to look at trends in a student's effort grade, rather than focusing on one grade, in one subject, at a time.

EFFORT HONOR ROLL

To earn a place on the Middle School Effort Honor Roll, the following standards apply:

- A student cannot earn a place on the Roll with any effort grade of 1 or 2.
- Effort grades of 4 or 3 points will be compiled for an Effort Roll average in the following manner: All subjects (Art, History, English, Mathematics, Performing Arts/Music, Physical Education, Science, World Language and any elective [7th and 8th graders]) will be weighed equally, in compiling an average. A minimum average of 3.4 must be attained to include a student on the Effort Honor Roll.

FAILING GRADES

A student, failing two or more subjects for the school year in Grades 6-8, will be required to make up those courses in an approved program over the summer or withdraw from school. Any eighth grader who earns two or more failing grades for the year will not receive an Old Trail Diploma, but may participate at Graduation.

COMMUNITY STANDARDS & BEHAVIOR

Old Trail School's Behavior policy is based on the core values of Respect, Responsibility, Goodness, and Service, while also acknowledging the individual developmental and emotional stages of the students. Above all else, Old Trail School seeks to maintain community standards that create a community where all students feel welcome, respected, supported, accepted, and acknowledged as unique and valued individuals. Consistent with Old Trail School's mission, the expectations for students include behavior that promotes Respect, Responsibility, Goodness, and Service. Courteous and polite behavior that contributes to maintaining a positive environment is expected at all times.

Respect
Old Trail community members treat others with courtesy and dignity. We understand that others may have different experiences, perspectives, personalities, and interests, yet our belief in mutual respect must be universal.

Goodness
Old Trail community members understand that working together in a school goes beyond tolerance. Goodness implies that we carry our values with us wherever we go, and act with morality and integrity in all of our decision-making.

Responsibility
Old Trail community members recognize that school environments thrive when participants take ownership of their words, actions, routines, and expectations. Personal responsibility allows students to take pride in their accomplishments and learn from their mistakes.

Service
Old Trail community members know that education is not for the learner alone. Education is a tool that can be used to support others and to provide service to our school, region, and world.

Teachers are trained in developmentally appropriate philosophies regarding behavior, and the expectations are shaped accordingly.

UNACCEPTABLE BEHAVIORS

The following behaviors are intrinsically at odds with Old Trail's Core Values, and result in disciplinary action by the school:

- Profanity and Obscenity
- Fighting or causing harm to others
- Stealing Private Property, theft, or disregard for the property of others
- Cheating
- Use or Possession of Drugs / Alcohol / Cigarettes (Tobacco)
- Use or Possession of Weapons / Dangerous Items
- Hate Speech
- Sexual Harassment
- Hazing
- Bullying
- Cyberbullying
- Dishonesty or False Accusations
- Intentional exclusion of other students
- Elopement

Additionally, students are expected to refrain from violence (implied or actual), harassment, disregard for faculty or school policies, or being in the possession or under the influence of alcohol, tobacco or nicotine products, or drugs. The school reserves the right to confiscate any item that is deemed unsafe or inappropriate by the teacher and/or administrator at Old Trail School.

UNACCEPTABLE BEHAVIOR DEFINITIONS

Bullying
Bullying involves unwanted, repetitive, behavior that involves a real or perceived imbalance of power due to physical size, popularity, or access to information. Bullying need not be physical; but is any deliberate and repeated social act, physical, verbal or even non-verbal. The School considers willful silent bystanders to be complicit in the cowardly act of bullying.

Cyber-Bullying
Cyber-bullying involves unwanted, aggressive behavior over digital platforms. Examples of Cyberbullying include (but are not limited to) sharing unwanted personal content about another student, using unkind language in a public virtual sphere, and spreading gossip intended to cause pain to another student. The School acknowledges that since our students are "classmates," it has a role in mediating for unkindness, dishonestly or cyber-bullying, even when actions occur outside of school walls and hours. The School expects parents to support its intervention, and will deal frankly and directly with perpetrators of slander, hazing, rumor-mongering or even idle gossip. Students are discouraged from writing about acquaintances on social media.

Dishonesty (False Accusation)
Deliberately inventing a story and accusing someone else of doing something like cheating, stealing, bullying, or harassing is a lie that is directly proportional to the misbehavior of which they are accusing another.

Elopement
Elopement is often referred to as running away, bolting, wandering, or being out of bounds, both at school and during school-sponsored trips. Running away is a serious behavior due to the dangers that may occur for students without direct adult supervision or to the student eloping. Old Trail School considers elopement as leaving the designated area without permission, 'bolting' from teachers, or intentionally evading adult supervision by leaving an area. Student elopement creates a safety concern both for the student eloping who is unsupervised, and potentially for other students who are under the supervision of the teacher.

Hate Speech
Examples of hate speech include any identity-targeted language, racist slurs, gender-biased slurs, ethnic slurs and homophobic language.

Hazing
Hazing is a deliberate act of harassment, which is characterized by unnecessary ridicule, criticism or embarrassment, and is oftentimes initiated within a community of peers, to which another student may be seeking to impress or gain acceptance.

Sexual Harassment
Sexual harassment refers to behavior that is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the school performance or emotional well-being of its victims and the bystanders who witness or know of harassment. Sexual harassment may include such actions as:

- sexually-oriented verbal, written or digital comments
- subtle pressure for sexual activity
- physical contact such as patting, pinching, or brushing against another's body
- demands for sexual favors

Any student who feels targeted by sexual harassment needs to report it to a parent, teacher, advisor, or administrator.

PROFANITY & OBSCENITY
Obscene material and profane language are unacceptable in school, before and aftercare, and after-school activities including athletics.

FIGHTING & PHYSICAL HARM
As a school serving young students, there is a fine line between "rough-housing" during play, play that has unintentionally gone out of control, and premeditated hitting, kicking, throwing of objects, or a fight. It is understood that disagreements between students can escalate to physical violence, but it is Old Trail's objective to help students learn to settle differences peacefully and respectfully and that students are expected to keep their hands, feet, and objects to themselves in order not to harm or intimidate others.

INTIMIDATION & MANIPULATION
Intimidation, manipulation, or a threat of violence ("If you don't do this, I'll...") is, in itself, psychological violence and will not be tolerated. Students are encouraged to speak with a teacher or trusted adult if they hear other students using words to intimidate, threaten, or manipulate others. Verbal intimidation and manipulation are treated in the same manner as if a student caused physical harm.

PRIVACY
Students, teachers, and others within the community have an expectation of privacy from unwanted or unknown intrusion by technology. It is understood that no one, be it a teacher, student or any other member of the larger community will be photographed or recorded without express permission, aside from school marketing and communication needs, for which permission is granted in the enrollment agreement. In addition, if images or recordings are intended for use and potential propagation on the Internet, it is expected that additional disclosure and express permission for such specific distribution (like youtube.com) be understood and granted. No one should ever be surprised to see their visage or words on the internet or distributed within the community. If that happens, the School will be diligent about discovering the origin, and with a student's parents, take appropriate action.

STEALING
Taking another person's things, even as a prank, can and should be perceived as stealing. Whether it is a pencil, textbook, calculator, i-pod, thumb drive, or phone, the "borrowing", without the owner's permission, is theft.

CHEATING
The consequences of academic dishonesty can severely impede student learning and well-being. At risk is the trust and respect of parents, peers, teachers and self—one's very integrity. Cheating jeopardizes important measures of student success more than it helps to earn better grades.

Cheating is perceived as stealing something that doesn't belong to you; whether it is the ideas of another that are plagiarized, someone's homework, a test, quiz, or notes. Students involved in cheating, whether they be the givers or takers, automatically forfeit the work on which they are cheating (or even suspected of cheating). The teacher, in consultation with the division director, may assign a retest, if appropriate; but, the work on which a student cheated will count as a zero. Parents will be notified and appropriate punishment assigned.

ALCOHOL, CIGARETTES, DRUGS & VAPING
Any illegal substances, be they drugs, alcohol, or tobacco, will subject a student to suspension and possible expulsion.

WEAPONS
Knives, guns, or any other potentially lethal weapons brought to school, will subject a student to disciplinary action including suspension or expulsion. Other hardware that is engineered and invented to throw a projectile, harm another person, or damage property, is not appropriate at school and will result in disciplinary action.
Additionally, making a threat with weapons either in person, online, or on social media will be taken seriously, and will result in disciplinary action.

OTHER PROHIBITED ITEMS
Matches, lighters, fireworks, drug paraphernalia and explicitly graphic material (either through pornography or violence) are prohibited on campus.

BULLYING, HARASSMENT & TEASING
Old Trail School is committed to naming, studying and discussing bullying and teasing in a deliberate manner with all children, not just the bully or his/her targets. It is understood that some students have an especially difficult challenge in making the subtle distinction between age-appropriate joking and fooling around, and crossing the line into more destructive and anti-social teasing, bullying and harassing. The School considers bullying as misbehavior that needs to be addressed as a matter of social justice. Bullying deprives students of their rightful entitlement to go to school in a safe, just and caring environment; bullying interferes with children's learning, concentration and desire to attend school. The School has no tolerance for the code of silence that often protects bullies and challenges those who witness bullying behavior with the responsibility to inform adults. Involving compassionate adults in knowing about bullies is the most expedient and courageous way for bystanders to help solve these student disputes and rescue the target (and the bully). So too, the School considers willful silent bystanders to be complicit in the cowardly act of bullying. Bullying need not be physical; but is any deliberate social act, physical, verbal or even non-verbal, that makes the recipient feel unsafe, excluded, or different.

Issues surrounding bullying and teasing are part of ongoing discussions throughout the school year through teachable moments and the School's Core Values.

Old Trail's curriculum addresses bullying and teasing annually, including reinforcing the words students need to communicate to teachers and each other: bully, teasing, target, allies and bystanders. We give them words and practice saying, 'Stop it. That was a terrible thing to say. Quit saying that.' We give students the actions they may need to handle a problem: walk away, walk toward an adult, go stand near an adult, tell an adult nearby, tell your teacher, ask nicely twice and then get help from an adult, etc.

It is impossible for a teacher to address a bullying and teasing situation that the teacher knows nothing about. Parents who become aware of a situation at school are expected to bring the situation to the attention of the classroom teacher, advisor, or division director, so the issue can be addressed

REPORTING PROCEDURE

Old Trail School does not discriminate on the basis of race, color, national or ethnic origin, sex, disability or age in the administration of its educational programs and activities, disciplinary procedures, or athletic programs. Any student who believes he or she has been the target of harassment or discrimination by any student, faculty member, administrator, employee, volunteer or representative of the School is encouraged to report the alleged acts immediately and confidentially to the division director, Associate Head of School or Head of School. Any complaints of alleged harassment or discrimination will be investigated promptly. This will be done in a confidential nature and it is a violation of law for any individual to be punished or retaliated against for truthfully reporting any harassment or discrimination.

Reports may be made to:

Sarah Johnston
Head of School | sjohnston@oldtrail.org | x303

Joe Vogel
Associate Head of School | jvogel@oldtrail.org | x482

Amanda Irwin
Primary School Director | airwin@oldtrail.org | x310

Jonathan Wanders
Intermediate School Director | jwanders@oldtrail.org | x358

Hallie Ritzman
Middle School Director | hritzman@oldtrail.org | x327

BEHAVIOR & DISCIPLINARY PROCESS

Disciplinary and behavior issues are handled in a developmentally age-appropriate manner by the division directors, with the goal of creating an optimum learning experience and understanding of the student's responsibilities to self and others.

The School will take disciplinary action when students do not meet the School's expectations. Decisions regarding discipline, including suspension and expulsion, are made at the discretion of the School. When inappropriate behavior is observed by a faculty member, consequences are likely to be assessed immediately. In cases where inappropriate behavior is reported, is more complicated, or involves a number of students, the division director and/or a faculty member will investigate the situation to understand the scope and details of the issue.

REPRIMANDS

While it is Old Trail's policy to praise students in public and reprimand them in private, the attention directed toward students, for such reprimands, creates a negative impression among a student's teachers, peers, and the student. In all but the most flagrant cases, a reprimand, with an accompanying infraction slip, may well be the first disciplinary step. Chronic misbehavior that consistently warrants reprimands suggests that a parent conference is indicated.

RECESS/BREAK AND LUNCH DETENTION

Deserving students will serve a Recess/Break Detention in the Director's Office or an advisor's classroom from 11:55 a.m. to 12:20 p.m. on any school day. Students deserving of a Reflective Lunch will eat lunch in an assigned classroom or office from 11:30-11:55 a.m. on any school day. In either case, students must arrive promptly, sign in and sit quietly until dismissed.

LOSS OF RECESS/BREAK

Children and adults both need a break during the day, thus a No Loss of Recess policy is our goal. The following steps can support those who have difficulty abiding by community standards:

- Students can be given one or two warnings and opportunities to correct the behavior.
- If the behavior continues, a 3-way meeting with the student, teacher and division director should occur to develop a plan to support the goal of adhering to community standards
- If the plan is not successful, a 3-way meeting with the teacher/advisor, parents and the division director to discuss the situation and develop additional strategies for the student to be successful.

Occasionally, students may be kept in for behavior infractions or yellow slips. This final decision regarding missed recess rests with the division director.

AFTER-SCHOOL DETENTION

Intermediate and Middle School students who are required to serve After-School Detention will do so in the back dining room on scheduled Fridays. Students are expected to sit quietly from 3:40-4:40 for this detention. Advisors, faculty and administration may invoke a "severe clause" for a variety of misbehaviors, which may include this after-school detention as part of the consequence. Parents will be notified and are expected to alter schedules accordingly to facilitate pick-up. There is no After-School Detention for Primary School students.

PROBATION, SUSPENSION & EXPULSION

If a student has multiple or chronic behavioral concerns, the division director will communicate the concerns with the student's parents/guardians. Depending on the severity of the concern, the student may be placed on probation or suspended. Following suspension or at the onset of probation, the student's behavior will be reviewed, the school's rules and consequences will be examined, and strategies to help the student overcome the behavioral difficulties will be discussed, in partnership with the division director. Any student who is on probation or who has been suspended will have the re-enrollment contract held until the probation period has ended, upon the discretion of the division director and Head of School.

BEHAVIORAL PROBATION

Behavioral probation is the recognition by the School that a student's behavior is not acceptable. When placing a student on behavioral probation, the School will establish a period of time during which the student's behavior will be monitored by the faculty and administration and after which the student's continued attendance at Old Trail will be considered by the administration. Any time a student is suspended, s/he may also be placed on Behavioral Probation. The administration establishes the probationary period and expectations specific to that student. If significant improvement in the student's behavior does not occur, the student may be dismissed from School. If, however, the student's behavior does improve, s/he will be removed from probation.

SUSPENSION

Suspending a student from school, whether as an in-school or out-of-school suspension, is reserved for the most serious offenses, (a "severe clause"), for chronic misbehavior, or as part of due process for accumulated slips. It is instituted at the request of the advisor or division director, in consultation with the appropriate teacher(s), Head of School, and parents. Suspended students are expected to keep up with their schoolwork, and may be penalized for work missed while suspended. Any student placed on suspension will also be placed on probation upon return.

EXPULSION

Old Trail enrolls students who are judged to be civilized and cooperative. If, as a student's enrollment progresses, he/she is unable and/or unwilling to live by the community standards, then that student is subject to the possibility of being expelled. After consultation with the Head of School, division director, parents, student, and appropriate faculty, the Head of School may acknowledge that all other corrective avenues have been exhausted and sever ties with the student. Of course, this final step is viewed as a failure for all concerned: student, family and school.

MIDDLE SCHOOL CONSEQUENCES

Teachers, staff and administrators may issue yellow communication slips to a child's advisor. These slips keep the advisor informed of a child's behavior and responsibilities. A slip may be issued for a minor offense (1 point), a greater offense (2 points), or a major infraction (severe clause) or may be simply marked "FYI," for the purpose of facilitating communication. The slips are discussed with the child when they are received and the consequences are served. Points are added together as the term progresses and discarded at the end of the term. Parents are typically informed of a child's offense after a fourth point is issued in a term, or after an incident that is deemed to be "severe."

- 1 point – Warning
- 2 points – Miss half a break
- 3 points – Miss a full break and reflective lunch
- 4 points – Note home to be signed, miss a full break & reflective lunch
- 5 points – Note home to be signed, miss a full break and reflective lunch
- 6 points – Phone call home, miss full recess or break, and reflective lunch
- 7 points – Phone call home, division director contacted, miss a full recess or break, reflective lunch , and an optional report or service to the school may be assigned at this time
- 8 points - Meeting between division director, advisor, student and parent. A personalized behavior improvement and future consequence plan will be considered during this meeting.

After 8 points are issued, the student starts over in the point system. If he or she reaches 8 points again in that same term, the student serves an in-school suspension and a conference is again arranged with the parent(s), student and advisor. The Head of School or division director may be present at this conference.

A severe clause occurs when a full 8 points is designated in one incident, or requires a critical individualized response. Examples include cheating, biting, deliberately kicking or hitting another child in anger, bringing a weapon to school, destruction of school property, destruction of another's property.

- Any severe clause infraction will be dealt with immediately.
- Parent(s) will be called to come get the child.
- A conference with the parents, teacher, and division director will be held. The Head of School may also be present.
- Age-appropriate consequences may include restorative work, detention, suspension and/or expulsion.

EARLY CHILDHOOD BEHAVIOR & DISCIPLINE

Although there are essential rules, such as "Don't hurt anyone on the inside or the outside," and "Be safe," an understanding of an individual student's developmental level is taken into consideration when teachers need to discipline. Teachers communicate through thoughtful questions and comments; the feelings of all children are respected and accepted.

The goal is for Early Childhood students to learn to regulate behavior by developing social skills which allow for the practice of self-control and conflict resolution. This is accomplished in the following ways:

- Reinforce positive behavior with praise, notes home, and a sense of accomplishment
- Support students with the development of necessary skills
- Encourage students to use words rather than physical aggression
- Redirect students toward more appropriate activities
- Encourage students to leave a group activity in order to gain self-control
- Discuss with students the need for appropriate behavior
- Schedule a conference with parents, when necessary

Students who exhibit physical or verbal aggressive behavior may be removed from the classroom, either for a short period of time (in-school) or extended time (at home); failure to eradicate the behavior following a good-faith effort may result in an extended absence from school, suspension or dismissal. Examples of aggressive behavior include, but are not limited to, hitting, pushing, throwing, biting, kicking, spitting, yelling and elopement.

EARLY CHILDHOOD BITING POLICY

While Old Trail School constantly strives to promote positive social interactions in the Early Childhood Program, biting may still occur in a class of young children for a variety of reasons. Every effort is made to help end this behavior as soon as it appears.

When faced with a biting incident, the teachers take the following steps:

- Provide immediate care and attention to the student who was bitten. If the skin is broken, the student is examined by the school nurse and parents are called.
- Redirect the student who bit to more positive behaviors and clearly explain that biting is not an acceptable choice.
- Notify both children's parents or caregivers.

Please note that the name of the "biter" is kept confidential when communicating with other families. If biting becomes a recurring issue, a meeting will be scheduled with the student's parents to try to determine the reasons for the biting and to develop strategies to implement at home and at school to eradicate the behavior. Failure to eradicate the behavior following a good-faith effort will result in an extended absence from school, suspension or dismissal.

EARLY CHILDHOOD DISCIPLINE

The Ohio Department of Education has very specific guidelines regarding discipline and the expectations of school employees. They have been summarized below:

The Early Childhood teachers in charge of a child or a group of children shall be responsible for their discipline. The center has a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy is on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and includes such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior. Any and all behavior management/discipline policies and procedures ensure the safety and physical and emotional well-being of all individuals on the premises (There shall be no harsh, cruel, shaming, confining punishment; no physical restraints, profane language, abuse or neglect.).

A complete copy of section 3301-37-10 Behavior Management/Discipline from Preschool Program Licensing Rules of the State of Ohio, Department of Education has been included in the Parents webpage and is emailed to all families prior to the start of school.

OFF-CAMPUS EXPECTATIONS

Whenever students are traveling to or away from school with an Old Trail group, they are subject to the same rules, regulations, and high expectations of appropriate behavior that they encounter on school grounds. This includes upholding the spirit and purpose of Respect, Responsibility, Goodness, and Service at all times. As in the classroom, the teacher(s) involved will determine what acceptable or unacceptable behavior is.

FIELD TRIPS

Field trips are an important part of the educational process at Old Trail School. These opportunities reinforce the importance of learning through experiences in ways that both complement and expand the curriculum. A signed permission slip on file allows each child to participate in every field trip, but the state of Ohio still requires preschool parents/guardians to sign individual field trip permission slips each time a child leaves campus.

ADDITIONAL CHAPERONES

Occasionally additional chaperones are needed for off-campus trips. Teachers will reach out to the PA representative for each classroom to assist in finding adult volunteers for the trip if and when they are needed.

SAFETY

All Old Trail School faculty members are trained in first aid and carry emergency records and a first aid kit on each trip. Teachers carry student emergency forms on all field trips and dispense student medication, if necessary. Safety procedures for off-campus experiences are outlined below. As in the classroom, the teacher(s) involved will determine if the behavior is acceptable or unacceptable. A natural consequence for serious behavior infractions may be the inability to attend the next field trip.

FIELD TRIP DETAILS

On a bus:

- If the noise level rises to an unacceptable level, students may be asked to continue the ride in silence. This procedure helps the bus drivers focus on their job - transporting the group safely.
- Reading books and electronic reading devices, clipboards, and paper and pencils are allowed for longer rides. Teachers/administrators may determine if headphones or phones are allowed.
- Students must remain seated, with arms inside and voices at a normal speaking volume, keeping in mind the safety and welfare of all riders. The aisle must remain clear at all times.
- Students may open or close windows with adult permission.
- In compliance with state law, silence must occur when the bus stops at and crosses a railroad crossing.
- Food and drink may not be eaten on the bus except for medical conditions, monitored by the teachers.
- Adults in charge count the students as they get onto the bus and recount before the bus leaves any venue.

At a venue or location:

- Students represent Old Trail School. Polite and respectful behavior is expected.
- Regular school dress is worn unless the focus of the trip necessitates a modification to the dress code.
- Students must always be in sight of at least one adult. No student may go anywhere alone during the trip.
- Permission to use a restroom must be obtained from an adult. At least two students must go together when the restroom is in sight. When the restroom is not in sight, an adult must accompany the students.
- If lunch is needed during the trip, the students will be asked to pack a brown bag lunch.
- Money is not needed on field trips. We do not visit gift shops and we respectfully request that all adults on the trip abide by this guideline.

RE-ENROLLMENT

Re-enrollment at Old Trail is by invitation annually, based on successful academic progress, citizenship and behavior.

ENROLLMENT CONTRACTS

Enrollment contracts are issued each winter for returning students. Signed enrollment forms and non-refundable deposits are due to the school two weeks after the form is posted. After the due date, spaces cannot be guaranteed. Enrollment forms are posted and submitted online through MyTrail.

FLEXIBLE TUITION

Flexible Tuition is available by application to all Old Trail School families with children in kindergarten - grade 8. The separate FAST application and all supporting documents are due by December 1. Funding will not be reserved for late applicants. Old Trail's Flexible Tuition policy outlines additional details and procedures.

RE-ENROLLMENT HOLDS

Old Trail School communicates throughout the year regarding student growth and progress: through conferences, report cards and the continuum, as well as individual communications such as notes home and phone calls. The School will notify families when a student is not meeting expectations for academic participation, growth, performance, or behavior. Additionally, if a family is not meeting financial expectations as set forth in the enrollment agreement or if the billing account is in arrears a re-enrollment contract will not be issued.

FINANCIAL HOLD

Old Trail School makes several payment options available to families to manage tuition expenses and fees. A re-enrollment contract will only be issued to students whose accounts are current and in good standing. The Business Office will communicate any past-due balances with families prior to re-enrolment forms being issued. Neither space nor flexible tuition will be reserved for students whose accounts are in arrears.

ACADEMIC HOLD

If a student struggles with issues of accountability or academic performance, the school will communicate these concerns to the family and will hold the re-enrollment contract. The objective is to help the student improve so that s/he will return to good academic standing. Each student's progress is monitored closely, and at the close of each trimester, the grade level team, the division director, the Director of Enrollment Management, and the learning specialist meet to discuss student status. Decisions regarding a student's level of academic concern and future enrollment remain at the discretion of the division director and Head of School. Examples of concerns that place a student on academic status include multiple failures of accountability, repeated missing or incomplete work, or trimester averages below C-. The School will communicate directly with the family should any of the above be the case. The communication will outline the student's needs and any corrective steps that should be taken during a particular time frame. The student's teachers and advisor will partner with the student and family to effect lasting improvement, but should these conditions and expectations not be met, the student's place at Old Trail may be at risk. The enrollment contract will be issued only when sustained improvement is shown and goals are met, as set forth by the division director.

BEHAVIOR HOLD

Students who are on Behavioral Probation, have been suspended, or are struggling with issues of accountability for behavior within the expectations of Old Trail School will have the re-enrollment contract held. The division director will communicate with the family with the goal of setting clear and attainable expectations for the student and for the student to be afforded time to return to good standing within the community. The student's teachers and advisor will partner with the student and family to effect lasting improvement, but should these conditions and expectations not be met, the student's place at Old Trail may be at risk. The enrollment contract will be issued only when sustained improvement is shown and goals are met, as set forth by the division director.

DRESS CODE

Old Trail School has two dress codes: one for students in the Toddler and Preschool classes, and one for students in Junior Kindergarten to Grade 8.

TODDLER & PRESCHOOL DRESS CODE

Early Childhood students have an active day and need comfortable, easy-to-manage play clothes. Shoes for the playground and classroom should be sturdy and functional (not sandals, flip flops, Crocs or dressy shoes). Since outside play is an important part of our program, students should dress appropriately for the weather. Outdoor play sometimes includes dust, mud, snow, and water, so students will not necessarily leave school at the end of class with pristine clothing. During winter students need boots, snow pants, hats, and mittens. Swimsuits, swim caps for long hair, and towels will be needed for swim days.

The children in the Preschool classes must be potty trained. However, accidents happen from time to time. Teachers will kindly and appropriately help students clean up and change clothes. Please send an extra set of clothing (including underwear and socks) in case of mishaps. When seasons change, please update the clothing kept at school.

EARLY CHILDHOOD SHOE POLICY

Old Trail School will follow best practices with young students and their footwear selection to provide protection and stability for indoor and outdoor learning. The children in the Early Childhood Program have gross motor learning two to three times per day, and appropriate shoes are a necessity.

Old Trail School requires that shoes are constructed out of soft canvas, cloth or pliable leather, allowing the shoe to mold closely to the child's foot. The outer sole needs to provide traction, cushioning, and flexibility. Shoes should have a flat bottom with no heel to ensure children can run and play safely.

1. Shoes must be constructed out of soft canvas, cloth, or pliable leather, allowing the shoe to mold closely to the student's foot.
2. The outer sole must provide traction, cushioning, and flexibility and have a flat sole without a heel.
3. Completely enclosed shoes with rubber-like soles are to be worn on campus at all times. (ie. no flip-flops, sandals, platforms, boots, or Croc-like shoes)
4. If a student can not tie his/her shoe, velcro is required
5. Boots are for outdoor weather only
6. Socks should be worn for comfort and foot protection

Shoe selections should include the following:

- Ankle support
- Shock absorption
- Support on both sides of the feet
- Motion control
- A sensible amount of room for growth

JUNIOR KINDERGARTEN TO GRADE 8 DRESS CODE

A dress code helps provide a standard for our students as they represent Old Trail School both on campus and off campus during trips. Our dress code reflects a desire to maintain an atmosphere conducive to learning, study, and academics while honoring student individuality. We believe students' dress should be neat, clean, modest, in good condition and non-distracting. The style should be appropriate to the age of the child. We believe that a Dress Code provides an opportunity to teach young people about rules and boundaries. The following guidelines are meant to help students and parents make sound decisions and promote three of our Core Values: Respect, Responsibility and Goodness. If a student and/or parent has doubts about an item the student probably shouldn't wear it - at the very least bring alternative clothes to school.

General Guidelines

Each piece of apparel (blouse, shirt, skirt, dress, jumper, pants, shorts, skort, sweater, and indoor vests) must be in one solid color.

- Pants (dress, chinos, corduroy and cargo), shorts, dresses and skorts must be without decoration (stripes, piping, patches.) Jeans/jeggings/leggings of any color are not permitted to be worn as pants.
- Each visible piece of indoor clothing must abide by the dress code guidelines.
- Solid colored sweatshirts and sweaters (crew, hoodie and quarter-zip) are allowed, as long as there is a collar underneath. Solid colored tops with collars and the OTS logo that were purchased from the online Old Trail spirit store are allowed..
- If any shirt has a logo, the entire logo must be small and only located on the front of the shirt over the heart.
- Skin-tight, shiny, sequined, glittered or light up clothing, bows, headbands and footwear may not be worn to School.
- Clothing may not be ripped, torn, or overly distressed.
- 'Athleisure' clothing, including tennis skorts, is not permitted.
- In general, students' clothing and general appearance should allow for full and comfortable participation in all school activities and a full range of motion - including bending, sitting, and walking up stairs - without the need for frequent readjustment.

Blouses and shirts must have sleeves and collars and may not be opened beyond the first button.

- Low-cut shirts and blouses are not permitted in any layer. Collars can include turtlenecks and cowl necks.
- Students may wear a solid color undershirt (e.g., t-shirt) under a collared shirt.
- There must be no skin exposed at the midriff and transparent clothing is not permitted.
- We do not insist that shirts are tucked in due to developmental considerations, gender equity and body image. However, students may be asked to tuck in their shirts if their appearance does not meet our standards of neatness.

Skirt, skort, dress, and jumper lengths must be of appropriate length, comfortable and modest.

- Dresses must have sleeves (a collar is not necessary, but the neckline should mimic a round-neck or polo-style).
- Jumpers must be worn with a shirt or blouse.
- We require all students wearing skirts and dresses to wear leggings, tights, or (in Term 1 or 3) shorts/bike shorts under them.
- Skirts made with tulle fabric and athleisure-style tennis skorts may not be worn to School.

Pants may be worn with or without a belt.

- Jeggings, tights or leggings may not be worn to school in place of pants or skirts. They are to be worn under a dress code skirt or dress and can be any color or pattern.

Students must wear socks or tights over their feet in any color, design or pattern.

Shoes, whether slip-on or tied, must have closed backs and closed toes.

- Shoes appropriate for outdoor walking and outdoor/indoor play are encouraged
- Heels may not be more than one inch.
- Athletic shoes/sneakers are allowed - low-cut, high-top or in between.
- If shoes have laces, they must remain tied at all times.
- Students are required to keep a separate pair of "gym" shoes that remain at School for physical education classes (to ensure that no outside dirt and debris gets left on the gymnasium floors.)
- Shoes that are shiny, sequined, lighting up or have wheels may not be worn to School. Patent leather shoes are fine.
- Note: Early Childhood classes have a unique shoe policy.

Outerwear may not be worn as indoor wear - except Old Trail School sweatshirts, as noted above, and boots, as noted below in Seasonal Changes below. Hats and hoods are not worn indoors, in classrooms or common spaces.

Other specifications:

- Only non-distracting hairstyles, jewelry and accessories are appropriate for School.
- Headbands and bows should lay flat against the head (examples: no JoJo bows or headbands that stick up and/or move).
- Only Middle School students (Grades 6-8) are permitted to wear makeup to School. Make-up must be appropriate for a school environment and non-distracting.
- Accommodations to the dress code for religious beliefs and medical conditions are made on an individual basis. Please see the division director.

SEASONAL CHANGES

- In Term 1 and Term 3 students may wear Capri pants or Bermuda length shorts or dress style shorts. Keep in mind that students may be asked to go outside at any time and should be dressed for the weather. Shorts should allow for full and comfortable participation in all school activities and a full range of motion - including bending and sitting in a variety of settings, including on the grass.
- In Term 2 leather-like boots are permitted to be worn indoors.
- From Thanksgiving Break through Spring Break, Primary and Intermediate School students are expected to have snow pants, hats, gloves and boots that are left at school for outdoor recess.

FREE DRESS DAYS

- Free Dress Days occur on the first Friday of each month. On these days, students may wear clean, neat clothing in any color or pattern.
- T-shirts, shirts with no collars, jeans and tennis shoes/athletic shoes are permitted.
- Athletic clothing may be worn as long as it meets the guidelines of safety and are school-appropriate.
- Short shorts, tank tops, sleepwear, hats, spaghetti straps and bare midriffs are not allowed.
- Any advertising on clothing must abide by our Core Value of respect. Free dress day clothing must never be disrespectful, profane, sexist, violent, or celebratory of drinking or drug use.
- If a student and/or parent have some doubt about an item the student probably shouldn't wear it - at the very least bring alternative clothes to school.

SCHOOL SPIRIT DAYS

Once a month the Head of School has declared Spirit Days for students, faculty and staff, which are communicated through the school calendar and text message. The community is encouraged to Old Trail shirts and/or sweatshirts or plain green shirts on Spirit Days. Occasionally the Spirit Days will take on a sports theme if Ohio sports teams are being celebrated for their astounding accomplishments and students and school personnel would be encouraged to wear sportswear for the appropriate team.

- Students may wear free dress bottoms if they are wearing a spirit top (using Old Trail's name or logo) or a solid green top. Otherwise, students should be in dress code.
- Shirts, t-shirts and sweatshirts with the School logo may be worn on designated Spirit Days.
- Clothing must meet our guidelines of safety and be school appropriate.
- Short shorts, tank tops, sleepwear, hats, spaghetti straps and bare midriffs are not allowed.

ENFORCEMENT OF THE DRESS CODE

It is the student and parent's responsibility to send children to School dressed in a manner that complies with the spirit and letter of the dress code. When opinions about appropriate dress differ, the division directors will have the final say. Offenses may result in one or more of the following actions:

- a verbal or written warning
- a note sent home by the division director or advisor to communicate the infraction
- calling a parent to bring a change of clothes for the student to change into
- using available clean clothing at School for the student to change into

When in doubt, a child should not wear a questionable item to school. Have the child bring the item to show the teacher or division director.

FREQUENTLY GIVEN ANSWERS

- Bracelets and necklaces often become "toys" or get lost when worn in school.
- Sweaters worn for warmth during school must be one solid color.
- Outerwear is for wearing outside, but sometimes a student becomes chilled in a classroom. Every child is encouraged to keep an appropriate sweater or OTS sweatshirt in his or her locker for this purpose.
- Large bows with glitter, gems, etc are not to be worn in school. Students should not wear large bows, flowers, decorative items, or items on coiled springs in their hair.
- Shorts, skorts and capris may be worn in Term 1 and Term 3. Leather-like books may be worn indoors between Thanksgiving and Spring Break.

SCENTED ITEMS & PERFUME

Colognes, hand creams and perfumes can cause problems for children and adults at school who have allergies or asthma. Students may not wear strong scents to school.

WINTER EQUIPMENT

Traditionally at Old Trail School, the Primary School and Intermediate School students bring their "winter equipment" to school on the Monday after Thanksgiving for recess and after-school activities. We encourage them to bring last year's used snow pants and boots and just leave them here. They, of course, bring coats, hats, and gloves or mittens every day. Because the weather is unpredictable, we will wear our snow pants and boots outside on days that are not snowy, just to protect our school clothes from the mud. Just a reminder: Names on all clothing items are very important!

LOST & FOUND

It is important that students' names be on all clothing and personal items so that we may identify and return lost items. Unmarked articles are kept in the pool hallway. Each grade level, 3-5, has an area in their classrooms or hallways to claim items. Unclaimed items go to Goodwill over the winter, spring and summer breaks.

MAKEUP POLICY

Makeup is not allowed at school in the Primary and Intermediate School Divisions. This includes: lipstick, lip gloss, eye shadow, glitter, etc. Lip balm, which has some medicinal value, is the only facial application allowed - unless, of course, there is a medical condition that warrants an exception to this rule.

ADDENDUM

ACCEPTABLE USE POLICY & PARENTAL/GUARDIAN CONSENT

Acceptable Use Policy for Old Trail School's information technology resources, including email and internet access, are provided for educational purposes.

Students must:

1. Respect and protect the privacy of others; Use only assigned accounts; Not view, use, or copy passwords, data, or networks that are not authorized; Not distribute private information about others or themselves
2. Respect and protect the integrity, availability and security of electronic resources; Conserve, protect, and share these resources with other students and Internet users; Not destroy or damage data, networks, or other resources that do not belong to them; Report security risks or violations to an adult
3. Respect and protect the intellectual property of others; Not infringe copyrights (not making or downloading illegal copies of music, games and movies); Follow appropriate citation guidelines; Not plagiarize
4. Respect and practice the principles of community; Communicate only in ways that are kind and respectful; Report threatening or discomforting materials to an adult; Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or cyberbullying): Not send spam, chain letters, or other mass unsolicited mailings

Students may, if in accordance with the policy above:

1. Use technical resources for any educational purpose
2. Use technology in constructive and innovative ways that enhance learning

The purpose of this document is to protect, keep safe and teach all students the ethical use of technology.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of students' privileges for use of the school's technology resources.

Supervision & Monitoring

School and administrators and their authorized employees will monitor the use of information technology resources to help ensure that the uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks. Parents of school-aged children under the age of 13 In order for Old Trail School to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by terms of service that require a parental signature as outlined below. Old Trail School utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information - generally the student's name and email address - must be provided to the website operator. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

For more information on COPPA, please visit https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy. The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator. Our Acceptable Use Policy and Parental/Guardian Consent once signed by a parent and on file with the school constitutes consent for our school to provide personal identifying information for your child, consisting of first name, last name, an email address and username, to the operators of any current and additional web-based educational programs and services which our school may add during the upcoming academic year.

I ACKNOWLEDGE AND UNDERSTAND MY CHILD'S OBLIGATIONS. PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR CHILD'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

EARLY CHILDHOOD POLICIES

Additional Early Childhood Program resources can be found here.

MIDDLE SCHOOL DISCIPLINE PHILOSOPHY

As an educational institution, we are dedicated to developing each student's sense of self-discipline, self-worth, respect for others, respect for personal property, and an understanding of the responsibilities of being a group member. Whenever possible, we take a reflective and restorative approach to disciplinary situations to ensure that the Core Values of Respect, Responsibility, Service and Goodness are upheld school-wide. Disciplinary decisions are made at the discretion of the Division Director and the Head of School. No disciplinary action is perfect, but we hope that this will act as a reminder to Middle Schoolers as they learn to take responsibility for their actions.

We expect our students to "be a better buffalo" by:

- Acting with morality, integrity and goodness in all of their decision-making
- Showing respect for themselves, their teachers, their peers, the campus and community
- Taking responsibility for their words and actions
- Providing service to our school and the larger community

Our faculty serve as role models for our students, and as professionals they are encouraged to counsel students on appropriate behavior and to take action when they deem behavior to be inappropriate.

Positive Reinforcement

A green slip will be awarded to recognize good behavior beyond our expectations. Positive reinforcement of our Core Values is critical to helping students develop as productive citizens in the Old Trail community.

Minor Infractions

Students can receive a minor infraction for a violation of the school rules. Minor infractions include, but are not limited to:

- Violation of dress code
- Disruptive behavior
- Disrespect the school facilities/property
- Violation of Acceptable Use Policy
- Failure to be under supervision
- Violation of food and gum chewing policy
- Late for class or scheduled activity
- Unprepared for class

Three accumulated minor infractions will result in the assignment of a break detention. Break detentions are held on assigned days. Students in break detention must report to a designated room to write a reflection about their offense. If a student skips a break detention, they are automatically assigned an additional break detention.

Major Infractions

Students can receive a major infraction for a violation of the school rules. Major infractions include, but are not limited to:

- Disrespect/defiance/incivility toward students and faculty and staff
- Disrespect the school facilities/property
- Violation of Acceptable Use Policy
- Fighting or causing harm to others
- Stealing private property, theft or disregard for the property of others
- Profanity/obscenity
- Bullying or cyberbullying
- Dishonesty or false accusations
- Cheating
- Elopement (leaving a designated area without permission or supervision)

A major infraction will result in an automatic break detention, a reflection and a call home. Any student that accumulates three major infractions will be assigned an in-school suspension.

Conduct in MyTrail

These minor and major infractions will be recorded in MyTrail under the “Conduct” tab. A student’s conduct will be visible to the student, their parents/guardians and their advisor. Using MyTrail as a tool to communicate about infractions allows for timely transparency about a students’ behavioral standing at school.

At the end of each trimester, minor and major infractions will be cleared from MyTrail, giving students an opportunity for growth and a fresh start.

Severe Clause

When an incident requires a response beyond a minor/major infraction, the Division Director will be notified and take immediate action in response to the situation.