2026-27 Old Trail School

FAMILY HANDBOOK

Dear OTS Parents & Guardians,

Welcome to the 2026–27 school year at Old Trail School. I'm so pleased to begin another chapter together in a place as vibrant and inspiring as ours.

Nestled in the heart of Cuyahoga Valley National Park, Old Trail is more than a school—it's a space where childhood is honored, curiosity is encouraged and every day is an opportunity to connect more deeply with learning and one another. We believe the natural beauty that surrounds us elevates not only our educational experiences but the way our students grow—thoughtfully, confidently and with great joy.

At Old Trail, our faculty and staff bring an exceptional sense of purpose to their work. Their pride and dedication are evident in the relationships they build and the guidance they offer as students progress through some of the most formative years of their lives. From toddlers taking their first steps into school life to adolescents preparing to take flight into high school, our team is committed to helping every child thrive as a learner, friend and member of the community.

This handbook is intended to support that journey. Inside, you'll find helpful information about our policies, routines and shared expectations—all of which are in place to ensure a safe, respectful and engaging environment for your children. Please take the time to become familiar with the following information and refer to the handbook throughout the school year as questions arise. It can be a valuable reference and a means to avoid confusion and misunderstandings.

We also believe deeply in the strength of our partnership with families. Your trust and collaboration are essential to what makes Old Trail so special. If questions arise or if you simply want to connect, we hope you'll reach out. Thank you for being a part of our school community. We are grateful for the opportunity to walk alongside your family this year and beyond.

All my best,

Sarah Johnston
Head of School

SHARED EXPECTATIONS, SHARED SUCCESS

The OTS Family Handbook serves as a central resource for Old Trail families, outlining the expectations, policies and procedures that help support a safe, respectful and productive learning environment for all students. By offering clear guidance on daily operations, behavioral expectations and school services, the handbook promotes consistency and transparency across campus life. It also reinforces the partnership between families and the school—one rooted in trust, collaboration and a shared goal of nurturing the intellectual, social and emotional growth of every student.

We ask families to review the handbook carefully and refer to it throughout the year as questions arise. While it cannot anticipate every situation, it serves as a foundational guide for navigating school life and upholding the standards that define the Old Trail experience.

Old Trail School reserves the right to make changes to the handbook at any time, with significant changes communicated to families.

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I. MISSION, VALUES, ACCREDITATION & LICENSING

Old Trail School's mission and core values guide every aspect of our community, from classroom learning to relationships and decision-making. Grounded in a shared commitment to Respect, Responsibility, Goodness and Service, we strive to develop curious, compassionate learners who are prepared to lead meaningful lives. As an accredited member of respected educational associations, Old Trail upholds rigorous standards to ensure ongoing excellence and continuous improvement.

A. 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. Our graduates are well prepared to become responsible global citizens who achieve in high school, college and life.

B. CORE VALUES

Every year, each classroom reviews the four Core Values of Old Trail. These Core Values were decided upon several decades 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:** 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.
- **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.
- **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.
- **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.

D. 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). It 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.

E. PRESCHOOL LICENSING & OMBUDSMAN

Old Trail School Preschool is licensed and regularly evaluated by the Ohio Department of Children and Youth. Should you wish to obtain a copy of the current compliance or inspection reports, contact the Foundational School Director. A copy is also posted on the wall by the Foundational School Director's Office. If you have any questions or concerns regarding the program, you may call the number posted outside the Foundational School Director's office door.

F. 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

II. THE SCHOOL DAY

The structure of the school day at Old Trail is designed to support student safety, learning and well-being from arrival through dismissal. This section outlines essential information about school hours, arrival and dismissal procedures, extended care options, attendance expectations and more. Families are encouraged to review these details to ensure a smooth, consistent experience for their child each day.

A. 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

B. TODDLER & 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+ closes

C. EXTENDED CARE

Before school care and OTS+ after school options are available for students in Preschool 1 and older who arrive at school between 7:30 a.m. to 8:00 a.m and who need to stay after school ends from 3:30 p.m. to 6:00 p.m. Please note, students must be at least 3 years old, potty trained and attending a full day of school to enroll in before school care or OTS +.

Before School Care

Before School Care is available for students who arrive at school between 7:30 a.m. to 8:00 a.m., and is billed monthly. Families are welcome to use this service as needed—no pre-registration required.

After School Care: OTS+

OTS+ is Old Trail's after-school program that provides a variety of recreational and enrichment opportunities to enhance students' emotional, cognitive, physical and social development in a safe, familiar setting. OTS+ is offered on school days from 3:30-6:00 p.m., unless otherwise noted. Children are grouped into three divisions (1) Prechool 1 to Jr. Kindergarten, (2) Kindergarten to Grade 2, and (3) Grade 3 to Grrade 8. Parents may enroll their children for the entire year, a trimester, specific days of the week, or on a drop-in basis. A discounted rate is available when families preregister for one or more days. Parents who use the drop-in option will be charged hourly based on the amount of time their child spends at OTS+, and billed monthly. Drop-in students will attend Homebase, a safe place where they may enjoy a snack, complete homework, participate in an activity, or play until they are picked up—but may not attend enrichment programming.

Staycation

Special events are planned for students in grades K-5 on some weekdays when school is not in session. These special events are announced via email by the school with instructions for registration and payment.

D. 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 or to report any changes regarding attendance, arrival and dismissal, please contact the divisional offices.

Arrival Procedures

Faculty and staff welcome students each morning from 8:00-8:30 a.m. as they enter the building through designated entrances and assist at crosswalks. Students who arrive before 8:00 a.m. must use the Firestone Hall entrance and join Before School Care in the Dining Room. From 8:00-8:30 a.m., the section of our main driveway directly in front of Firestone Hall is reserved exclusively for bus drop-off. For security purposes, all exterior doors are locked at 8:30 a.m. and remain secured for the duration of the school day. Students in Kindergarten to Grade 8 may be dropped off at the following designated locations upon arrival:

- **Kindergarten to Grade 1**: Sisler-McFawn Hall
- **Grade 2 to Grade 4**: Noble Hall (North)
- **Grade 5 to Grade 8**: Noble Hall (Preston Lobby)

In accordance with state regulations, all students in Toddler, Preschool 1 &2 and Jr. Kindergarten must be walked into the classroom by the parent or adult caregiver. Carline drop-off is not permitted. Parents should not be in the classroom when the bell rings to begin the day.

II. THE SCHOOL DAY

Late Arrivals

All students arriving after 8:30 a.m. must enter the building through Firestone Hall entrance and sign-in at the front desk. Foundational School students 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 prearranged Old Trail activity or attend OTS +. A thorough daily dismissal list is used to ensure that each child in Preschool 1 to Grade 4 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 OTS +.

Early Dismissal & Dismissal Changes

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

- Parents/caregivers must notify the divisional office and teacher.
- Students must sign out at Firestone Hall.
- Parents of students in Foundational School must come inside to pick up the student.

Keeping track of transportation changes is an important task. By notifying us of changes as soon as possible, 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.

Carline

All Foundational and Lower School families 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 Foundational School to Grade 1 will be escorted to the car by a faculty member; students in grades 2-8 proceed to cars under the supervision of teachers. Once students arrive at the car, adults may exit the vehicle to assist students. School personnel are not permitted to secure seat belts or car seats. The posted speed limit in the carline area is 15 m.p.h. Double parking is prohibited, as is using a cell phone while driving a vehicle. For the safety of all children, families with children in multiple divisions must utilize the appropriate divisional car line location below for each individual child.

- **Toddler to Grade 1**: Sisler-McFawn Hall Entrance
- **Grade 2 to Grade 4**: Noble Hall (North Entrance)
- **Grade 5 to Grade 8**: Noble Hall (Preston Lobby)

Bus Arrival

Students who arrive at school by bus are dropped off at the Firestone Hall entrance and greeted by a faculty member each morning. Children in Preschool 1 to Jr. Kindergarten are walked from the bus to their classrooms by a faculty member. Children in Kindergarten through Grade 8 exit the bus and proceed to their classroom upon arrival.

Bus Dismissal

At 3:25 p.m., faculty walk bus riders in Preschool 1 to Grade 5 to designated areas for boarding buses and/or vans. 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. Buses pick up on the main driveway in front of Firestone Hall.

Bus Behavior Expectations

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. If your child rides a bus to and/or from school, please help us reinforce the following rules and procedures found in the Ohio Administrative Code: 3301-83.

- 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.

E. ATTENDANCE

Consistent participation during the school day is one of the most effective ways to support both academic achievement and social-emotional development. Students are to attend school regularly except for extenuating circumstances, including but not limited to illnesses, family emergencies and religious observances. Our teachers are committed to supporting students and will do their best to help children catch up on missed assignments. However, due to the hands-on, experiential nature of our programming, some learning experiences may not be replicable outside of the classroom. 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. Excessive absences can significantly impact a student's social, emotional and academic progress. If absences begin to negatively impact a student, Division Directors will initiate conversations with the family to support the student. In some cases, excessive absences can jeopardize a student's enrollment status.

Absense Reporting

When students are unable to attend school, please call or email the divisional offices 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.

Toddler to Grade 2

- Nancy Stockwell, Administrative Assistant
  e: nstockwell@oldtrail.org
- p: 330.666.1118 x311

Grade 3 to Grade 8

- Anita Joseph, Administrative Assistant
  e: ajoseph@oldtrail.org
- p: 330.666.1118 x328

Extended Absences

Old Trail School publishes a school-year calendar each spring outlining the days school will not be in session for the following academic year. These scheduled breaks are intended to provide time for family trips, activities and appointments. While we understand that travel during the school year may sometimes be unavoidable, extended absences can present academic and social-emotional challenges for students. Families should not expect teachers to provide assignments in advance of a planned absence. If your child will be away from school for an extended period for any reason, please consult with the appropriate Division Director in advance.

F. FOUNDATIONAL SCHOOL SEQUENCING

Old Trail is pleased to offer a variety of flexible program options to support the developmental needs of our youngest learners and the unique rhythms of each family.

- **Toddler Program (2 years old by August 31)**: Toddlers attend twice a week (Monday-Tuesday or Thursday-Friday) during the school year for two-and-a-half hours. Toddler students enroll in Preschool 1 the following year.
- **Preschool 1 (3 years old by August 31)**: Preschool 1 students attend for a minumum of three mornings a week (Tuesday to Thursday) and up to a maximim of five full days (Monday to Friday) during the school year. Half-day students dismiss at 12:00 p.m. following lunch. Preschool 1 students enroll in Preschool 2 the following year.

- **Preschool 2 (4 years old by August 31)**: Preschool 2 students attend for a minimum of five mornings a week and up to a maximum of five full days during the school year. Preschool 2 students enroll in either Jr. Kindergarten or Kindergarten the following year.
- **Jr. Kindergarten (4-5 years old who are bridging from Preschool 2 to Kindergarten)**: Jr. Kindergarten students attend for five full days a week during the school year and enroll in Kindergarten the following year.
- **Kindergarten (5 years old by August 31)**: Students attend five full days.

Schedule Change Requests

Preschool 1 and Preschool 2 parents may request to add partial or full days at the start of each trimester and again at midterm by contacting the school via email. While families initiate these requests, they are reviewed collaboratively by the classroom teachers and Division Director, with careful consideration given to the child's developmental readiness. Once confirmed, all selected days and full-day enrollments are scheduled in advance and remain consistent for the rest of the year. Impromptu schedule changes outside of these designated adjustment periods are not permitted. Families facing extenuating circumstances are encouraged to reach out directly to the Division Director.

G. FIELD TRIPS

Field trips are an important part of the educational process at Old Trail. 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 K-8 student to participate in every field trip. Whenever students travel 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 follow 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 is acceptable or unacceptable behavior. If there is a concern surrounding student behavior prior to a field trip, a student may be required to stay on campus or remain at home during the trip. Old Trail faculty members carry a first aid kit, student emergency forms and dispense student medication, as needed. Student dress, behavior and expectations are communicated by teachers in advance of the field trip and are specific to the circumstances of each event. When traveling by bus, students are expected to follow all bus safety procedures as outlined in the handbook.

Early Childhood Permissions

The State of Ohio requires that parents and/or guardians of Preschool students to sign individual field trip permission slips each time a child leaves campus. A daily "walking field trip" form allows Early Childhood students to travel to any destination on or immediately outside of campus that is not a licensed Early Childhood space. These areas include but are not limited to the tennis courts, the athletic fields, the pine tree stands, the woods around campus, the OTS Farm, Howe Meadow, Indigo Lake path, Trail Tales path and others.

Middle School Class Trips

Middle School Class Trips are an integral part of the Middle School curriculum and student experience each spring. Students and families are notified in advance of trip details including: location, dates, requirements, cost, itinerary and expectations.

H. FOOD & DRINKS ON CAMPUS

We believe that healthy eating habits, allergen awareness and inclusive celebrations are vital to a safe and joyful school experience. The following guidelines outline our approach to snacks, lunch, food allergies and classroom celebrations to ensure that every student can thrive, stay safe and feel part of the community.

Snacks

Old Trail's food service operation provides a mid-morning snack for every student in the Foundational School. Students in Grade 1 to Grade 4 bring a daily, nut-free snack. We encourage snack options that will provide children with the nourishment and energy they need to successfully navigate their day. Afternoon snacks are provided to Preschool and Jr. Kindergarten students who attend the full-day program.

Celebrations, Birthdays & Holiday Treats

Old Trail School is thoughtful in our approach to holiday and birthday celebrations. We recognize them as opportunities to bring awareness to the many vibrant traditions present in our community. We ask that you do not send treats/favor bags to school for holidays. To celebrate a child's birthday, families may choose to send an individually sized nut-free (please see FOOD ALLERGIES in the Stuent Health & Well-

ness section of the Family Handbook for more details) birthday treat in for each member of the class. Please send one snack for every child and ensure it is easily distributed and is the same treat for everyone. Treats should be store-bought with an ingredient list available. Half-birthdays may be celebrated for summer birthdays. Foundational School students often share a favorite snack during their celebration week rather than on the actual birthday. All arrangements should be made in advance with the classroom teacher, so that they are able to provide guidance. Please note: this is not a time for parents to join the classroom. Invitations for birthday parties or other events should be mailed or emailed privately, not distributed at school.

Gum

Students are not permitted to chew gum at Old Trail School.

Lunch

Lunch is included in the cost of tuition for Preschool, Jr. Kindergarten and Kindergarten students. Students may choose to purchase lunch at school or bring a packed lunch from home in Grade 1 to Grade 8. Packed lunches are expected to provide children with the nourishment and energy they need to successfully navigate their day. All packed lunches should be free from nuts. Please see FOOD ALLERGIES (pages 11-12) in the Student Health & Wellness section of the Family Handbook for more details.

I. REST TIME & SAFE SLEEP POLICY

Full-day students in Preschool 1 and Preschool 2 as well as all Jr. Kindergarten and Kindergarten students will participate in rest time. During this time, Preschool and Jr. Kindergarten students will be provided an individual cot or mat to rest on that is labeled with their name and stands at least three inches and not more than eighteen inches off the floor. The cot is firm enough to support the child, but it shall be resilient under pressure. Each cot shall be at least thirty-six inches in length and at least as long as the child assigned to the cot is tall. Students may bring their own labeled blanket, pillow and/or small stuffed friend to utilize during rest. Mats/cots are disinfected at least once a month. Kindergarten students should bring a beach towel to rest on within the classroom. Additional home items are not permitted. Students will be spread out around the room in a comfortable, quiet place. It is not required for children to sleep but they should be resting quietly on their mats for the duration of the rest period. All preschool students rest for 1.5 hours. Jr. Kindergarten and Kindergarten students rest for 45 minutes. Books, audiobooks, music, activity books, dry-erase boards, and a clipboard with paper and markers may be provided as needed or wanted. At least one teacher is present at all times during rest. Evacuation routes will not be blocked by resting or napping children. Each child has a free and direct means of escape, and the teachers will have a clear path to each resting child.

J. SCHOOL COMMUNICATIONS

Families are encouraged to reach out to teachers or administrators via email or phone with questions or concerns at any time. Please note that teachers may not be able to respond immediately during the school day, as they are actively engaged with students. In the Foundational School, parents may also briefly connect with teachers during drop-off or pick-up. Old Trail School offers several channels of communication to keep families informed and engaged, including:

- From Toddler through Grade 2, teachers use the SeeSaw app to share classroom updates and communicate with families.
- Classroom teachers in Jr. Kindergarten through Grade 4 send a weekly update, which includes important classroom news and reminders.
- The Middle School Director sents a weekly update on Fridays during the school year, highlighting upcoming events, student experiences and academic reminders.
- Buffalo Bytes is the school's bi-weekly, school-wide email newsletter that shares key dates, invitations, updates and community news.
- Lastly, the campus leadership team, including the Head of School, Associate Head of School and Division Directors, send communications as needed to keep the OTS community informed.

III. STUDENT HEALTH & WELLNESS

At Old Trail, we believe that a child's well-being is the foundation for meaningful learning and joyful growth. Our commitment to health and wellness ensures that every student is cared for in mind and body—from daily medical support to proactive health practices that nurture the whole child.

A. School Nurse

A licensed School Nurse from PSI—the official school health and educational support services partner of University Hospitals—is on campus each school day from 8:00 a.m. to 3:30 p.m. to respond to students' medical needs, conduct vision screenings, and manage health records. Every instance of illness or injury is assessed individually to ensure the safety and well-being of the student and those around them. Old Trail remains firmly committed to supporting the health of every student and faculty member through informed, compassionate care. If a student is feeling unwell during the school day, they will be directed to the nurse's office in Firestone Hall for evaluation. Should the nurse determine that the student needs to go home, a parent or guardian will be contacted to arrange pickup. In the event of a serious injury or life-threatening emergency, the school will call 911 to initiate appropriate medical response and transportation.

B. HEALTH RECORDS & PHYSICALS FORMS

Accurate health records must be on file for each student prior to the start of the school year. All student health records and forms will be managed and housed online through Magnus Health. Families will be prompted and notified about all necessary updates, alerts and requests for documentation through the Magnus Health application or online portal. When significant or notable changes to student health information arise, families are responsible for updating student health documents and information throughout the year.

C. 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. Students who exhibit signs of a fever (100.4 degrees or higher), diarrhea, vomiting, consistent cough, a severe runny nose, or malaise that impacts their ability to participate in the program will be sent home. To return to school after a medical absence, a child must be free from fever, vomiting, and diarrhea for at least 24 hours without the use of medication. In certain cases, a doctor's note may be required for return to school. According to the Ohio Department of Health, children should stay home from school if they have diarrhea or vomiting until they have not had an episode for 24 hours. The Ohio Administrative Code defines diarrhea as having three or more loose stools in a 24-hour period.

D. MEDICATION ADMINISTRATION AT SCHOOL

Old Trail 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.

E. COMMUNICABLE DISEASES

The parent or guardian of a student with a communicable disease such as flu, strep, Covid or mono, should notify the School Nurse 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 Children and Youth has very specific guidelines regarding communicable diseases, 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 is included in orientation emails parents receive before the start of a school year. If a child has been exposed to a communicable disease, the School Nurse will notify impacted families via email with pertinent information within 24 hours.

F. DIAPERING

Old Trail follows all diapering guidelines outlined by the Ohio Administrative Code to ensure the safety, cleanliness and

well-being of our youngest students. Diapering is conducted in designated areas equipped with handwashing stations and disposable gloves, and strict hygiene protocols are followed for each change. Soiled surfaces are thoroughly cleaned and disinfected, and any creams or ointments must be accompanied by written parental authorization, valid for up to three months. Personal items such as diapers and clothing are stored separately, and all soiled materials are securely handled and sent home daily or disposed of appropriately.

G. HANDWASHING

Old Trail trains all Foundational School faculty and staff in appropriate handwashing and disinfection through the Ohio Department of Children and Youth Orientation Module, which is required within 90 days of employment. Foundational School students wash their hands using soap and disposable paper towels as needed at the following times during the day: upon arrival every day, before snack, before lunch, after toileting, before rest and before going home. The State of Ohio requires that pictures showing children how to wash their hands are hung near sinks in our Foundational School. The science teacher or the nurse comes to each class, Toddler-Grade 2, at the beginning of the school year and demonstrates how to wash hands effectively. The classroom teachers follow up with reminders and continued instruction. Students in Grades 1-8 are encouraged to follow this policy as well. Reinforcement of this healthy habit at home will aid in helping your child develop this essential health practice and reduce the spread of germs at school.

H. 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. The school does not handle this process.

I. FOOD ALLERGIES

Parents of children with food allergies are responsible for communicating this information to the school each year. Food allergy documentation is submitted through the Magnus Health application and must be updated annually—Old Trail does not carry over allergy plans from previous years. Families are encouraged to partner closely with our School Nurse to ensure the medical condition is clearly understood and appropriately managed. Parents must also supply any necessary medications, including EpiPens and Benadryl, for their child. EpiPen stations are strategically placed throughout campus, and all faculty and staff are trained in emergency protocols to respond swiftly and effectively 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 Old Trail 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 guaran-

tee 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 will work with students/families to try to accommodate all allergies. To support these efforts, the following procedures are in place to ensure the safety and inclusion of students with food allergies:

- 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.

J. ENVIRONMENTAL ALLERGIES

While food allergies are closely monitored, it is equally important for families to inform the school of any environmental allergies their child may have—such as reactions to insect stings, pollen, or other non-food-related triggers. This information allows our staff to be prepared and responsive in the event of exposure, and to take appropriate precautions during outdoor play, field trips and other school activities. Parents are asked to share this information with the School Nurse and classroom teachers at the start of the school year or as soon as a diagnosis is made. Working together ensures that we can create the safest and most supportive environment possible for your child.

K. MEDICATION POLICIES

A permission form for prescription medication, signed by both a physician and a parent, is required for any prescription medication administered at school, including EpiPens and inhalers. Students may self-carry an EpiPen and/or inhaler only if the appropriate forms have been completed and approved. The form must include the student's full name, medication dosage, route, and time of administration. Non-prescription or over-the-counter medications require parental consent, either through the online consent form or a paper copy of the Non-Prescription Medication Consent

Form. With proper consent, the School Clinic may provide Tylenol (adult, junior, and elixir forms), 200mg Ibuprofen tablets, Benadryl (adult tablets and children's elixir), Tums, and cough drops as needed. If a non-prescription medication is administered for five consecutive school days, a physician's order will be required to continue treatment, in accordance with Akron Children's policy. The School Nurse will contact parents via email when a non-prescription medication is administered during the school day. Parents will also receive a notification through the Magnus Health app when medication is administered.

L. STUDENT PHYSICALS

All Old Trail students, Toddler to Grade 8, must have an updated physical and submit the corresponding physical form each school year in order to attend school. All appropriate and necessary physical forms are provided to families via the Magnus Health application.

The timelines and due dates for these forms vary among student ages:

- **Toddler**: Toddler physicals must be completed within six months of the start of school.
- **Preschool-Kindergarten**: Families must submit the required Old Trail physical form prior to the first day of school in order for their child to attend school.
- **Grades 1-8**: Families must use the OHSAA physical form, and must submit a completed form within 30 days of the beginning of the school year.

Physicals are valid for one year. All required forms must be submitted before the first day of school for your child to attend. Updated physicals must be submitted annually based on the expiration date of the current physical.

Questions? Our School Nurse may be reached at 330.666.1118 ext.436 or by emailing nurse@oldtrail.org.

IV. SAFETY & SECURITY

The safety and security of Old Trail students, faculty and visitors is a top priority. We work closely with local law enforcement and emergency personnel to ensure our campus remains a safe and prepared environment through daily presence, regular drills, and clear protocols.

A. VISITORS TO CAMPUS

For security purposes, all exterior doors are locked at 8:30 a.m. and remain secured for the duration of the school day. After this time, entry into the building is only permitted through Friestone Hall and visitors must use our secure video intercom system. Upon entry, all visitors must check in at the front desk by using our electronic visitor management system, provide government-issued identification, and wear a visitor badge while on campus. Enrolled parents must also wear an Old Trail lanyard and name tag at all times within the building. Our visitor management system electronically logs every campus guest who enters or exits the building during school hours, providing real-time tracking of campus access. The system also automatically checks each visitor against the national sex offender registry before granting entry, adding an additional layer of security to protect our school community. These measures help ensure that only authorized individuals have access to the school during instructional hours, maintaining a safe and secure environment for all students, faculty and staff.

Childhood Visitation

By state law, parents and/or guardians of children enrolled in the Toddler to Jr. Kindergarten are permitted unlimited access to the school during the hours of operation in order to contact their child, evaluate the care provided by the program, or visit the premises for other purposes approved by the Foundational 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.

B. 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.

C. 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 regularly. The police also serve as a resource to the school, supporting appropriate disciplinary investigations and overseeing state-required lockdown drills and other safety procedures.

D. SAFETY DRILLS

Old Trail School conducts regular safety drills throughout the school year to ensure students and staff are prepared for a range of emergency situations. These drills are conducted in compliance with state requirements and in coordination with local emergency personnel.

- **Fire Drills**: Fire drills are held once per month, as required by the state of Ohio, and are monitored by the Bath Fire Department. Practicing evacuation procedures is a key component of emergency preparedness. All adults on campus participate in the drills and follow evacuation protocols alongside students. Attendance is taken during every drill to ensure accountability.
- **Lockdown Drills**: Lockdown drills are practiced at least twice a year in accordance with state regulations and in the presence of law enforcement. The Bath Police Department provides training for teachers and is on-site during these drills. During a lockdown drill, teachers secure their classrooms and follow established protocols to help ensure student safety.
- **Tornado Drills**: Tornado drills take place each spring, as mandated by the state of Ohio. Students take shelter in designated safe areas within the building, under the supervision of school staff. These drills are overseen by the Bath Fire Department.

Through consistent practice and training, Old Trail School prioritizes the safety and preparedness of its entire community.

V. ACADEMICS

Old Trail is committed to fostering deep, student-centered learning experiences that support the intellectual, social and emotional growth of every learner. Our academic program balances challenge and support through developmentally appropriate expectations, ongoing assessment and meaningful communication between teachers, students and families.

A. ASSIGNMENTS & HOMEWORK

It is the school's philosophy to assign meaningful class work and homework for students, using the following guide:

- **Foundational School:** Foundational School students are asked to partner with their families periodically throughout the year to complete small tasks at home in order to contribute to larger discussions and projects within the classroom. Kindergarten students will be given 15-minute assignments weekly.
- **Lower School:** The majority of student work is designed to be completed at school during the day. At-home work ranges from 15 minutes per week to 15-30 minutes per night, per subject. Assignments to reinforce in-class lessons and to practice skills are sent home in student folders.
- **Middle School:** Homework typically includes 20-30 minutes per core subject, per night. On occasion students will be assigned homework in non-core classes. There are courses that require more time spent on nightly homework, such as advanced math classes. Homework and projects will not be assigned over Thanksgiving, Winter or Spring breaks. Assignments are posted on MyTrail, the school's learning management system. In addition to the digital planners/calendars, students are provided with and encouraged to utilize paper planners. Occasionally 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 record adjustments or additions.

Missed Work

Timely work completion and adherence to established deadlines are important expectations and academic skills. When students have difficulty completing assignments on time, they can expect age-appropriate support and natural consequences to help them develop effective work habits. This support always involves feedback, communication, and plans for improvement between teachers, students and, often, families. When possible and appropriate, students are afforded the opportunity to make-up missing or late work during the school day. While the school's goal is to grant all students recess/break time, these periods can be used for work completion, when necessary. In graded courses, missing and late assignments affect a student's average and can contribute to lower course grades. Timeliness and consistency of work completion can also be reflected through teacher comments and skill assessments.

B. TESTS AND TEST RETAKES

- **Lower School:** Student learning is assessed in multiple ways, one of which includes written tests and quizzes. In all cases, these assessments are announced, and students are provided with time and resources to prepare. Tests and quizzes represent an introduction to graded work in the Lower School, and these assessments become more appropriately formal and weighty as students ascend through grade levels. Our goal is for students to develop confidence and capability expressing their understanding and mastery of learning goals on tests and quizzes. Instructors have discretion to allow students to retake tests, if deemed appropriate.
- **Middle School:** Students are given tests to test their mastery of concepts taught in class, ability to synthesize information and apply it in an assessment setting. Middle School students should not be expected to take more than two tests (quizzes and project deadlines excluded) on any given day. Our focus for students is mastery-learning and therefore we provide the opportunity for students to retake tests. Allowing retakes gives 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 divisions as to their protocols and rules. It is understood that these parameters or rules may change over time because each student, teacher, situation and school year is unique.

C. ASSESSMENT OF GROWTH & REPORTS

Children mature and develop at individual rates. 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. Ongoing and adequate yearly growth is expected of all students. 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.

D. REPORT CARDS

Old Trail School issues report cards at the end of each 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 to Grade 4 are narrative and skill-based reports. Students in Grades 5-8 receive letter grades, based on percentages.

Foundational School Continuum

Grounded in research and best practices, Old Trail School's Foundational School Continuum guides families in understanding their child's growth and progress across the following key areas:

- **Social and Emotional Competence**: Our program strives to develop a sense of community based upon a respect for others and their ideas. Through play and cooperative learning within the classroom, children experience and learn about themselves, their world, and their relationships with others. Positive self-concept, independence, and self-control are important goals for young children.
- **Language and Communication**: Language is a tool for relationships and learning. Our program is rich in language and provides many opportunities for children to express their needs, feelings, ideas, and opinions. We model how language can be used positively in a classroom setting. We promote the use of expressive and receptive language in social interaction and social problem solving. Our goal is for young children to develop oral and written communication skills as well as listening and literacy skills that will benefit and serve them for the rest of their lives.
- **Creativity and Approaches to Learning**: The children are supported in their efforts to explore, experiment, and try new experiences in a safe and nurturing environment. We provide a variety of opportunities for expression through art, science, block construction, music, and dramatic play. We encourage individual creativity as well as group-based exploration, such as problem-solving skills, focus and attention, planning and reflection, and curiosity.
- **Physical Development**: Children will become increasingly aware of their own body in relationship to others and in the classroom environment as they grow and develop. Our program recognizes that young children need daily experiences to strengthen and tone gross motor skills. As children grow, their large motor skills become increasingly complex and provide time to develop "habits of mind." We also place an equal emphasis on fine motor skills, providing many independent projects involving activities such as cutting, painting, drawing, gluing, and sculpting.
- **Cognitive Development**: Higher-order thinking skills are encouraged through problem-solving, critical thinking, and experimentation with hands-on activities. Committee work, small group work, classroom discussions, projects and special investigations help children construct and apply knowledge in their everyday world.

Teachers observe and assess the student throughout the year, reflecting the progress on Old Trail School's Continuum and gathering additional data to share with families at conferences. A copy of the Continuum is shared on the student's MyTrail account at the beginning and end of each year.

Narrative Grading Scale: K to Grade 4

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

V. ACADEMICS

Academic Grading Scale: Grades 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 doubling and sub-totaling the five core subjects (History, English, Mathematics, Science, Spanish); adding to that subtotal the sum of all other graded coursework (Art, Visual/Performing Arts); and taking the average of the grand total.

Effort Grades

To further inform parents and students about a teacher's evaluation of a student's progress and motivation, an effort grade is assigned each trimester in all Middle School subjects. This grade reflects how consistently a student demonstrates key learning behaviors, including: (1) coming to class prepared with neat and organized homework and materials; (2) follows directions; (3) effectively and actively participates in large and small groups; (4) shows respect for self, others and the school; and (5) demonstrates motivation and self-direction. Teachers use the following scale to indicate the frequency with which these behaviors are observed:

- (4) student *invariably* demonstrates these behaviors;
- (3) student *ordinarily* demonstrates these behaviors;
- (2) student *occasionally* demonstrates these behaviors;
- (1) student *rarely* demonstrates these behaviors.

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 (Visual Arts, History, English, Mathematics, Performing Arts, Physical Education, Science, Spanish 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.

Academic Concern Status

Academic Concern is an early intervention intended to identify and address concerns about a student's academic performance, accountability, or ability to fully participate in the school day. The goal is to provide support, establish clear expectations, and help the student return to good academic standing. It provides an opportunity for the school, student, and family to work together to understand the student's needs, establish clear goals, and develop a plan for continued growth and success. When concerns arise, the student's teacher or advisor will communicate with the family and, when appropriate, develop an initial plan to support the student's progress. The student's progress will be monitored closely. At regular intervals, the homeroom teacher or advisor, grade-level team, Division Director, and learning specialists may meet to review the student's progress and determine whether additional support, intervention, or evaluation is needed. Examples of concerns that may result in a student being placed on academic concern status include:

- Challenges meeting accountability expectations
- Difficulty managing the school day or meeting classroom expectations
- Excessive or frequent absences
- Repeated missing or incomplete assignments (either in school or at home)
- A Middle School trimester average of C- or below
- Insufficient academic growth or progress within the curriculum or continuum

When a student is placed on academic concern status, the school will communicate with the family about the concerns

and any expectations or corrective steps that should be addressed within a specified timeframe. Teachers, advisors and appropriate members of the school support team will partner with the student and family to support progress. Academic concern is intended to be a supportive process and an opportunity for improvement. If a student does not demonstrate sufficient progress or meet established expectations, the level of academic concern may be increased to academic probation. Decisions regarding a student's academic status and progression to academic probation remain at the discretion of the Division Director.

Academic Probation Status

who require sustained, focused support to make meaningful academic progress. Placement on academic probation is a serious matter and will affect a student's invitation to re-enroll at Old Trail School or, in certain circumstances, may result in an existing enrollment agreement being rescinded. The first time a student is placed on academic probation, the student's teacher or advisor, Division Director and school psychologist will initiate a meeting with the student's parents/guardians to develop a plan of action to support the student's academic growth. This plan might include additional or supervised study halls, additional learning support, behavioral modifications or organizational strategies, as well as suggestions for partnership and support outside of school. Academic probation a second time is a serious concern, and may indicate that continued enrollment at Old Trail School is not in the academic interest of the student. During academic probation, the student's progress will be reviewed regularly. The school will work in partnership with the student and family to provide appropriate support and to help the student develop the skills, habits, and confidence needed to experience success at Old Trail School. Continued academic concerns, insufficient growth, or an inability to meet the expectations of the grade-level curriculum will affect a student's eligibility for re-enrollment. The Division Director has final authority regarding a student's academic status and probationary status.

Examples of academic concern that would initiate probation include:

- Lack of improvement following Academic Concern status
- Continued missing or incomplete assignments, after supports offered from teachers
- Continued difficulty meeting accountability expectations or lack of engagement in learning
- Insufficient progress demonstrated through assessments, progress monitoring or the continuum, after supports have been implemented.
- Continued challenges meeting grade-level expectations

Foundational School and Lower School

Students in the Foundational and Lower School may be placed on Academic Probation when they are not demonstrating expected academic growth and development. Decisions are based on a range of information, which may include classroom observations, work samples, evaluations within the curriculum and/or continuum, screenings, and benchmark assessments. When a student's progress indicates that additional support is needed, the school will partner with the student and family to identify areas of need and determine appropriate next steps. Members of the Student Services team may be involved as needed to help develop strategies and provide support.

Middle School

In addition to the above criteria a Middle School student will be placed on Academic Probation if the student receives a trimester average of D+ or below, or two or more effort ratings '2' or below during any marking period. Any failing grade in any academic class is a significant concern and necessitates a plan for recovery in consultation with the Division Director and teacher. Depending on the circumstances and the student's progress, a failing grade may affect the student's ability to advance to the next grade level or receive an Old Trail diploma.

E. SCREENINGS & TESTINGS

Throughout the school year, both formal and informal screenings and benchmarking are routinely conducted to monitor student progress. Teachers closely observe and engage with students during academic lessons to gain a deeper understanding of each learner. Reading, math and writing skills are assessed through a combination of structured and informal methods by teachers, administrators and the Student Wellness and Learning Services team. Each year, the Speech-Language Pathologist conducts screenings for Foundational School students and provides follow-up recommendations to parents. If therapy is advised, it can be offered at

school; however, the cost of therapy is the responsibility of the family. Additionally, the School Nurse conducts vision and hearing screenings to help identify early intervention needs and contribute to a comprehensive understanding of a child's learning profile. These screenings are conducted for students in Kindergarten, first grade, third grade, fifth grade and seventh grade. If any concerns arise from these screenings, parents will be contacted and referred to an external practitioner for further evaluation. Lastly, the Student Wellness and Learning Services team works closely with classroom teachers and may support student learning by providing whole-class or small group lessons throughout the year. If individualized support is recommended, the team will partner with teachers and families to hold a formal meeting. Parental consent will be obtained before beginning any formal services.

Standardized Testing

Though not at the center of our curriculum, standardized testing can provide helpful information and context for student growth. Additionally, Old Trail students benefit from exposure to, and comfort working through standardized assessments, as these assessments will continue to be part of students' academic lives after Old Trail. Different standardized assessments are administered to students at different grade levels. In all cases, these tests can provide useful information to teachers, administrators and parents each year. The data gathered over time helps provide information for internal curricular alignment, long-term student records, and individual and grade-level progress at our school.

Progress Monitoring & Benchmarking

Students at Old Trail are periodically administered brief benchmarking assessments to monitor academic progress, both individually and as a class. These assessments are strategically designed to be short and focused, ensuring that they provide valuable insights into student growth. The results help teachers tailor their instruction to meet students' evolving needs and to identify areas where additional support or enrichment may be beneficial. Importantly, there is no significant loss of instructional time due to these progress monitors, allowing students to remain fully engaged in their daily learning activities.

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 Jr. Kindergarten.

VI. COMMUNITY STANDARDS & BEHAVIOR

Old Trail's community standards are grounded in the core values of Respect, Responsibility, Goodness and Service. We strive to create an environment where every individual feels welcome, supported and recognized as a valued member of the community. In alignment with our mission, all students, faculty, staff and families are expected to model these values and contribute to a positive, inclusive atmosphere. Courteous, kind and responsible conduct is expected at all times, both on and off campus, in support of our shared commitment to the school community's well-being.

A. WORKING TOGETHER

Parents and Old Trail School work together to create and sustain effective partnerships. The following principles of good practice from the National Association of Independent Schools (NAIS) describe the respective roles and responsibilities of both partners.

Parents Working with Schools

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect and a common vision of the goals to be reached.
- In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
- Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents

- The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the parents' perspective on the student.
- Teachers and administrators are accessible to parents and model candid and open dialogue.
- The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
- The school defines clearly how it involves parents when considering major decisions that affect the school community.
- The school offers and supports a variety of parent education opportunities.
- The school suggests effective ways for parents to support the educational process.
- The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

National Association of Independent Schools. NAIS Principles of Good Practice, 2004.

B. THE OTSPA & PARENT INVOLVEMENT

Old Trail School believes that a strong partnership between families and the school enriches the educational experience for every child. OTS is fortunate to have a vibrant and supportive parent community that plays an active role in strengthening the connections that define the school. The Old Trail School Parents Association (OTSPA) is a vital part of that community. Open to all parents, guardians and caretakers, the OTSPA provides opportunities for families to engage with school life, support meaningful initiatives and foster lasting relationships with one another. Whether through organizing events, volunteering on campus or contributing to fundraising and appreciation efforts, the OTSPA reflects the spirit of collaboration that makes Old Trail special.

OTSPA Mission & Goals

The mission of the OTSPA is to bring families together to build a strong OTS community in close partnership with the school with an emphasis on enhancing the dynamic educa-

tional experiences of Old Trail School children. Its goals are to:

- Support children, families and school by aligning with the school's core values through volunteerism, community engagement and service.
- Foster a strong sense of community and inclusion by engaging and celebrating our diverse families.
- Support the OTS faculty, staff and administration as a representative voice for the school community.

Parent Involvement

The OTSPA welcomes and encourages all parents, guardians, caretakers and grandparents to engage in whatever way they can. Whether you have a few hours to give or simply want to stay connected, there are many meaningful ways to participate and support the Old Trail community:

- **Attend an OTSPA General Meeting**: Held five times throughout the school year, these meetings provide opportunities to hear from school leaders about curriculum and programming and to connect with fellow parents. Meetings take place in the Library Lecture Room and are also available via Zoom for added flexibility.
- **Join Us at a Community Event**: From community gatherings to cultural celebrations, OTS events bring families together to learn more about our school, celebrate our diversity and strengthen relationships across grade levels.
- **Support our Faculty & Staff**: Assist the Faculty & Staff Appreciation Committee in planning and hosting events that recognize and thank our incredible educators and support team throughout the year.
- **Donating Your Time, Talents and Treasures**: Whether you're volunteering at an event, lending your skills behind the scenes or making a philanthropic contribution, every effort makes a difference. Your unique gifts help OTSPA thrive and enrich the Old Trail experience for all.
- **Share Your Ideas**: The OTSPA values input from all members of the parent community and is always open to new ideas. Whether it's a suggestion for an event, a community initiative or a way to support our students and staff, your voice matters. Please email otspa@oldtrail.org to share your thoughts.

By getting involved, you help create the warm, engaged and inclusive environment that makes OTS so special.

C. PHILANTHROPY

Philanthropy is an essential part of the Old Trail School experience and reflects our strong culture of giving. Like all independent schools, Old Trail relies on the generosity of its community to help sustain and enhance its programs, people and facilities. Through opportunities like The OTS Fund and the Ohio Tax Credit Program, all families are encouraged to participate in a way that is meaningful to them—affirming a shared commitment to our students and the school's mission.

The OTS Fund

As a non-profit independent school, Old Trail School relies on annual giving through the OTS Fund to help bridge the gap between tuition revenue and the full cost of delivering an exceptional education experience. The OTS Fund is the school's top philanthropic priority, supported each year by a dedicated community of families, faculty, alumni and friends. Unlike a parents association fee, gifts to the OTS Fund are part of the school's operating budget, tax-deductible and essential to sustaining Old Trail School as a premier independent school in the region. These gifts directly support the day-to-day experiences that define an Old Trail education—from exceptional faculty and innovative programs to classroom resources and campus improvements. In short, the OTS Fund helps make the Old Trail experience possible. A variety of philanthropic initiatives and special events take place throughout the year to encourage participation and celebrate the collective impact of giving.

Ohio Tax Credit Program

Old Trail School participates in a program that allows Ohio taxpayers to make a meaningful impact by contributing to the Ohio Association of Independent Schools (OAIS), recognized by the state as a Scholarship Granting Organization (SGO). These contributions are directed toward providing need-based financial aid for deserving Old Trail students, ensuring more children can experience the transformative education our school offers. Through this program, Ohio taxpayers can receive a dollar-for-dollar tax credit for contributions of up to $750 for individuals or up to $1,500 for couples filing jointly. An OAIS SGO contribution is a redirection of your tax dollars, which is different from a philanthropic gift. Simply put, parents can have their Ohio state income taxes directed to Ohio's general budget or to Old Trail School. The school hopes that members of our

Old Trail community choose to contribute to the OAIS SGO in addition to their regular philanthropic gifts to Old Trail, which are essential. Please visit https://www.oldtrail.org/giving/ohio-tax-credit for more information.

D. CONDITIONS OF ENROLLMENT

Old Trail believes a positive and constructive working relationship between the school and a student's parents/guardians is essential to the fulfillment of the school's mission. The school will work with parents/guardians to the best of its ability. However, Old Trail reserves the right, at its sole discretion, to suspend, dismiss, expel or decline re-enrollment of a student if a parent or guardian's actions interfere with that relationship or hinder the school's ability to carry out its mission. Old Trail's decision regarding discontinuing a student's enrollment is final. Old Trail also reserves the right to suspend a student's enrollment for failure to meet financial obligations according to the terms of the payment plan selected by the parents/guardians.

E. ANNUAL RE-ENROLLMENT

Old Trail is proud to invite families who contribute meaningfully to our mission and vibrant community to re-enroll each winter. This annual process reflects the school's deep commitment to fostering a supportive, engaging and values-driven environment for all students and their families. Re-enrollment is extended to students who demonstrate continued academic growth, positive citizenship and respectful behavior—qualities that align with the values we hold dear at Old Trail. We believe that these traits not only contribute to a student's individual success but also help sustain the strong, inclusive culture that defines our school. Equally important are the strong, collaborative partnerships we build with parents, which play a vital role in each child's experience and our community's shared success.

Enrollment Contracts

Enrollment contracts for returning students are issued each winter. Families are expected to submit signed enrollment forms and a non-refundable deposit within two weeks of the form's posting. After this deadline the school cannot guarantee space availability. All enrollment forms are posted online through the school's online portal.

Flexible Tuition

Flexible Tuition is available by application to all Old Trail School families with students in Kindergarten to Grade 8. Applications must be submitted through Clarity, along with supporting documentation, by December 1. Funding will not be reserved for late applicants. Old Trail's Flexible Tuition policy outlines additional details and procedures.

F. RE-ENROLLMENT HOLDS

In some circumstances, a student may not receive an enrollment contract on the general re-enrollment release date. A re-enrollment hold provides an opportunity for the school and family to address significant concerns, establish clear expectations and goals, and determine whether the student is on a path toward continued success at Old Trail. Families will be notified in writing of a re-enrollment hold prior to the general re-enrollment release date. Re-enrollment may be placed on hold for one or more of the following reasons:

- Outstanding financial obligations
- Academic performance concerns
- Behavioral or citizenship issues involving the student or family
- Concerns regarding the partnership between the school and the student's parents/guardians

Finacial Hold

Old Trail School offers several payment options to help families to manage tuition and fees. Re-enrollment contracts will only be issued for students whose accounts are current and in good standing. The Business Office will communicate any past-due balances in advance of the re-enrollment period. Contracts and Flexible Tuition Awards cannot be 'reserved' for students with delinquent accounts. Once the account is brought current, the re-enrollment contract may be released, provided space remains available and there are no other conditions affecting re-enrollment. A pattern of late or missed payments, or a consistent failure to meet the obligations of an established payment plan, may result in the student being dismissed from Old Trail either mid-year or at the conclusion of the school year, even if the account is subsequently brought current.

Academic Hold

A re-enrollment hold may be placed when a student has ongoing academic challenges that indicate additional support or time for growth is needed, including all students on academic probation. The purpose of an academic hold is to pro-

vide opportunity for the student, family, and school to work together to address concerns and establish a clear path toward continued academic success. If a student is placed on academic probation before re-enrollment contracts are issued, the enrollment contract will be held while the school and family work together to support the student's progress. Families will be informed of academic concerns and, when appropriate, provided with an improvement plan from the Division Director.The re-enrollment contract will be issued once sufficient and sustained improvement is demonstrated and goals established by the Division Director are met. If sufficient progress is not demonstrated, the school may determine that re-enrollment will not be offered.

Behavior Hold

A re-enrollment hold may be placed if a student has been suspended or has demonstrated ongoing difficulty meeting the school's behavioral or community expectations, or has engaged in prohibited student behaviors (listed below). In such cases, the Division Director will communicate with the family to clarify expectations, identify appropriate supports and establish clear, achievable goals for improvement. Teachers, advisors, Division Directors and other appropriate members of the school community will partner with the student and family to support positive growth and help the student develop skills and habits necessary for successful participation in the school community. The student's progress will be reviewed over time. A re-enrollment contract may be issued when the student demonstrates meaningful and sustained improvement and meets the expectations established by the Division Director. If expectations are not met or sufficient progress is not demonstrated, the student's continued enrollment may be at risk.

Parent/Guardian Partnership Holds

A strong, respectful partnership between Old Trail School and parents/guardians is essential to supporting students and fulfilling the School's mission. Parents and guardians are expected to communicate with the School and school personnel in a manner that is respectful, constructive, and supportive of the School's educational environment. Old Trail recognizes and respects the right of parents and guardians to ask questions, express concerns, disagree with decisions, and advocate for their own children. Such communication with the School, in itself, will not affect a student's enrollment. However, when a parent or guardian's ongoing actions or interactions with the School or school community make a positive and constructive partnership unduly difficult, undermine the School's ability to support the student or other students, or interfere with the School's program or mission, the School may place a student's re-enrollment on hold or determine that the student is not eligible for continued enrollment.

The School will consider the circumstances and pattern of interactions as a whole when making decisions regarding re-enrollment. These decisions are made with the goal of maintaining a safe, respectful, and productive learning environment for all students and preserving the strong partnerships that are essential to the School community.

G. UNACCEPTABLE STUDENT BEHAVIORS

The following definitions include, but are not limited to behaviors that are in conflict with our Core Values and unacceptable in the Old Trail community. Students may be held accountable for these behaviors both on and off campus.

- **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 act of bullying.
- **Cyberbullying:** Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person. Online threats and mean, aggressive, or rude texts, tweets, posts, or messages all count. So does posting personal information, pictures, or videos designed to hurt or embarrass someone else.
- **Defiance and Persistent Refusal:** Defiance refers to persistent refusal to follow reasonable directions, refusal to participate in expected activities, or refusal to engage with adults, causing disruption to the learning environment or interfering with the learning, safety, or well-being of the student or others. While developmentally appropriate resistance or occasional refusal is expected, persistent obstinance, refusal to participate, or oppositional behavior that creates ongoing challenges for teachers or other students may be addressed as a prohibited behavior.
- **Dishonesty:** Dishonesty is acting without honesty. The

term describes acts which are meant to deceive, cheat or mislead.

- **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. 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**: Hate speech refers to offensive discourse targeting a group or an individual based on inherent characteristics (such as race, religion or gender) and that may threaten social peace.
- **Hazing**: Hazing refers to any activity that is condition upon recruitment, admission, affiliation, or continued participation in a group that humiliates, degrades, abuses, or endangers someone, regardless of consent or a person's willingness to participate.
- **Harassment**: Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that demeans, humiliates, and intimidates a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting, or threatening.
- **Sexual 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 or demands for sexual favors.
- **Profanity and Obscenity**: Profanity and obscenity are both forms of language considered offensive. Profanity generally refers to vulgar or offensive language, often swear words, while obscenity is a stricter term referring to sexually explicit material that lacks artistic, political or scientific value.
- **Fighting, Physical Harm and Violence**: 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 and students are expected to keep their hands, feet, and objects to themselves in order not to harm or intimidate others.
- **Intimidation and Manipulation**: Intimidation and manipulation are both tactics used to exert control over others. Intimidation involves making someone feel threatened or afraid, while manipulation involves influencing someone's behavior through deception or underhanded tactics.
- **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**: Cheating can occur in multiple forms, including but not limited to: (1) plagiarism—using someone else's words, ideas, or work without proper citation or acknowledgment; (2) copying from others—looking at or writing answers from another student's exam or assignment; (3) using unauthorized aids—using artificial intelligence, notes, books or electronic devices during exams or assessments when they are not permitted; (4) submitting work not your own—turning in assignments, essays, or papers that were written by someone else or that you purchased from an external source; (5) fabricating data—creating or falsifying data for research or experiments.
- **Alcohol, Tobacco, Drugs & Vaping:** The use or possession of any illegal substances or paraphernalia is strictly prohibited. This includes, but is not limited to: alcohol, drugs, tobacco products and e-cigarettes.
- **Weapons:** Students are prohibited from carrying or

possessing knives, guns, or any other potentially lethal weapons at school or at any school-sponsored event. Other hardware that is engineered and invented to throw a projectile, harm another person, or damage property is not permitted at school or at school events. Making a threat with weapons, either in person, online, or on social media is prohibited.

- **Other Prohibited Items:** Matches, lighters, fireworks, drug paraphernalia and explicitly graphic material (either through pornography or violence) are prohibited on campus.

Search of Belongings

The school reserves the right to search student lockers, backpacks and belongings and confiscate any item that is deemed unsafe or inappropriate by the teacher and/or administrator at Old Trail School.

H. REPORTING PROCEDURES

If you witness or experience any form of unacceptable behavior—including but not limited to the terms outlined above–you are encouraged to report the incident promptly. Reports can be made to the Head of School, Associate Head of School, or the appropriate Division Director. This guidance applies to all members of the school community, including students, faculty, staff, parents, and guardians 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. These investigations may include student interviews, during which a school-appointed adult may serve as an advocate. However, non-school employees—including parents, guardians, caregivers and legal representatives—are not permitted to be present. Interviews will be performed 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
  e: sjohnston@oldtrail.org | p: 330.666.1118 ext. 303
- **Joe Vogel**, Associate Head of School
  e: jvogel@oldtrail.org | p: 330.666.1118 ext. 482
- **Amanda Irwin**, Director of Foundational School
  e: airwin@oldtrail.org | p: 330.666.1118 ext. 310
- **Jonathan Wanders**, Director of Lower School
  e: jwanders@oldtrail.org | p: 330.666.1118 ext. 358
- **Hallie Ritzman '95**, Director of Middle School
  e: hritzman@oldtrail.org | p: 330.666.1118 ext. 327

I. STUDENT RECORDS

Parents have the right to access their child's official student records. These records include transcripts, attendance, report cards, standardized testing results and end-of-year narrative reports from teachers and/or advisors. It is the responsibility of the student's parent(s) and/or guardian(s) to keep the school informed and updated as to any changes that impact the student, including but not limited to, address changes, custody agreements or name changes. Prompt communication ensures that OTS can maintain accurate records for each student.

J. TECHNOLOGY ACCEPTABLE USE POLICY

Old Trail provides access to information technology resources—including email and Internet—for educational purposes. All students are expected to use these resources responsibly, ethically, and in a manner that reflects the school's values.

Students are expected to**:**

- **Respect and protect the privacy of others** by (1) using only assigned accounts, (2) not viewing, using or copying passwords, data or networks that are not authorized, and (3) never distributing private information about themselves or others.
- **Respect and protect the integrity, availability and security of electronic resources** by (1) conserving, protecting and sharing resources with other students and Internet users responsibly, (2) not damaging or destroying data, networks or other resources that do not belong to them, and (3) reporting security risks or violations to a teacher, staff member or administrator.

- **Respect and protect intellectual property of others** by (1) following copyright laws and not making or downloading illegal copies of music, movies or games, (2) following appropriate citation guidelines, and (3) not plagiarising.
- **Respect and practice the principles of community** by (1) communicating only in ways that are kind and respectful, (2) reporting discomforting or threatening materials to an adult, (3) not intentionally accessing, transmitting, copying or creating material that violates the school's code of conduct (e.g., messages that are inappropriate, threatening, discriminatory or associated with cyberbullying), and (4) not sending spam, chain letters or other mass, unsolicited emails.

In accordance with the above, students may:

- Use technology for educational purposes.
- Explore and apply technology in innovative and constructive ways to enhance their learning.

This policy is designed not only to protect students and school resources but also to teach and promote the ethical, safe and productive use of technology in a connected world.

Consequences for Violation

Failure to follow the Acceptable Use Policy may result in disciplinary action, which could include the suspension or loss of access to the school's technology resources. Additional consequences may be applied in accordance with the school's code of conduct.

Supervision & Monitoring

OTS administrators and authorized staff may monitor the use of school technology resources to help ensure safety, security, and compliance with the Acceptable Use Policy. Administrators reserve the right to access, review, and disclose any data or communications stored or transmitted on the school's information networks if deemed necessary. To provide students with effective web-based tools and educational applications, Old Trail School partners with third-party providers who operate outside of the school. In order for students to use these services, certain personally identifiable information—such as a student's name and email address—may be shared with the provider. In compliance with the Children's Online Privacy Protection Act (COPPA), websites that collect personal information from children under the age of 13 are required to obtain parental consent. As a result, Old Trail School must receive signed parental permission to allow students under 13 to access these approved digital resources. For more information on COPPA, please visit this Federal Trade Commission webpage. 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.

K. FOUNDATIONAL SCHOOL DISCIPLINE

Old Trail approaches discipline in the Foundational School through a developmental lens, recognizing that certain behaviors are typical at various stages of growth. When teachers, in collaboration with the Division Director and Support Services, determine that a child's behavior extends beyond what is developmentally appropriate, the school will make every effort, in partnership with the child's family, to support the child in building the skills needed to meet classroom expectations. The ultimate goal is to help students learn to manage their behavior by developing skills that foster self-control, positive social interactions, and effective conflict resolution. This is accomplished in the following ways:

- Reinforcement of positive behavior through praise
- Encouragement of appropriate behavior
- Redirection to alternative activities
- Opportunities for physical and/or emotional reset, both in and out of the classroom
- Incorporation of direct, targeted social/emotional instruction, one-on-one or in small groups in collaboration with Support Services

Students who are not meeting the behavioral expectations of the school day may be removed, 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 unacceptable behavior include, but are not limited to; hitting, pushing, throwing, biting, kicking, spitting, yelling, eloping,

and negatively impacting the overall experience of peers.

Biting Policy

While Old Trail constantly strives to promote positive social interactions, 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 will be examined by the School Nurse and the nurse will notify the parents.
- Redirect the student who bit to more acceptable behaviors and reiterate that biting is not an acceptable choice.
- Notify both children's parents or caregivers
- Facilitate restorative work with both children in an attempt to repair the relationship

Please note that the name of the "biter" is kept confidential when communicating with other families. If biting occurs more than once, indicating a pattern of behavior, a meeting will be scheduled with the student's parent and Support Services to develop strategies to implement at home and at school to eradicate the behavior. Old Trail School recognizes that biting may be an indication of dysregulation and/or a lack of necessary social/emotional skills that would require additional support. Following an initial biting incident, any subsequent incidents will result in a short-term removal from school (remainder of the day). Failure to eradicate the behavior following a good-faith effort will result in an extended absence from school, suspension or dismissal.

State Guidelines

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

- The teachers in charge of a child or a group of children shall be responsible for their students' discipline. Old Trail has a written discipline policy that describes its philosophy of discipline and the specific methods of discipline used at the school. This written policy is on file at the school 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. The use of harsh, cruel or shaming punishment is strictly prohibited, as are physical restraints, confinement, profane language, abuse or neglect in any form.
- 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.

In Kindergarten, students begin to develop an awareness of their role within the school community and recognize the importance of their contributions to a positive and productive learning environment. When a student's behavior does not align with classroom expectations, teachers, in collaboration with the Division Director and support services, will conduct a thorough analysis to identify underlying causes. This approach is rooted in the goal of supporting the student in acquiring the necessary skills to meet behavioral expectations. A comprehensive support plan will be designed in partnership with the student's family to address any skill gaps that may be impacting the child's success. Natural consequences will be applied at the discretion of the classroom teacher and Division Director, and restorative justice practices will guide efforts to repair any affected relationships. In addition, targeted strategies will be implemented to promote and reinforce positive behavior within the classroom.

L. LOWER SCHOOL DISCIPLINE

As students grow and develop, they take on more autonomy and personal responsibility for their conduct at school. We root our behavior philosophy in our Core Values, and students in each classroom play a role in determining classroom rules and codes of conduct informed by Respect, Responsibility, Service and Goodness. When a student's behavior comes into conflict with rules and agreed upon codes of conduct, we work to help students reflect and understand, grow from mistakes, and demonstrate behavior that is in line with expectations and the Core Values. Disciplinary decisions are carried out at the discretion of teachers, the Divi-

sion Director, and the head of school. Positive reinforcement for excellent conduct helps to reinforce good citizenship in the school community. This can take on various forms of class-wide and individual rewards. Consequences for unacceptable behavior are metered out in order to ensure student safety, to restore trust and positive relationships, and to reinforce desired behavior and outcomes. As appropriate, the school will contact families for communication of and collaboration in disciplinary plans. In Grade 4, students are introduced to an infraction system that categorizes violations of school rules. The infraction system aims to help students and teachers keep track of patterns of behavior and reinforce desired outcomes when a student missteps. Not all infractions will trigger a formal consequence, though every infraction is preceded by a conversation between the teacher assigning it and the student. This conversation affords the opportunity to express expectations for improvement or change. If a student's behavior triggers a pattern of infractions, or if an infraction is deemed serious, a teacher or the Division Director will communicate disciplinary plans with families. Grade 4 behavior categories associated with infractions include:

- **Organization, management of time and materials**: being prepared for classes and school experiences.
- **Following directions**: showing respect for teachers and the school environment.
- **Interactions and relationships with peers**: maintaining respectful behavior and treating fellow students with decency and respect.
- **Honesty and Integrity**: Demonstrating good citizenship as a member of Old Trail School; behaving with trustworthiness and fairness.

M. MIDDLE SCHOOL DISCIPLINE

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, both on and off campus. As members of the Old Trail community, student conduct both during school hours and off-school hours may be addressed by the administration. 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 electronically 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 of 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. 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.

VI. COMMUNITY STANDARDS & BEHAVIOR

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 communication with a student and their family. Any student who accumulates three major infractions in a trimester will be assigned an in-school suspension. Some student behavior may warrant discipline that exists outside the infraction system. The school retains the discretion to respond to student behavior in any way it deems appropriate, and the Division Director will communicate these decisions to families.

Conduct in MyTrail

Green slips, 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.

Suspension

Suspending a student from school, whether as an in-school or out-of-school suspension, is reserved for the most serious offenses, for chronic misbehavior, or as part of due process for accumulated infractions. Following suspension, the student's behavior will be reviewed and strategies to help the student overcome the behavioral difficulties will be discussed, in partnership with the Division Director. Students who have been suspended may have the re-enrollment contract held at the discretion of the Division Director and Head of School.

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 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.

Reporting Discipline

Old Trail School reports out of school suspensions and expulsions as a part of the application or enrollment process when students apply or enroll at other institutions.

VII. DRESS CODE

Old Trail School maintains two developmentally appropriate dress codes—one for students in the Toddler and Preschool classes, and another for students in Jr. Kindergarten through Grade 8. These guidelines are designed to support comfort, safety and a positive learning environment while reflecting the values of our school community.

A. TODDLER & PRESCHOOL

Foundational School students have an active day and need comfortable, easy-to-manage play clothes. Pants, skirts, and dresses should be easily managed by children to support independent bathroom usage. As outdoor play is a part of the daily schedule, students should dress appropriately for any type of weather. Students need boots, snow pants, hats, and waterproof gloves/mittens, which remain at school from Thanksgiving Break through Spring Break. At least two complete, seasonally appropriate sets of clothes should be kept at school to be used as needed.

Toddler and Preschool Shoe Policy

Shoes should be closed-toed, sturdy, and functional. 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. If a student can not tie his/her own shoes, velcro is required. Socks should be worn for comfort and foot protection. Shoes made of foam or rubber are prohibited.

B. JUNIOR KINDERGARTEN TO GRADE 8

A dress code helps provide a standard for our students as they represent Old Trail School both on campus and off campus. 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 should probably not wear it.

General Guidelines

- 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.
- Each piece of apparel (blouse, shirt, skirt, dress, jumper, pants, shorts, skort, sweater, and indoor vests) must be in one solid color, and in good condition (no rips, tears, or distressed)
- Each visible piece of indoor clothing must abide by the dress code guidelines.
- 'Athleisure' clothing, including tennis skorts, is not permitted.
- There must be no skin exposed at the midriff and transparent clothing is not permitted.
- Dresses must have sleeves (a collar is not necessary, but the neckline should mimic a round-neck or polo-style).
- Outerwear may not be worn as indoor wear. Hats and hoods are not worn indoors.
- If any item of clothing becomes distracting, students may be asked not to wear them in the future.

Tops

- 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.
- 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. Collars can include turtlenecks and cowl necks.
- We do not require that shirts are tucked in due to developmental considerations, gender equity and body image.

Bottoms/Dresses

- Pants (dress, chinos, corduroy and cargo), shorts, dresses and skorts must one solid color and without decoration (stripes, piping, patches.)
- Jeans and jeggings are not permitted.
- Leggings are not permitted to be worn as pants. They

are to be worn under a dress code skirt or dress and can be any color or pattern.

- Skirt, skort, dress and jumper lengths must be of appropriate length, comfortable and allow students to fully participate in all activities, including Nature and Outdoor Education classes.
- We require all students wearing skirts and dresses to wear leggings, tights, or (in Trimester 1 or 3) shorts/bike shorts under them.
- Pants may be worn with or without a belt.
- Jumpers must be worn with a shirt or blouse.

Shoes

- 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.
- 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 with wheels and/or lights may not be worn to school.

Accessories

- School appropriate jewelry and hair accessories may be worn by students.
- Middle School students may wear makeup that is appropriate for school and non-distracting.
- Scented 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.

Seasonal Changes

In Trimester 1 and 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. This includes bending and sitting in a variety of settings, such as on the grass. In Trimester 2 boots are permitted to be worn indoors. From Thanksgiving Break through Spring Break, all students are expected to have snow pants, hats, gloves and boots that are left at school for outdoor recessm Nature and Outdoor Education classes.

Free Dress Days

Free Dress Days typically occur on the first Friday of each month. On these days, students may wear clean, neat clothing in any color or pattern that is school-appropriate. T-shirts, shirts with no collars, jeans and athletic clothing may be worn. 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.

OTS Spirit Days

OTS Spirit Days generally occur on the last Friday of each month for students, faculty and staff. The community is encouraged to wear Old Trail shirts and/or sweatshirts or plain green shirts on Spirit Days. Occasionally, Spirit Days will take on a sports theme and students are invited 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 OTS 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.

Dress Code Enforcement

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, and/or using available clean clothing at school for the student to change into. Middle School students may be given a warning and/or an infraction when they are out of dress code.

VIII. STUDENT BELONGINGS & OWNERSHIP

We encourage students to take responsibility for their personal items and to treat school property and community spaces with care. The guidelines that follow are designed to promote a respectful and distraction-free environment while helping students build habits of organization, accountability and mutual respect.

A. 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.

B. 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.

C. CELL PHONE/SMARTWATCH POLICY

It is Old Trail'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, Old Trail students 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 p.m. 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.

Cell Phone Access

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

D. OTHER PERSONAL & ELECTRONIC DEVICES

Old Trail School maintains clear expectations regarding the use of personal electronic devices and accessories to support a focused and collaborative learning environment.

- **Toys & Personal Electronics (Foundational School & Lower School)**: Students are asked to leave electronic toys, tablets and music players at home. If such items are used during bus transportation, they must remain turned off and stored in a backpack or cubby for the duration of the school day including Before School Care and After School Care/OTS+. Occasional exceptions may be made for special teacher-designated theme days such as "bring toys from home."
- **Headphones & Earbuds**: Most students are asked to provide headphones or 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.
- **E-readers (Lower School & MIddle School)**: Students may bring personal electronic reading devices to school for reading purposes only. Internet access on these devices is not permitted. Intermediate students may also

use their devices during Before and After School Care with adult permission. To access the internet, students must use school computers in the library.

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 Wilson Hallway and Alderfer Lobby. Unclaimed items are donated over the winter, spring, and summer breaks.

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.

Our graduates are well prepared to become responsible global citizens who achieve in high school, college and life.

CORE VALUES

Respect. Responsibility. Goodness. Service.

ALMA MATER

Nestled in the hills of Ira, reared against the sky,
Stands the school we love so dearly with its aim so high,
Through the halls our voices singing fondly sound the name,
Hail Old Trail our spirits bringing honor, glory, fame.

Alma Mater, Alma Mater, glorious and true,
we sing Old Trail to you.
Our Alma Mater.

Echo hills with sounds of laughter, we shall always be
Children searching for the answers, learning to be free.
Light the fires of knowledge and let our spirits glow.
Pass the torch of green and white, onward we must go!

Alma Mater, Alma Mater, glorious and true,
We sing Old Trail to you.
Our Alma Mater.

OLD TRAIL SCHOOL
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Cuyahoga Valley's Preschool to Grade 8 School