

Oakhill Day School



2010-2011

Parent Handbook

I. INTRODUCTION

Message from Head of School

I want to take this opportunity to welcome you to Oakhill Day School for the 2010/2011 school year. I am very proud to be a member of this great educational community. You have made an outstanding decision in educating your child/children at Oakhill.

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

Please take time to read this handbook carefully. My goal is to make this an informative and easy to read guide answering questions you might have as the year begins. Please sign the last page stating that you have read and understood the policies and procedures.

The school directory will be separate from the handbook, allowing you to view this handbook on line prior to the first day of school, and allowing us to have the most complete parent directory available which will be distributed at Parents' Night.

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

Looking forward to an exciting year ahead,

Suzanne

Suzanne McCanles
Head of School

FOREWORD

In keeping with our Mission and Goals, the following policies and procedures have been developed and adopted to ensure the highest quality of education and safety for our students while maintaining a loving and caring community.

Please review this Parent Handbook carefully. It is important that parents and students understand and abide by the rules, regulations, and policies in the Handbook.

Mission Statement

- To provide excellence in education through child-centered learning in a supportive, challenging, and rewarding environment that provides students with self-confidence, values, knowledge, and the foundation for leadership through emotional, physical, and social development.

Vision

- A competitive co-educational independent school balancing an academic, challenging, and integrated curriculum with a nurturing and supportive environment. Oakhill's strong partnership of families, educators, and professional staff provides an educational community unique in the greater Kansas City area.

Core Values

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

Philosophy

- Oakhill's innovative and integrated curriculum challenges students to discover their gifts and provides numerous opportunities for personal growth and development.
- The students are invigorated by the hands on approach to learning and are captivated by the relevance and engagement of the material.
- With our small class sizes, teachers individualize, give personal attention, tailor the curriculum, involve all learning styles, and make use of small group teaching methods to ensure that all students are able to build upon their gifts and grow in all areas.
- Oakhill prides itself in offering a child-centered program that recognizes the importance of an individualized education.
- A child's first experiences in school establish patterns for learning that will continue throughout life. These experiences occur at Oakhill in a safe, secure and caring atmosphere.
- We believe in a balanced approach, challenging students academically, while focusing on what is developmentally appropriate for each child.

Lifeskills

- A true benefit to a private education is the presence of the Lifeskills curriculum. As a prominent independent school that promotes the importance and presence of this curriculum, Oakhill Day School makes sure that these ideals are truly instilled in all of our students. As said, the Lifeskills curriculum is prominent in the school's daily routine.
- Oakhill Day School focuses on one or two Lifeskills per month. Activities in the classroom reinforce the Lifeskill focus each month, as well as fun ideas for home brought to parents via the Acorn. ODS prides itself on helping students prepare for life in a positive and healthy way.
- Lifeskills are a set of valuable traits or characteristics that once learned, modeled and lived give each child the interpersonal tools they will need to adapt to or work through anything that life throws at them.
- The following Lifeskills are addressed during the school year.

August & September

Friendship - To Have Mutual Trust and Caring

Caring - To Show and Feel Concern

October

Organization - To Work In An Orderly Way

Responsibility - To Do Our Share

November

Integrity - To Act In An Honest and Fair Way

December

Flexibility - To Be Willing to Change Plans
Cooperation - To Work Together

January

Patience - To Wait Calmly

February

Common Sense - To Think It Through
Problem Solving - To Seek Solutions

March

Sense of Humor - To Be Playful Without Harming

April

Effort - To Do Your Best
Initiative - To Take Action When Needed

May

Perseverance - To Keep At It

- Students working diligently to actively implement the life skill in their daily routine will be awarded the Panther Pride Award at a designated Tuesday Town Meeting, as well as recognition during the monthly luncheon with the Head of School.

Accreditation

- Oakhill is accredited by the Independent Schools Association of the Central States (ISACS), is a member of the Kansas City Independent Schools Association (KCISA) and the National Association of Independent Schools (NAIS).

II. SCHOOL COMMUNITY

ADMINISTRATION

McCanles, Suzanne	Head of School
Phillips, Sharon	Office Coordinator
Bernholtz, Cathy	Health Coordinator
Johnson, Craig	Facilities Coordinator
Speer, Lauren	Athletic Coordinator
Dodson, Kathryn	Auxiliary Coordinator (Kids' Club, After School Classes & Clubs, Summer Program)
Roché, Bernadette	Director of Technology
Van Duser, Sarah	Director of Finance
McDaniel, Michelle	Director of Communications & Development
Schembri, Leah	Director of Marketing & Admissions
Pasbach, Franny	Finance and Development Office Assistant
Feagles, Lee	Development Office - Community Partnerships

FACULTY & STAFF

Feagles, Lee	Eighth Grade Homeroom, MS Advisor
Stinson, Kate	Seventh Grade Homeroom, MS Advisor & Co-Yearbook Sponsor
Newhouse, Maggie	Sixth Grade Homeroom, MS Advisor
Robertson, Amie	Fifth Grade Homeroom, MS Advisor
Fulop, Jackie	Fourth Grade Teacher
Wills, Helen	Third Grade Teacher
Boyd, Kay	Second Grade Teacher
Bock, Brenda	Second Grade Teacher
Manley, Lisa	First Grade Teacher
Parrack, Jacque	First Grade Teacher
Driskill, Marcy	Kindergarten Teacher
Hule, Heidi	Kindergarten Teacher
Clevenger, Amy	Kindergarten Teacher
Tenner, Sarah	Pre-Kindergarten Teacher
Crouse, Janelle	Pre-Kindergarten Teacher
Zdvorak, Maria	Pre-Kindergarten Teacher
Trager, Kathy	Preschool Teacher
Jones, Kim	Preschool Teacher
Ferris, Terri	Early Learner Teacher
Staley, Beverly	Toddler Teacher

SPECIALISTS

Cole, Dena	Science First - Fourth Grades
Cole, Dena	Media Center/Library Coordinator Toddler-Eighth Grade (teaching 4 th -5 th Grade)
Dodson, Kathryn	Library Teacher Toddler - Prekindergarten
Turner, Alisha	Library Teacher Kindergarten - Third Grade
Speer, Lauren	P.E. & Athletics Coordinator Toddler - Eighth Grades (teaching PK-8)
Turner, Alisha	PE Teacher Toddler-Preschool
Hill, Jo	Music Coordinator Toddler-Eighth (teaching K-8)
Ely, Barb	Music Teacher Toddler-Prekindergarten
Stallman, Lori	Art Coordinator Kindergarten-Eighth Grades
Roché, Bernadette	Technology Coordinator Preschool-Eighth Grade (Teaching 1-8)
Dodson, Kathryn	Technology Teacher Preschool
Turner, Alisha	Technology Teacher Prekindergarten - Kindergarten
Herman, Bonnie	Spanish Coordinator Toddler-Eighth Grade (Teaching PK-8)
Dodson, Kathryn	Spanish Teacher Toddler-Preschool

TEACHER ASSISTANTS

Quesada, Ana	Toddler Assistant
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Fousek, Cheryl	Early Learner Assistant
Ralph, Ashley	Preschool Assistant
Krause, Eva	Preschool Assistant
Sturdevant, Mary Lee	Prekindergarten Assistant
Mendes, Evelyn	Prekindergarten Assistant
Williams, Jessica	Prekindergarten Assistant

KIDS' CLUB

Dodson, Kathryn	Coordinator
Lewis, Kaitlyn	Kids' Club Staff
Allen, Alex	Kids' Club Staff
Ralph, Ashley	Kids' Club Staff
Fousek, Cheryl	Kids' Club Staff
Zdvorak, Maria	Kids' Club Staff
Williams, Jessica	Kids' Club Staff
Hawkins, Mary	Parent Volunteer Coordinator

Communication and Conflict Resolution within the School Community

One of the most important hallmarks of an outstanding organization of any kind, including an independent school, is the ability to solve problems. An effective, well-functioning organization is remarkable, not for the fewest number of problems that it experiences, but for its ability to learn from mistakes and cope with the issues that inevitably arise. The ability to deal effectively with concerns, problems, or challenges at Oakhill depend upon three things:

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

Parents who have an issue, problem or concern have two avenues of communication open to them for problem resolution: the appropriate faculty or administrative staff member; and the Head of School.

In any effective problem-solving process, one should first take the problem to the person most capable both of understanding the problem and taking measures to address it.

Specifically where an individual student is concerned, usually the first person to involve will be the student's classroom teacher or specials teacher. If the problem cannot be addressed at this level, then the Head of School is always willing to hear a parent's concerns and work to find the appropriate resolution.

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

HEAD OF SCHOOL

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

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

BOARD OF TRUSTEES

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

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

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

- Fundraising and institutional development
- Use of buildings and facility by outside groups
- Personnel policies regarding sexual harassment, discrimination, and equity, security, and safety
- Employment terms - compensation, salary ranges, benefits
- Tracking enrollment for annual budget
- Checks and balances for financial management and reporting
- Crisis management
- Long range and strategic planning

Given this role of governance, the Board of Trustees does not play the role of “final arbiter” in conflict resolution for faculty, staff, students, or parents. If someone in the school community seeks the aid of a particular Trustee, the Trustee will clearly state either that 1) the individual seeking help should share the concern directly with the appropriate faculty member, staff member, or Head of School, or 2) the Trustee will share the matter with the Head of School, but not take up the individual’s cause. The preferred contact is the Head of School, but if concern is about the Head, the Board President should be the only one contacted. The role of any Trustee in this kind of problem-solving process who learns of an issue is to bring it to the attention of the Head or the Board President and not to deal with the situation individually.

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

Source: DeKuyper, M. *The Trustee Handbook*, 8th Edition, *A Guide to Effective Governance for Independent School Boards*, NAIS 2003, Washington, DC.

III. GENERAL INFORMATION, POLICIES, & PROCEDURES

ACADEMICS

- **Academic Integrity**

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

This is achieved when each student:

- does his or her own work;
- completes all homework assignments in a timely fashion and does not allow any work to be copied by another student;
- completes an exam without seeking help from or offering help to another student during an exam period;
- completes original research for a paper, project, oral presentation, or lab report that acknowledges another person's contributions to the work by citing the source and name.
 - refer to discipline and behavior policy for consequences for lack of integrity

- **Curriculum**

Oakhill has a comprehensive written curriculum. Students are challenged to utilize their full range of abilities through firm grounding in basic academic skills in a setting rich with educational depth and variety. We guide our students in the cultivation of their intelligence and the development of their talents, interests, and abilities. Different levels of ability, development, and learning styles are expected and accepted.

Our written curriculum is a living document subject to ongoing review and modification. It is reviewed and evaluated every year and each subject area is formally revised and updated every seven years in compliance with our regional accreditation process.

- **Parents as Partners**

Education succeeds when parents and the school work together in the spirit of mutual support and cooperation. Your positive efforts and understanding allow us to be effective in our work.

Close communication between the school and parents is an important factor in success. Parents who have concerns are encouraged to call teachers or the Head of School.

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

Parents shall not engage in conduct or activities that are disruptive, disloyal or detrimental to the administration, faculty, staff, and/or the educational or extracurricular environment of the school. Failure to comply may result in contract termination and dismissal of a student.

- **Students' Role / Attendance**

It is important that students actively engage in the education process. Consequently, the School expects that each student realize the primary responsibility for learning rests with the student. Parents, teachers, and friends may guide and direct the learning process, but real achievement in an academic endeavor is only possible when a student takes an active role.

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

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

ADMISSIONS

Oakhill Day School is a not-for-profit educational institution and subscribes to the following admission policy:

Oakhill Day School admits students of any gender, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, allocation of financial aid, admission policies, or athletic and other school-administered programs.

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

- **General Admission Procedures**

Prospective students interested in applying for admission to Oakhill Day School should contact the School. All prospective students, including siblings of current students, shall complete the admissions process as follows:

1. Schedule an appointment to tour the facilities with the Director of Admissions.
2. Submit an application accompanied by a nonrefundable application fee.
3. Arrange for records and recommendations forms to be sent from your child's previous school, if applicable.
4. Schedule time for your child to visit his/her prospective grade level and to be individually assessed.
5. Once the Admissions' Committee has formally met, you and your child thereafter will be notified of the child's admission status.
6. If accepted, a contract will be offered for completion.
7. A student is formally accepted when the contract has been signed by a parent or legal guardian and the Head of School.

- **Re-Enrollment Procedures**

Enrollment contracts are extended for one school year. The school reserves the right to refuse to re-enroll any student in a subsequent year for any reason. Students' invitations for re-enrollment are extended in January for the upcoming year. Current parents are given an early enrollment period in which to enroll prior to open enrollment. A place in the class is secured when the enrollment contract is returned with the enrollment fee and tuition deposit, in addition to payments being met as set forth in the enrollment contract. Once a grade level is full, a waiting list is utilized.

- **Financial Aid**

Financial Aid may be applied for and awarded to qualifying families. Families seeking financial aid must complete the Financial Aid process which consists of the completion of the application, submission of earnings information (W-2s, tax returns, etc.) by both parents, and an optional letter of explanation addressed to the Financial Aid

Committee. Because Financial Aid is awarded on a first come, first serve basis, it is important that the process is completed in a timely manner.

Once the submission process is completed, the Financial Aid Committee will review all information given and determine the amount of each award. A family may only receive an award prior to signing an enrollment contract. Once an enrollment contract is signed and a student is placed on a class roster, a family may not apply for Financial Aid for that student.

The maximum amount that may be awarded per student is limited to 40% of their total tuition. Please note that not all applicants are awarded aid and not all awards are given at the maximum amount. Students receiving Financial Aid for the current year are not guaranteed an award in future years. This is an annual process and families must reapply each year.

- **Admissions Enrollment Contract**

The Oakhill Day School Enrollment Contract is a Legal Contract. Once you sign the Enrollment Contract you will be held to the following terms which are also included on the Enrollment Contract:

The Oakhill family may cancel the Enrollment Contract upon written notice to Oakhill prior to April 1, 2010. Upon such cancellation, the Oakhill family will not be liable for the payment of the Tuition; however, Oakhill will retain the Tuition Deposit. After April 1, 2010, the obligation to pay the Tuition and other fees for the 2010-2011 academic year is unconditional; provided, however, that if a student is withdrawn, dismissed or removed from Oakhill, either voluntarily or involuntarily and for any reason whatsoever, after April 1, 2010

<u>Date of Cancellation</u>	<u>Tuition Liability</u>
Before April 1, 2010	Tuition Deposit Due at Enrollment
April 1, 2010 - May 31, 2010	Tuition Deposit Due at Enrollment + 60 % of Remaining Tuition Obligation
June 1, 2010 - July 31, 2010	Tuition Deposit Due at Enrollment + 80 % of Remaining Tuition Obligation
August 1, 2010 - forward	Tuition Deposit Due at Enrollment + 100 % of Remaining Tuition Obligation

Families who enroll for the 2011-2012 school year will be held to the terms listed in the Enrollment Contract pertaining to that school year. If your family is concerned about the future year's enrollment, please contact the Admissions Office before signing the Enrollment Contract.

ADMISSIONS OPEN HOUSE WEEK

Open House Weeks are times to showcase the school. Prospective families, interested parents, and potential donors will visit the school to see what makes Oakhill unique. The Open House Weeks for the 2010-2011 School Year are October 11-14, 2010 and January 18-21, 2011.

AFTER SCHOOL CLASSES AND CLUBS

Kids' Club offers a variety of after school classes each semester. Designed to continue your child's experience beyond the regular school day, these classes are developed and taught by our amazing and talented staff members. Pre-registration for these classes is taken up to one week before the class begins.

Regularly offered classes include Chess Club, Martial Arts, Music Lessons (Piano, Guitar, and Voice), Tutoring, and Intramural Sports. Other classes offering exposure to cooking, math, science, art, PE, and crafts are announced throughout the year as they become available.

Information including the time, dates, teacher, classroom number, and class cost are provided on the registration form. Registration forms are available online the first week of each semester and may be faxed, emailed or delivered to the Central Office. Questions concerning Kids' Club should be directed to the Auxiliary Programs Coordinator

ANNUAL FUND

One very important source of income for Oakhill is derived from the school's annual giving campaign which begins each September and runs through June. Tax-deductible monetary gifts are received from various constituents including present parents, grandparents, past parents, alumni and friends of Oakhill. The annual budget requires this fiscal support to meet the expenses of the operating budget. Although giving is voluntary, the school strives for maximum parental, faculty, and staff support. Each year, a list of all who contributed to the annual fund will be published and distributed to all constituents in the Annual Report.

ARRIVAL/DISMISSAL

In the event a student enters or leaves the school any time other than the designated arrival or dismissal times, that student shall be signed in and/or out in the Central Office by a parent or guardian. All students are to be accompanied by an adult.

Parents taking a child from school during school hours shall check in at the Central Office. School personnel will escort young children or call older children to Central Office. A partial absence will apply for late arrivals, students who leave during the day, or early pickup.

ATTENDANCE

- **Absences:**

- Regular and punctual attendance at school is the primary responsibility of the student and parent. In order to benefit fully from the school program, each student should be at school for the full day and should be absent only when necessary. Late arrivals, appointments during the day and early releases create situations in which students miss out on core curriculum as well as special classes.
- While attendance is very important, the school discourages children who are not well from coming to school. Please do not send your child to school with an elevated temperature or showing signs of illness. Your child must be free of fever for at least 24 hours before returning to school.
- Parents are encouraged to schedule family vacations during school vacation periods.
- Dental and medical appointments should be made outside school hours when possible.

The following are considered justifiable reasons for absence from school:

- Personal illness
- Serious illness or death of a family member
- Participation in a school-sponsored function
- Religious Holiday

Procedure for Reporting Absence

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

- **Tardiness**

Families are urged to make every effort to have their children at school on time.

School Hours:

Toddler-Fourth Grade - 8:30-3:30

Fifth-Eighth Grade 8:25-3:30

- Toddler-Kindergarten students arriving after 8:25 am can enter the building through the center doors without a tardy slip until 8:35 am. There will be staff at center doors from 8:25-8:35 only. Center doors will be locked at 8:35 am. Toddler-Kindergarten students who arrive after 8:35 am shall be escorted by their parent/guardian to the Central Office for an Admittance Slip before going to class.
- First- Fourth Grade Students who arrive after 8:30 am shall be escorted by their parent/guardian to the Central Office for an Admittance Slip before going to class.
- Fifth-Eighth Grade Students who arrive after 8:25 am shall be escorted by their parent/guardian to the Central Office where the student as well as the parent will sign in on the Late Arrival Log and receive an Admittance Slip before going to class.

Excessive absences and/or tardiness will affect a student's academic performance and grades, as well as hinder advancement; therefore, consistent attendance is strongly encouraged. Middle School (5th-8th Grade) homeroom and special teachers will be taking attendance throughout the day with each change of class.

- See Middle School Handbook for specific procedures.

AUCTION

The Auction at Oakhill is one of the school's major social and fund raising events. The Auction is an annual event held in the spring and is overseen by the Auction Steering Committee comprised of the Director of Development, Director of Finance, Head of School and a team of parent volunteers. All Oakhill constituents including present parents, grandparents, past parents, alumni and friends of the school are invited and highly encouraged to attend this event. Money raised through the Auction helps offset the cost of a quality education and provides increased programs for all ODS students; just as the Annual Giving funds, Treasure Sale, or Golf Tournament proceeds. All monies received through donations or purchases during the Auction are not meant to substitute those raised through Annual Giving as the two events will occur simultaneously.

BACK TO SCHOOL PARTIES

The PTO coordinates back to school parties for each grade level. These parties occur in late July or early August. These events allow grade level students and parents to come together before school begins and build the relationships that are so important to Oakhill.

BIRTHDAYS

Each child's birthday may be celebrated in the classroom. Classroom celebrations should be arranged with the classroom teacher and be limited to simple birthday treats. Lunches should not be brought in for birthday celebrations. Invitations to parties should not be passed out at school unless all students in the class are invited. Birthday celebrations are very important to young children. It can be very devastating when a child is excluded from a private party. In this regard, please be sensitive to sending presents to school for after school parties.

We encourage healthy treat options. Please contact your child's teacher or Oakhill's School Nurse for more information.

BOOSTER CLUB

The Oakhill Day School Booster Club is a school led organization that operates with the advice and consent of the Head of School, the Athletic Administration of the school and parents. The Booster Club promotes and fosters growth and interest in the athletic programs at Oakhill Day School. This support includes promoting parent and community involvement with the athletic teams, attending athletic events, and sponsoring and organizing programs to honor athletic participants. The Booster Club fosters the ideals of good sportsmanship, honesty, ethical conduct, and fair play and works to preserve loyalty to and pride in the school and all its academic and athletic programs.

Members of the Booster Club are dedicated to supporting the Mission and Vision of Oakhill Day School along with personal growth, enrichment, and education of the children in the Oakhill Day School community by supporting, encouraging, mentoring, and honoring their efforts and achievements in athletically related endeavors during their years at Oakhill.

Membership

Panther - This is a family membership. It includes admission for your immediate family members to any home athletic event where admission is charged. This membership includes 4 soft bleacher cushions, 10 meal tickets (food item, drink, dessert), and 4 spirit shop noisemakers. You may sit in the Booster Club reserved seating section at all home games. Cost for this level of membership is \$50.00 annually.

Teal - This is for two individuals. It includes admission for two to any home athletic event where admission is being charged. This membership includes 2 soft bleacher cushions, and 4 meal tickets. You may sit in the Booster Club reserved seating section at all home games. Cost for this level of membership is \$20.00 annually.

BOOK FAIRS

Each year during the fall and spring Oakhill hosts a Scholastic Book Fair to raise awareness and interest in reading and to help raise funds for the library. Parents have the opportunity to shop for that special gift or to bring their child to browse through books at their leisure. All students will have scheduled visits to the book fair, as well.

BUDDY "FAMILY" DAYS

Each faculty/staff member will have an Oakhill "family" consisting of one or two students from Toddler - Eighth Grade. The Buddy Family Committee will set up a family event once per quarter with field day being the final event for 4th quarter. During this event, each family will participate in a "family" activity such as a service learning project, a Grandparents' Day project, etc. These "family" events help unite the entire school, building friendships, and bridging grade levels and divisions.

BUSINESS OFFICE PROCEDURES/POLICIES

Individual student and/or combined family account statements will be prepared monthly and distributed through SMART Tuition. Families may choose to receive a paper statement through the mail or online. Regardless of delivery method all balances are due in full each month according to the date specified on your SMART Tuition enrollment form. The latest payment date available is the 15th of each month. Families will be charged a \$30 late fee by SMART Tuition for late payments or if the balance is not paid in full.

Charges are billed and due according to the following schedule:

<u>All account charges received by Noon on:</u>	<u>Will be included on your SMART Tuition statement mailed:</u>	<u>For payment due to SMART Tuition by:</u>
July 23 rd	July 30 th	August 15 th
August 24 th	August 31 st	September 15 th
September 23 rd	September 30 th	October 15 th
October 22 nd	October 30 th	November 15 th
November 22 nd	November 29 th	December 15 th
December 23 rd	December 30 th	January 15 th
January 24 th	January 31 st	February 15 th
February 21 st	February 28 th	March 15 th
March 24 th	March 31 st	April 15 th
April 22 nd	April 29 th	May 15 th
May 23 rd	May 31 st	June 15 th
June 24 th	June 30 th	July 15 th

Invoices generated contain payments obligated by enrollment contract as well as other agreed upon charges with parent acknowledgement. Other agreed upon charges include, but are not limited to lunch program charges, Kids' Club charges, school events, tutoring, music lessons, after school clubs and programs, athletic programs, school sponsored events, Holiday Shoppe charges, library late fees, auction charges, ad pre-packaged school supply kits.

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

- The family will be assessed a \$30 late by SMART Tuition for each missed payment.
- They will receive email and phone call notification about their account status from SMART Tuition.
- At 45 days past due, the family will be contacted by the Business Office to discuss payment.
- Payment that remains past due at 60 days will be reported to the School's Board of Trustees and may be turned over to a formal collection process. Note that a formal collection process may affect a family's credit rating.
- Families whose accounts remain unpaid after 90 days risk their student(s) being allowed to attend classes at Oakhill Day School until their account is made current.

In addition to our collection procedures please note:

- Oakhill will not release grade card information to a family with a past due student account.
- Oakhill will not release student records for enrollment in another school to a family with a past due student account.
- Discounts stated in the enrollment contract for single-pay and two-pay options will not be given or honored past the due dates stated upon enrollment.
- All contracts are final and binding upon signature. Therefore, the terms and conditions regarding payment obligations will be upheld. A collection agency may be employed to assist in collection efforts if necessary to enforce contractual obligations. Please note that by going through formal collections process, a person's and/or family's credit rating may be affected.
- SMART Tuition will also assess fees for failed transactions such as insufficient funds for checks submitted and declined credit card payments. All fees assessed by SMART Tuition do not go to Oakhill Day School and remain as payment for their services.

CAR LINE

CAR LINE PROCEDURES

- Morning Car Line begins at 8:10 am and ends at 8:25 am.
- Half-Day Car Line begins at 11:55 am and ends at 12:05 pm.
- Afternoon Car Line begins at 3:30 pm and ends at 3:50 pm.
 - * All Times are by Oakhill Clocks
- Toddler-Kindergarten students arriving after 8:25 am can enter the building through the center doors without a tardy slip until 8:35 am. There will be staff at center doors from 8:25-8:35 only. Center doors will be locked at 8:35 am.
- First - Fourth Grade students arriving after 8:30 am enter through north doors and check in with Sharon in Central Office to get a late pass before going to class.
- Fifth-Eighth Grade students arriving after 8:25 am, enter through the north doors check in with Sharon in the Central Office to get a late pass before going to class.

Note: All students must be dropped off/picked up at designated car lines.

Toddlers, Early Learners, Preschool & Kindergarten Students

- Enter N. Cherry from 70th Street, enter the circle drive and let your children out and/or pick up at the double doors. Exit onto 70th Terrace while watching carefully for oncoming traffic.

Prekindergarten Students

- Enter N. Cherry from 70th Street and let your children out and/or pickup at the south doors.
- Proceed north and turn left onto 70th Terrace. For faster exiting, proceed West on 70th Terrace to N. Locust. Turn right and proceed north to 72nd Street.
- Watch carefully for oncoming traffic.

First, Second, Third & Fourth Grade Students

- Enter N. Cherry from 70th Terrace while watching carefully for oncoming traffic. Proceed north and let students out and/or pick up at the steps to the north entrance.

Fifth, Sixth, Seventh & Eighth Grade Students

- Enter N. Cherry Lane from 72nd Street. Turn right into the ODS driveway by the gymnasium. Let students out and/or pick up at the Shaw Wing Entrance. Proceed north on Cherry Street.

Half Day Student Pick Up

(Toddler, Early Learner, Preschool and Prekindergarten)

- Enter N. Cherry from 70th Street, enter the **circle drive** and pick up your child at the double doors. Exit onto 70th Terrace while watching carefully for oncoming traffic.

If you are transporting children of various age levels, please let all students out at one stop. Written notice of carpool arrangements must be given to the Central Office.

Students coming to school between the hours of 8:10 am and 8:25 am or leaving school between 3:30 pm and 3:50 pm must use their designated car line.

Staff members will be at each car line to assist students in/out of the car and/or car seats. Children should have all their belongings together and be ready to get out of the car as soon as a staff member opens the car door in the morning.

Weather permitting the teachers will bring the children outside for the p.m. car line to wait for their rides. A faculty member will always ensure that the door is closed and the children are safe prior to the car pulling away.

Please be considerate of our neighbors and DO NOT block driveways to businesses or homes while waiting in carline.

With multiple car lines going on at the same time, we ask that you use caution and be aware of those around you. When waiting in car line, please do not block empty parking spaces so visitors to our school can utilize the parking spaces available.

We have limited parking spaces available in front of the school, so please be cognizant of those that are parking on the street when you are backing out of the parking spaces.

Car Seat Law

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

- Children less than 4 years old must be secured in an appropriate child passenger restraint system.
- Children *regardless of age* weighing less than 40 pounds must be secured in an appropriate child passenger restraint system.
- Children who are ages 4, 5, 6 or 7 *and* who weigh at least 40 pounds but less than 80 pounds *and* who are less than 4'9" tall must be secured in an appropriate child passenger restraint system *or* booster seat.
- Children who are at least 80 pounds *or* children taller than 4'9" must be secured by a vehicle safety belt *or* booster seat appropriate for the child.

Please make sure that you, and others you designate for your child's transportation, comply with this law.

Carpools

Families interested in carpooling must provide written authorization from all families to the Central Office. In the event a carpool arrangement must be changed, parents must notify the Central Office.

Ride Changes

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

CARNIVAL

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

CELL PHONES

Cell phones are discouraged at school.

If a child brings a cell phone from home, it must be checked into the Central Office between the hours of 8:25-3:30. Cell phones are not allowed on field trips and at school sponsored events, such as Kids' Club, afterschool classes and clubs, practices, dances, talent shows, musicals, etc.

CHILDREN'S AUCTION

The Children's Auction is an auction event held one week before the Annual Auction fundraising event. At this event, a selection of children's items is sold at auction and a selection of items to be sold at the main auction event are put on display. This event is a great way for Oakhill students to take part in the excitement that surrounds the biggest fundraising event at Oakhill. All constituents including current and past parents, grandparents, alumni and friends are invited to attend this event. Money raised during this event becomes part of the annual auction fundraising events profit which helps offset the cost of a quality education and provides increased programs for all ODS students; just as the Annual Giving funds, Treasure Sale, or Golf Tournament Proceeds. All monies received through donations or purchases during the Children's Auction are not meant to substitute those raised through annual giving as the two events will occur simultaneously.

COMMUNICATION

- Communication is an essential component for a successful learning experience for each child. Parents, teachers, students, and administration must communicate as a team to ensure success. The greater the communication, the more successful the school will be in defining and achieving goals for each student.
- Parents are encouraged to communicate on an individual basis with their child's teachers. Parents may contact the school office, send a note, or email to the individual teacher requesting a phone conference or a meeting to discuss any aspect of their child's development. The Head of School or teacher will initiate communication whenever necessary. Toddler-PK will provide nightly curricular notes, while K-8 will provide a weekly newsletter.

The website offers a wealth of information at your fingertips. Please check the home page, what's happening section, & events calendar for all up to date information as well as the twice monthly Acorn. We will also send a school-wide Friday email once every two weeks highlighting information.

CONFERENCES

Parent/Teacher Conferences are scheduled each school year in the fall and late winter. Additional conferences may take place upon the request of parent or teacher. All school conference dates are listed on the school calendar. 100% parent participation is our goal.

CRISIS MANAGEMENT PLAN

Oakhill's Crisis Management Plan is evaluated each year and updated as needed. The Crisis Plan includes procedures for the following Crisis Events: Evacuation, Fire & Obnoxious

Fumes, Tornado & Severe Thunderstorm, Tornado & Severe Thunderstorm Damage, Weapons, Intruder, Bomb Threat, Accident, Serious Injury, or Illness, Earthquake, Off Campus Events, Utility Emergency and Extended School Closing - Flu Epidemic or Mandatory closure due to illness.

DISCIPLINE AND BEHAVIOR

Philosophy - Discipline is an extension of our mission and philosophy. Discipline shall be a positive approach with cooperation based on mutual respect and shared responsibility. Teachers will always be kind and communicative; limits shall be simple, appropriate, and clear. Students will always be treated with dignity and respect. Manipulation and humiliation will never be allowed. A think space will be used for younger students.

- **Behavior Policy**

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

High standards of behavior are expected at Oakhill Day School of all members of the Oakhill community (students, staff, family members, etc.), not only on campus and in classrooms, but also at all school related functions (both on and off school property).

Oakhill Community Members are expected to show respect for teachers, staff members, fellow students, volunteers, visitors, school property, and the property of others. We believe certain behaviors are necessary to provide a positive educational atmosphere. Each member of the community is expected to:

- Exhibit respect for and consideration of self and others
- Be prompt and regular in attendance
- Demonstrate truth in all relationships
- Accept responsibility for personal behavior
- Follow classroom rules and procedures
- Follow local, state, and federal laws
- Take proper care of all textbooks, library books, computers, school materials, and school property.
- Be respectful of the property of others.
- Be a positive representative of Oakhill to the community

Conflict Resolution - Teachers will use this tactic when handling a discipline issue. The students involved (regardless of age) should meet face to face to discuss the situation with the teacher as facilitator and mediator.

- What does the one student want?
- How does the other student feel about that?
- What reasoning is behind those feelings for both?
- Summarize the issue.
- Students or teacher helps to provide options to resolve.
- Choose the best option and shake on it.

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

- **Fighting, Bullying, Hazing, and Abuse:** Students are to respect the rights, feelings, person, and property of the school and others at all times. Physical confrontation is not a valid problem solving method in any circumstance, and may lead to discipline up to, and potentially including, suspension and/or expulsion.
- **Dishonesty:** Dishonesty includes lying, stealing, copying copyrighted materials, cheating, and plagiarism. This may lead to a zero for the assignment, suspension and/or expulsion.
- **Disruption, willful disobedience, verbal aggression (including swearing or threats).**
- **Willful vandalism or destruction of property owned by the School or others.**
- **Sexual Harassment of others while on campus or at a school-related function.**
- **Possession of weapons:** No student or visitor to the Oakhill campus or location of other school-related functions, regardless of where held, may possess, display, offer for sale, use, or threaten to use any gun, bomb, knife, or other dangerous weapon or any object that might have a reasonable "look-alike" resemblance to a dangerous weapon.
- **Possession of drugs or alcohol, commission of assault, or any other criminal offense.**
- **Noncompliance with Oakhill Day School Rules and Policies.**

Classroom teachers will determine expectations and consequences for their classes within the terms of this policy. Classroom problems in violation of this policy should be referred to the classroom teacher and the Head of School.

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

Consequences for a violation of this policy may include, but are not limited to, verbal warnings, written warnings, loss of special activities, parental notification, detention, in school suspension, removal from school for the remainder of the day, suspension to include the following day, requirement that a parent shadow the child for a period of time, multiple day suspension accompanied by a mandatory student conference, multiple day suspensions, permanent separation from the school, or such other consequence as may be determined by the Head of School. Disciplinary actions may vary, depending on the circumstances of the violation, history of non compliance or such other factors as may be deemed relevant by the Head of School or the classroom teacher in their sole discretion.

Instances of Abuse and/or Neglect

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

- (1) If the employee believes or suspects a child may be or is actually being abused or neglected;
- (2) If the employee observes conditions or circumstances which could result in abuse or neglect.

Reports will be made to the Division of Family Services at 1-800-392-3738.

Employees' failure to place a hotline call may lead to termination and/or criminal penalties.

Harassment Policy

The Oakhill Day School community is enriched by its diversity. The School recognizes and respects individual differences in background in regard to culture, race, ethnic

origin, religion, gender, sexual orientation, and disability. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the school community recognize certain guidelines for appropriate behavior. Harassment, either verbal or physical, is unacceptable. Harassment includes unwelcome physical contact, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between any two individuals or groups of individuals.

The following list provides some examples of inappropriate behavior:

- Uninvited pressure for sexual activity, whether explicit or implicit.
- Obscene or suggestive remarks or jokes, verbal abuse or insults, in person or in emails or texts.
- Display of explicit, offensive, or demeaning material.
- Hazing or threats.
- Comments that are demeaning with respect to culture, race, ethnic origin, religion, gender, sexual orientation, or disability.
- Pressure to use alcohol or drugs.
- Inappropriate physical contact.

If you feel that you have been harassed, you should promptly report the incident to a teacher or the Head of School. The teacher or Head of School is then responsible for conveying your concerns to ensure that complaints of harassment are handled appropriately in order to investigate the problem, end the harassment, and protect any victim of harassment from future harassment and retaliation for complaining about harassment.

Any student, parent, or school employee who threatens, intimidates, or takes retaliatory action against another student for making a complaint of harassment will be subject to disciplinary action, including separation or expulsion from school.

The Oakhill Day School is founded upon the belief that clear behavioral parameters preserve the rights of all and ensure an appropriate educational atmosphere. Each person at Oakhill Day School has the right to participate fully in the life of the School without harassment.

DRESS CODE

When at school, a school sponsored or PTO sponsored events, clothing should be neat, clean, in good repair, free of inappropriate language and imagery, and appropriate for weather and classroom activities. Upon entering the school building, hats and head coverings shall be removed by both boys and girls. There are special occasions during the school year when

students are expected to follow a specific dress code established by the school i.e., Holiday Musicals, Spring Musicals, Spirit Days, etc.

Middle School students' shorts, skirts, shirts and tops must be of appropriate length and covering for the Oakhill environment. If a student comes to school with inappropriate attire, the student will be addressed by school personnel and either given an appropriate shirt/and or shorts for the remainder of the day or asked to call home for a change of clothes.

EIGHTH GRADE GRADUATION

The 8th Grade Graduation will take place the evening before school commences. Parents, students, faculty, families, and friends are invited to this special event. A reception will follow the ceremony. More detailed information to come throughout the school year and a graduation fee will apply.

EXTENDED CARE - KID'S CLUB

Kid's Club is Oakhill Day School's before and after school program providing structured and supervised care, additional classes and clubs. With both AM and PM care available, families can utilize these services on a yearly, monthly, or daily "drop-in" basis. This service includes various crafts, activities, and games that reflect the multiple themes focused on throughout the year. All children are encouraged to play, explore, and enjoy their time utilizing the variety of available games, gym space, building materials, outdoor time, and other age appropriate materials. Our older students in 4th - 8th grades have a separate study area where they can receive help with their homework, research data for school projects, or simply read in a quite atmosphere.

AM Kid's Club is offered on school days from 7:00 am to 8:10 am and includes a light breakfast if needed.

PM Kid's Club is offered on school days from 3:30 pm to 6:00 pm and includes a light snack. An optional BONUS DAY is offered during most months for an additional fee featuring a special activity or entertainment reflecting the monthly theme.

When school is not in session, Full or Half Day Care services are available to Oakhill families. Half Day Care is offered from either 7:00 am to 12:30 pm or 12:30 to 6:00 PM. Therefore half day students do not participate in lunch. Full Day Care is offered from 7:00 am to 6:00 pm. Students participating in Full Day Care need to bring their own sack lunch. A light breakfast and light afternoon snack is provided for both options. For our Toddler through Prekindergarten friends, rest time is observed and rest time bedding should be

brought from home. The Kids' Club calendar is available online listing the days that Half and Full Day Care is available.

No care options will be available on Snow Days or scheduled all school holidays.

See more information online on the Extended Care web page. Questions or concerns regarding Kids' Club should be directed to the Auxiliary Programs Coordinator.

FATHER /DAUGHTER EVENT/DANCE

This fun themed event for Toddlers - Eighth Grade will allow fathers and daughters quality time to spend together. Our parent organization will help create an event to remember. See calendar for date and time. A formal invitation will be extended prior to the event.

FIELD DAY

Field Day is held annually and organized by our Physical Education Teacher and faculty committee. Field Day focuses on a variety of activities and is held during the month of May. Parents are encouraged to attend. This is a wonderful end of the school year community celebration. The date may be found on the calendar. An alternate date is provided for inclement weather.

FIELD TRIPS

Field trips are a valuable source of enrichment to supplement classroom learning. Parents will receive an information sheet regarding special trips or events. Individual classes arrange for a variety of field trips to be taken throughout the school year.

Transportation

- Transportation is provided by bus or parent volunteers. Supervision is always by the school staff with parent volunteers on occasion.
- Parents who drive on Oakhill field trips are required to provide proof of current insurance coverage and comply with seatbelt and car seat requirements (see Seat Belt Law). A current copy of insurance coverage and driver's license must be turned into the Central Office.

Parent/Driver Responsibilities

- Ensure each child is wearing a seatbelt and is in a car seat or booster seat as required by law.
- Ensure the children's safety as they get in and out of the car.
- Supervise children at all time.

- Tell a teacher if you take a child away from the group.
- Be alert to any danger to your group.
- Bring your children into the building in an orderly manner and take them to their classroom.
- Advise the teacher when you arrive with the children.
- Transport the same children on the return trip to the school unless otherwise advised by the teacher.
- Stay with your group.
- Smoking is not permitted while on the field trip or in transit

FLY UP NIGHT

This January event kicks off Enrollment for the 2011-2012 school year. Parents are given the opportunity to “fly up”, hear about Oakhill’s uniquenesses and plans for the future, and learn about the grade level their child(ren) will be attending for the next school year. Parents receive enrollment packets and are able to utilize the early enrollment period before open enrollment begins in February.

FUND-A-NEED

Fund-a-need, traditionally a part of our annual auction, is a fundraising initiative which aims to raise funds for a specific need identified by the Head of School and Administration Staff of Oakhill. Fund-a-need dollars are not included in the Auction net income and are not meant to substitute those raised during the Annual Fund as these are designated funds.

GEOGRAPHY BEE

Oakhill students in fourth through eighth grade participate in an internal geography bee to qualify for the State Geography Bee.

GIFTS-IN-KIND

Gifts-in-kind are non-monetary gifts given to the general school population or to a specific classroom. These gifts can include but are not limited to books, toys, classroom supplies, and teacher wish list items. In some cases, these gifts are monetary gifts given to the classroom teacher to be used on supplies or wish list items. These tax-deductible gifts are welcome and must have a donation form completed at the time of donation. Donation forms can be found in the Development Office and the Central Office. Please note: some in-kind gifts that we are unable to use may be donated to the annual treasure sale, another one of Oakhill’s major annual fundraisers. In-kind gifts, monetary and non-monetary, are not meant to substitute funds raised during the Annual Fund Campaign or other fundraising events.

GIVING POLICY

Donation and pledge payments to the annual fund can be made by cash, check and credit card. We do not allow pledges to be billed to Oakhill accounts. Annual giving gifts are due by June 30th of each school year in which the pledge is made. Gifts received after that date are credited to the following years annual giving campaign.

Gifts-in-Kind, or tangible items such as equipment, toys, and supplies that are given to the school or sold to the school at a discount are welcomed and appreciated. Unless prior arrangements were made between the Gift-in-Kind Donor and Oakhill, the donated items may be used in the Annual Auction or sold in the Annual Treasure Sale (both major school fundraisers) if the Oakhill is unable to put such donated items to good use.

GLADFEST PARADE

Oakhill will participate in the Gladfest parade on Saturday, October 2 from 10-Noon. You are welcome to join the students. Gladfest is held Friday, October 1 - Sunday, October 3. Festivities include a carnival, craft booths, kids' corner, and a 5K run/walk. To see more details you can go to the Gladstone Chamber of Commerce website. We will be looking for parent and faculty assistance manning our marketing booth throughout the weekend.

GOLF TOURNAMENT

The Golf Tournament is one of Oakhill's fundraising events; overseen by the Development Office and organized by parent volunteers. The Golf Tournament is an annual event held in the fall. All Oakhill constituents including present parents, grandparents, past parents, alumni, friends of the school and community are invited to attend this event. Money raised through the Golf Tournament helps offset the cost of a quality education and provides increased programs for all ODS students; just as the annual giving funds, Auction proceeds, and Treasure Sale proceeds. All monies received through donations, purchases, or admission fees are not meant to substitute monies obtained through annual giving or any of Oakhill's other fundraising efforts.

GRANDPARENTS' AND SPECIAL FRIENDS' DAY

Grandparents' and Special Friends' Day is held in the fall of each year. This day provides an opportunity for grandparents and special friends to come to school and see the loving and caring environment in which their grandchildren have the opportunity to spend many happy days each year. We take great care in building and preserving these important relationships.

HEALTH

The State of Missouri requires all students be adequately immunized before attending school. In addition, Oakhill requires that emergency forms be on file for each student. These forms must be on file before the first day of school.

In the case of serious accident or illness, the school makes every effort to contact the parents immediately. If this is impossible, the school will contact the nearest relative whose name has been submitted on the Emergency Form. For this reason, it is the parents' obligation to ensure the Emergency Form is complete with accurate names and phone numbers. Students who become ill during the day may request permission to go to the Nurse's Office. Parents will be notified if the child is to be sent home.

- **Food Allergy Policy**

Parents of children with food allergies need to provide the necessary health information to the school nurse prior to the first day of school. If you would like further information about the ODS Food Allergy Policy, you may contact the School Nurse.

- **Illnesses**

The State of Missouri Health Department Regulations state that any of the following symptoms indicates that a child should not come to school: Temperature (fever), vomiting, diarrhea or contagious types of skin rashes. Children with these symptoms will not be allowed at school. We adhere strictly to this policy for the safety of all the children at Oakhill.

If your child develops a temperature of 100.0, you will be notified. Any time a temperature of 100.3 is reached, the child must go home. Children with any of the above symptoms shall not return to school for 24 hours after the symptom has subsided (unaided by medication). If your child is well enough to return to school, he/she is required to participate in all school activities, including going outside, when weather permits, for recess.

If your child becomes ill at school, you will be called to pick him/her up within one hour of notification. It is the responsibility of each parent to make sure that someone is available at all times to pick up your child in the event of an accident or illness.

NOTE: If a student stays home from school due to illness, the student will not be allowed to participate in afterschool classes, clubs, athletics practices or games, or musical performances.

- **Medication Policy**

The school will not administer prescription or non-prescription medication (with the exception of acetaminophen/Tylenol and Ibuprofen/Motrin) without the permission of a parent or guardian. Approved medications shall be given to the School Nurse by the child's parent or guardian. "Medication Authorization" forms are available in the Health Room and on line.

- **Crisis Plan**

Oakhill has a crisis plan to cover many scenarios' including medical emergencies. All Oakhill faculty and staff are certified in first aid, CPR/AED.

HOLIDAY PARTIES

During the school year, the students in grades Toddler - Fourth Grade are involved in three holiday parties. The parties occur around Halloween, the last day of school before Winter Break, and around Valentine's Day. The parties are hosted by room parents. A Halloween parade precedes the Halloween party. (See Middle School Handbook for 5th-8th Grades)

HOLIDAY SHOPPE

All students have the opportunity to participate in this Holiday gift shop held in early December. Students may choose gifts for family and friends with the assistance of parent volunteers. Gifts found are similar to trinkets found at similar shopping venues for children during the holiday season.

HOMEWORK

- **Homework** - Homework is designed to strengthen skills learned in class, encourage sound study habits, and allow the student to explore exciting and creative special interests related to the subject and build responsibility, accountability, and sound organization study habits. Assignment books are provided for 4th-8th grade students to monitor short-term and long-term assignments. Homework should be valuable and given when necessary to promote accountability, responsibility and sound organizational and study habits.

Parents should take an appropriate role when working with their student on homework assignments/projects. The parent's work should be limited to assistance,

encouragement, and support. Students should do their own work so teachers and students can accurately reflect on growth and success.

- Keeping in mind that students work at different rates, the following is a guideline for the amount of time spent on homework. Students' homework consists of classroom assigned material, reading, projects, reports, posters, etc. Reading practice should be promoted and documented each night.

Guideline:

- **Grade K** - Approximately 5 minutes of quality time 1-3 times a week
- **Grade 1** - approximately 10-15 minutes of quality time 1-3 times a week
- **Grade 2** - approximately 15-20 minutes of quality time 1-3 times a week
- **Grade 3** - approximately 20-30 minutes of quality time 2-3 times a week
- **Grade 4** - approximately 30-40 minutes of quality time 3-4 times a week
- **Grade 5** - approximately 40-50 minutes of quality time per night
- **Grade 6** - approximately 60 minutes of quality time per night
- **Grade 7** - approximately 60-90 minutes of quality time per night
- **Grade 8** - approximately 60-90 minutes of quality time per night

HOURS

Kids' Club from 7:00 am - 8:10 am

Car line from 8:10 am - 8:25 am

Middle School Classes begin at 8:25 am

Toddler-Fourth Grade Classes begin at 8:30 am

Classes dismiss at 3:30 pm

Car line from 3:30 pm - 3:50 pm

Kids' Club from 3:30 pm - 6:00 pm

ICE CREAM SOCIAL / BACK TO SCHOOL NIGHT

This is an occasion for families to have a "SNEAK PEEK" at the school. Orientation provides an opportunity for students to visit classrooms, meet their teachers, and bring their school supplies or pick up their pre-purchased supplies prior to the first day of school. This is an exciting night for all.

INTAKE CONFERENCES

Early in the school year a short meeting or phone conversation is held between each parent and homeroom teacher to learn what has happened with the student over the summer and to discuss expectation for the new school year. This is a great opportunity to set goals and discuss hopes and desires for the school year - a way to build that important parent school partnership.

KINDERGARTEN GRADUATION

The last day of school, our Kindergartners will celebrate their graduation from Kindergarten to First Grade. This event is complete with caps and nice clothes. Kindergarten parents are encouraged to attend this special occasion and a brunch will follow the ceremony. This event is one in which the early childhood students look forward to.

KINDERGARTEN AND EIGHTH GRADE BRUNCH

Immediately following the Kindergarten Graduation, both graduating classes and families will be seated in the gymnasium. Eighth Grade "Lifers" will be honored at this time. A light brunch will be served to the graduating classes and families. This is a memorable occasion.

KINDERGARTEN INFO NIGHT

This night is for Prekindergarten parents who will have a child going into Kindergarten in the fall of 2011. Current Kindergarten Teachers and Special Teachers come together with the parents to discuss what Oakhill can offer their child(ren) what truly makes Oakhill unique and one-of-a-kind. There will be childcare available.

LIBERTY FALL FESTIVAL

Oakhill will participate in the Liberty Fall Festival with a vendor booth the weekend of September 24-26. You are welcome to stop by, wear your Oakhill t-shirts and market Oakhill Day School to the Northland Community. Festivities include a carnival, craft booths, parade, food and more. To see more details you can go to the Liberty Chamber of Commerce website. We will be looking for parent and faculty assistance manning our marketing booth throughout the weekend.

LOCKERS

Middle School and 4th grade students will be assigned lockers to assist in organization. The school is not responsible for materials taken from the school lockers. The school reserves the right to search and seize any locker contents on school property. Lockers may be decorated in an appropriate fashion for special occasions. Locks may be utilized by the Middle School students, but must be purchased from the ODS Spirit Shop.

LOST AND FOUND

Families are encouraged to mark all personal items, including clothing and school supplies, with the child's name. Lost and found items will be placed in clearly marked lost and found lockers in the main hallway. Items left unclaimed will be donated to charity at the end of each quarter.

LUNCH

In cooperation with Bistro-Kids, we will be continuing with a Farm 2 School lunch program this year. The concept allows us to partner with local farmers and food producers to improve the health of school children through the consumption of fresh fruits, vegetables, whole grains, and grass fed meats, and hormone-free milk in their school lunch program. Children will have a choice of an entrée or sandwich. A full menu will be available on line. Fun Fridays will feature a farm fresh salad and fruit bar as well as onsite guests to discuss the featured monthly produce. This program will extend into the classrooms through the Food is Elementary curriculum and outdoor garden. Monthly, yearly pre-registration and details regarding cost and menu items are available on line or in the Central Office.

- Toddler, Early Learner, PS - \$4.00 per lunch
 - PK-K - \$4.50 per lunch (PK will also be plated on a larger tray)
 - 1-8 Graders - \$4.75 per lunch
 - Add-on lunches - \$5.75 per lunch
 - Guest lunches - \$5.75 per lunch
 - Seconds:
 - *optional seconds of the main entrée for students grades PK-K will be charged \$1.25 per seconds; Grades 1-8 will be charged \$1.50. Note: seconds would mean 4 pizza slices versus 2 or etc. See menu for explanation. Pre-registration of seconds is necessary.
- Note:** All students will receive 8 ounces of white or chocolate milk and/or unlimited water

MOTHER/SON EVENT/DANCE

This fun themed event for Toddlers - Eighth Grade will allow mothers and sons quality time to spend together. Our parent organization will help create an event to remember. See Calendar for date and time. A formal invitation will be extended prior to the event.

MATH COMPETITIONS

Qualifying students in Fourth - Eighth Grade participate in Regional and State Math Competitions such as Missouri Council of Teachers of Mathematics and Math Counts.

MUSICAL PROGRAMS

All students participate in the winter/Christmas musical program. Prekindergarten - Eighth Grade students participate in the spring musical. Specific dates and times are listed on the School Calendar. Parents, relatives, and friends are encouraged to attend the traditional programs.

NEIGHBORHOOD MIXERS

These events have been created to promote the Ambassador program and to target our marketing, encouraging current families to promote Oakhill to their neighbors and friends. It provides the Head of School and Admissions Director an opportunity to have a captive audience for presentation, showcasing what Oakhill is all about.

NEW FAMILY BARBEQUE

This event welcomes all new families to the Oakhill Day School community. It is held prior to the start of school. The Welcome Wagon, along with the new families, meet the Head of School, Central Office Coordinator, Director of Marketing & Admissions, Director of Finance, Director of Communications & Development, Director of Technology, Health Coordinator, Facilities Coordinator, Auxiliary Program Coordinator and PTO representatives. Each person highlights his or her department and presents an overview.

PANTHER PRIDE LUNCHESES

Students who are recognized as the monthly Panther Pride Lifeskill recipients will eat lunch with Mrs. McCanles in her office. Students will also receive a small gift for this achievement.

PARENT TEACHER ORGANIZATION

Purpose

The PTO organization was created by the Oakhill Day School Board of Trustees to aid the students of Oakhill Day School by providing support for their educational and recreational needs and to provide a forum for open communication among parents, teachers, administrators, and the Oakhill Day School Board of Trustees. We aim to promote positive school/community relationships that will enhance our children's educational environment through ODS PTO volunteer coordination and through family activities that gather our school together.

Membership, Governance, and Participation

All parents and staff are members of the PTO. The PTO is governed by an Executive Committee consisting of officers who are elected to serve for one school year with the exception of the President(s) and the Vice-President (s) a person may be elected to the same or other office for more than one term. There is no election for the office of the President(s), as the Vice-Presidents elect shall automatically assume the position of President(s) at the completion of his or her term. The now past President(s) will assume the role of mentor to the current President(s). Elections are held at the end of each school year, and positions on the Executive Committee are open to all members of the PTO. The

Executive Committee establishes numerous committees each year to coordinate the many activities sponsored by PTO.

There are numerous parent and teacher opportunities for participation and volunteering throughout the year.

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

Obtaining Further Information

The school needs and appreciates the talents and time of parents. Parents who are interested in learning more about volunteer opportunities at Oakhill may contact any member of the PTO Executive Committee.

Our school email address is PTO@oakhilldayschool.org

PTO officers are more than happy to answer any questions, visit with new Oakhill families, and provide information about specific ways to become involved at Oakhill. Specifics regarding the various committees can be picked up at the school.

Room Parents

Room Parent Roles

- Communicate
- Coordinate
- Represent
- Assist

Room Parent Responsibilities (Please see current room parent handbook for details)

- Are welcome to attend Parent Teacher Organization (PTO) Meetings
- Welcome new families and keep them updated about ODS events.
- Plan, attend, and orchestrate classroom parties.
- Solicit volunteers for school events and committees when needed.
- Communicate school events and activities to the classroom through e-mails or phone calls.
- Lead class in response to a traumatic event or illness experienced by classroom student or family.
- Prekindergarten Parents are asked for support with providing preparation and staffing for the Kindergarten Brunch.
- Seventh Grade Parents in concert with the school provide preparation and staffing for the Eighth Grade Graduation Reception.

PARENTS' NIGHT

This event is held the second week of school each year. To begin the evening there will be a short presentation from the PTO, Board and Head of School. During the remainder of the evening, the curriculum for each grade level is presented along with the goals, objectives, and classroom procedures. This is an important evening to continue the parent school partnership.

PARENTS' TEA WEEK

This is an annual tradition for students and parents. Students invite their special guests to share in the festivities. Students work hard to make this a special event for their parents. See schedule on detailed monthly calendar.

PARKING FACILITIES

You may park in the spaces provided, along the curb on the west side of the streets, and in any spaces marked for visitors.

- We have two designated handicapped parking spaces near the north entrance.
- Please do not park in the circle drive, north drive or pull onto grassy areas at any time. Do not block our neighbor's mailboxes on the west side of North Cherry or the trash and recycling receptacles located by the gymnasium.
- There are two 15 minute loading/unloading zones next to the building at the north entrance.
- Please do not use excess speed while in proximity of the school.
- **Friends of Oakhill provide parking on special occasions**
Several of our neighbors graciously have agreed to allow us to use their parking facilities on special occasions. On occasions when we expect large crowds, we will notify our guests of the specific parking facilities available. In return for the generosity of our neighbors, we must exercise particular diligence in ensuring that their property is left in good condition. Please join us in thanking the following businesses for offering their parking facilities.

**First Bank of Missouri
Best Mortgage**

**Margarita's North Restaurant
Gladstone City Hall**

Elks' Lodge

PICTURES AND CLASS PICTURES

Class and individual pictures will be taken September 15 & 16. Retakes will be October 27 & 28. Individual student spring pictures will be taken April 6 & 7. Detailed information will be handed out by the classroom teachers. The schedule can be found on the events page on the website and on the detailed monthly calendar.

PHYSICAL EDUCATION

At Oakhill, athletics are integral to the development of a student's total well being. Athletics, with an emphasis on discipline, group cooperation, teamwork, and leadership skills, offer an excellent environment for growth. All students are encouraged to participate in sport activities. In the fall we offer Volleyball and Cross Country. Winter Sports include Basketball and Spring Sports include track and field events. Oakhill belongs to the Greater Kansas City Metropolitan League with regards to volleyball and basketball and the Kansas City Parochial League with regards to Track and Cross Country. Oakhill's athletic mascot is the panther.

PRESCHOOL AND PREKINDERGARTEN ROUND-UP

This event will occur during Admissions Open House Week in late January. Incoming Preschoolers, Prekindergartners, and parents will be invited to see what Oakhill Preschool and Prekindergarten are all about. Childcare will be available.

PROFESSIONAL / STAFF DEVELOPMENT DAYS

Each school year, time is set aside to allow staff and faculty to participate in scheduled professional development activities, a cornerstone at Oakhill. Regular school is closed to students on those days; Full Day Care is offered.

PROGRESS REPORTS / GRADE CARDS

Student Evaluations will be given 4 times a year in Toddler - Eighth Grade. Progress Reports for first, third and fourth quarters will be mailed. Progress reports for second quarter will be given to parents at Fly Up Night. Specialists, including Art, PE, Spanish, Music & Technology, will comment on progress reports one quarter each semester.

Grading Scale

Toddler - Prekindergarten

Performance Level

O - Outstanding

S - Satisfactory

Sub-Topic Marks

+ Exceeds Expectations

J Meets Expectations

PUBLICATIONS

- **Acorn** - This publication will be produced bi monthly by the Communications Department. The Acorn contains information and news from the Head of School and all the departments and divisions. Information should be directed to Director of Communications. This publication will be published online and sent via backpack if requested.
- **Newsletters** - Teachers in grades Kindergarten - Eighth Grade will be emailing weekly newsletters updating parents about happenings in the classroom, important information, upcoming events, parties, etc. Teachers in Toddler- Prekindergarten will send home daily curricular notes. All newsletters can be found online under teacher web pages.
- **Friday Emails**
Every other Friday information will be sent to the community highlighting the week's activities, as well as previewing the coming week's activities.

RECESS

All students in grades Toddler - Fourth should participate in outdoor play activities. Appropriate seasonal clothing is required. It is so important to give the students every opportunity possible to have outdoor recess when temperature allows. We will make every effort to keep the black top cleared off during times of snow. Students who have snow gear may play in the snow while others will remain on the black top. If it is raining, indoor recess is necessary. (See Middle School Handbook for break times.)

RED BARN FARM FALL PARTY

This is a school-wide event. Come enjoy a crisp fall night at the Red Barn Farm with other Oakhill families. This fun night will include unlimited country hay rides, a roaring bonfire, food, refreshments, and live entertainment. See calendar for more details.

SAFETY

- **Controlled Entry**
During school hours, please enter the building through the north doors. Families shall use their unique personal codes to gain entrance into the school. All others will have access granted through monitoring in Central Office. Doors are not to be propped open at any time other than during car line.

- **Pick Up and Release**

Children will be released to lawful parents or guardians at any time. Persons not appearing on the pick-up list will be required to show picture identification, and if there is not written or oral authorization, a phone call to the parent will be made prior to the child(ren) being released. Written authorization or phone calls to the Central Office for changes in normal pickup are required.

- **Security**

Please report any individual or vehicle that appears suspicious. We will not hesitate to call the police concerning suspicious individuals or activities. Oakhill Day School is a secure area.

During official school hours or specially designated hours, school personnel assume responsibility for the safety and well being of all students. Adequate direct outdoor supervision is provided at all times. There is direct communication between supervisors and the Central Office.

All school personnel are aware of the environment within and surrounding the school and its properties. When concerns are reported to the administration, appropriate action is taken. Oakhill has a detailed crisis plan including many scenerios.

- **Student Accident Insurance**

Oakhill provides a Student Accident Insurance Policy, which covers students for an accidental injury sustained while in the care and direction of the school. Oakhill's coverage applies:

- While on the school premises during the hours and days when classes are in session and while participating in or attending any school activity sponsored by and under the direct and immediate supervision of the school;
- While away from the school premises - if participating in a school-sponsored, directly-supervised activity, including field trips;
- While traveling to or from any school-sponsored, directly-supervised activity in a school-authorized vehicle.

Specific benefits information and claim forms are available in the Business Office.

SCHOOL CLOSING

It is Oakhill's intent to conduct school each day of the current school calendar unless inclement weather prohibits safe travel to and from school.

As a parent, you make the final decision on your child's school attendance. If, in your judgment, you do not feel safe transporting your child(ren) to school, you have the right not to. In that event, please contact school to let us know your child(ren) will not be attending. As a parent, you also have the right to sign your child(ren) out early due to weather conditions. Once we are in school we will remain.

- When inclement weather is predicted, suspected or imminent, the following procedures will be implemented. To find out about closings, please call 436-6228 and/or check the school website. Snow days will be called by the Head of School, always keeping the safety of parents, students and faculty as number one priority. Although we will not follow North Kansas City, Liberty, and Park Hill closing, their decision to close will be a factor as the decision is being made.

During inclement weather, it is best to 1) check the website; 2) call the school; 3) receive text via twitter; and 4) watch the morning news stations, prior to leaving home if you have a long drive and doubt whether school will be open. Every effort is made to call off school as early as possible. The news channels are the most delayed.

There may be days we have a delayed start time to allow road conditions to improve. Always check the website or call the school to be aware of such a delay. In such an instance, carline will begin at 10 am with school starting at 10:30 am.

Once we are in school, we will stay in school for the remainder of the day. Of course, you are allowed to pick your child up early - that decision is up to you. Extended Care will also remain in session. After school classes and clubs will continue as planned unless notified otherwise. Evening events will not automatically be cancelled. Please watch the website for information regarding evening program cancellations. Snow and ice days are not made up throughout the year

Days when snow is on the ground and school is in session: Please send snow gear - boots, snow pants, coats, gloves etc... for the recess and gym time on a day in which the temperature and conditions allow for fun in the snow.

SCIENCE & ART EXPO

The annual Science Expo provides a full evening of "hands on" science experiences for the entire school, as well as an Art Showcase led by the Art Department. This is one of the most exciting events held all year. Parents are encouraged to attend and bring family and friends! Students will act as guides on this night, sharing their unique learning environment with their guests.

- **Greater Kansas City Science & Engineering Fair**
The science department, in concert with the Head of School, will discuss grade level participation in this event. More detailed information will be provided at a later date.

SERVICE LEARNING AND COMMUNITY SERVICE

- First, we want to define the difference between **Community Service** and **Service Learning**.
 - **Community Service** is defined as helping one's neighborhood, school, and close community. This would include helping at Oakhill, mowing a neighbor's grass, or working at your local church.
 - **Service Learning** is defined as helping one's larger community and those in need, working towards a greater good. Opportunities would include volunteering at a soup kitchen, working at a local food bank, or building homes for the homeless.

Students Toddler-Fourth Grade will participate in selected community service projects throughout the year.

Each grade in Middle School will have a certain number of hours allowed for Community Service and Service Learning. As students grow older, they will be expected to turn in more Service Learning hours than Community Service hours, and eighth graders will have no Community Service hours at all. Instead, they will be partnering with an organization for the year, and half of their hours will be from that partnership. This will provide them with an opportunity to truly see how their volunteering makes a difference to others, and is one of the aspects looked at upon entrance into high school.

- Students are allowed to begin their hours over the summer, but please read over the requirements carefully, since students aren't allowed to complete all of their hours over break.

SKATING PARTIES

Several times during the school year, students are invited to skate at River Roll. This is a great event for the entire school community...parents included.

SNACKS

Students in grades Toddler - 1st Grade have snacks during the school day which parents provide. It is important that the school nurse and teacher be informed of any food allergies. Snacks are also served as a part of the extended day program. All snacks should be healthy

and easily distributed. We encourage healthy snacks. For more detailed information please contact your child's teacher or the School Nurse.

SNAKE SATURDAY PARADE

To celebrate St. Patrick's Day, and to help market Oakhill, the PTO, in concert with the marketing department, will enter a float in the North Kansas City Snake Saturday Parade. Parents and students are encouraged to participate in the parade.

SPELLING CELEBRATION

A faculty committee will plan, organize, and implement a spelling celebration for First-Eighth Grades.

SPIRIT SHOP

The Oakhill Spirit Shop is located in the commons and will be open during student school days from 8-8:45 am and 3-4:00 pm. Regular families that utilize morning care may call the Admissions office to set up a convenient time to shop. The Spirit Shop will also be open at major school events on campus. All other times of the day the shop will be closed. You may pay for items with cash, check or by billing to your account. Students are not able to bill to their account with the school, except middle school students whose parents have signed the permissions slip to do so.

SPIRIT WEEK

The Athletic Department in concert with the Middle School Student Council will announce dress up days for a school wide spirit week. Examples from the past include: crazy hair day, hat day, sports day, etc. This week promotes school spirit. See the calendar for dates.

STANDARDIZED TESTING

We recognize that test results are only a miniscule portion of a child's natural ability, yet standardized testing does play a role in the development of our students by measuring skills and abilities. Beginning in First Grade, students take the Iowa Test of Basic Skills in the spring. These scores will be used to help create academic goals to ensure improvement. The scores are mailed in mid June.

STUDENT COUNCIL

The Student Council is designed to provide additional leadership opportunities to students in the Middle School. Student Council will be responsible for many special activities and events throughout the school year promoting middle school unification and cohesiveness.

STUDENT PLACEMENT

One of the end of year duties for teachers and administration is to meet and discuss recommended groupings for the coming year. These class divisions are based on gender, personalities, behavioral styles, learning styles, friendships, etc... We strive to assign each child the best fit for a successful year.

SUMMER PROGRAM - OAKHILL SUMMER DAYS

The Oakhill Summer Program offers many courses including traditional day camp, Toddler Camp, Lil' Camp, Minicamp, Kindicamp, Brain Busters, enrichment, sports clinics, fine arts, performing arts, adventure sports, daytripper courses, and numerous theme courses. Programs are offered for students two years old - Eighth grade from 7:00 am - 6:00 pm. Catalogs for the coming summer are sent out to all Oakhill families, grades Toddler-Eighth, in late February.

TECHNOLOGY

Oakhill Day School Communication Services Terms of Use

These terms of use are subject to change and are kept current on the Oakhill Day School web site. These terms of use are part of the Oakhill Day School Responsible Use Policy.

The Oakhill Day School sites/services may contain email services, web pages, calendars, photo albums, and/or other items designed to enable you to communicate with others (collectively, "Communication Services"). You agree to use the Communication Services only to post, send and receive messages and material that are proper and comply with Oakhill Day School policy. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Use the Communication Service in connection with unauthorized surveys, contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents to do the same.

- Upload files that contain viruses, Trojan horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another.
- Advertise or offer to sell or buy any goods or services for any business purpose you have obtained permission for such use by the Oakhill Day School Head of School.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Harvest or otherwise collect information about others, including email addresses.
- Violate any applicable laws or regulations.
- Use, download or otherwise copy, or provide (whether or not for a fee) to a person or entity any directory of users of an Oakhill Day School site/service(s) or other user or usage information or any portion thereof.

Oakhill Day School has no obligation to monitor the Communication Services. However, Oakhill Day School reserves the right to review materials posted to a Communication Service and to remove any materials at its sole discretion. Oakhill Day School reserves the right to terminate your access to any or all of the Communication Services at any time, without notice, for any reason whatsoever.

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

To report suspected violations, please contact abuse@oakhilldayschool.org

TUESDAY TOWN MEETINGS

On select days, the Middle School students will facilitate a town meeting for grades Toddler - 8th. These meetings showcase what grade levels are learning, special events, announcements, student council projects, school pride, etc. Town meetings are a time for the student community to share, listen, participate, and grow together, bringing 3 divisions into one community.

TREASURE SALE

This annual fundraising event held at the end of each year is a school sponsored fundraiser, overseen by the Development Office and coordinated and planned by Oakhill parent volunteers. This committee seeks the participation and involvement of parent and student volunteers. Gently used items for the Treasure Sale are donated by friends and family of Oakhill. The Treasure Sale is open to the general public.

TUTORING SERVICES

Teachers are expected to work one on one with students needing assistance. When this is not sufficient for improvement, tutoring may be recommended. Tutoring is conducted on the Oakhill campus and is available to Oakhill students in Kindergarten through 8th grades. Sessions are scheduled for the mutual convenience of student and teacher. Information about faculty tutoring is available from the Central Office.

- **Outside Assistance/Evaluation**

In the event a student experiences significant learning, behavioral, or social-emotional difficulties, which impair his/her effectiveness as a student at Oakhill, the school may request that the parents seek outside assistance and/or evaluation.

When a teacher or parent suggests assistance from a professional outside the school for a student, the parents will be asked to attend a conference with the classroom teacher and any other appropriate personnel. At this time, parents will be informed of the need for any screening or observation necessary before a formal referral is made.

VALUABLES

We discourage students from bringing personal items to school unless they are part of a class project or assignment. The school cannot be held responsible for loss or damage to a student's personal items.

VENDING MACHINE

The vending machine in the Teachers Resource Room is for faculty and staff. We do not provide a student vending machine on campus.

VISITORS

Parents are welcome at Oakhill! Please check in at the Central Office upon your arrival to receive a Visitor badge. We encourage you to come to school and spend time with us. If there is a particular activity that you wish to see, please call ahead so that the teacher can let you know the best time to come. Classroom visits may begin after the first two weeks of school.

VOLUNTEERISM

Volunteerism is an important aspect of an independent school experience. Oakhill Day School provides a myriad of opportunities for parents to become involved in the lives of the students and the community. Since the school's founding in 1947, active participation from the ODS family has been instrumental in fostering our school's tradition of excellence. Our students and faculty benefit greatly from an active and involved parents, grandparent, and alumni body.

Giving back to the community and developing leadership skills are staples of who we are! I encourage all of us to lead the way...toward the future vision of Oakhill. Your participation and generosity will make a difference, not only to our students, but to the entire Oakhill community. For more information about volunteer opportunities you may contact our Helping Hands representative and volunteer coordinator.

WEBSITE

www.oakhilldayschool.org

- Our website is an informative and interactive site. You will be able to access information and downloads regarding Admissions, Supporting Oakhill, Special Programs, Academics, What's Happening, PTO, Alumni Relations and more. Please check the website daily for news, calendar, and other important school related information. Director of Communications, Director of Technology, and Office Coordinator will be handling website information and content.
- The Events Calendar under the What's Happening Section of the web will be the most up to date and current calendar on the web.
- All photos on the web are now hosted by Smugmug, a password protected, third party site. Access to Smugmug can be found on the web under photo galleries. In the event that you misplace the password, it can be found in the Oakhill password protected telephone directory.

WISH LIST

Teachers are invited each year to submit requests for items desired for their classrooms. This list of items becomes the Class Wish List. Wish List items are not considered to be essential to teaching, but rather enrich students' education and provide supplemental materials for teachers. Teacher wish lists will also be available on each teacher's web page under classroom connections on the Oakhill website.

YEARBOOK

The Oakhill yearbook is published each year. Photographs and captions are gathered that reflect activities and events during the school year. Each student is included in this annual publication. Team, club, and other group photographs are taken throughout the year. If you have photos, please submit them to the co-yearbook sponsors.

PARENT HANDBOOK ACKNOWLEDGEMENT

Student Name: _____

I, _____, have read and understood the policies and procedures listed /referenced in the 2010/2011 Oakhill Day School Parent Handbook.

I know I may contact school personnel for clarification, details or questions concerning any portion of the handbook.

Parent's Signature

Date