



School Handbook 2023-2024

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

Updated 7/28/2023

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MESSAGE FROM THE HEAD OF SCHOOL

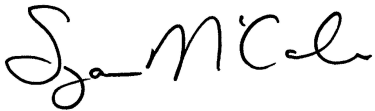
I want to take this opportunity to welcome you to Oakhill Day School for the 2023-2024 school year. I am very proud to be a member of this great educational community. In selecting Oakhill, you have made an outstanding decision in educating your student(s).

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

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

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

Looking forward to an exciting year ahead,



Suzanne McCanles
Head of School

FOUNDATION PRINCIPLES

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

MISSION

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

VISION

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

CORE VALUES

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

PHILOSOPHY

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

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

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

LIFESKILLS

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

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

Students working diligently to actively implement Oakhill's Lifeskills will receive the Panther Pride Award during a designated Panther P.A.R.T.Y. and receive recognition in the ACORN. Lifeskills award winners are treated to a dessert bar. Updated 1/23/2024

ACCREDITATION

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

HEAD OF SCHOOL

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

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

BOARD OF TRUSTEES

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

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

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

- Annual budget
- Fundraising and institutional development

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

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

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 the concern is about the Head, the Board President should be the only one contacted.

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

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

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

GENERAL INFORMATION

ARRIVAL & DISMISSAL

Student Arrival

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

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

Upper school hours are 8:40 a.m. -3:40 p.m. Upper school students involved in clubs will need to report to the club room by 7:45 a.m. Students not picked up by 4:30 p.m. will be walked to the Main Campus Building.

Late Arrivals

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

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

Early Dismissal

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

Half-Day Dismissal (Early Childhood)

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

After School Dismissal

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

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

ATTENDANCE

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

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

Absences

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

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

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

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

Homework Policy for Absences – Intermediate/Middle School/Upper School

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

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

CAR LINE

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

- With multiple car lines occurring at the same time between our campuses; use caution and be aware of those around you.
- Follow designated car line routes and avoid entering from another direction. Other drivers view this as "cutting in line".
- We have limited parking spaces available in front of the buildings, so be cognizant of those that are in line when you are backing out of the parking spaces.
- Please refrain from using your cell phone while picking up students.
- Respect the reserved parking signs and accessible (ADA) spaces regardless of time of day.
- Remain in your car during the car line. Faculty and staff will open the car door and shut the car door.
- Students should be ready to go with all their belongings gathered and ready to get out of the car when the door is opened for them.

MAIN CAMPUS BUILDING CAR LINE

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

Main Campus Building Car Line Procedures

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

- Morning car line at the Main Campus Building begins at
 - 8:00 a.m. for lower school (grades K-3) and ends at 8:20 a.m.
 - 8:20 a.m. for early childhood (grades Pretoddler - Prekindergarten) and ends at 8:40 a.m.
- Students arriving after the end of the morning car line must enter the lobby through the main doors and check in at the Front Office for a late slip.
- Half-day car line (Early Childhood) is available at the Circle Drive only from 12:00 p.m. through 12:10 p.m.
- Afternoon car line begins at:
 - 3:20 p.m. for lower school (grades K-3) and ends at 3:40 p.m.
 - 3:40 p.m. for early childhood (grades Pretoddler - Prekindergarten) and ends at 4:00 p.m.
- If transporting students of various grade levels and/or car lines, the School will contact the family to make drop-off and pick-up arrangements.
- Notice of carpool arrangements must be given to the teachers, Kids' Club and the Front Office, as applicable.

Know and follow the Main Campus Building car line route

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

Car Seat Law (RSMO 307.179)

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

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

SOUTH CAMPUS BUILDING CAR LINE

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

Car Line Procedures

- Morning car line at the South Campus Building begins at
 - 8:00 a.m. for Intermediate Division (grades 4-5) students and ends at 8:20 a.m.
 - 8:20 a.m. for Middle & Upper School (grades 6-12) students and ends at 8:40 a.m.
- Students arriving after the end of the morning car line must enter the lobby through the main doors and check in at the Front Office for a late slip.
- Afternoon car line begins at:
 - 3:20 p.m. for Intermediate Division (grades 4-5) and ends at 3:40 p.m.
 - 3:40 p.m. for Middle & Upper School (grades 6-12) and ends at 4:00 p.m.
- If transporting students of various grade levels and/or car lines, parents are welcome to contact the school for guidelines.
- Notice of carpool arrangements must be given to the teachers, Kids' Club and the Front Office, as applicable.
- Parking along the street and the east side of the building is prohibited. Parking on the east side of the building is reserved for tenants.

Know and follow the car line route

South Campus Building car line – Fourth through Twelfth grade students

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

Car Line/Cell Phones

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

Emergency Contact Information

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

Ride Changes

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

FACILITY RENTAL

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

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

If anyone is interested in renting the facility space, please contact the Director of Campus and Business Operations for contract information and a schedule of fees.

FINANCE OFFICE PROCEDURES/POLICIES

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

Oakhill's current Tuition payment options are as follows:

- Full-Pay
- Two Pay
- Monthly

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

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

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

In addition to our collection procedures please note:

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

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

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

KIDS' CLUB

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

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

Kids' Club Pricing

Kids' Club will offer yearly registration as well as daily drop in for the 2023-2024 school year.

Additional information regarding Kids' Club Policies and Procedures can be found in the Kids' Club Handbook .

LOST AND FOUND

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

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

LUNCH

Oakhill Day School is happy to offer a full lunch plan with an on-site chef, sous chef, and culinary team. Oakhill's Food and Beverage Company has a state-of-the-art kitchen facility located at the South Campus Building where the chef and his staff prepare fresh, locally sourced meals daily. Care is taken to accommodate a wide variety of food allergies, and our chefs take pride in knowing each child and their nutritional needs.

The Lunch program takes nutrition to the next level by not only creating healthy meals each day but also by providing cooking classes as part of our wellness program. Teaching kids about healthy eating habits and creating healthy recipes for our students to try is an important part of an Oakhill education. Students are always encouraged to try new foods.

Pretoddler-Third Grade lunch program

Our Pretoddler-Third Graders will enjoy:

- Daily healthy snacks will be available for all Pretoddler-Kindergarten students. First-Third grades will have fruit available should they get hungry throughout the day
- Monthly cooking and nutrition classes
- WOW Wednesday (Wellness on Wednesday) – tastings, demonstrations, & games
- If enrolled in PM Care or attending PM Classes and Clubs, each child may receive an afternoon snack
- Optional daily lunches which include “unlimited choice” salad and food buffet, sides, and white, chocolate or strawberry milk OR assorted 100% fruit juice and a variety of vitamin water flavors
- Students who bring lunch from home can sign up for white or chocolate milk (students will be billed monthly for the milk:
- Breakfast at the Main Campus Building: Kindergarten through Third grade students who are registered in Kids' Club will have the option to pre-purchase breakfast. Breakfast will be served from 7:45 a.m. to 8:00 a.m. Students Prekindergarten - Third grade who opt-in for the full year of lunches will receive breakfast for free at the Main Campus Building.

The daily rates this year are as follows:

Pretoddler, Toddler and Preschool	\$6 per lunch or \$1,000 for the full year
Prekindergarten thru Third Grade	\$7 per day or \$1,200 for the full year (includes breakfast)
Add-On lunch	\$7.50 per lunch
Visitor lunches	\$7.50 per lunch

In the lower school, students will be set up to place their lunch order online via our online ordering system at <http://ods.boonli.com> (new user registration password is “ODS1”). Ordering and payment online will all happen here. It is encouraged to place all of your orders in advance to eliminate the possibility of being locked out from ordering if it is put in too late. All lunch orders need to be completed by Sunday at 10:00 p.m. for the week lunch is served. Families are encouraged to take advantage of the yearly pricing by signing up.

Fourth-Eighth Grade lunch program

Our Fourth-Eighth Graders will enjoy:

- A hot served breakfast from 7:15-8:30 a.m.
- Monthly cooking classes (4th-5th only)
- WOW (Wellness on Wednesday) monthly to taste new food options
- An all-inclusive lunch bar including at least two entrees, 3 side items, soups, salad, sandwiches, fresh fruit, and a special dessert on Fridays.
- White, chocolate, or strawberry milk, 100% fruit juice and assorted vitamin water
- A fruit basket at all times during the day.

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

Ninth-Twelfth Grade lunch program

Our Ninth-Twelfth Graders will enjoy:

- A hot served breakfast from 7:15-8:30 a.m.
- Lunch bar including at least two entrees, 3 side items, soups, salad, sandwiches, fresh fruit, and a special dessert on Fridays.
- White, chocolate, or strawberry milk, 100% fruit juice and assorted vitamin water
- A fruit basket at all times during the day.

South Campus Building students (Ninth-Twelfth Grade) can purchase the all-inclusive café style breakfast and lunch program or breakfast and/or lunch as needed with add on pricing.

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

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

PARKING

Main Campus Building Parking

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

- Spaces along the west side of the building (N Cherry Street) not reserved for named families or visitors
- Streetside parking along N Cherry or other surrounding streets
 - Do not park in the ‘Elks Lodge’ or ‘Dentistry for Children’.
 - Do not block the Elks’ Lodge entrance at any time.
 - Do NOT park on the street in front of the Elks’ Lodge. This interferes with the circle drive car line.
 - Do not park within 10 feet of fire hydrants or you will be ticketed.
 - Do not block our neighbor’s driveways or mailboxes.
 - Do not block the Early Childhood/Center Drive car line route.
 - Do not park on the gravel drive along the north driveway by the gym.

- The East Parking Lot (behind the school)
Designated for Oakhill Day School usage from 7:00 a.m. to 5:00 p.m.
Use the sidewalk to the north side of the building and enter the main doors.

South Campus Building Parking

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

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

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

Upper School Parking

Student parking for Upper School students is located on the south and/or west side of the building. Students may not park in the visitor or reserved parking areas. All students must register their cars and license plate numbers in the Front Office with the South Campus Building Receptionist and Project Manager to receive a parking pass. Each pass is \$25. If your pass is lost, you will be required to purchase a new one. Students agree to follow all procedures and expectations outlined in the driver registration form. The school reserves the right to search and seize any vehicle contents on school property.

PICTURES – STUDENT, CLASS, AND TEAMS

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

Fall Pictures

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

Spring Pictures

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

Athletics and Team Photos

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

ROBOCALL AND TEXT SYSTEM

Oakhill's text messaging and Robocall alert system serves to communicate school emergencies, closures, and other information deemed timely by the school administration. Oakhill parents and faculty must opt-in to this service to receive alerts. Text and Robocalls are not meant to replace email communications between school and home or information found on the school website. To opt-in, text "Y" for "YES" to the short code 67587 from each device where you wish to receive SMS text messages. We are currently mapping phone numbers that opt-in with numbers we have on file in our data information system (Rediker). Those phone numbers were supplied at the time of enrollment unless updated. Contact the Main Campus Building Office to confirm numbers on file if unsure.

SCHOOL CLOSINGS

Inclement Weather

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

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

- During inclement weather, it is best to check in this order: 1) check the website; 2) call the school at 816-436-6228; 3) Check Facebook /Twitter; and 4) watch the morning news stations, prior to leaving home if you have a long drive and doubt whether school will be open.
- Every effort is made to call off school as early as possible. Snow days will be called by the Head of School with the safety of students, parents, and its employees as the number one priority. Although we will not follow North Kansas City, Liberty, and Park Hill closing, their decision to close may be a factor as the decision is being made.
- There may be days we have a delayed start time to allow road conditions to improve. Always check the website or call the school to be aware of such a delay. In such an instance, car line will run during the following times:
 - 9:20-9:40 for Lower School and Intermediate (grades K-5)
 - 9:40-10:00 - for Early Childhood and Middle School (grades Pretoddler to Prekindergarten and Grades 6-8).
 - 9:40-10:00 - for Upper School students to arrive via student parking or carline

- Half-day car line (Early Childhood) is available at the Circle Drive only from 12:00 p.m. through 12:10 p.m.
- AM Kids' Club will not be available before a late start

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

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

Other School Closures

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

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

SECURITY

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

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

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

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

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

VISITORS

Parents are welcome at Oakhill! Please check-in at the Front Office upon your arrival to receive a Visitor badge via our Visitor Management System. Please make sure you bring in your valid state driver's license for your first visit

each year. If there is a particular activity that you wish to see, please call ahead so that the teacher can let you know the best time to come. Visits may begin after the first two weeks of school. Upper School visitors must be pre-approved by the Division Director.

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

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS

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

The school enrolls students who demonstrate that they can benefit from a challenging academic program. Oakhill students are expected to be self-motivated and highly ethical. They shall value achievement and respect their fellow students, staff, and faculty. Students are admitted to all grades where vacancies exist 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, including siblings of current students, shall complete the admissions process as follows:

1. Schedule an appointment with the Director of Admissions and Financial Assistance to tour the school.
2. Complete and submit an online application, including a nonrefundable application fee.
3. Arrange for records and recommendations forms to be sent from the student's current/previous school, if applicable.
4. Schedule with the Director of Admissions and Financial Assistance a time for the student to visit with his/her grade level and be individually assessed.
5. The student's application, records, visit and individual assessment will be presented to and reviewed by the Admissions Committee. Following this review, the prospective family will be notified of the admission status.
6. If accepted, a contract will be offered for completion.
7. A student is formally accepted and enrolled when the contract has been signed by a parent(s) or legal guardian, including those who are financially responsible for tuition payments, Oakhill's Head of School, and the tuition deposit has been received. Placement in a grade level is not finalized until Oakhill receives completed paperwork and deposit for the coming school year and confirms with prospective family.

Parent Behavior Policy

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

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

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

Ambassador Referral Program

Current Oakhill Day School families are the best representation and spokespersons of what makes our school special. The Ambassador Referral Program provides an additional tuition discount/credit for current Oakhill families who bring new students and families to the school, ultimately enrolling in the current or future school year.

To receive a credit applicable to tuition, a new family referred must apply, be accepted, enroll, and attend Oakhill Day School for a minimum of **three** months.

Additional information:

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

How to calculate tuition credit

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

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

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

[Refer someone today!](#)

Enrollment/Re-enrollment

Students currently enrolled receive priority in the enrollment process for the coming school year. Per the enrollment contract, all current students for incoming 1st through 7th Grade are automatically re-enrolled in the subsequent school year unless families have notified the school they will not be returning prior to the Priority Enrollment Deadline in January. Current Pretoddler through Prekindergarten students (incoming Toddler-Kindergarten), as well as Eighth

through Eleventh grade families, complete an annual contract. Kindergarten students move to a rolling contract for the coming year.

Oakhill uses a Traditional Enrollment Contract for Pretoddler-Kindergarten students. As family needs change in a child's early years of schooling, parents may need to adjust the number of school days needed each year for their child. A traditional enrollment or "annual" contract will help early childhood parents by allowing you to adjust your child's number of school days each year for the coming fall. In November, all families with students currently enrolled in our Early childhood through Kindergarten will receive an enrollment packet via snail mail.

1. Deposit due by the Priority Enrollment Deadline in January will reflect charges for the upcoming year (15% tuition deposit).
2. If any student is not returning to Oakhill, a written letter or withdrawal form must be submitted to the Admissions Office by the Priority Enrollment Deadline in January.

In November, all current families with students currently in 1st-7th grade will receive an Enrollment/Re-enrollment packet via snail mail, as well as a link digitally by December 1st to complete a checklist for the upcoming school year.

On this form each family will:

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

Oakhill uses a traditional contract for current students re-enrolling for Ninth through Twelfth grade sent via snail mail in November as well.

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

Date of Cancellation

Before February 15
February 16 - March 31
April 1 - May 31
June 1 – July 31
August 1 - Forward

Tuition Liability

No financial obligation
10% of the total tuition obligation
50% of the total tuition obligation
75% of the Total tuition obligation
100% of the total tuition obligation

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

Financial Assistance

Part of the mission of an independent school is to foster a diverse educational environment. Socioeconomic diversity is a very real-world concept and important to Oakhill Day School. By making financial assistance available to families who demonstrate need, we are able to extend our educational philosophy and assist students in realizing their academic potential with an Oakhill education. Inquiries should be directed to the [Admissions Office](#).

No student will be enrolled with full (100%) tuition assistance. It is important that all families are financially invested in a student's education. Financial Assistance awards are confidential and full repayment of awarded amounts will be enforced if broken.

Purpose

Awards for Financial Assistance provide assistance to parents or guardians (hereinafter referred to as "parents") of children who have been accepted to the school and who would not be able to attend Oakhill Day School without such financial assistance, thereby supporting and implementing Oakhill Day School's commitment to serve academically qualified children from all segments of the community – socioeconomic, racial, religious and geographic.

Criteria

Financial Assistance awards are available to qualifying students from Pretoddler through Twelfth grade at the discretion of the committee. Awards may also be awarded to first time applicants in any grade when the school seeks to fill capacity in a targeted grade level.

All awards will be based on the completion of the financial assistance process and demonstrated financial need. All awards will be based on the availability of seats in that grade without the addition of faculty or staff.

Once the above criteria have been met, financial assistance awards will be granted on a "first to request" basis. If requests are filed at the same time, the following will be considered:

- Currently enrolled financial assistance students.
- Currently enrolled students seeking assistance for the first time.
- Already accepted new applicants applying for assistance.

Amount Applied

Awards vary in amount towards tuition for the application year. This is a guideline and may be adjusted based on student need, availability of funds, and desire to fill capacity in a targeted grade level.

Financial assistance is only granted to assist with tuition costs; it does not apply to costs of extended care, lunches, fees, or any other school related activity and families must reapply annually.

Financial Assistance Committee

There will be a Financial Assistance Committee which will include the Head of School, Director of Human Resources and Business Management and Director of Admissions. All information considered by the Financial Assistance Committee shall be treated as confidential.

The Financial Assistance Committee is responsible for analyzing and awarding financial assistance according to the budget approved by the Board of Trustees.

Application

Parents indicate their interest in applying for financial assistance by signing a letter of intent for that academic year. This letter of intent also reserves their child's enrollment position until awards are made and should be submitted in addition to a \$500 deposit per child to be applied to the tuition deposit.

Oakhill Day School subscribes to a third party vendor for analysis of the financial information presented by each applicant family to help determine how much the family can pay toward school tuition. An application form must be completed by the applicant family for each child and the fee for its analysis is to be paid by the applicant to the third party vendor. Along with this application, the parents must also provide their W-2/IRS 1040 to the prior tax year, all tax information, and a letter explaining their financial position and need for assistance. The Financial Assistance Committee will use this information and analysis as part of its determination in awarding financial assistance.

In cases of divorce or separation, the income of both parents (taxable and nontaxable) will be considered and both parents are required to submit the required information and complete the application form. Separated parents will not have access to each other's information. If a second parent refuses submission, the assistance committee will determine approval for review.

In the case of remarriage, the assets of a stepparent will also be considered as a resource, and consideration given to the obligations of a stepparent to their biological children, if any. Note: the omission of this information may be a determining factor in awarding financial assistance.

Award

Applicants will be notified of their award in writing by the Director of Admissions based on the decision made by the Financial Assistance Committee.

All awards are for one academic year only and assistance must be reapplied for each year, following the above procedures.

Denied Application

If a request for financial assistance is denied or a family's need for financial assistance changes due to a change in financial status, a family may apply or reapply during the current contract year. This process does not guarantee an award, only consideration by the Financial Assistance Committee provided all application criteria have been met.

Families who have been denied financial assistance may re-apply in future years.

Deposit/Fees

Current families applying for assistance will have the balance of their deposit (amount - \$500 initially paid at reenrollment) due no later than March 1 of the qualifying year to be considered for assistance. The tuition portion of the deposit will be applied to the tuition granted by the Financial Assistance Committee.

Force Majeure

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

MOST (Missouri's 529 Education Plan)

Missouri taxpayers can use MOST 529 assets to pay for K-12 tuition up to \$10,000 per year per student without State tax consequences.

For information regarding Missouri's 529 Education Plan, please visit <https://www.missourimost.org/>.

Admissions Events

Throughout the year, Oakhill's Admissions Office will host a variety of events throughout the year which serves as a casual introduction to Oakhill Day School and provides the opportunity for new families to become acquainted with other Oakhill families. Prospective, new, and returning families are all invited to these events. These events also serve as a community builder for current families as well as a casual introduction for prospective families while providing an opportunity for families to invite friends to an Oakhill kid/family geared event. Prospective, new, and returning families are all invited to these events.

Student Loans

Oakhill works with Your Tuition Solution for educational loans. Your Tuition Solution has helped thousands of families reach their educational goals — including connecting families to flexible payment plans to pay for K-12 private school. You complete an application online with no payment or application fee. Status updates are automatically emailed to your family and all borrowers have access to the very latest information on their payment plans. Once the completed documents are returned to Your Tuition Solutions, payment is initiated and funds are sent to Oakhill within 3 business days.

[Click here](#) for more information or to apply! Please contact the [Admissions Office](#) for more information.

Merit Scholarships

Merit Scholarships allow us to recognize students for their character and merit each year. These awards can be directly applied towards the yearly tuition. Oakhill's Merit Scholarships are available to incoming students for 3rd-12th grade. Financial need is not a consideration to receive an award and families can apply for assistance in addition to a student's application for a Merit Scholarship. Merit Scholarships will vary in amount and students do have to reapply annually. Admissions sends information late fall regarding that year's application process, dates and details.

BIRTHDAY CELEBRATIONS

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

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

Can we celebrate with non-food related choices?

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

Here are some alternate ideas for Early Childhood and Lower School:

1. **Party Favors** (bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.) You can get these at a party supply store, dollar store, dollar shelves at stores like Target and Michaels, and catalogs like Oriental Trading Company.
2. Come into the classroom and **read a book** to the class.
3. **Buy something for the classroom** (books, games, music, class pets such as fish or turtle, plant, etc.).
4. **Decorate a box** and send it to the classroom. Also send index cards or smaller pieces of paper. Have the teacher ask each student to use one sentence to write something nice about the birthday student and put it into the box. The birthday student gets to take the box home at the end of the day. You could also do the same thing using an autograph book.
5. Send in supplies and directions for a **craft** for the students to do instead of eating a snack. It is a bonus if the parent comes in to help with the craft.
6. Arrange for the students to **play a game** instead of eating a snack. If you don't have any ideas, talk to your student's teacher. They are likely to know what the students will enjoy and what will work well in the classroom setting. Again, it is a bonus if the parent comes in to play games with the kids.
7. Ask the teacher for an **extra recess** in honor of the student's birthday. If they are willing to take the time to eat a snack, they may be willing to use that time to let the students play.
8. Bring in something that all the **students can sign** as a birthday treat for the birthday student (shirt/sweatshirt, tote bag, autograph stuffed animal, pillowcase, etc.).
9. Arrange for a **treasure hunt** around the classroom for the kids. There can be a special treat (#1 or #3 for ideas) at the end. You can even use a theme that ties into what they are learning in class.
10. Ask the teacher if you can have a **show and tell** time for your student on their birthday. They can make a poster, bring in some of their favorite things, bring pictures, tell the students about their favorite things or life at their house, etc.

South Campus Building

Students can bring treats for either their advisory or their grade level (if doing it during lunch).

CATASTROPHIC EVENTS AND/OR DISTANCE LEARNING

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

If Oakhill Day School switches to a Distance Learning Platform, please visit the Oakhill website or the HUB for details.

CRISIS MANAGEMENT

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

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

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

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

- Natural Disaster
- Fire
- Active Intruder

DRESS CODE

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

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

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

School Sponsored Events

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

Inappropriate Dress

Students who come to school with inappropriate attire will be addressed by school personnel (typically the Division Directors) and be asked to modify their dress.

Communication is an essential component of a successful learning experience for each child. Parents, teachers, students, and administration must adhere to the dress code guidelines and 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.

FIELD TRIPS

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

Dress Code – Field Trips

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

Sack Lunches

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

Transportation

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

- Each parent/driver assuming responsibility for transporting students other than their own on a school-sponsored trip must submit verification of current insurance and a valid driver's license to the Front Office Coordinator at the Main Campus Building or the South Campus Building Receptionist and Project Manager at the South Campus Building. A copy will be made and retained for the remainder of the current school year.
- Parent drivers chaperoning the students on a field trip are representatives of Oakhill Day School and should model exemplary behavior.

- Parent drivers will be given a written itinerary along with procedures outlining responsibilities, contact information for the teacher and assigned riders, and any other additional instructions or expectations.
- Parent drivers are expected to arrive in the classroom at least ten minutes prior to departure.
- Parents must comply with seatbelt and car seat requirements. The Missouri seat belt law is provided under the car line section of this handbook
- Parents may only transport assigned riders to and from a field trip.
- Parent drivers must complete the Chaperone/Driver Responsibilities, Procedures & Contract form.

Cell Phones

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

LOGO USAGE

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

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

PET POLICY

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

PHYSICAL EDUCATION

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

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

Dress Code: Intermediate/Middle School

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

Attendance

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

RECESS

All students should participate in outdoor play activities. Appropriate seasonal clothing is required. Teachers should have outdoor recess unless determined by Division Directors and/or Head of School that it is too cold or too hot. All

students should participate unless under a doctor's care. Students deserve every opportunity possible to have outdoor recess when the temperature allows. We will make every effort to keep the blacktop cleared off during times of snow. Students who have snow gear may play in the snow while others will remain on the blacktop. If it is raining, indoor recess is necessary.

SNACKS

Healthy Snacks in the classroom are a great idea! Why? The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Some families actively seek and appreciate ways to ensure their student receives just the right balance of nutrients and calories. You can help the students make healthier snack choices by:

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

The Oakhill Food & Beverage Company provides classroom snacks.

STUDENT PLACEMENT

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

Upper School

Upper School students will be placed in classes according to their academic ability. Student placement will take into consideration their previous transcripts, GPA, personality, behavioral and learning style.

WELLNESS POLICY

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

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

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

ACADEMICS

ACADEMIC AWARDS

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

ACADEMICS – OVERVIEW

Academic Integrity

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

Academic integrity is achieved when each student:

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

Curriculum

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

Students' Role / Attendance

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

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

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

Parent or Guardian Responsibility / Attendance

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

- Encourage your student to develop good attendance patterns.
- Contact the school each day to note the absence by calling 816-436-6228, by emailing

attendance@oakhilldayschool.org or by submitting through the HUB with the 'report an absence' form

- Remind the student to gather school assignments from his/her teachers (through conversation or referral to information online) and complete in a punctual manner.

Tardiness

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

CURRICULUM

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

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

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

EXPERIENTIAL LEARNING

Students in Ninth-Twelfth grade are required to participate in one credit hour of Experiential Learning per year in order to graduate.

Experiential Learning is an engaged learning process whereby students “learn by doing” and by reflecting on the experience. Experiential learning activities can include, but are not limited to, hands-on laboratory experiments, internships, practicums, field exercises, and studio performances.

Well-planned, supervised and assessed experiential learning programs can stimulate academic inquiry by promoting interdisciplinary learning, civic engagement, career development, cultural awareness, leadership, and other professional and intellectual skills.

Learning that is considered “experiential” contains all the following elements:

- Reflection, critical analysis and synthesis.
- Opportunities for students to take initiative, make decisions, and be accountable for the results.
- Opportunities for students to engage intellectually, creatively, emotionally, socially, or physically.
- A designed learning experience that includes the possibility to learn from natural consequences, mistakes, and successes.

FINAL EXAMS

Comprehensive exams are given at the Eighth and Twelfth grade levels. Exams are spread out over the course of the year. These exams act as a tool to evaluate student growth and achievement, as well as an experience to prepare them for large semester exams in high school and college.

GRADE CARDS/ PROGRESS REPORTS

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

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

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

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

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

Upper school students receive a progress report at the end of each semester. The report will include the quarter grades from each class and comments provided by the teacher.

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

GRADUATION REQUIREMENTS: UPPER SCHOOL

In order for a student to graduate from Oakhill Day School, the student must:

1. complete a minimum of 22 credits in different subject areas
2. participate in one credit hour of experiential learning per academic year

Course	Oakhill Day School Diploma Requirements (by credit)
English Language Arts	4.0
Mathematics	3.0
Social Studies	3.0
Science	3.0
Foreign Language	2.0
Course	Oakhill Day School Diploma Requirements (by credit)
Fine Arts	1.0
Practical Arts	1.0
Physical Education/Health	1.0
Experiential Learning	4.0
Total	22

HEALTH & SPECIAL TOPICS – MIDDLE SCHOOL

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

HOMEWORK

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

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

- Kindergarten – approximately 5 minutes of quality time 1-3 times a week
- First grade – approximately 10-15 minutes of quality time 1-3 times a week
- Second grade – approximately 15-20 minutes of quality time 1-3 times a week
- Third grade – approximately 20-30 minutes of quality time 2-3 times a week

- Fourth grade – approximately 30-40 minutes of quality time 3-4 times a week
- Fifth grade – approximately 30-40 minutes of quality time per night
- Sixth grade – approximately 45 minutes of quality time per night
- Seventh grade – approximately 60 minutes of quality time per night
- Eighth grade – approximately 60 minutes of quality time per night
- Upper School - approximately 8-10 hours per week

Intermediate/Middle School

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

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

LATE WORK AND ASSIGNMENTS: Intermediate through Upper School

Intermediate Division

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

Middle School Division

Assignments one day late will be assessed a 10% deduction, two days late a 25% deduction, and beyond two days the assignment will be a zero in the grade book.

Upper School Division

Assignments and late work will be communicated by the teacher through the syllabus.

SCORING – Intermediate and Middle School

Intermediate and Middle School Performance Level

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

SCORING –Upper School Division

A student's grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. All semester grades for courses attempted will count toward a student's GPA.

Letter Grade	Honors Course	On-Level Course
A	5.0	4.0
B	4.0	3.0
C	3.0	2.0
D	2.0	1.0
F	0.0	0.0

STANDARDIZED TESTING

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

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

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

Upper School

It is recommended that all students take the National ACT/SAT Exams one or more times, if applicable to college admission, scholarship, and course placement policies. Students are responsible for knowing the college's policy and testing deadlines. Students will take the PSAT their junior year.

STUDENT CLUBS & ACTIVITIES

AFTER SCHOOL CLASSES AND CLUBS

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

Regularly offered classes include robotics, tutoring, and panthers on the prowl. Other classes offering exposure to cooking, math, science, art, sports, 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.

ATHLETICS

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

Upper School students who wish to participate in sports will need to contact their home district school for options. Early Childhood/Lower School Athletics Handbook and Intermediate/Middle School Athletics Handbook.

MATH COMPETITIONS

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

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

MORNING CLUBS

Morning Clubs are offered free of charge to students in Lower School, Intermediate, Middle School, and Upper School. Lower School and Intermediate clubs meet at varying times between 7:30-8:10 a.m. Middle School and Upper School clubs meet at varying times between 7:45-8:35 a.m. Examples of clubs include Book Club, Choir, and Robotics. Clubs are led by teachers and staff and may be assisted by Middle or Upper School students earning service hours. Schedules and sign ups are shared throughout the year.

MUSICAL PROGRAMS

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

NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)

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

NATIONAL HONOR SOCIETY (NHS)

To be eligible for membership in the National Honor Society, candidates must be a junior or senior and have been at Oakhill Day School for at least one semester. Candidates are evaluated on the basis of their demonstrated academics, service, leadership, and character. An NHS committee composed of Oakhill Day School staff evaluates candidate information and makes recommendations for selection. Students who exhibit behavior in or out of school contrary to the mission of Oakhill Day School may not be eligible.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

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

SPELLING BEE

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

STUDENT AMBASSADORS

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

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

STUDENT COUNCIL

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

SUMMER PROGRAM – OAKHILL FULLY CHARGED

The Oakhill Fully Charged Summer Program offers traditional summer camp fun, games, field trips, lunch prepared by our chefs, and other activities. Open to students in grades Toddler- 8th grade, information for the upcoming summer will be available on the website in mid-January, with registration open by the end of January. Students do not need to be Oakhill students to attend Fully Charged Summer Camp. Camp is open to all metro area kids.

Force Majeure

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

TALENT SHOW

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

YEARBOOK

The Oakhill yearbook is created and published each year by the Seventh through Twelfth-grade students. Photographs and captions are gathered that reflect activities and events during the school year. Each student is included in this annual publication.

SCHOOL EVENTS

AUCTION

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

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

ALUMNI EVENTS

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

BOOK FAIRS

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

EIGHTH GRADE PARENT BRUNCH

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

BUDDY FAMILY DAYS

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

bridge grade levels and divisions. Families remain as consistent as possible from year to year. Upper School students will participate in Buddy Families as directed by the Upper School Director.

CARNIVAL

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

CULTURAL EXCHANGE PROGRAM

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

DAUGHTER AND SON DANCES

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

FARMER'S MARKET

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

FIELD DAYS

Field Days are an annual event organized by the Athletics/PE Department. Field Day focuses on a variety of activities and is held during the month of May. This is a wonderful end of the school year community celebration.

- Pretoddler to Prekindergarten students will have their own field day event. The Early Childhood Teachers and Field Day Committee believe this will create a more successful morning for the students, accomplishing our goals and vision for Field Day. Parents are encouraged to attend.
- Lower School-Upper School field day occurs on a separate day. Parents are invited to attend, participate, and volunteer.

The dates may be found on the calendar. Alternate dates are provided for inclement weather.

GLADFEST

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

GLOBAL CELEBRATION

The Social Studies curriculum provides global exploration and cultural insight to countries and/or continents beyond the USA. The Social Studies curriculum seeks to expand awareness, deepen understanding, and experience the

world from other perspectives. In addition to this curriculum, Oakhill embraces and admits students from all cultures in the pursuit of diversity and acceptance. Students, parents and the community are invited to the Global Celebration, which includes food, exhibits, marketplace, and cultural educational activities.

GRADUATION

Kindergarten

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

Eighth Grade

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

Upper School

Students completing Upper school requirements for graduation will be granted a high school diploma. The graduation ceremony will be held in the spring.

GRANDPARENTS' AND SPECIAL FRIENDS' EVENT

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

HOLIDAY HOOPLA

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

OAKHILL EXPERIENCE

The annual Oakhill Experience: Education Brought to Life provides a full evening of "hands-on" experiences in all subject areas for the entire school with displays, activities, experiments, games, and more located in the South Campus Building. This is one of the most exciting events held all year. Parents are encouraged to attend - bring family and friends! Students will act as guides on this night, sharing their unique learning environment with their guests. Come and watch Oakhill's curriculum **COME TO LIFE!** This interactive-open house will have something for everyone... from demonstrations of fun science experiments to exciting problem-solving strategies you can do as a family.

PANTHER P.A.R.T.Y.

The PANTHER P.A.R.T.Y. is a community gathering which includes all students, faculty, and staff. It is held monthly in the Main Campus Building gym. The PANTHER P.A.R.T.Y. helps unite the school community and provides an opportunity for the two campuses to connect and share information following this agenda:

- P - pride (what have we done lately that we're proud of)
- A - achievement (latest school awards and celebrations)
- R - relevant events (what's happening within our school community)
- T - togetherness (something special that the school community does together)
- Y - Your time to shine (special feature allowing students, faculty or staff to showcase their work or talents)

PARENTS' SPRING FLING

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

READING BUDDIES

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

SPIRIT WEEK

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

STUDENT RESPONSIBILITIES AND PRIVILEGES

DISCIPLINE AND BEHAVIOR

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

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

Behavior Philosophy

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

Each student is expected to:

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

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

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

Bullying

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

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

- Possession of drugs or alcohol, cigarettes or e-cigarettes, vaping devices, cannabis, the commission of an assault, or any other criminal offense.
- Noncompliance with Oakhill Day School Rules and Policies.

Academic Dishonesty

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

Consequences may include any or all of the following:

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

Instances of Abuse and/or Neglect

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

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

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

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

Discipline Philosophy

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

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

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

- Verbal and/or written warnings
- Loss of special activities
- Parental notification
- Detention and/or in-school suspensions

- Removal from school for the remainder of the day
- Suspension to include the following day, multiple day suspension accompanied by a mandatory student conference, multiple-day suspensions, permanent separation from the school, or such other consequence as may be determined by the Head of School and Division Directors.

ELECTRONIC DEVICES

If a student brings cell phones, tablets, air pods, Smart Watches (any brand), or any device that has gaming, messaging, or video capabilities etc. from home, it must be checked into the Front Office at each campus upon arrival and picked up when leaving school for the day.

Upper School students will store their phones during the day. During scheduled breaks they may use their phone, at the discretion of faculty and the Upper School Director.

HARASSMENT POLICY

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

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

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

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

LOCKERS/HIVES/VALUABLES

Third grade students will be assigned lockers to assist in organization. Fourth through Eighth grade students will have hives available. Fourth through Sixth grade hives will be assigned. Seventh and Eighth grade hives will not be

assigned and will be cleared out at the end of each week. It is important to note that food and drinks should not be left in hives. The school is not responsible for materials taken from the storage spots. The school reserves the right to search and seize any locker or HIVE contents on school property.

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

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

TECHNOLOGY

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

Within the Oakhill community...

We inspire innovation.

We foster connectivity.

We seek technology, health and wellness.

We stimulate creativity.

We achieve integrity.

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

Oakhill Day School Technology Policy

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

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

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

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

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

Student Privacy

Children's Online Privacy Protection Act (COPPA)

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

Oakhill Acceptable Use Policy for Students

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

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

Acceptable Use Policy

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

Responsible

- I will use my device only.
- I will use my school Google and email account for learning purposes only.
- I will not associate my school Google account with any personal accounts (pinterest, instagram, twitter, snapchat, etc.)
- I will not associate my school iPad with my personal iCloud account.
- I will not check or use my personal accounts (email, messenger, social media, gaming, etc.) at school.
- I will stay on task and on school approved websites when using my device at school.

Respectful

- I will only use my device at the appropriate time and when instructed to do so.
- I will not allow my device to distract myself or others from learning.
- I will not use my device to record (photo or video) others without their consent.
- I will not use my device to make inappropriate, discriminatory, harassing or threatening comments.
- I will comply with all intellectual property laws including applicable copyright laws.

Safe

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

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

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

Artificial Intelligence Use Policy for Grades Kindergarten through 12th Grade

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

1. Educational Purposes: A.I. technologies will be used solely for educational purposes, aiming to enrich student's learning experiences, provide personalized support, and promote academic growth. All A.I. tools deployed within the school environment will align with the curriculum and adhere to the highest standards of educational integrity.
2. Data Privacy and Security: Student data collected through A.I. tools will be handled with the utmost care and in compliance with relevant data protection laws and regulations. Personal information will only be used for educational purposes and will not be shared with external parties without explicit consent except as required by law. (See The Children's Online Privacy Protection Act (COPPA) section)
3. Responsible A.I. Use: Students will learn responsible and ethical use of A.I. technology, including respecting others' privacy, avoiding harmful actions, and understanding the implications of their interactions with A.I. tools. Cyberbullying, harassment, or any malicious use of A.I. technology is strictly prohibited. (See Student Acceptable Use Policy)
4. Informed Consent: Before utilizing A.I. tools or applications, explicit consent will be obtained from students' parents or legal guardians, ensuring transparency about the purpose, functionalities, and data handling practices of the technology.
5. Supervision and Support: The use of A.I. technology will be supervised and guided by qualified educators and staff to ensure appropriate integration into the learning process. Teachers will provide ongoing support, helping students understand the results generated by A.I. tools and encouraging critical thinking.

6. Ethical Decision-Making: Students will be encouraged to question and discuss the ethical implications of A.I. technology. They will learn to make responsible decisions and consider the potential biases and limitations of A.I. algorithms.
7. Academic Integrity: While A.I. tools can provide valuable support, students are expected to uphold the principles of academic integrity and take responsibility for their work. Plagiarism, cheating, or any form of dishonesty will not be tolerated.
8. Accessibility and Inclusivity: A.I. technology will be implemented considering accessibility and inclusivity, ensuring that all students, regardless of their abilities, can benefit from its use.
9. Parental Involvement: Parents or legal guardians are encouraged to converse with their children about A.I. technology and its appropriate use. They are also welcome to contact the school administration with questions or concerns.

STUDENT SERVICES AND SUPPORT

HOMEROOM/ADVISORY

Teachers act as either homeroom teachers or advisors to 4th-8th grade students. Intermediate students have a homeroom teacher. Sixth grade students have homeroom at the beginning and end of the day and are also included in the Middle School mixed grade level advisory program. Homeroom teachers and advisors are meant to be advocates for his/her students. Homeroom teachers and advisors are individuals that both the students and parents can go to with their concerns.

Advisory time involves discussing school life with each student and developing character, team building, organizational skills, and core values. Advisors take a special interest in a student's academic progress, but also particular attention to a student's well-being as a member of the school community. This relationship helps to develop a student's self-esteem and promotes a healthy school experience.

SCHOOL WELLNESS COUNSELOR

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

LEARNING SPECIALIST

The Learning Specialist will support all Oakhill students in achieving their academic best through student conferencing and goal setting, score analysis, family support and expectations, and teacher support in providing differentiated learning to meet each student's needs. The Learning Specialist will work with teachers and students to create strategies to remediate and practice grade level objectives, enrich advanced level instruction, support organization and test-taking strategies, conduct informal assessments as needed, interpret testing, coordinate resources (internal and external), and track student progress throughout the Oakhill Education.

FOOD ALLERGIES

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

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

HEALTH AND SAFETY

The Director of Health and Wellness is responsible for the overall health and safety of faculty, staff, and students. The following guidelines, separated by subject area, are intended for general guidance and are to be applied with reason on a case-by-case basis. When sending a student home, the Director of Health and Wellness will call the parent designated to be called first. If that person cannot be reached, the Director will continue to call the designated individuals on the emergency contact form.

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

Biting

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

Illness

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

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

Contagious and infectious disease

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

- **Conjunctivitis (pink eye)** – This is highly contagious. Teachers must be diligent in watching for other cases when one occurs in the classroom. Prescription eye drops must be used for a full 24 hours or provide other written notification from their physician before reentering the school.
- **COVID** - Students who test positive for Covid should stay home until they are feeling better. They may return to school as long as their symptoms are improving and they have been fever free for 24 hours without any fever reducing medications. Please inform the Director of Health and Wellness or office and receive guidance from the healthroom, if needed.
- **Hand Foot Mouth**- This is a contagious viral infection that is mostly contagious during the first week. Symptoms include fever, mouth sore and skin rash on hands and feet. Child may return to school after fever free for 24 hours and is well enough to be at school.
- **Influenza**- a student that tests positive for influenza needs to stay home and not return to school until 24 hours fever free without any fever reducing medications. Please inform the Director of Health and Wellness or Front Office and receive guidance from the healthroom, if needed.
- **Lice (Pediculosis)** – If a student has an active case of head lice (which is defined as having lice within ¼ inch of the scalp), the parent or guardian will be notified so that the student may be picked up from school. After proper treatment with an anti-parasitic shampoo, the student may return to school, reporting first to the Director of Health and Wellness office. The Director of Health and Wellness will perform a head check and if the student no longer has an active case of head lice, he/she can return immediately to class. If the student continues to display an active case, the student must return home for additional treatments.
- **Streptococcal Disease (including Strep Throat)** – Excluded until 24 hours after the appropriate antibiotic has begun and they have been fever free for 24 hours without any fever reducing medications.
- **Ringworm and Impetigo** – Excluded until under medical treatment by a physician or affected areas are covered.

Dispensing Medication

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

DAILY PRESCRIPTION MEDICATIONS

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

The responsibilities of the parents are:

- Obtain and upload to SchoolDoc.com a School Authorization Medication Form signed by the doctor and parent. A new form is submitted each year.
- Medication should be in the original containers with the student's name, dosage amounts, and frequency clearly written.
- No medications are to be given in the classrooms. If a student comes to school with medication in his/her backpack, please bring it to the Director of Health and Wellness's Office.
- Inform the Director of Health and Wellness and teacher of any changes in the medication immediately. A new consent form signed by the doctor is required for any changes in dosages or frequency.
- Medication must be picked up 10 days after the last day of school or the Director of Health and Wellness will discard all medication left at school.

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

AS NEEDED PRESCRIPTION MEDICATIONS (PRN)

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

The responsibilities of the parents are:

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

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

OVER THE COUNTER MEDICATIONS (OTC)

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

Kids' Club

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

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

Cleaning and Disinfecting

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

Hand and Face Washing

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

RECYCLING

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

SCHOOLDOC

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

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

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

SERVICE LEARNING

Overview

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

Requirements

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

Grade Level	Total Requirement
Sixth Grade	10 Hours
Seventh Grade	15 Hours
Eighth Grade	20 Hours
Upper School	25 Hours/ year

Service hours for the 2023-2024 school year include any volunteer hours a student completes from May 27, 2023 - May 24, 2024.

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

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

Fulfillment of service hours is a requirement for graduation.

Presidential Service Award

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

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

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

OAKHILL MERCANTILE

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

Main Campus Building Store

The Main Campus Building store is adjacent to the commons. The mercantile will be open from 10:00 a.m. - 11:00 a.m. in the mornings and from 1:00 p.m. to 3:00 p.m. in the afternoons. Students visiting the Main Campus Building Mercantile must be accompanied by a teacher. Kids' Club may open the Mercantile after school as well. The mercantile may also be open during major school events!

South Campus Building Store

The South Campus Building store is located in the main hallway. It will be open/staffed daily for parents from 8:00 a.m. – 4:00 p.m. Students are allowed to shop during their break times as well as after school from 3:20 until 4:00 p.m.. It will also be open for major school events that are held in the South Campus Building.

TUTORING SERVICES

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

On Demand Tutoring

Oakhill On Demand is a tutoring service for Oakhill and non-Oakhill students in grades one through twelve. Tutoring will complement the curriculum of the student's home school. Oakhill On Demand tutoring can be provided both virtually or in-person. Tutors are qualified and must go through an interview and background check. For questions about on demand tutoring please contact our [Learning Specialist](#).

FAMILY INVOLVEMENT

BOOSTER CLUB

This school led organization operates with the advice and consent of the Head of School and the Athletic Administration. The Booster Club fosters growth and interest in the athletic programs and supports our student athletes through parent and community involvement, attending athletic events, fundraising events, and sponsoring/organizing events and banquets.

The Booster Club encourages our student-athletes and coaches to be their best self by demonstrating and modeling ideals of good sportsmanship, school spirit, athletic excellence, adaptability, resilience, honesty, and fair play. Members work to preserve and raise loyalty and pride in the school and all of its academic and athletic programs. The Booster Club upholds the mission and vision of Oakhill Day School through personal growth, enrichment, and education of its students and by supporting, encouraging, mentoring, and honoring their hard work and athletic achievement. We want to inspire and instill a life-long passion for physical health and activity for all of our students.

Funds generated by the Booster Club through memberships and donations are used to assist in purchasing new athletic equipment for the entire school and enhancing athletic programming. More information on the Booster Club, including membership levels and benefits, can be found on the [Athletic website](#).

The Booster Club Volunteers

As a parent of an Oakhill athlete, many opportunities exist to volunteer time at athletic events throughout the year. We highly encourage each parent to volunteer for at least two athletic events per season in which your student athlete participates. Volunteer opportunities include:

- Assist in the concessions stand during a Middle School athletic event

- Be a part of the score table crew at a Middle School athletic event
- Help with team events, such as pre-game meals for Middle School athletes
- Provide Gatorade and/or snacks for Cross Country and Track & Field meets and cheer on our Panthers!
- Help host or assist with an Athletics Banquet

The Booster Club expectations for parents with student athletes

The following expectations have been established for parents who have students participating in athletics at Oakhill Day School. By engaging in these activities, you are demonstrating your support of your student-athlete and the athletic program and modeling the importance of being involved, showing your school spirit, and enhancing the student-athlete experience. Our goal is that:

- Parents will become members of the Oakhill Booster Club
- Parents will actively engage and participate in volunteer opportunities such as the ones listed above
- Parents will be strong supporters in the growth of athletic programs and opportunities for our athletes
- Parents will take an active role in fundraising initiatives to help provide our students high quality athletic equipment

Roles of the Booster Club Members

As a member of the Booster Club we encourage participation through these opportunities:

- Building and increasing Panther school spirit
- Attending Booster Club meetings
- Helping grow and develop our membership participation
- Making the Booster Club a fun group to join
- Hosting athletic events for the students and families of Oakhill
- Increasing the overall presence of the Oakhill name in the community through athletics

BOX TOPS FOR EDUCATION

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

COMMUNICATION - PARENT/TEACHER

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

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

Parents – Partners in Education

Education succeeds when parents and school work together in the spirit of mutual support and cooperation.

Positive efforts and understanding, on both parts, pave the way for maximum effectiveness. Communication is the champion of this effort and ensures all interested participants remain on the same page throughout the learning process.

COMMUNICATION AND CONFLICT RESOLUTION WITHIN THE SCHOOL COMMUNITY

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

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

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

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

COMMUNICATION AND APPROPRIATE CONDUCT BY PARENTS

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

COMMUNITY PARTNERS

Community Partners are businesses who financially support Oakhill Day School and its mission. These businesses consider Oakhill to be a marketing opportunity while Oakhill is able to utilize these funds to support school programming. These businesses gain strategic access to our community allowing communication to our members to drive individuals to their establishments. This program is managed by The Director of Athletics, Auxiliary Services, and Edupreneurship.

CONFERENCES

Intake Conferences begin early in the school year and are a short face to face meeting or phone conversation between each parent and homeroom teacher. The goal of the meeting is to learn what has happened with the student over the summer and to discuss expectations, student and parent goals, as well as ways to set each child up for success during the new school year. This is a great opportunity to discuss hopes and desires for the school year – a way to build that important parent-school partnership.

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

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

Middle School – Student Led Conference

Parents come in for a conference during the second semester with their child and the child's advisor for a student-led conference. During this time, the student will present a portfolio of work from each of his/her classes. A time must be scheduled for the second-semester conference.

Upper School conferences can be scheduled as needed.

FUND-A-NEED

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

GIVING POLICY

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

Monetary Donations

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

Gifts-in Kind

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

Planned Giving

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

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

HUB

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

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

MIGHTY OAK FUND

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

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

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

PARENTS AS PARTNERS

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

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

PARENT TEACHER ORGANIZATION

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

Membership, Governance, and Participation

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

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

Obtaining Further Information

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

Room Parents

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

- Welcome new families and keep them updated about school events
- Plan, attend and orchestrate classroom parties
- Solicit volunteers for school events and committees when needed

- Communicate school events and activities for their class via email or phone
- Lead class in response to a traumatic event or illness experienced by classroom student or family
- Seventh-grade parents in concert with the school provide preparation and staffing for the Eighth Grade Graduation Reception

PUBLICATIONS

The ACORN

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

Alumni Digi News

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

Annual Report

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

RAISE RIGHT

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

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

VOLUNTEERISM

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

WISH LIST

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

2023/2024 Oakhill Day School Handbook Acknowledgement

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

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

Print Student's Full Name: _____

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

2023/2024 Oakhill Day School [Student Acceptable Use Policy](#)

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

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

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date