



# **Middle School Handbook**

## **2018-2019**

*Revised: August 2018*

# Table of Contents

---

Welcome to Middle School .....	5
Welcome from the Head of School.....	5
Welcome from the Middle School Division Head .....	5
Mission Statement.....	5
Middle School Foundation Principles.....	6
Beliefs for an exemplary Middle School.....	6
Middle School Goals.....	6
Middle School Faculty and Staff .....	6
Academics.....	8
Overview.....	8
Curriculum.....	8
Faculty Engagement .....	8
Assignments, Planners, and the HUB .....	8
Electives .....	8
Grading.....	9
Homework.....	9
Late Work & Assignments.....	9
Final Exams (Seventh & Eighth Grade) .....	9
Athletics and Physical Education.....	10
Overview.....	10
Offerings .....	10
Celebration Banquets .....	10
Academic Eligibility.....	10
Attendance and Athletics .....	10
Athletics Dress Code .....	10
Physical Education (PE) - Attendance.....	11
PE Dress Code .....	11
Attendance .....	11
Overview.....	11
Extra-Curricular Participation .....	11
Parent or Guardian Responsibility .....	11

Absences .....	11
Homework Policy for Absences.....	11
Signing In or Signing Out.....	12
Tardiness.....	12
Behavior and Discipline .....	12
Student Expectations .....	12
Lifeskills.....	12
Unacceptable Behavior .....	12
Academic Dishonesty.....	13
Plan of Action for Behavior Concerns .....	13
Community Service & Service Learning.....	13
Overview.....	13
Service Learning.....	13
Requirements.....	13
Kids' Club Ignite .....	14
Overview & Expectations.....	14
Non-school Days .....	15
General Highlights (Alphabetical Listing) .....	15
Advisory.....	15
Alumni Class Coordinator .....	15
Birthdays .....	15
Conferences.....	15
Counseling and Student Support Services .....	16
Dress Code.....	16
Field Trips.....	16
Handheld Electronic Devices .....	16
Health and Special Topics .....	17
High School Night .....	17
HIVES .....	17
Holidays .....	17
Holiday Parties .....	17
Celebrations .....	17

Medication.....	17
Morning Clubs .....	17
National Junior Honor Society (NJHS) .....	18
Parents' Night.....	18
Parents as Partners .....	18
Recycling .....	18
Student Ambassadors .....	18
Student Council .....	18
Tuesday Town Meetings (TTM).....	18
Tutoring .....	18
Who Can Answer Your Questions .....	19

# ***Welcome to Middle School***

## ***Welcome from the Head of School***

I am pleased to lead the community in welcoming all students and parents to Oakhill Day School. I believe you will find the information in this handbook to be valuable. We hope we have answered many questions you might have throughout the year. We also hope this handbook will be an essential reference. Throughout the handbook, we provide insights into our school, as well as what we expect from our students and ourselves.

I wish you the best for the year to come, and I encourage each of you to call upon us if we can help in any way. I am here to listen – to parents, students, and teachers! I am here to make this educational experience the best it can be! Everything we do and everything we have written in this handbook is about teaching and learning – the students' educational experience is our number one priority!

Here's to a successful 2018-2019 school year!  
Suzanne McCanles

## **Welcome from the Middle School Division Head**

It is an honor to welcome each of you to Middle School at Oakhill. In order to achieve optimal functioning, it is important that all students and families accept a common set of expectations in terms of behavior and communication. Great time is taken each summer to review and revise this document so that it provides the most helpful information, enabling you to fully enjoy all the division has to offer.

This document is meant to serve as a guideline to establish a healthy learning environment and working community. Students are expected to be respectful and courteous while embracing the spirit of Oakhill Day School. The hope is that our students not only learn, but that they grow their own individual talents, and enjoy their overall experience.

I, too, wish you the very best for this year. I hope that you will read the handbook and use it as a reference throughout the year. As a division, we look forward to serving you and making this an incredible year in learning and personal growth!

Amy Ganaden

## **Mission Statement**

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

# ***Middle School Foundation Principles***

## **Beliefs for an exemplary Middle School**

Success and achievement can be measured in many ways. At Oakhill Day School we believe the following concepts are key in strengthening the rich tradition, academic standard, and individualized approach within the Middle School division.

- Educators who value working with this age group
- Courageous, collaborative, and caring leadership
- A shared vision guiding decisions
- Educators use multiple learning and teaching approaches
- An inviting, supportive, inclusive and safe environment
- Ongoing professional development reflects best educational practices
- High expectations for every member of the learning community
- Students and teachers actively engaged in purposeful learning
- Adult advocates for each student to guide academic and personal development
- Curriculum that is relevant, challenging, integrative, and exploratory
- Multiple learning and teaching approaches that respond to student diversity
- Varied and ongoing assessments advance learning as well as measure it
- Organizational structure that supports meaningful relationships
- School-wide commitment to fostering health, wellness, and safety

## **Middle School Goals**

The educators, administrators, and leadership supporting this division strive to:

- Promote a lifelong love of learning through relevant and engaging content
- Graduate well rounded, self-confident individuals who truly know their strengths
- Provide a sound knowledge base in all core curricular areas preparing students for the transition into high school
- Provide ample opportunities to develop leadership skills and styles
- Provide community outreach through service and to recognize personal responsibility
- Develop sound study skills and organizational skills
- Provide an inclusive community that welcomes, respects, and values individual differences

**Middle School  
Staff & Faculty**

Amy Ganaden	MS Division Head
Jan Carter	South Campus Receptionist / Nurse
Maggie Newhouse	MS Advisor, Eighth Grade Sponsor, Seventh/Eighth Grade Science
Joy Jackson	MS Advisor, Eighth Grade Sponsor, Sixth/Eighth Grade Communication Arts
Jake Kleyh	MS Advisor, Seventh Grade Sponsor, Seventh/Eighth Grade Math
Ann Bertoldie	MS Advisor, Seventh Grade Sponsor, Fifth/Seventh Communication Arts
Lee Feagles	MS Advisor, Sixth Grade Sponsor, Sixth/Eighth Grade Social Studies
Elaine Scheidecker	MS Advisor, Sixth Grade Sponsor, Fifth/Sixth Math
Chris Fernandez	MS Advisor, Fifth Grade Sponsor, Fifth/Sixth Science
Trish Stripling	MS Advisor, Fifth Grade Sponsor, Fifth/Seventh Grade Social Studies
Lori Stallman	Art
Jo Hill	Music
Kellen Smith	Athletics Coordinator
Tim Ziegler	PE Teacher
Cody WalkerHolmes	Spanish
Sara Verwers	Technology
Claudia Feaster	Library
Taylor Clevenger	Kids' Club, After School Classes, Summer Program

---

# **Academics**

## **Overview**

The middle school program includes courses in Communication Arts (English, Reading, Vocabulary, Spelling, and Writing), Mathematics, Science, Social Studies, Spanish, Art, Physical Education, Music, and Technology

## **Curriculum**

Teachers are afforded much freedom at Oakhill. Curriculum is constantly changing to meet the needs of students and School-wide initiatives. Teachers develop their own curriculum for each grade level in consultation with:

- School curriculum guidelines (curricular map)
- Head of School, Middle School Division Head, and the curricular committees
- Written recommendations from the ISACS (Independent Schools Association of the Central States) accreditation visit
- Comparison to state and national standards
- Trending practices, innovative approach, and peer collaboration charged with keeping curriculum relevant, engaging, and rigorous

## **Faculty Engagement**

The Middle School faculty meets regularly to discuss all components of the academic program: instructional, emotional, physical, moral, and intellectual. The faculty works together as a team to foster student growth in all areas.

The team helps to determine the best ways to meet individual student needs; relays information to parents regarding students; creates integrated/interdisciplinary curricular activities; and works with the Head of School regarding disciplinary issues. The building of relationships is at the core of these discussions.

## **Assignments, Planners, and the Hub**

All Assignments, tests, and deadlines will be posted online. Each student may have an assignment planner as well. Using the assignment planner and/or the online assignment postings is an important skill for students to learn. The Planner may be used to communicate with parents, as well. Students may use a planner of their choice.

## **Electives**

Our goal for electives is exposure to a variety of subjects, as well as a broadened horizons. Electives meet for 4-8 weeks daily for 42 minutes. Elective classes are graded and reflected on the grade card.

## **Grading**

Report cards are issued following each quarter and reflect academic progress, including a printed mid-quarter report will be sent home for any student with a grade average of C- or below.

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

### 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

#### **Homework**

Communication Arts and Math will typically be assigned on a daily basis. While Science and Social Studies homework will not be given out every night, any assignment sent home will enhance the mastery of what is being taught in class. Student planners and/or online assignment postings will outline all assignments.

Care should be taken so that students do not overextend themselves with outside activities to the point of interfering with 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 & Assignments**

- For fifth and sixth grade students, late work will be accepted the next class period with a 10% reduction in grade
- For seventh and eighth grade students, late work will be accepted the next class period with a 25% reduction in grade.
- If the assignment is not turned in the next class period, the student will receive a ZERO on the assignment for all grade levels. The advisor and the division head will be made aware if the student is struggling with deadlines.
- If late homework becomes habitual for a student it will result in an academic plan in order to assist the student in remedying the problem.

#### **Final Exams 7<sup>th</sup> & 8<sup>th</sup> Grades**

At the end of each semester 7<sup>th</sup> & 8<sup>th</sup> Grade students are required to take a comprehensive semester examination in each academic course. 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.

## ***Athletics and Physical Education***

#### **Overview**

Participation in athletics helps students grow mentally, physically, emotionally, and socially. Athletic programs are a great way to interact with classmates and develop relationships outside of the classroom. Oakhill encourages all students to participate in athletic activities and develop through physical education.

## **Athletic Offerings**

### **Fall Season**

Cross Country

Girls Volleyball

### **Winter Season**

Boys Basketball

Girls Basketball

### **Spring Season**

Track and Field

Boys Volleyball

## **Celebration Banquets**

At the conclusion of each of the three sports seasons (Fall/Winter/Spring), the Athletic Coordinator partners with the Panther Pride and the parents to host a sports banquet in honor of our student athletes. Athlete banquets celebrate the culmination of a season, and recognize students for their hard work throughout the season.

## **Academic Eligibility**

Student comes before athlete. All students must have above a C- average in all courses to be eligible to participate in any athletic event. This includes practices and games.

Faculty, coaches, advisors, and the athletic coordinator will work together to make sure all students athletes are performing to these standards. Advisors will inform the athletic coordinator if any student is missing assignments in a class. If the student is ineligible he/she is still expected to attend.

The assignments must be completed before the student athlete is eligible to participate in any practice or game.

## **Attendance and Athletics**

Any students participating on a sports team must be at school to be eligible to participate in practices and athletic events.

Exceptions will only be granted by the Middle School Division Head in coordination with the Athletic Director. Friday attendance will determine an athlete's ability to participate in weekend events and games. Sickness and excused absences will be taken into consideration.

## **Athletics Dress Code**

The athletic coordinator and coaches for each team will explain the team uniform and what is required. All athletes must come prepared for practice and sporting events with all necessary equipment and uniform.

*Athletes without appropriate and required uniforms and equipment are unable to participate.*

## **Physical Education (PE) – 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.

## **PE Dress Code**

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. If students are going to change into a second set of clothes, then they must do so immediately prior to PE. Athletic shorts and shirts are sold in the Spirit Shop. Athletic shorts should be of appropriate length for all athletic activities.

Athletic tennis shoes for support and traction are required. (Slip-on shoes, sandals, boots, platform shoes, heels and flip flops are inappropriate for class.) Shorts, pants, or sweats should be worn with a short sleeve or long sleeve t-shirt. Dresses and skirts are not appropriate in class.

# ***Attendance***

## **Overview**

Oakhill expects students to attend school every day except when they are ill. Instruction, demonstrations, and the teacher-student and student-student interaction cannot be duplicated.

**Middle School hours are from 8:25 a.m. through 3:30 p.m.**

## **Extra-Curricular Participation**

The expectation is that the student attend school in order to participate in after school events. The same guidelines for student illness pertain to all extra-curricular activity.

## **Parent or Guardian Responsibility**

Parents/guardians play a critical role in helping middle school 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 office each day to note the absence
- Remind the student to gather school assignments from his/her teachers (through conversation or referral to information online) and complete in a punctual manner

## **Absences**

Absences are recorded daily.

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

## **Homework Policy for Absences**

If a student has a short term (four or fewer days) excused 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 teacher, including specialists, 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 does not guarantee assignments will be available prior to absence. For a long term (more than four days) absence the team under the leadership of the advisor will create a homework plan for the student.

## **Signing In or Signing Out**

All students arriving after 8:25am are required to receive a pass from the office. Any student who leaves during the day with a parent must sign out in the office. All students must come into the office to sign in and out and to receive a pass for class.

## **Tardiness**

If a student is consistently late to a particular class, the student will be referred to the Division Head to be put on an action plan and subject to disciplinary action.

# ***Behavior and Discipline***

## **Student Expectation**

Oakhill students are expected to demonstrate mutual respect and cooperation within our school community. This includes not only on campus and in classrooms, but also at all school related functions both on and off school property. It is the responsibility of each student to maintain an environment where all can reach their full academic 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. **Please see the policy addendum for a detailed version of the Behavior Policy. Refer to the Parent Handbook, as well.**

## **Lifeskill Education**

Lifeskills are an integral part of the Oakhill curriculum. They include friendship, caring, integrity, humility, effort, initiative, flexibility, cooperation, organization, responsibility, common sense, patience, perseverance, and sense of humor. To embody these skills will assist in avoiding disciplinary consequences.

## **Unacceptable Behavior**

**Bullying:** Fighting, cyber-bullying, hazing, gossiping, spitting, verbal insults, offensive language, profanity, racist insults, intimidation

We believe everyone should enjoy the Oakhill community equally and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Discrimination of any kind will not be tolerated.

- 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.

In addition to bullying, the following will not be tolerated:

- Dishonesty – lying, cheating, plagiarism
- Vandalism and/or destruction of school property
- Sexual Harassment
- Possession of weapons (this includes look-alikes), drugs, or alcohol
- Inability to follow classroom policies, school policies, local and state laws

### **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 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

### **Plan of Action for Behavior Concerns**

The imposition of behavioral probation jeopardizes the re-enrollment of the student the following year. If inappropriate behavior continues during the probationary period, the student will be subject to suspension or dismissal. The Head of School and Division Head will ultimately determine the disciplinary consequences.

Most offenses will first be addressed and handled by the classroom teacher. For any of the behaviors mentioned above, all teachers reserve the right to:

- Take away privileges including break
- Administer detention
- Refer to Division Head for implementation of an individualized behavior plan

In all cases parent contact will be made.

## ***Community Service & 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 community service and/or service learning projects.

### **Requirements**

All grade levels will be expected to fill out their hours on a specific form. No other form will be allowed – **no exceptions!** If this form is misplaced, missing or not filled out completely, those hours will NOT be counted. This form can be found under forms and downloads under Middle School Service Learning. Forms must be turned in within two weeks of completing the hours

Grade Level	Total Requirement
Fifth Grade	10 Hours
Sixth Grade	15 Hours
Seventh Grade	20 Hours
Eighth Grade	25 Hours

- All summer hours (May 26-August 15) are due August 31, 2018
- All hours completed during the first quarter are due October 19, 2018
- All hours completed during the second quarter are due December 18, 2018
- All hours completed during the third quarter are due March 8, 2019

- All hours completed during the 4<sup>th</sup> quarter are due May 24, 2019
- All hours for the Presidential Award are due April 12, 2019
- If a student did not complete all of their hours by the end of this school year, the hours remaining will be attached to those for the next year.
- Service Learning will be included on the grade card

### **Kids' Club Ignite**

Kids' Club Ignite is the new program for Middle School students and is available before and after school to students in grades 4-8. This program is available all year for middle school students; including our middle school athletes who need a place to hang out while waiting for games and/or practices. Ignite opens at 7:00 in the south building and runs until 8:00 am. Any students dropped off before 7:00 am will need to sign in at the main building. Kids' Club and south building staff will work together to safely walk students between buildings at 7:00 am. Students in the south campus will have the option of a hot item for breakfast between 7:30 and 8:00.

Ignite will open after school from 3:30-5:00. Students have the option of staying in Ignite until 5:00 or coming to the main building to stay with the Kids' Club Journey team. Any student who wishes to come to the main building after school will walk over with a staff member at 3:45. Students wishing to stay in the south campus will proceed to south building commons. At 5:00, any student remaining will be escorted over to the main building for the remainder of the afternoon. \*\*Please note: If the number of middle school students drops to a low level, Ignite will close early and a sign will be posted in the south campus doors directing you to check out your student at the main campus.

Students have from 3:30-3:45 each day to decide where they will spend their afternoon. Once a student decides, they will be asked to stay there—we will not walk students back and forth between campuses due to staff restrictions. Students not picked up at carline will be asked to go to Ignite (South Campus Building) or Kids' Club Journey (main campus commons) until a parent can arrive to get them. The cost for an afternoon in Kids' Club is \$8 per hour, billed in 15 minute increments.

Expectations for Kids' Club Ignite are as follows:

- We want our students to be responsible. We ask that they check themselves out with a staff member.
- If a student needs to leave for any reason, they will need to contact the staff member assigned the Ignite team so they are aware of their location in the building.
- Students must respect the space they are using.
- Cell phones will be checked in with the staff upon arrival. Students are welcome to make phone calls on their cell phone under staff supervision. Staff reserve the right to ask for smart watches/apple watches if they are being used inappropriately in Kids' Club.
- NEW this year: Computer use on the Ignite team will be for homework purposes only, unless prior approval is given by an Ignite team leader. All other computer use, i.e. gaming, watching movies, or other forms of entertainment, are not allowed.
- Homework must be completed or managed.
- Treat all equipment, staff, and other students with respect.

The Ignite team is a privilege for our older students. Any student who makes choices that are not consistent with the expectations of the team will be asked to join the Journey's team (main campus commons) for a specified amount of time.

### **Non-school Days**

There are two options to utilize Kids' Club on select days when school is not in session.

- Option 1: Full-day care is available from 6:45 a.m. and 6:00 p.m. Students will need to bring a sack lunch during these days.

- Option 2: Parents may utilize Kid's Club services on an hourly basis. Families may choose the hours of care they need between the hours of 6:45 a.m. and 6:00 p.m.

If students will be at school during lunch, they will need to bring one from home.

## ***General Highlights (Alphabetical Listing)***

### **Advisory**

Teachers are advisors to a mixed grade level group of students. The student will remain with the same advisor throughout their middle school career. This allows for the student, parents, and advisor to build a strong relationship. Advisors are meant to be advocates for his/her advisees. 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. The advisors take a special interest in a student's academic progress, but also particular attention to an advisee'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.

### **Alumni Class Coordinator**

Two students from the eighth grade class who are responsible, loyal to the school, and willing to show continued support post-graduation. These students will keep the connection open between Alumni and Oakhill by helping collect information from their peers after graduation. Students who are interested in fulfilling this position must let their advisor know. Students are selected based upon teacher and Head of School recommendation.

### **Birthdays**

If you would like to bring in birthday treats to celebrate your child's birthday, we encourage you to do so either as an advisory (for the advisory group only) or as a grade level during his/her lunchtime.

### **Conferences**

Conferences will be held in the South Building with all teachers in their classrooms.

In the fall, parents will meet with the teachers during conference time – no need to sign up for a specific time. You may attend at the time that best fits your schedule and may visit with as few or as many teachers as you choose. If you would like a conference with any or all teachers, you may schedule one at any time throughout the year.

Parents come in for a conference during 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.

### **Counseling and Student Support Service**

The Middle School Division Head who is educated as a counselor, will serve as a resource to students, teachers, and parents on a part time basis. In working closely with the teachers, the counselor will assist in the development of the advisory program. Age appropriate guidance lessons, topics consistent with identified objectives, will be conducted in large group settings.

The counselor will conduct counseling sessions in response to identified needs and refer students and their parents to community agencies, programs, or specialists as appropriate. Records will be kept by the counselor consistent with ethical and legal guidelines.

## **Dress Code**

The purpose of the 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.
- Items of clothing that expose underwear are not acceptable.
- Tops that expose the midriff are not acceptable.
- Attire with inappropriate messages, slogans, or symbols are unacceptable; i.e. political slogans.
- Shoes should be worn at all times.
- 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. T-back tops are not acceptable.

## **School Sponsored Events**

When at school, at a school sponsored or PTO sponsored events (includes mixers and dances), clothing should be neat, clean, in good repair, free of inappropriate language and imagery, and appropriate for weather and classroom activities. Upon entering the school building, hats and head coverings (includes any accessories that distract from learning) shall be removed for both boys and girls.

## **Inappropriate Dress**

If a student comes to school with inappropriate attire, the student will be addressed by school personnel (typically the advisor) and be asked to modify his or her attire, or with the assistance of the Middle School Division Head and/or Head of School, be given an appropriate shirt/and or shorts/sweats for the remainder of the day or asked to call home for a change of clothes.

## **Field Trips**

Curriculum based field trips will enhance the students learning by providing a worthwhile out of the classroom field experience. Each trip will be connected to the content areas.

Student cell phones are not allowed on field trips. The adults participating as chaperones will have cell phones to communicate with parents.

## **Handheld Electronic Devices**

Students are discouraged from bringing cell phones and handheld devices other than their laptop. However, if a student brings a cell phone, iPod, iPad, Nook, etc. from home, it must be checked into the Office upon arrival and checked-out upon departure from school.

Although students are allowed to wear smart watches (Apple Watch) to school, teachers reserve the right to ask the student to turn the watch into the office if they are using the watch inappropriately. This includes texting or emailing.

## **Health and Special Topics**

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.

## **High School Night**

At High School Night, current eighth grade students are invited to meet with the various private schools represented in the Greater Kansas City Area. This event is held at one of the participating schools and is an opportunity for Oakhill students to see and meet with these private schools in a single location. Oakhill encourages attendance at this event as Kansas City has many private high school options for our students to explore.

## **HIVES**

Each student will be assigned a HIVE for daily storage. The hives are large enough for students to store their essential belongings that come to and from school each day. Students are expected to keep their HIVE tidy.

## **Holidays**

### **Holiday Parties**

Middle School students will enjoy unique activities separate from traditional class parties. The following parties are celebrated:

- Halloween – Middle School parade participation is optional and is prior to afternoon parties.
- Winter/Christmas
- Valentine's Day

## **Celebrations**

Oakhill is non-denominational. We do not teach a specific religious belief to the students. We encourage each student to share his/her traditions and beliefs to the class. Teachers may also share traditions from their home. This is a great way to bring globalization to life – many people, many cultures, many backgrounds, many traditions, and many learning opportunities

## **Medication**

In order to assure the safety of all students using shared classroom space, IT IS REQUIRED that all medications ARE administered BY the nurse IN THE office. If your child needs any medication during school hours (prescription or non-prescription) please send MEDICATION to the nurse 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. The Health Room will carry Tylenol and Motrin in pill form. If your child is unable to take the pill form, call the school nurse to discuss options.

The medication section will need to be filled out online through SchoolDoc.com

- medications that need to be given every day require a doctor to complete the form
- for as needed over the counter medications, parents complete the medication section online at SchoolDoc.com

## **Morning Clubs**

- **Robotics Club:**  
Students that commit to Robotics Club will meet weekly on Tuesdays from 7:20-8:00 a.m.
- **Science Club:**  
Students that commit to Science Club will meet weekly on Thursday mornings from 7:20-8:00 a.m.

## **National Junior Honor Society (NJHS)**

Students in seventh and eighth grades meeting 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. Minimum GPA for consideration for membership is 3.5. A special induction ceremony is held in the second quarter.

The yearly dues for membership are \$40.

### **Parents' Night**

Parents' Night events will be held at the start of the school year. The evening will include a brief welcome followed by a run through of the student schedule. Teachers will present the curriculum for each course along with the goals, objectives, and classroom procedures. This event is dedicated to establishing and building the parent/school partnership.

### **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 the student's teacher, the Middle School Division head, or lastly the Head of School.

Parents should address questions, concerns or issues regarding school operations with the Head of School, and refrain from gossip or other negative/derogatory conversations which are counterproductive and potentially harmful.

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

### **Recycling**

Middle school students that are interested in helping ODS stay green may join a recycling team. These teams recycle both the main building and the south campus building either before or after school.

### **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 student gain the confidence needed and expected to shine when interacting with others. These skills are demonstrated when greeting each other, parents, faculty and staff, or visitors touring our school.

Students in grades seven and eight assist the Admission Office by serving as tour guides, student hosts and greeters, and by creating a welcoming environment to the school. Students who are interested in becoming a student ambassador must fill out an application, receive two letters of recommendation, and be chosen to fill the position for one year.

### **Student Council**

Student council is designed to provide additional leadership opportunities to students in the Middle School. Student council members lead the middle school student body in a variety of activities to build middle school involvement and cohesiveness. Student Council members will be elected by their peers in late August.

### **Tuesday Town Meetings (TTM)**

Tuesday Town Meetings (TTM) include all students and are held in the Commons on scheduled dates from 8:40 a.m. to 9:05 a.m. TTMs provide an opportunity for the two campuses to connect and allow teachers to share happenings in their curriculum, special projects, songs, etc.

### **Tutoring**

There is a difference between extra help and tutoring. Appointments can be made before or after school with the teacher for extra help sessions free of charge. If additional support is deemed necessary by both parent and the teacher, a tutor may be obtained through the Director of Auxiliaries for an additional fee. Non Oakhill tutoring must take place off site unless approved by the division head.

## Who Can Answer Your Questions

**1. Head of School – Suzanne McCanles**

Mrs. McCanles is ultimately responsible for every aspect of the operation and management of the school. Mrs. McCanles offices in the main building but makes frequent and regular visits to the Middle School.

**2. Division Head – Amy Ganaden**

Mrs. Ganaden oversees the middle school program. She is always happy to answer any questions that cannot be answered by the advisor. Mrs. Ganaden meets with teachers on a regular basis to discuss the progress of individual students, is involved with curriculum development, and attends PTO coffees.

**3. Advisor**

Each middle school student is assigned an advisor. Advisors provide informal and personal guidance for students in all areas of school life. They serve as an advocate for students with other members of the faculty and administration. They serve as a liaison for the parent with the school.

**4. Nurse / Front Desk – Jan Carter and Cathy Bernholtz**

Nurse Jan is the main middle school nurse and middle school office coordinator. On Wednesday, Nurse Cathy assumes her role. Between the two nurses they maintain files of medical and emergency forms, immunization records, and accident reports. All medications are administered through the school nurse and they take care of students that fall ill or are injured during the school day. They also are there to greet and direct you at the front desk or when you call the south building.

**5. Athletic Coordinator – Kellen Smith**

Coach Smith oversees the interscholastic sport programs for the middle school. He is responsible for coordinating the schedules, middle school coaching assignments, and athletic facility use for our students. Coach offices in the mod outside of the main building.

**6. Admissions Office – Dorothy Beckham**

Mrs. Beckham is responsible for the testing and screening of student candidates. She can arrange tours for prospective students. If you have any questions about admission or financial aid, she can answer them. Mrs. Beckham offices in the main building.

**7. Development Office – Rebecca DiGerlamo**

Mrs. DiGerlamo coordinates all school fund-raising opportunities and events like the Annual Fund and the Auction. Fundraising is essential for school operation and tuition cost containment. Mrs. DiGerlamo offices in the main building.

**8. Communications and Marketing Office – Michelle McDaniel / Alyssa Aunspaugh**

If you require assistance with connecting with the HUB, email, setting up alerts .... They can help. Contact the Communication/Marketing Office for any of your communication needs. This office can be found on the second floor of the south building.

**9. Finance Office – Kerry Estes**

Mrs. Estes serves as the Director of Finance. She can help you with tuition payments and plans. Her office is located in the mod outside of the main building.

**10. Central Office Coordinator/Student Records – Sharon Phillips**

Ms. Sharon offices in the main building, assists Mrs. McCanles in the day to day operations of the school, and greets and directs visitors of the main building. Sharon is a wealth of knowledge and maintains all student records.

**11. After School Care – Kid's Club – Taylor Clevenger and Kathryn Dodson**

Taylor staffs, schedules, and plans activities for after school care. Students not picked up in carline or are not going to an athletic practice or school sponsored event must register with Kid's Club.

**12. Food Services – Justin Kieslich**

Chef Justin manages all food services. If you have questions about the lunch program (cost, ordering, special dietary needs) contact Chef.

**13. Technology – Sara Verwers**

Mrs. Verwers can help middle school students with technology questions and guide them to get support needed.

**14. PTO President – Leecil Culbertson**

As a parent there are many opportunities to get involved. Reach out to Leecil if you are interested in learning more.