



School Handbook
2019-2020

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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 2019-2020 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

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 Parent 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

Oakhill Day School strives to be a co-educational independent school that balances an academic, challenging, and integrated curriculum with a nurturing and supportive environment. The strong partnership of Oakhill families, educators, and professional staff provides an educational community unique in the greater Kansas City area.

CORE VALUES

- We encourage students to embrace their social responsibility through the development of strong moral values and self-discipline
- We encourage critical thinking skills in all students so they will love the process and end result of learning
- We support students in reaching their personal best in physical, emotional, social, and intellectual development
- We encourage flexibility in curriculum development and teaching approaches in order to 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 in offering a student-centered program that recognizes the importance of an 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. Lifeskills are a

prominent feature of our curriculum and are modeled, discussed, and reinforced throughout the school year. Oakhill Day School focuses on one or two Lifeskills per month. Activities in the classroom reinforce the Lifeskills each month, and will be shared through classroom newsletters and the ACORN. Lifeskills are incorporated as follows:

August/September	Friendship – to have mutual trust and caring Caring – to show and feel concern
October	Integrity – to act in an honest and fair way Humility - to not overestimate one's importance or to be modest, not to be arrogant
November	Effort – to do your best Initiative – to take action when needed
December	Flexibility – to be willing to change plans Cooperation – to work together
January	Organization – to work in an orderly way Responsibility – to do our share
February	Common Sense – to think it through Problem Solving – to seek solutions
March /April	Patience – to wait calmly Perseverance – to keep at it and not give up
May	Sense of Humor – to be playful without harming others

Students working diligently to actively implement the monthly Lifeskills will receive the Panther Pride Award during a designated Tuesday Town Meeting and receive recognition in the ACORN. Lifeskills award winners in grades Kindergarten through Third also participate in Panther Pride Lunches where recipients are invited to eat their pre-ordered or cold lunch with Mrs. McCanles in her office. Fourth Grade through Middle School students are treated to their favorite slushy or frosty treat.

ACCREDITATION

Oakhill is accredited by the Independent Schools Association of the Central States (ISACS), is a member of 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 Junior Honor Society (NJHS), the Association for Middle Level Education (AMLE) and the National Science Teachers Association (NSTA).

SCHOOL COMMUNITY

FACULTY

- Pretoddler - Maria Zdvorak
- Toddler - Ashley Robbins
- Toddler - Janet Holloway
- Preschool - Terri Ferris
- Preschool - Kathy Trager
- 2 Day Preschool - Rachel Panko
- 3 Day Prekindergarten - Leah Hyatt
- Prekindergarten - Sarah Tenner
- Prekindergarten - Janelle Crouse
- Prekindergarten - Stephanie Lafferty
- Kindergarten - Marcy Driskill
- Kindergarten - Amy Clevenger
- Kindergarten - Laura Pearce
- 1st Grade - Lisa Manley
- 1st Grade - Jodi Egbert
- 2nd Grade - Summer Parker
- 2nd Grade - Kristin Forsen
- 3rd Grade - Elaine Scheidecker
- 3rd Grade - Staci Sonntag
- 4th Grade - Whitney Boyd - Math and Writing
- 4th Grade - Jessica Vinson - Communication Arts and Social Studies
- 5th and 7th Grade Social Studies - Trish Stripling
- 6th and 8th Grade Social Studies - Lee Feagles
- 5th and 6th Grade Science - Chris Fernandez
- 7th and 8th Grade Science - Maggie Newhouse
- 5th and 7th Grade Communication Arts - Ann Bertoldie
- 6th and 8th Grade Communication Arts - Joy Jackson
- 5th and 6th Grade Math - Alex Hall
- 7th and 8th Grade Algebra - Jake Kleyh
- 8th Grade Geometry - Jake Kleyh
- Pretoddler-Preschool Physical Education, Music & Movement– Michelle Weeks
- Kindergarten and 1st Grade Science - Dena Cole
- 2nd through 4th Grade Science - Jared Cole
- Media Center Techbrarian - Library/Technology– Lacey Meier
- 4th through 8th Grade Techbrarian - Sara Verwers
- Early Childhood, Kindergarten-1st, 5th through 8th Grade Physical Education Teacher - Tim Ziegler
- 2nd through 4th Grade Physical Education Teacher - Kellen Smith
- Physical Education Assistants – Michelle Weeks and Nicole Bonacorso
- Preschool through 3rd Grade Music Teacher - Kirsten Burnfin
- 4th through 8th Grade Music Teacher - Jo Hill
- Garage Band and Guitar Teacher - Barb Ely

- Kindergarten through 3rd Grade Art Teacher - Leah Hyatt
- 4th through 8th Grade Art Teacher - Lori Stallman
- Pretoddler through 3rd Grade Spanish Teacher - Heidi Hule
- 4th through 8th Grade Spanish Teacher - Cody WalkerHolmes

DEPARTMENT CHAIRS

- Art - Lori Stallman
- Communication Arts - Joy Jackson
- Math - Alex Hall
- Music - Jo Hill
- Physical Education - Tim Ziegler
- Science - Maggie Newhouse
- Social Studies - Trish Stripling
- Spanish - Cody WalkerHolmes
- Techbrary - Sara Verwers

ADMINISTRATION AND SUPPORT STAFF

- Head of School - Suzanne McCanles
- Early Childhood & Lower School Division Head - Brenda Bock
- Intermediate & Middle School Division Head - Amy Ganaden
- Central Office Coordinator - Sharon Phillips
- Health Coordinator - Cathy Bernholtz
- South Building Receptionist and Nurse - Jan Carter
- Part-Time Nurse - Aimee Kirkpatrick
- Athletic Coordinator - Kellen Smith
- Director of Auxiliary Services - Kathryn Dodson
- Kids' Club and Summer Coordinator - Taylor Clevenger
- Director of Finance - Kerry Estes
- Business Manager - Kristin Smith
- Oakhill Mercantile Manager - To be announced
- SMART Tuition Specialist - Ronetta Ross
- VP of Donor Relations - Kris Wheeler
- Community Relations Coordinator - Rebecca DiGerlamo
- Donor Relations Coordinator - Jennifer Perry
- Director of Admissions & Financial Assistance - Dorothy Beckham
- Admissions Assistant - Mary Lee Sturdevant
- Director of Communications & Marketing - Michelle McDaniel
- Director of Food & Beverage - Justin Kieslich
- Kitchen Manager - Matt Armato
- Lead Cook - Lauren Borgeson
- Food & Beverage Staff - Antonio Banks & Hannah Doss
- Cleaning Coordinator - Randy Owen
- Cleaning Crew - John Carter, Sierra Mick, & Jeanne Strange
- Facilities Crew - Chris Beckham
- Provider of Wisdom - Helen Wills

WHO CAN ANSWER YOUR QUESTIONS

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

Suzanne McCanles is ultimately responsible for every aspect of the operation and management of the school. Mrs. McCanles' office is in the main building but she makes frequent and regular visits to the South Building.

2. **Early Childhood & Lower School Division Head – Brenda Bock**

Brenda Bock oversees the Early Childhood and Lower School programs. Ms. Bock meets with each teacher to discuss individual progress to ensure that each child is reaching his/her maximum potential. Ms. Bock makes frequent visits and teaches lessons in the classrooms to get to know the students. She is involved in curriculum development and attends PTO coffees and other Oakhill events.

3. **Intermediate & Middle School Division Head – Amy Ganaden**

Amy Ganaden oversees the Intermediate and Middle school programs. 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 and other Oakhill events.

4. **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.

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

Nurse Cathy is the Main Campus nurse. Nurse Jan is the South Building nurse and South Building receptionist. 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.

6. **Athletic Coordinator – Kellen Smith**

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

7. **Admissions Office – Dorothy Beckham**

Dorothy Beckham is responsible for the testing and screening of student candidates. She schedules tours for prospective students. If you have any questions about admission or financial assistance, she can answer them. Mrs. Beckham's office is in the main building.

8. **VP of Donor Relations – Kris Wheeler**

If you have questions about development, fundraising and events, donations, planned giving, matching gifts, gifts in kind, or the next capital campaign, stop by to see Kris or the Development staff.

9. **Donor Relations Coordinator – Jennifer Perry**

Jennifer oversees donor communication, donor tracking, alumni relations, and office communications. If you have questions about your donation or would like to provide updates or accolades for an alum, contact Jennifer. She will be sending out all alumni communications.

10. **Community Relations Coordinator– Rebecca DiGerlamo**

Rebecca oversees volunteerism and fundraising special events. If you have questions about the auction or any special event throughout the year, contact Becky. If you would like to volunteer your time, talent, or treasure, Becky will help you find the right fit!

11. Technology/Auxiliary Services – Kathryn Dodson

As the Director of Auxiliary Services, Kathryn is responsible for our IT company, K12. She also oversees facility rentals, Kids' Club and our Summer Program – Oakhill Fully Charged. Her office is located in the main building.

12. Communications and Marketing Office – Michelle McDaniel

If you require assistance with connecting with the HUB, email, setting up alerts she 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.

13. Finance Office – Kerry Estes

Kerry 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.

14. Central Office Coordinator/Student Records – Sharon Phillips

Ms. Sharon's office is in the main building. She 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.

15. After School Care – Kids' Club & Summer Program – Taylor Clevenger

Taylor staffs, schedules, and plans activities for after school care. He also manages Oakhill's Fully Charged Summer Program as well as oversees Panther's on the Prowl with Kellen Smith.

16. 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.

17. Library/Technology – Lacey Meier/Sara Verwers

Lacey and Sara can help students with technology questions and guide them to get support needed.

18. PTO President – Mick Freyermuth

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

HEAD OF SCHOOL

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

- Admissions and Financial 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:

- 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 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, 10th Edition, A Guide to Effective Governance for Independent School Boards, NAIS 2003, Washington, DC.

GENERAL INFORMATION

ARRIVAL & DISMISSAL

Student Arrival

Students in the Main Campus Building arriving prior to 8:10 a.m., are expected to sign into Kids' Club, and should not be in the classrooms or other gathering areas. Students arriving at this time should be escorted to the appropriate location by a parent or person who drove them to school. At 8:10 a.m. carline begins and students will be released or walked from Kids' Club to their classrooms. The South Building is open from 7am to 5pm. Students arriving in the South Campus Building prior to 8:00 a.m. will be supervised in the commons area. They may leave the commons area after 8:00 a.m. to go to their classroom.

Late Arrivals

Students arriving late must check in at the Office and receive a tardy slip before proceeding to the classroom. Pretoddler through prekindergarten students are considered late if arriving after 8:35 a.m. Kindergarten through third graders are considered late if arriving after 8:30 a.m. Fourth through eighth graders are considered late if arriving after 8:25 a.m.

Early Dismissal

If leaving school early, a parent or designated adult must check the student out through the Office. The office staff will call for the student. Parents of Early Childhood students shall wait in the Central Office for the instructional assistant to bring the student to the office.

Half-Day Dismissal (Early Childhood)

Faculty and staff will escort half-day students to the circle drive at 11:55 a.m.

After School Dismissal

Faculty members will accompany students to their designated car line at 3:30 p.m. (when the bell is sounded). At 3:50 p.m. all students who have not been picked up will be taken and checked into Kids' Club.

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.

Reporting Absences

If a child is to be absent, parents or guardians shall call the school before 9:00 am to report an absence. In the event that an absence is anticipated, parents should notify their child's teacher at least one week in advance.

In some cases, advance work can be provided. If the absence is unanticipated and excused, the student shall secure the assignments from teacher/s and arrange for make-up work upon returning to school.

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 – Intermediate/Middle 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 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.

CAR LINE

MAIN CAMPUS BUILDING CAR LINE

Faculty and staff provide car line services at the North, Main, and Circle Drive doors. Car line must be both efficient and effective. To that end we ask that you adhere to the following:

- With multiple car lines occurring at the same time, 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”.
- Do not block driveways to businesses or homes while waiting in car line.
- We have limited parking spaces available in front of the school, so be cognizant of those that are parking on the street when you are backing out of the parking spaces.
- *Do not park along the street in front of the Elks' Lodge.*
- Please refrain from using your cell phone while picking up students.
- Respect the reserved parking signs and handicapped spaces regardless of time of day.
- Remain in your car during car line. Faculty/staff will open the car door, buckle/unbuckle car seat belts, assist students getting in/out, and shut the car door.
- Students should be ready to go with all their belongings gathered to get out of the car when the door is opened for them.
- Parents in the Circle Drive car line need to wait for a staff member to get their student out of the car to ensure the safety of their student and those helping with the process.

Car line Procedures

- Oakhill requests all students dropped off between the hours of 8:10 a.m. and 8:25 a.m. and/or picked up between 3:30 p.m. and 3:50 p.m. use their designated car line.

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- Morning car line for Pretoddler-Preschool students begins at 8:10 a.m. and ends at 8:35 a.m.; Prekindergarten-Third Grade students begins at 8:10 a.m. and ends at 8:25 a.m. The North and Circle car line doors are then locked until afternoon car line.
 - Students arriving after the end of morning car line must enter through the main doors and check in at the Central 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 is from 3:30 p.m. to 3:50 p.m. for all grade levels.
 - If transporting students of various grade levels and/or car lines, parents are requested to drop off/pick up all students at designated car line based on grade level. Students can be dropped off at a car line younger than their given age with a sibling or car pool participant but cannot be dropped off at an older car line. (Example - A Toddler and 1st grader can both use the Circle Drive car line but the Toddler cannot use the North door car line.)
 - Notice of carpool arrangements must be given to the Central Office.
 - Students in Pretoddler-Third grade dropped off prior to 8:10 a.m. will need to be escorted and signed in to Kids' Club, for which a fee may apply. At 8:10, all students are released/taken to their respective classrooms. Please note: Kids' Club is free for all students from 8-8:10am daily.
 - Students picked up after 3:50 p.m. will need to be signed out of Kids' Club for which a fee will apply for pick up after 3:50 p.m.

Know and follow the car line route

- **Circle Drive Car line – Pretoddler through Preschool students**
Enter North Cherry Street from NE 70th Terr, 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 Kindergarten students**
Enter North Cherry Street from NE 70th Terr. Proceed north and let students out/or pickup at the steps to the north entrance. Proceed north on North Cherry Street.
- **North Care line – First through Third Grade students**
Enter North Cherry Lane from 72nd Street. Turn right into the Oakhill driveway by the gymnasium. Let students out/or pickup at the North door. Proceed north on North Cherry Street. Please do not turn left on North Cherry Street.
- **Walkups – After school**
Walkup will be in the afternoon only at the South (Prekindergarten hallway) door. In the morning, any Pretoddler-Preschool student's parents must park and walk up to the main doors.

Car Seat Law (RSMO 307.192)

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 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 at between 40 and 80 and who are less than 4'9" tall must be secured in an appropriate child passenger restraint system or booster seat.

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- 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 CARLINE

Faculty and staff provide car line services at the Main Door. 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 buildings; 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 school, 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 handicapped spaces regardless of time of day.
- Remain in your car during 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.

Car line Procedures

- Oakhill requests all South Campus students dropped off between the hours of 8 a.m. and 8:20 a.m. and/or picked up between 3:30 p.m. and 3:50 p.m. use their designated car line.
- South Campus students arriving after 8:20 a.m. may enter the building through the Main doors. Car line is staffed until 8:20 a.m. at which time the doors will be locked. Students arriving after that time must enter through the main doors and check in at the Office for a late slip.
- If transporting students of various grade levels, parents are requested to drop off and pick up all students at designated car line.
- Students picked up after 3:50 p.m. will need to be signed out of Kids' Club for which a fee will apply for pick up after 3:50 p.m.

Know and follow the car line route

South Campus Car line – Fourth through Eighth grade students

Enter NE 70th Street, heading east. Pull into the parking lot and circle through 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.

South Building Car Line/Cell Phones

Students waiting in car line after school are not allowed to have their cell phones out unless a teacher or staff member has granted permission. Students should be attentively and safely waiting for their ride.

Carpools

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

FINANCE OFFICE PROCEDURES/POLICIES

Tuition and ancillary charges are billed monthly for each family and student. All payments for tuition and ancillary costs are due by the 15th of the month, but may be paid earlier. Tuition amounts are billed according to the enrollment agreement. Ancillary charges include, but are not limited to, lunch program charges, Kids' Club charges, school events, tutoring, music lessons, after school clubs and programs, athletic programs, school sponsored events, Holiday Shoppe charges, library late fee, select auction charges, and prepackaged school supply kits.

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

- The family will be assessed a \$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 SMART Tuition 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 family will be reported to the School's Board of Trustees and may be turned over to a formal collection process. Note that a formal collection process may affect a family's credit rating.
- Families whose accounts remain unpaid after 90 days risk their student(s) being allowed to attend classes at Oakhill Day School until their account is made current.

In addition to our collection procedures please note:

- Oakhill charges 3% fee for credit card usage.
- Oakhill will not release grade card information to a family with a past due student account.
- Oakhill will not release Standardized Test Scores to a family with a past due student account.
- Oakhill will not release student records for enrollment in another school to a family with a past due student account.
- 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 Finance Director.
- 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 enrollment.
- All contracts are final and binding upon signature. Therefore, the terms and conditions regarding payment obligations will be upheld. A collection agency may be employed to assist in collection efforts if necessary to enforce contractual obligations. Please note that by going through formal collections process, a person's and/or family's credit rating may be affected.
- SMART Tuition will also assess fees for failed transactions such as insufficient funds for checks submitted and declined credit card payments. All fees assessed by SMART Tuition do not go to Oakhill Day School and remain as payment for their services.

HOURS

Kids' Club from 6:45 a.m. – 8:10 a.m. for Pretoddler-Third Grade

Car line from 8:10 a.m. – 8:25 a.m. for Pretoddler-Third Grade

AM Care from 7:00-8:00 a.m. for Fourth-Eighth Grade

Middle School Classes begin at 8:25 a.m. – students are expected to be in class at 8:20 a.m.

Pretoddler-Third Grade Classes begin at 8:30 a.m.

Half Day Classes dismiss at 12:00 p.m.

Full Day Classes dismiss at 3:30 p.m.

Car line from 3:30 pm – 3:50 p.m.

Kids' Club from 3:30 pm – 6:00 pm

KIDS' CLUB

Kids' Club consists of our Shine team (Pretoddler-Prekindergarten), Journey team (Kindergarten-5th grade) and Ignite team (6th-8th grade). It is available to all current Oakhill Day School students before school from 6:45 to 8:10 a.m., after school from 3:30-6:00 p.m., during parent/teacher conferences, staff development days, winter break, spring break. Kids' Club is available on snow days from 9-4 for a fee of \$100.

Please refer to the school calendar online for a complete listing of Kids' Club offerings during the school year. Additional information regarding Kids' Club Policies and Procedures can be found in the Kids' Club Handbook which is linked below.

Kids' Club Handbook

https://www.oakhilldayschool.org/uploaded/Site_Files/Academics/Handbooks/Kids_Club_Handbook_19_20_v1.pdf

Kids' Club Pricing

	Type of Care	Journey & Ignite (K-8)	Shine (PT-PK)
5 Day Students: Yearly	AM Only	\$852.00 (~\$4.80/day)	\$852.00 (~\$4.80/day)
	PM Only	\$1,603.00 (~\$9.30/day)	\$1,650.00 (~\$9.60/day)
	All Inclusive	\$3,500 grades K-3; save \$475 \$3,350 grades 4-8; save \$465	\$3500 grades Pretoddler-Prekindergarten; save \$500
5 Day Students: Monthly	AM Only	\$120.00 (~\$6.98/day)	\$120.00 (~\$6.98/day)
	PM Only	\$211.00 (~\$12.27/day)	\$216.00 (~\$12.56/day)
2 & 3 Day Students: Yearly	AM Only	\$478.50 (~\$4.79/day)	\$478.50 (~\$4.79/day)
	PM Only	\$919.00 (~\$9.19/day)	\$946.50 (~\$9.47/day)
	All Inclusive	\$2,310 kindergarten only; save \$475	\$2,310 grades Pretoddler-Prekindergarten; save \$500
2 & 3 Day Students: Monthly	AM Only	\$72.00 (~\$7.20/day)	\$72.00 (~\$7.20/day)
	PM Only	\$133.00 (~\$13.30/day)	\$135.50 (~\$13.55/day)
Punch Cards: 5 Visits		\$80.00	\$90.00
*Staff Development/Break Care	Full Day Care	\$75 early registration	\$75 early registration

LOST AND FOUND

Families are 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 areas in the Main Campus Building and the South Building. Items left unclaimed will be donated to charity at the end of each quarter.

LUNCH

When prospective families ask what sets Oakhill apart from other schools, the number one differentiating factor that comes to mind is the quality and uniqueness of the academics. Many variables attribute to this academic success,

such as our wellness initiative. Wellness encompasses fitness (Physical Education each day), nutritional education (cooking classes, label reading, and connections with farmers), gardening, and a general knowledge of the food they eat each day.

PRETODDLER-THIRD GRADE

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
- Fun Friday festivities – tastings, local farmers, education
- If enrolled in PM Care or attending PM Classes and Clubs, each child may receive an afternoon snack
- Optional daily lunch entrée, sides, and white or chocolate milk
- Optional Fun Friday lunches with entrees, sides, and soup/salad/sandwich bar, and white or chocolate milk
- Students who bring lunch from home can sign up for white or chocolate milk (punch card \$10 for 20 cartons of milk or \$.50 each carton)

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 10pm the week prior to when it is served

FOURTH-EIGHTH GRADE

Our Fourth-Eighth Graders will enjoy:

- A hot served breakfast will be available 7:30-8:15 a.m.
- Cooking Electives are offered (6th-8th only)
- All inclusive (all you can eat) lunch bar including at least two entrees, 3 sides items, soups, salad, sandwiches, fruit and dessert
- Lunch beverages including white milk, chocolate milk and juices.
- A fruit basket and/or a dry snack (i.e. trail mix) will be available at all times in the café.

South Building students (Fourth-Eighth grade) will participate in our all-inclusive café style lunch program.

PARKING

Parents have several parking options available. Please make sure to honor designated handicapped 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, gravel area by gym, 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
- Street side 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.

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- Do NOT park on the street in front of the Elks' Lodge.
 - 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.
 - The East Parking Lot (behind the school)
 - Designated for Oakhill Day School usage from 7:00 a.m. to 4:00 p.m.
 - Use the sidewalk to the north side of the building and enter the main doors.
 - There are approximately 25 spots available for parking at the South Building
 - No parking in the visitor, reserved or handicapped parking spots in the South Building lot.

NOTE: During normal school hours parents/visitors must enter the Main Campus Building from the main entrance (northwest door with teal awning) on the north side of the building regardless of parking location. 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.

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 Central 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.

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 Panthers on the Prowl and Middle School athletes 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. Team photos will be used in the yearbook.

SCHOOL CLOSINGS

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

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 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 will 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 begin at 10:00 a.m. with school starting at 10:30 a.m. 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.

SECURITY

During school hours, please enter the Main Campus Building through the northwest doors (with teal awning) and the south building through the main door. Families shall use their unique personal codes to gain entrance into the school. All others will have access granted through monitoring in Main Campus Building Central Office or south building reception area. Doors are not to be propped open at any time.

Please report any individual or vehicle that appears suspicious. We will not hesitate to call the police concerning suspicious individuals or activities.

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 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 has a detailed crisis plan including many scenarios.

VISITORS

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

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS

Oakhill Day School admits students regardless of gender, gender preferences, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It

does not discriminate on the basis of gender, gender preferences, race, color, national or ethnic origin 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 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 to tour the school.
2. Complete and submit an online application and nonrefundable application fee.
3. Arrange for records and recommendations forms to be sent from student's current/previous school, if applicable.
4. Schedule time for student to visit his/her prospective grade level and be individually assessed.
5. The student's application, records, visit and individual assessments 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 when the contract has been signed by a parent or legal guardian and the Head of School, and the tuition deposit, along with fees have been received.

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 four months. Additional information:

1. The current family earning the referral credit is determined by the information entered on the new student's 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.
 - Example 1: A five day full-time student attends ten half-days per week, calculating to $10 \times \$50 = \500 .
 - Example 2: A three day full-time student attends six half-days per week, calculating to $6 \times \$50 = \300 .
4. If the referred family starts after the first day of school, the above calculation is prorated based on the number of days the tuition is prorated.

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5. The credit is limited to \$500 for each first-time family referred, regardless of the number of students in the family.
 6. Employees of Oakhill Day School may not receive an Ambassador Referral credit.

PTO Coffee Round Tables

Held throughout the year, these casual events provide parents, teachers, and administrators a time to connect through forum type discussion on various topics in regards to Oakhill. Parents are highly encouraged to attend these events as our Oakhill representatives are always excited to answer questions, hear concerns, share and discuss academic expectations and educational philosophy at Oakhill Day School.

(This is not a time to discuss individual concerns about a specific student or teacher. Such topics are treated as a confidential subject matter that should first be addressed with the classroom teacher, and if necessary, the Division head and/or Head of School.)

Enrollment/Re-enrollment

Students currently enrolled receive priority in this process and are served on a first-submitted basis before enrollment is opened to new students. Per the enrollment contract, all current students are automatically re-enrolled in the subsequent school year. Exclusions include graduating eighth grade students, students applying for/currently receiving financial assistance, or students whose families have notified the school they will not be returning prior to February 15 of the re-enrollment period.

Early January, all current families will receive an Enrollment/Re-enrollment Confirmation form via email to complete for the upcoming school year. On this form each family will:

- Select a payment plan (All payment plans end in January of the upcoming year as this cycle begins again with deposits due February 15).
 - Select/confirm the grade level for each student for the upcoming year.
 - Select lunch payment plan (for 4th-8th grade).
 - Families who do not complete the emailed form will be assigned the payment plan selected the previous 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.
1. The SMART Tuition statement payable by February 15 will reflect charges for the upcoming year's 10% tuition deposit and fees based on the above information for all students, Pretoddler-8th Grade.
 2. If any student is not returning to Oakhill, a written letter or withdrawal form must be submitted to the Admissions Office by February 15.

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, are at the discretion of the Oakhill Day School Administration and Board of Trustees, and 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:

<u>Date of Cancellation</u>	<u>Tuition Liability</u>
Before February 15	No financial obligation
February 16 - March 31	10% of the total tuition obligation + fees
April 1 - May 31	50% of the total tuition obligation + fees
June 1 – July 31	75% of the Total tuition obligation + fees
August 1 - Forward	100% of the total tuition obligation + fees

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 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.

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/>.

Panther Play Dates

During the school year, Oakhill's Admissions Office will host Panther Play Dates for Early Childhood 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.

Referral Program

In addition to the Ambassador Referral Program, additional referral opportunities exist to acknowledge all those who bring prospective families to visit/tour our school. This program works hand in hand with the Ambassador program and extends to Oakhill families and employees.

Student Loans

Oakhill has the ability to take 3rd party payment from a student loan company, should a family choose to utilize this option to finance their student's tuition. The Sallie Mae K-12 Family Education Loan gives you an effective way to pay for your student's private education beyond financial assistance, personal savings, or traditional payment plans. Applications are directly through Sallie Mae. Please contact the Admissions Office for more information.

BIRTHDAY PARTIES

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

- The student is wished a happy birthday on our new Broadcasting venue
- We sing "Happy Birthday" to the student during lunch for kindergarten through eighth 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 pet such as fish or turtle, plant, etc.).
4. **Decorate a box** and send it into 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 **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, pillow case, etc.) Oakhill is doing this!
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 Building:

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

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, Weapons, Active Shooter, 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.

DRESS CODE – FOURTH-EIGHTH GRADE

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
- Items of clothing that expose underwear are unacceptable
- Tops that expose the midriff are unacceptable
- Attire with inappropriate messages, slogans, imagery, or symbols are unacceptable; i.e. political slogans, offensive phrases, etc.
- 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

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 (includes 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, Spring Musicals, Spirit Days, etc.

Inappropriate Dress

Students who come to school with inappropriate attire will be addressed by school personnel (typically the Division Head) and be asked to modify his or her dress, or asked to call home for a change of clothes.

Communication is an essential component for 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 Head of School. Parents will receive information regarding classroom specific information regarding field trips for their student.

Dress Code – Field Trips

Oakhill Day School T-shirts or sweatshirts should be worn on field trips by both student 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 Central 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. Fourth – Eighth grade students sack lunch is provided in the pre-purchased all-inclusive meal plan.

Transportation

Transportation is provided by vans, buses or parent volunteer. 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 Office Coordinator. A copy will be made and retained for the remainder of the current school year.
- Parent drivers are representatives of Oakhill Day School and should model exemplary behavior while on a field trip and in the care of its students.
- 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 provided is under the car line section of this handbook
- Parents may only transport assigned riders to and from a field trip. Additional stops not included on the classroom itinerary are prohibited.
- Parent drivers must complete the Chaperone/Driver Responsibilities, Procedures & Contract form.

Cell Phones

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

PET POLICY

No family pets (dogs, cats, etc.) are allowed in the building for health, safety, and liability of our employees, students, and facility without permission. Service dogs are allowed.

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.

Intermediate/Middle School

Dress Code

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. 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

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 Head 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 temperature allows. We will make every effort to keep the black top cleared off during times of snow. Students who have snow gear may play in the snow while others will remain on the black top. If it is raining, indoor recess is necessary.

SNACKS

Healthy snacks will be provided by Oakhill for the students.

Healthy Snacks in the classroom is 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:

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

The Oakhill Food Service Program 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.

WELLNESS POLICY

A school and parent committee created a wellness plan containing targeted goals for future years with regards to nutrition, gardening, physical fitness and lunch.

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. 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. 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 reason. 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 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

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

ACADEMICS – MIDDLE SCHOOL

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 horizon. Electives meet for 4-8 weeks daily for 42 minutes. Elective classes are graded and reflected on the grade card.

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 diverse characteristics, including gender, race, religion, and socioeconomic background. 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 such lifeskills as honesty,

cooperation, effort, common sense, caring, friendship, flexibility, sense of humor, perseverance, responsibility, problem solving, patience, integrity, organization, and initiative.

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 guide is a living document and can on the website.

FINAL EXAMS –EIGHTH GRADE

At the end of each semester 8th 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.

GRADING

Progress reports for first quarter will be made available prior to Parent/Teacher Conferences. Progress reports for second and 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. Department teachers will provide a written comment in at least one quarter. Grading or report card information will NOT be distributed if a family's SMART Tuition account has a past due balance.

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

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 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

Intermediate/Middle School

- 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.

SCORING – MIDDLE SCHOOL

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

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 ongoing use of rigorous testing methods and higher ACT scores.

Oakhill Day School administers the Comprehensive Testing Program (CPT) test, 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.

STUDENT CLUBS & ACTIVITIES

AFTER SCHOOL CLASSES AND CLUBS

After school classes and clubs are offered through Kids' Club under the direction of the Kids' Club Coordinator and Director of Auxiliary Services. 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, guitar lessons, tutoring, and intramural sports. 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.

ALUMNI CLASS COORDINATOR – EIGHTH GRADE

Two students from the eighth grade class who are responsible, loyal to the school, and willing to show continued support post-graduation will be selected as an Alumni Class Coordinator. 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.

ATHLETICS

Student-athletes have the opportunity to participate in a variety of athletic programs and are encouraged to participate in multiple sports throughout the year. Coaches for each team will be announced prior to the season start date. Please see the athletic calendar for practice and game information. The athletic website lists addresses for all games/meet venues. Additional information regarding athletics is located in the Athletics Handbook which is linked below. Please contact Kellen Smith with questions.

Athletics Handbook

https://www.oakhilldayschool.org/uploaded/Site_Files/Academics/Handbooks/Athletics_Handbook_19_20_v1.pdf

LOWER SCHOOL MORNING CLUBS

Morning clubs are offered to kindergarten through third grade students one morning per month at 7:30 a.m. See the calendar for specific dates.

Clubs sponsored each year include:

Book Buddies

During each club session, students will read a story and participate in a craft activity that compliments what they read. By connecting reading of written language, inference, interpretation, prediction and understanding in a creative environment, students not only reinforce valuable concepts, but also deepen their love of reading.

Kindness

More details to come!

Mathemagic

Students participate in a variety of enrichment activities to discover the “magic” in math. This club can reinforce current curricular areas, provide exposure to new concepts, or just demonstrate the awesome power of numbers!

Spectacular Science

Students will participate in experiments and science related experiments enhancing their science knowledge. With a passion for fun and experimentation, students learn that science is ingrained in everything that we do or want to do in the future. Hands on experimentation and exploration provides enrichment and opportunities for discovery.

Prekindergarten Clubs

More details to come!

MATH COMPETITIONS

Fourth-eighth grade students have the opportunity to participate in multiple math competitions throughout the school year.

MUSICAL PROGRAMS

All students participate in the winter musical. Lower school and intermediate students will participate in a grade level showcase through the year. Middle School students enrolled in the drama elective will present a drama performance. Specific dates are listed on the school calendar. Parents, relatives, and friends are encouraged to attend the traditional programs.

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 \$40.00.

SPELLING BEE

Students in first 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 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 seventh and eighth assist the Admissions Office and school community by serving as tour guides, student hosts and greeters, and by creating a welcoming environment. Students who are interested in becoming a

student ambassador must fill out an application, receive two letters of recommendation from non-family and non-staff members, and complete an interview with faculty, staff, and community members. Ambassadors will be chosen to fill the position for one school year.

STUDENT COUNCIL

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

SUMMER PROGRAM – OAKHILL FULLY CHARGED

The Oakhill Fully Charged Summer Program offers traditional summer camp fun, games, field trips, and other activities. Open to students in grades Pretoddler - 8th grade, campers all over the KC metro area are welcome to attend. The program runs from the end of the academic school year to the start of the next academic school year. Including before and after care, the program operates from 7:00 a.m. to 6:00 p.m. Catalogs for the upcoming summer will be available on the website in mid-January, with registration open January 18.

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 grade students. Photographs and captions are gathered that reflect activities and events during the school year. Each student is included in this annual publication. Team, club, and other group photographs are taken throughout the year and will be included in the initial publication or via a spring insert.

SCHOOL EVENTS

AUCTION

The Annual Children's and Adult Auctions are Oakhill's largest social and fundraising events. 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 auctions are 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 fund raising 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 Development Office and the Alumni Coordinator provide 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 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 families SMART Tuition account.

BRUNCH – KINDERGARTEN AND EIGHTH GRADE

Graduating Kindergarten and Eighth grade students and parents are invited to a brunch honoring their accomplishments immediately following the Kindergarten Graduation. The eighth graders will be recognized and “lifers” will be honored during brunch.

BUDDY FAMILY DAYS

One or two students from Pretoddler through Eighth grades, faculty, and staff members are assigned to an Oakhill “Buddy Family”. Quarterly, 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.

CARNIVAL

A school carnival is held annually. It is 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. For more information about this program, contact the Admissions Office.

DAUGHTER AND SON DATE NIGHTS

These fun themed events for Pretoddler through Eighth grade students and parents 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.

FIELD DAY

Field Day is an annual event organized by the Athletics Coordinator and PE personnel. 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 and parents are encouraged to attend, participate, and volunteer. The date may be found on the calendar. An alternate date is provided for inclement weather.

FLAPJACK BREAKFAST

The flapjack breakfast is a fundraising event from the Development Office. The breakfast is held on field day in the morning before the field day activities begin.

GLADFEST PARADE

Oakhill participates in the Gladfest parade on the first Saturday in October. Our parade float is designed and built by the Middle School Student Council. Families, faculty, staff, and friends of the school are welcome to walk with our float during the parade or cheer from the sidelines along the parade route. Students participating from fourth grade and lower shall be accompanied by a parent or designated adult. 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

Social Studies curriculum provides global exploration and cultural insight to countries and/or continents beyond the USA. Each grade is assigned a specific geographical focus and 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. Each year, the entire school participates in a culminating activity of their world study including live performances, a speaker, ethnic exhibits and food. Students are engaged throughout the day and parents are welcome to join us for the after school fair.

GRADUATION – 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 and a graduation fee will apply.

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 formal attire. Kindergarten parents are encouraged to attend this special occasion and a brunch will follow the ceremony.

GRANDPARENTS' AND SPECIAL FRIENDS' DAY

Grandparents' and Special Friends' Day 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.

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.

HOLIDAY SHOPPE

All students have the opportunity to participate in a holiday gift shop held by the PTO. Students may choose gifts for family, friends, teachers, and pets with the assistance of parent volunteers. Gifts available are trinkets found at similar shopping venues for students during the holiday season. This event is simply meant for fun and to provide a "grown up experience" for our students.

LEARNING EXPO & ART SHOWCASE

This annual Learning Expo provides a full evening of “hands on” experiences in all subject areas for the entire school with displays located in the Main Campus Building. The Art Showcase is also on display that evening in the South Building and provides a gallery style display of creative learning led by the Art Department. This is one of the most exciting events held all year. Parents are encouraged to attend and bring family and friends! Students will act as guides on this night, sharing their unique learning environment with their guests.

PARENTS’ TEA WEEK

Parents’ Tea is a tradition for students and parents at Oakhill Day School. In May, students invite their parents (or special guests) to share in the festivities. Students and teachers work hard to make this event special by showcasing their learning experience and hard work. Following their classroom experience, parents may accompany their student to the Spring Book Fair. Parents of eighth grade students will attend a luncheon in addition to the Parent’s Tea. 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.

SKIP DAY – EIGHTH GRADE

The last Monday prior to graduation is designated as the official skip day for the Eighth Grade class. A group activity will be planned for the day.

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: PJ day, crazy hair day, hat day, sports day, etc. See the website calendar for dates.

TUESDAY TOWN MEETINGS

Tuesday Town Meetings (TTM) include all students and are held in the Commons on scheduled dates either at Main or South Campus Building from 8:40 a.m. to 9:00 a.m. Emcees are part of the K-8 Technology Curriculum. TTMs help unite the school allowing teachers to share happenings in their curriculum, special projects, songs, etc. TTMs provide an opportunity for the 2 campuses to connect and share.

STUDENT RESPONSIBILITIES AND PRIVILIGES

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:

- **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.

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.
- **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.**

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- **Possession of weapons:** No student or visitor to the Oakhill campus or location of other school-related functions, regardless of where held, may possess, display, offer for sale, use, or threaten to use any gun, bomb, knife, or other dangerous weapon or any object that might have a reasonable “look-alike” resemblance to a dangerous weapon.
 - **Possession of drugs or alcohol, cigarettes or e-cigarettes, commission of 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 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, all nurses, 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. A think space will be used for younger students. 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 Head 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 Head.

HANDHELD ELECTRONIC DEVICES

Students are discouraged from bringing cell phones and handheld devices, including Apple watches, other than their laptop. However, if a student brings a cell phone, iPod, iPad, Nook, Apple watch, etc. from home, it must be checked into the Office with the South Building receptionist upon arrival and picked up when leaving school for the day.

HARASSMENT POLICY

The Oakhill Day School community is enriched by its diversity. The School recognizes and respects individual differences in background in regard to culture, race, ethnic origin, religion, gender, sexual orientation, and disability. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the school community recognize certain guidelines for appropriate behavior. 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 culture, race, ethnic origin, religion, gender, sexual orientation, or disability
- Pressure to use alcohol or drugs
- Inappropriate physical contact

If you feel that you have been harassed, you should promptly report the incident to a teacher, Division Head or the Head of School. The teacher, Division Head 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-Fourth grade students will be assigned lockers to assist in organization. Fifth-Eighth grade students will be assigned HIVES or personal cubes. 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 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 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 Responsible Use Principles 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, district-provided equipment as well as personal devices (computers, tablets, cell phones, laptops, netbooks, e-readers, and more).

We recognize that there are guidelines for students to use new technologies in a meaningful, safe, and responsible way. But with these new opportunities come new responsibilities. We want students to embrace the following principles so they may become responsible, digital citizens.

In accepting this agreement, students acknowledge the following rules and conditions:

I will use technology in a meaningful, safe, and responsible way.

- I understand that I represent the school in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on the School.
- I will use technology resources productively and appropriately for school-related purposes.
- I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I understand that my school network and my school account are the property of Oakhill Day School and anything that I do can be monitored.

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- I understand that Oakhill Day School Administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

I will use technology in accordance with the laws of the United States and the State of Missouri.

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

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

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

STUDENT SERVICES AND SUPPORT

ADVISORY – MIDDLE SCHOOL

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. 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.

COUNSELING AND STUDENT SUPPORT SERVICE – MIDDLE SCHOOL

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 and 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.

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 Health Coordinator 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 Nurse will call the parent designated to be called first. If that person cannot be reached, the Nurse will continue to call the designated individuals on the emergency contact form.

Biting

- Anytime a student is bitten by another student while at school, the Nurse will administer first aid and call parents or guardians of both students involved by either the Nurse, Head of School, or teacher.
- The Head of School and School Nurse should be made aware of all bites.
- If a pretoddler, toddler or preschool student bites more than once per quarter, parents will be called to take the student home.
- If a 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 Nurse.

- 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 will be taken to the Nurse's office 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 Nurse's office and a parent will be called to take the student home.
- Students with an unusual rash, bite, or other sign of illness will be referred to the Nurse who may call the parent for information regarding the symptoms. As a result of this information gathering process, the Nurse may determine the student should be excluded from school.

Contagious and infectious disease

A student who has any of the following diseases will be excluded from school as follows:

- **Chickenpox** – A student will remain out of school until all eruptions are fully scabbed. Particular attention must be paid to eruptions on the student's hands. Often, they are the last to heal. The Nurse is responsible for sending parents notification of a contagious disease when a chickenpox case is contracted in a given classroom.

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- **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.
 - **Lice (Pediculosis)** – If a student has an active case of head lice (which is defined as having lice or nits with 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 Nurse's office. The Nurse 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. The Nurse will determine if other students must be checked for lice as well.
 - **Mumps** – Excluded for ten days from onset of illness.
 - **Rubella (German Measles)** – Excluded for seven days after onset of rash.
 - **Streptococcal Disease (including Strep Throat)** – Excluded until 24 hours after appropriate antibiotic has begun and for ten days if antibiotics are not administered.
 - **Ringworm and Impetigo** – Excluded until under medical treatment by a physician or affected areas needs to be covered.
 - **Whooping Cough, Diphtheria, Meningitis, Typhoid Fever, and Tuberculosis** – A student who has any of these diseases will be excluded from school until a release is obtained from the student's physician.

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 nurse in the office. If a child needs any medication during school hours (prescription or non-prescription) the parents must send the 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.

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 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 original container with 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 to the Nurse's Office.
- Inform the school nurse 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 school nurse 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 school nurse and teacher directly about its administration.

The responsibilities of the parents are:

- Direct communication with the school nurse 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 original container with students 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 school nurse. 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 no OTC medication will 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 nurse. With non-emergency illnesses, students may rest in a supervised area away from the other children until they can be picked up. Parents will be asked to pick students up immediately for the following:

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

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 Mr. Cole or Mrs. Newhouse.

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

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. Only Oakhill's health staff will have access to student health information.

Starting in June, 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 login 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 homepage titled SchoolDoc.com.

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

Sixth - Eighth Grade students 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 service.

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

- All Summer hours (May 25-August 14) are due August 31
- All hours completed during the first quarter are due October 18
- All hours completed during the second quarter are due December 19
- All hours completed during the third quarter are due March 13
- All hours completed during the 4th quarter are due May 22
- All hours for the Presidential Award are due April 10
- 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

Fulfillment of service hours is a requirement for graduation.

OAKHILL MERCANTILE

The Oakhill Mercantile sells Spirit Wear, Scrip 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

The main campus store is adjacent to the commons in the main building. Students visiting the Main Campus Building Spirit Shop must be accompanied by a teacher. It is also open during major school events including Back to School Night, Carnival, Musicals, and more!

South Campus

The South Building store is located in the main hallway. It will be open/staffed daily from 8:00 a.m. – 4:00 p.m. It will also be open for major school events that are held in the South 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.

FAMILY INVOLVEMENT

AMAZON SMILE

If an Oakhill family or friend makes purchases through Amazon™, they have the potential to help the school earn money through their shopping experience. All it takes is a small switch to the web address used to access one's account. Use www.smile.amazon.com and log in to your Amazon™ account as normal. Shoppers will be asked to designate an organization to help in their fundraising efforts. Please choose Oakhill Day School, Gladstone MO and start shopping. Amazon™ tracks purchases and automatically sends Oakhill a check twice per year based on qualified transactions.

ANNUAL 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 Annual 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.

The annual budget requires this fiscal 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 Annual Fund contributors is included in the Annual Report which is published and distributed to all Oakhill Day School constituents.

BOOSTER CLUB (PANTHER CLUB)

This school led organization operates with the advice and consent of the Head of School, the Athletic Administration, and parent volunteers. The Booster Club fosters growth and interest in the athletic programs and supports our

student athletes through parent and community involvement, attending athletic events, and sponsoring/organizing events and banquets.

The Booster Club encourages our student-athletes and coaches to demonstrate and model ideals of good sportsmanship, school spirit, athletic excellence, 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.

Funds generated by the Booster Club through memberships and donations are used to assist in purchasing new athletic equipment, enhance athletic programming, purchase uniforms, and provide needed athletic equipment. More information on the Booster, including membership levels and benefits, can be found on the Athletic website. www.oakhilldayschool.org/teamregistration

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 one athletic event 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 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
- Help decorate Middle School HIVES for athletes at the start of the different sports seasons

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. Our goal is that:

- Parents will become a member of the Panther Pride
- Parents will actively engage and participate in volunteer opportunities such as the ones list 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 clipping Box Tops coupons from hundreds of participating General Mills products. Box Tops also offer ways to earn money online. This is managed by the Development Office.

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 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 coordinating 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 Division Heads/Head of School, 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. Parent feedback and communication is welcome.

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.

Parents are encouraged to call teachers or the Division Head if they have specific questions or concerns regarding their student. Parents are to refrain from conduct or activities that are disruptive, disloyal or detrimental to the administration, faculty, staff, and/or the educational or extracurricular environment of the school. Failure to comply may result in contract termination and dismissal of a student.

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 depend 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 both of understanding the problem and taking measures to address it. Specifically, where an individual student is concerned, usually the first person to involve will be the student's classroom teacher or 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.

COMMUNITY PARTNERS

Community Partners are businesses within our community 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. This program is managed by the Development Office.

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 and parent goals for 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 parent or teacher. All school conference dates are listed on the school calendar. Childcare is offered for parent/teacher conferences.

MIDDLE SCHOOL – STUDENT LED CONFERENCE

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.

FUND-A-NEED

Fund-a-need, traditionally part of our Annual Auction, is a fundraising initiative which aims to raise funds for a specific facility need identified by the Head of School and Director of Finance. Fund-a-need dollars are not meant to substitute those raised during the Annual Fund as these are designated funds.

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 Annual 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 Annual 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 Development Office and the Central Office.

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 Development Office 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 includes classroom group pages as well as group pages for new families, committees, graduation and more. The HUB allows each family to customize their experience - calendar views, class updates, alerts - based on their needs. Email and text alerts can also be set up through the HUB for the school/classroom calendars and classroom group page activity stream updates.

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.

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. Specifics regarding volunteer committee opportunities can be picked up at the school. The school needs and appreciates the talents and time of parents. Parents who are interested in learning more about volunteer opportunities at Oakhill may contact any member of the PTO Executive Committee at PTO@oakhilldayschool.org or you can also contact Rebecca DiGerlamo, Community Relations Coordinator.

Room Parents and MS Grade Level Coordinators

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

- Welcoming 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
- Prekindergarten parents are asked for support with providing preparation and staffing for the Kindergarten Brunch
- Seventh grade parents in concert with the school provide preparation and staffing for the Eighth Grade Graduation Reception

PUBLICATIONS

The ACORN

The ACORN is an e-newsletter sent bi-weekly, 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 funding level.

SHOP WITH SCRIP

“Shop with Scrip” is gift card program in which gift cards are offered to Oakhill Day School at a discount, but shoppers purchase at face value. The difference supplements fundraising income in addition to other rebate programs offered through the Development Office. An order is placed once a month that can allow you to shop from hundreds of retailers for gift card options. The order is always placed on the first of the month and faculty have the option to payroll deduct their Scrip purchases.

To get started, visit www.shopwithscrip.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 parents, grandparent, and alumni body. Oakhill also has a Volunteer Guide that lists the volunteer opportunities throughout the school year. Contact Rebecca DiGerlamo, Community Relations Coordinator, if you have questions about volunteering!

WISH LIST

Teacher/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 teacher or 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 the Annual Fund. If you have any questions, please contact the Development Office.

2019-2020 Oakhill Day School Handbook Acknowledgement

I have received a copy of the Oakhill Day School Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook, in the latest version, will be available on the school website (oakhilldayschool.org) and is applicable to all students 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 is practical.

Print Student's Full Name: _____

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date