



Community Handbook 2019-2020

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Dear Oak Hill School Community Members,

Please read this handbook thoroughly. A team of Oak Hill School faculty and staff have spent extensive time developing the policies and procedures contained herein. It will help you to understand the expectations for every student, parent, and faculty member. Understanding our expectations will help you to be a happy and productive part of the OHS community.

Each year, we ask that every student and parent/guardian sign an agreement indicating review and acceptance of the school policies outlined in the handbook.

Please note that the most current updates and amendments to this document will be posted on the OHS School website, www.oakhillschool.net. Physical copies of this document will only be available to new families and upon request.

What's New in the 2019-2020 Handbook

We have updated the content to the handbook. We strongly encourage you to read – or re-read – the handbook before the start of this school year.

Thank you!

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MISSION

Oak Hill School is an accredited, independent, progressive prep school committed to excellence. The school enrolls students from preschool through twelfth grade. OHS does not discriminate based on an individual's age, race, color, religion, national origin, gender, sexual orientation, disability, or other basis covered by applicable local, state or federal law.

●Mission Statement

Oak Hill School's mission is to provide the best K-12 education, creating caring and responsible critical thinkers.

●School Motto

- We Respect Ourselves.
- We Respect Each Other.
- We Respect the Environment

●Head of School's Statement

Welcome to the Oak Hill School 2019-2020 Community Handbook. I hope you find the information your family needs to understand the guidelines and policies of our wonderful school. We are entering our silver anniversary 25th year and are proud to be the only preschool through twelfth grade independent school in the county. We pride ourselves on our high standards, enriched programs, small class sizes, and the quality of our student body and teachers. With our incredible offering of languages (including being recognized as a Confucius Classroom for the teaching of Mandarin Chinese), our inclusive and rich international student program, a strong focus on the arts, a strong math and science program, a K-12 fitness program, filmmaking, and a strong focus on community service for students as well as parents, we are truly unique. I can't help also mentioning the natural beauty of our 72-acre campus. Every day we all travel to every corner of it, and I can't imagine this doesn't impact a wonder and respect for our natural world. From our caring community to the natural beauty of our campus, Oak Hill School is fantastic place for your child to thrive. If there is anything you'd like to discuss, please know my door is always open.

Warmly,
John O'Brien/Mr. O

●Accreditation

OHS is fully accredited by the Northwest Association of Independent Schools (NWAIS), NAIS (National Association of Independent Schools), and the

Northwest Accreditation Commission (NAC – AdvancedED). It is a registered private school with the Oregon Department of Education.

THE SCHOOL COMMUNITY

Great independent schools provide a community united by a universal belief in the school's mission and philosophy. Given this common bond, students, parents, faculty, administrative staff, and the Board of Trustees can collaborate in a trusting and productive relationship.

●Students

The success of the school year depends on students at every grade level demonstrating purpose, respect, and commitment to the mission and philosophy of OHS. To derive the best possible education from the opportunities at OHS, students are expected to attend and to participate actively in classes and other school activities. Through these activities, academic and co-curricular, students have the privilege and responsibility for helping fellow students, friends, and faculty to make OHS a stronger and more purposeful community.

Students at OHS are granted reasonable freedom in order to learn independence. This teaches students that, in order to enjoy freedom, individuals must be willing to accept responsibility and accountability for their own actions within the community.

●Faculty & Staff

The head of school serves as the professional educational leader and chief executive officer of the school. Every member of the OHS faculty and staff are educators. Their primary goal should be to fulfill the mission of OHS through every interaction with students, parents and other community members. Specifically, the faculty and staff must always demonstrate respect for the potential of each individual and her or his family. The faculty should also nurture a safe, comfortable, and supportive educational environment; one which is conducive to student success. Faculty should help students grow to their fullest potential by both supporting and challenging them; provide meaningful and appropriate academic assignments; guide families to ensure the success of their student(s); enforce expectations guidelines fairly and consistently; work always—individually, collegially, and collaboratively—to maintain OHS's superb reputation as an academic community that cares about the individual student.

●Parents

Parents play a crucial role in their student's educational life and in the life of an independent school. To be successful, every independent school needs and expects the cooperation of its parents who must understand and

embrace the school's mission; share its core values; abide by its rules; support its governance, curriculum, faculty, and staff. Not only are the parents advocates for their students, they also support the faculty and administration through extensive volunteer activities. Parents are encouraged to work productively with teachers and staff by staying informed about their student and important events in the life of the school. The school should provide parents with timely and pertinent information. School staff should welcome parents' thoughtful questions and suggestions. When joined by a common set of beliefs and purposes, the independent school staff and parent body form a powerful team with far-reaching positive effects on students and the entire school community. Working together, parents and school professionals exert a strong influence on students to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, and respect.

Parents are expected to support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to any issue. If a parent does not agree with a staff member's decision, he or she should express opinions directly with the decision-maker. Parents are encouraged not to "lobby" other members of the school community about an opinion. This is considered "triangulation" and can hurt the cohesiveness of the community as a whole. Although parents may not agree with every decision, they should find enough common ground to continue a mutually respectful relationship with the school. In the extreme case that a parent cannot remain a constructive member of the community, both the parent and the school should consider whether another school would be a better match for the family.

● **Board of Trustees**

The ultimate responsibility for OHS resides with the board of trustees. With the school's mission and philosophy as its cornerstones, the board holds the school's integrity in trust. By establishing institutional policies and monitoring their implementation, the board provides overall leadership and governance to the school.

The board of trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating, or firing of faculty and staff. Instead, the board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the head of school, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the head of school in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the board acts only as a whole; individual trustees, including the board chair, have no authority to act unless specifically authorized to do so by the board acting as a whole.

Parents who are interested in high-level decision making are encouraged to stay informed about the work of the board of trustees by reading school publications, talking to the head of school and attending appropriate meetings. Parents with concerns regarding decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process. They should not expect the board of trustees to act as an appeals board. In an independent school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the head of school.

Members of the board of trustees are volunteers who serve three-year terms of office. The board may have up to fifteen members consisting of both parents and interested community members. The board, as a whole, meets quarterly. General meetings are open to all. Anyone wishing to place an item on the agenda should contact the board chair at least ten days before the meeting.

●Community Support Association

A parents' association in an independent school provides a vital and much-appreciated service to school leadership and the entire school community. At OHS, the Community Support Association (CSA) provides the support and auxiliary fundraising necessary to support a multitude of programs and activities. Because the CSA is so important, and its volunteer activities potentially so wide-ranging, a set of written by-laws has been developed in consultation with the administration and the board of trustees, that make clear its procedures and role as a service organization. For more information on the CSA, please visit our web site at <http://www.oakhillschool.com> and click on **Our Community**, then click on **CSA**, or ask the front office for CSA contact information. The CSA also sends out notifications about meetings, service opportunities, and events.

ADMISSION

Through the admission process, OHS seeks to consider the needs and interests of a prospective student and her/his family, as well as the mission, educational program, and daily practices of the school. To provide a richer learning environment, OHS seeks a student body that is diverse in ethnicity, culture, gender, and socioeconomic status. Admission decisions are made by the admission director after a holistic review with input from administrators and faculty members.

OHS defines a mission appropriate student as someone who is:

- interested in and capable of going to college;

- motivated;
- interested in being challenged to develop his or her intellectual and creative abilities;
- contributing responsibly to the school, local, community, and global communities;
- capable of and interested in developing a good character.

●Re-enrollment

Students retain their place at OHS by consistently meeting academic and behavioral expectations. Re-enrollment is not automatic. Those students who continue to have academic difficulty, do little to improve, and persist in a negative or nonproductive attitude might not be offered re-enrollment. The decision not to re-enroll a student is made at the end of the year between the head of school and division heads with input from the faculty.

FUNDRAISING

Fundraising is essential to the financial integrity of every independent school. Each year the gap between tuition revenues and total annual operating expenses must be filled by fundraising. To help the school raise the funds necessary to cover this gap, every OHS family is expected to participate in school fundraising efforts. Major fundraisers include the annual fund and the auction.

OHS is a not-for-profit 501(c)(3) organization. Gifts and donations are tax deductible, except those for which a good and/or service is provided to the donor.

●Annual Fund

The annual fund supports virtually every facet of campus life. While dollars raised are very important, so is the percentage of participation by each constituency. Families are requested to make a tax-deductible donation.

●Auction

OHS annual auctions have been successful in raising capital funds for facility expansion and operations. We invite our families to participate by donating items for the auction, serving on one of the auction committees, and most importantly, attending the event.

●Gifts-in-Kind

The school often receives donations of tangible items from parents and friends. Gifts and donations are tax deductible, except in cases where the school provides a good and/or a service in return for the donation. While such donations may be intended for a particular class or department, gifts in

kind are given to OHS and will be used to meet the needs of the school as a whole.

● **Other Fundraisers**

The school and other groups such as Student Council (MS/HS), the Pizza Committee, or the CSA, sponsor fund-raising activities throughout the year. These events are often targeted to raise funds for a particular purpose. All fundraising proposals must be approved in advance by administration.

DAILY LIFE

● **School Hours**

Office Hours

The Office is open Monday through Friday from 7:45 a.m. until 4:15 p.m. A member of staff will be available on campus during all after-school and co-curricular activities. Office summer hours are 9:00 a.m. to 3:00 p.m.

School Hours

Grades K-5: Classes begin at 8:10 a.m. and end at 3:00 p.m.
Grades 6-12: Block Schedule – A and B Blocks meet on **alternating** days. Classes begin at 8:00 a.m. and end at 3:15 p.m.

Upper School Block Schedule:

Advisory Schedule (Fri)	Week 1: ABABA (Monday-Thursday)	Week 2: BABAB
8:00-9:05 Period 1	8:00-9:30 Period A1	
9:05-9:20 Morning Mtg	6th grade: 8:00-8:40 PE	
9:20-10:25 Period 2	8:45-9:25 World Language	
10:30-11:15 Advisory	9:45-11:15 Period A2	
11:15-12:15 Lunch	11:15-11:55 Lunch	
12:15-1:20 Period 3	11:55-1:25 Period A3	
1:20-1:30 Break	1:30-2:25 HS	
1:30-2:25 HS Electives/MS PE.	7th/8th MS PE	
1:30-2:25 MS PE/HS Electives	6th Homeroom	
2:30-3:15 HS PE/MS Electives	2:30-3:15 HS PE/MS Electives Mon/Tu/Th/Rotations W	

Before and After School

Safety is a top priority at Oak Hill for everyone. The morning drop-off and afternoon pick up policy for the lower school students is as follows:

Morning Drop-Off

For morning drop-off, we ask that K-3 parents bring their children to the classroom door, fourth and fifth grade students may be brought to the classroom door or dropped off at the gazebo in the morning. School starts 8:10 and you will find that teachers start

right away. Please make every effort to be on time. It is disruptive for your child and to the class when entering late.

Afternoon Pick- Up

4th and 5th Grade Students:

All students must be met in person in afternoon. School is out at 3:00. Fourth and fifth graders may be met on the blacktop just outside the fourth-grade room. They will be in that area with two educational assistants. You must connect with one of the assistants before taking your child. **Children attending after school classes will be directed to their classes at the appropriate time.** Any child still remaining at 3:30 will go to KIDS Club and there will be a charge.

Kindergarten through 3rd Grade Students:

Students will remain in the classrooms until 3:15, the grace period. If, on occasion, you are running late, after 3:15 your child will be in the Gather Room. **Children attending after school classes will be escorted to their classes at the appropriate time.** Any child still remaining at 3:30 will go to KIDS Club and there will be a charge.

For middle and high school students, the Oak Hill School campus provides a safe environment for students to study, socialize, and relax after classes. At the end of the school day, many students are involved in after-school activities, and are under the supervision of the teachers and coaches who are sponsoring those activities. Middle and high school students who are not involved in such activities, and who are in good standing, are free to remain on campus, in specified locations, until 4:00 p.m., subject to the same behavior expectations as during school hours. Students in grades 6-12 may be in the Foyer and the Hub. Students should not interrupt or interfere with after-school classes, clubs, or other co-curricular activities. At 4:00 p.m., the middle school students not in an enrichment program must report to the KIDS Club Program and there will be a charge. **The MacDonald and McGehee Buildings will be locked at 4:00.**

●Campus Traffic

For the safety of our students, please adhere to the 5 mph speed limit and observe the following traffic rules:

Drop-off and Pick-up

Traffic is two-way at the main entrance. You must exit at the main gate unless you proceed past the tech center and exit below the baseball field. The upper school parking lot is now a designated loading zone area and vehicles in this designated loading zone must be attended at all times.

The parking lot to your immediate right as you enter the main gate is for short term parking during the school day. This lot should be used to park and wait during the drop off and pick up traffic crunch times.

The gravel parking lot to your left as the enter the main gate is for short-term parking by lower school parents during drop off and pick up times. Please do not park in the reserved parking spaces.

All staff, faculty, and students must park in the last two rows of the gravel parking lot.

Pedestrians

Parents of students in grade K-3 must park and walk their students to and from class. Pedestrians should use sidewalks and use caution when crossing the road. Students in grades four and five may be dropped off to walk to the classroom in the morning, but must be met at the classroom in the afternoon unless attending an after school class. Students in grades 6-12 awaiting a ride, will remain in the area by the pavilion.

Parking

Students, parents and staff must park their cars in the gravel lot below the office. The pavilion parking lot and spaces in front of the tech center and McGehee Building are reserved for short-term parking for up to one hour. **The High School Student of the Month is given the opportunity to park in the upper parking lot for the month of their recognition.**

Bus

LTD bus service delivers and picks up at LCC. When walking to or from the bus stop, please follow the pedestrian guidelines above. Lower School parents wishing their student to walk from the bus stop must provide a signed permission slip to the front office.

●Lost and Found

Please label students' items with a permanent marker. For misplaced items, please check the "lost and found" bins located outside of the Weber Building, the Acorn Room porch, or the MacDonald back porch. During the year, announcements will be made in the GreenGram prior to disposal of items in the lost and found.

●Campus Boundaries

OHS is a closed campus; students are expected to remain on school grounds during school hours with some exceptions. For more information, please refer to the **Student Expectations** section on page 32.

●Care of School

The OHS grounds are a significant community asset. Everyone is expected to care for the buildings, grounds, and school materials by maintaining a clean and pleasant environment. As a former Merit Level Oregon Green School,

the OHS community endeavors to leave as small a carbon footprint as possible. Community members should reduce, reuse, and recycle. Mixed recycling bins are located in every building on campus. Compost and recycling are set up for lunch in the gym. Large recycling containers are located behind the red barn in the parking lot.

●Lunches

Please ensure your student either brings or purchases a lunch each day. Please pack healthy, nutritious lunches and snacks. An optional healthy catered lunch program is provided on campus Monday – Thursday. Pizza may be purchased on Fridays.

Lunch begins at 11:45 a.m. for students in grades K-5 and 11:15 a.m. for students in grades 6-12.

●Network Guidelines

All use of computers on campus and all use of the OHS campus network and Internet connection must support the mission of the school. While on campus, students, faculty, and other members of the Oak Hill School community are expected to use computers and other IT resources in a safe, considerate, and responsible manner. Please see the **Appendix** for full guidelines.

When a member of the OHS community leaves, their e-mail and other computer data is deleted. Please see the **Appendix** for full guidelines.

●Phones

There are many telephones on the OHS campus. Students may use any telephone with faculty or staff permission. **Parents should refrain from calling or texting their students on their cell phone during school hours.** Please call the school office during school hours to reach your student(s). Students using their cell phone inappropriately may have their phone confiscated. Students in grades K-8 may not access their cell phones during school hours. Students in grades 9-12 may use their cell phones before school, during lunch, and between classes.

●School Sponsored and Non-Sponsored Events

Activity Requests must be submitted and approved for all events. Any flyer or poster for either school or non-school sponsored events must be approved by the office in order to be posted. **Please plan all events at least three weeks in advance.** If you'd like to plan an event, please contact the office for logistics.

●Required Family Participation

Family members are encouraged to become involved in their student's school life and the larger school community. Parent involvement enhances the

education that students receive and allows us to provide all students with more activities and opportunities than would otherwise be possible. The Community Service Organization (CSA) is charged with providing family members information about how to engage in school life, organize volunteer opportunities and monitor community service hours provided.

As with most high quality education organizations where involvement is part of the culture, we have an expectation that each parent performs 30 hours per year per family. A final review of hours will occur just after the last day of school and the records will be updated accordingly. Any service time done during the summer break will be recorded towards the next school year unless there is a formal agreement with the CSA steering committee. Questions regarding CSA service hours can be emailed to csa.servicehours.oakhillschool.net Exceptions to the policy on hardship grounds may be considered by the CSA steering committee on a case-by-case basis and are reviewed annually. Please review the guidelines in the CSA bylaws as found on their page of the website (www.oakhillschool.com) and available in the appendix of this handbook.

●International Program

OHS's International Program was founded to promote cultural diversity among the student body. For more information regarding OHS's International Program, please speak with the Admissions Director.

●Hosting International Students

To support the immersion of our international students, parents are encouraged to host an international student or participate as a friendship family (weekend or outing host) for an international student to expose them to local culture and to provide local students the opportunity to learn from students with diverse backgrounds. See our Admissions Director for more information.

●Visitors

Parents are welcome on campus. **All campus visitors must sign in and out of the office and wear a visitor's badge.** This includes parent volunteers. If you are visiting and would like to bring someone with you from outside the school community, please have him or her check in at the office. Students occasionally may wish to bring a visitor to spend the day at OHS. Parents, grandparents, and other adult members of the Oak Hill School community are invited to visit and enjoy our beautiful campus, grounds, and facilities both during and outside of school hours. Please be sure to sign in at the main office during school hours.

COMMUNICATION

●Greengram

The Greengram is our weekly newsletter that is designed to keep families informed about important upcoming events and activities at OHS. It is emailed every Friday and is also posted on our website. If you have an announcement you would like to submit for the Greengram, email your article to www.office@oakhillsschool.net by the prior Wednesday, 10:00 a.m. deadline for publication.

●Student Directory

The Student Directory contains contact information for all students and their families. This directory is for school related purposes only. Please contact the office if you would like to reach families about non-school related information. Please do not use the directory for non-school related solicitations.

●Written and Electronic Communication

Teachers will make every effort to respond to all mail and messages within 48 hours (school breaks excluded).

From our school website, you can find a school calendar, lunch menus, updated school news, and highlights from our classrooms.

K-5 students bring home a Friday Folder every week to show their weekly progress; student progress in grades 6-12 is documented on Alma, the online grading program OHS faculty use. Parents can access all student information on Alma.

●Problem Solving

If any question or concern arises, we ask you to promptly help us meet each student's needs by using the following protocol:

Contact the teacher directly and discuss the problem privately. If this does not lead to a resolution,

- Contact the upper school coordinators or the assistant head of school to facilitate a resolution.
- If the problem cannot be resolved through this process, please follow the **Grievance Policy** located in the **Appendix**.

ACADEMICS

●Assessment and Reporting

Our methods of student performance assessment differ according to grade level. To achieve as complete an assessment as possible, the faculty uses

several methods to determine a student's progress in all areas of development.

Grades K-5

Friday Folders are sent home every Friday if there are three or more school days that week. Parents are expected to sign and return the folder with the student the following Monday. Students receive report cards each semester—at the end of January and the middle of June. Students do not receive traditional letter grades until middle school. There is one formal parent/teacher conference each semester.

Grades 6-12

Upper school teachers will be using Alma, which parents and students will be able to access. The upper school grading policy evaluates student performance and achievement on an A to F scale with pluses and minuses as defined below. Students receiving a D or F in any subject are placed on Academic Review (**see policy on page 20**).

●Letter Grades

Letter grades are defined as:

A: Consistent and exceptional performance and achievement in all areas of the course (A = 4.0, A- = 3.67). OHS does not award an A+.

B: Commended performance and achievement in all areas of the course (B+ = 3.33, B = 3.0, B- = 2.67).

C: Average performance and achievement in all areas of the course (C+ = 2.33, C = 2.0).

C-: (1.67). A grade of C- is our minimal college-recommending grade.

D: (1.00). A grade of D is not considered passing at Oak Hill School—it does not demonstrate a student has a command of the subject matter. Students receiving a D may be required to repeat the class.

F: Failure to meet the minimum requirement of the course (F = 0.0).

I: Insufficient work completed for the course or incomplete work (I - 0.0). Incomplete grades must be approved in advance by the upper school head.

Letter Grade Percentages

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

●**Parent/Teacher Conferences**

Twice a year, parents are invited to meet with teachers concerning their student’s progress in school. Additional conferences may be arranged at any time. Upper school faculty or parents may request that students participate in these meetings.

●**Middle School Arts Program**

The MS Arts program encourages one semester (two quarters) to better accommodate the needs of our groups that perform, such as the band and choir. At the same time, we still want a program that encourages our students to have some experience with music, art, and drama. To assure that each student has an opportunity to try each of the arts, we have an Arts Diversity Requirement that stipulates that every student have a least one semester of each of the arts during the middle school years.

The arts semester electives will take place on Monday, Tuesday, Thursday, and Friday. Wednesday is a grade level elective rotation. The faculty will form the classes, taking into account students’ choices and academic records. Class size will be capped at 1/4th of the Middle School population.

The Middle School Wednesday rotation classes are Pass/No Pass classes. Middle school students will rotate between eight weeks of sex education, computers, mindfulness, Outdoor Pursuits, and character development. Students stay within their grade levels for these classes.

Middle School Electives Grading Policy

Grades will be based on the quality of assigned projects and the motivation to improve and stretch beyond their comfort zone. To receive an ‘A’, students must have a respectful attitude all semester, be committed to continually improve and strive to produce quality work, act appropriately according to school policies, and communicate in a positive manner.

●Academic Honors and Awards

Oak Hill School provides students with a rigorous academic program designed to prepare students for college. We believe that students who excel in academics, the arts, athletics, or leadership should have their achievements celebrated by the community. Oak Hill School provides the following honors that are awarded each semester:

- Head of School List – students in grades 6-12 earning a 4.0 GPA
- Dean’s List – students in grades 6-12 who earn between a 3.5 and 3.9 GPA during the semester. Students who receive this award will have their certificate mailed home.
- National Honor Society (NHS) – students in grades 6-12 who earn a 3.50 GPA or above for two consecutive semesters are eligible
- Student of the Month – Two upper school students are nominated by faculty based upon a number of considerations, including attitude, respect, classroom contribution, responsibility, work ethic, and citizenship/service. The faculty then meets to decide the winner.

●High School Graduation Requirements

A diploma from OHS indicates successful completion of four years of a planned high school experience. For most students, this includes completion of the minimum core requirements outlined below. A student must maintain a full academic schedule per year, filling spaces after meeting graduation requirements with academic electives, art electives, independent studies, TA opportunities, or courses off-campus. The academic requirements for graduation are as follows:

English	4 years
Physical Education	4 years of Physical Education (PE) courses.
Social Studies	3 years
Mathematics	3 years through a minimum of Algebra II.
Science	3 years of laboratory science
Foreign Language	3 years ¹ in one language through a level III course
Arts	2 years ²
Community Service	70 hours total

Diplomas will be awarded when community service requirements are fulfilled and tuition and fees are paid in full. Rare exceptions to graduation requirements may include IEPs, 504s, transfers, and international coursework. Each exception requires approval by the high school coordinator.

¹ An additional year is strongly recommended in world language

² OHS requires at least two years of fine arts. Students who have completed this requirement may take an academic elective, independent study, and/or TA opportunities as outlined above .

●Academic Review and Probation

If a 6-12th grade student earns a D or F in a grading period, they will be placed on academic review for the duration of the subsequent academic term. Students under academic review are subject to grade and behavior checks every two weeks during the term. During academic review, students may participate in clubs, dances, student council sponsored activities, and after-school activities. Should a grade check reveal any class grade of D or below or teachers report poor behavior, the student will immediately be placed on temporary academic probation.

During temporary academic probation, a student is prohibited from participating in out-of-school activities including, but not limited to clubs, dances, student council sponsored activities, and after-school activities (sports, drama, et al.). A student may earn back the privilege of participation in extracurricular activities if they improve their grades in time for the next two-week grade check. This process continues for the duration of the term under academic review.

If a 6-12th grade student earns a D or F in two consecutive grading periods, they will be placed on full academic probation for the duration of the subsequent term. During this period, the student will be prohibited from participating in any extracurricular activities. The student may not earn back the privilege of participation until the completion of the term with all grades at or above a C.

Community Service Requirements

●Community Service

Oak Hill School believes that service learning is an integral part of our school curriculum helping to build a full educational experience for our students. Additionally, service learning assists us all with understanding the world outside of Oak Hill School. There are many service opportunities offered locally and internationally for students who may have a special interest or dedication to a particular organization. Students may accumulate hours beginning the summer prior to the start of school.

Basic High School Community Service Hours

- Grade 9: 10 hours
- Grade 10: 15 hours
- Grade 11: 20 hours
- Grade 12: 25 hours

Total: 70 hours

Total graduation community service hours required: 70 hours or the pro-rated hours for students who are not here for their entire upper school experience.

While we encourage students to complete work on their community service requirement throughout the school year, we understand opportunities may arise during the summer months and students have the opportunity to complete their hours on a specific project during that time. Please check with the High School Coordinator if you have questions regarding this requirement.

Students who work more than the minimum or perform community service in the summer may count the excess towards the next year's requirement. Students must document their hours and obtain a site supervisor's signature after completing a project. Hours must be turned in to the High School Coordinator. Transcripts, including senior transcripts, will be withheld until all community service hours are completed.

ATTENDANCE POLICIES

●Attendance

Students should arrive to school promptly and be prepared to engage in learning.

Signing Out

If you pick up your student during the school day or arrange for your student to leave early, please notify the office in advance or at the time of departure. **Either a parent or a member of the OHS office staff must sign every student out when they leave campus, even if they are leaving for a regularly-scheduled class or appointment.** Students not signed out are subject to receiving an unexcused absence. **All students must sign in if arriving after the school day has begun.**

Lower School Attendance Policies

Parents must notify the front office by 9:00 am with a valid reason for the absence to be excused. Teachers will not re-teach material that students miss. Parents are responsible for notifying the teacher, for asking for work ahead of time when possible, and for helping students catch up. Oak Hill School highly discourages family vacations that result in students missing school. A student who misses 20% of the school year may be required to repeat the grade.

Tardiness Policy for Lower School

Tardiness disrupts class and therefore decreases effective student learning for every student in class. A student is late if they are not seated and ready to work when class begins. If a student is late in the morning, the student must sign in at the front office

and get a tardy slip before going to class. If a student is habitually tardy, parents will be called by the assistant head to discuss strategies for getting to school on time.

Upper School Attendance Policies

Parents must notify the front office **no later than 9:00am with a valid reason** for the absence. Unexcused absences will result in a meeting with the upper school coordinators. Repeated unexcused absences may result in a recommendation to the Head of School for dismissal from Oak Hill School. Oak Hill School highly discourages family vacations that result in students missing school. **A student who misses 19 days of a class per semester, excused or unexcused, may be required to repeat the class or semester.**

Occasionally, students may need to travel for legitimate educational reasons, such as visiting colleges. Before these absences, students must complete a “**Notified Absence Form**” which is available in the front office. This form must be signed off ahead of time by faculty and the division coordinator.

Excused versus Unexcused Absences

A student’s absence will be excused only if a parent notifies the school office. **Failure to notify by 9:30am** can result in a student being declared unexcused. This applies to every school day, including alternative school events and field trips. Work missed due to an unexcused absence may not be made up for credit. A student who misses more than 20% (~19 days) of a class per semester—excused or unexcused—may be required to repeat that class or semester. Extended absences for vacations during the school year are discouraged. Extended absences for learning opportunities should be planned with the student’s teacher and the Upper School Coordinator.

Upper school students are responsible for contacting their teachers, fellow students and/or checking the appropriate calendar for making up all work missed during their absence. Teachers will not re-teach the material missed. Students are responsible for meeting with their teachers to decide on a timeline for turning in assignments.

Tardiness Policy for Upper School

Tardiness disrupts class and therefore decreases effective learning for every student in the class. Students are deemed late if they are not seated and ready to work when class begins. **Upper school students arriving late to school must check in with the main office.** *Parents will need to provide an explanation, similar to absences, in order to consider the tardy excused.* Office staff makes the final determination of whether the tardy is excused or not in consultation with the Upper School Coordinator (if needed). Tardies during the day will be at the discretion of the classroom teacher.

Tardies accumulate each semester, within each period, each day. In order to emphasize the importance of being on time and prepared, the following consequences will follow from excessive tardiness:

- 3 unexcused tardies – parents/guardians contacted.
- 5 unexcused tardies – One day of before school detention (7:30-7:55am) on a week determined by the division coordinator.
- 7 unexcused tardies – One week (5 days) of before school detention (7:30-7:55am) determined by the division coordinator.
- 8 or more unexcused tardies – parent/guardian meeting held and a possible recommendation of dismissal from the school may be submitted to the head of school.

End-of-Term Exams for Upper School Students

Toward the end of each semester, a three-day examination period is set aside for final exams. The schedule for each examination period is published and regular classes are not held. **Students will not be admitted late to final exams.** Students shall remain in the exam room for the duration of the exam period. To respect students still working on assignments, students may bring notes to study for other tests once they are finished with their current exam. Should students need to use the restroom, they will be allowed to do so only after turning in their exam.

ACADEMICS

●Homework

Homework reinforces classroom learning and teaches the student to study independently. Homework is encouraged early in a student's career, beginning with parents reading nightly to their students and increasing as developmentally appropriate. The amount of homework varies with the grade level of the course. Generally, we follow National PTA guidelines of 10 minutes per night per grade. Students taking AP classes should anticipate additional homework. Homework may be assigned over breaks or vacations including required reading over the summer. Families should establish a setting conducive to study, minimizing distractions such as television, games, and social media or cellphones at home. Parents are encouraged to be available for assistance, but should not to do their student's work for them.

●Testing

Tests are useful assessments for both students and teachers. Effective testing augments classroom learning and evaluates a student's comprehension of material. A test is different from a quiz in that it requires special preparation beyond a normal assignment.

Faculty members must give students advanced warning about tests and significant assignments (e.g., term papers). Upper school faculty strives to ensure students do not have more than two tests/major assignments due on the same day. If a student has more than two, the faculty with conflicting assignments will make arrangements with the student for at least one to be rescheduled, if possible.

●Use of Standardized Tests

During their career at OHS, students can be expected to take several types of standardized evaluations. Such tests are designed to help measure the effectiveness of our teaching and curriculum, to provide individual data on the student's academic skill levels, to aid in academic advising, to compare our students' capabilities to other student groups, and to aid in the college admissions process. While each student's total academic profile is more important than any one score, students are required to attend school for the tests and parents are expected to support these necessary assessments.

●Student Placement

The OHS community is committed to academic excellence. We make every effort to place students in the courses that they need. All decisions regarding the placement of students into classes, levels, and or grades are made at the discretion of the division coordinator in consultation with appropriate faculty. All decisions to accelerate or restrict course advancement will be approved by the division coordinator with appropriate faculty input and will be documented in writing.

●Class Transfers

Students may change classes during the published change period each semester (usually two weeks) but only if there is a compelling reason, and only if there is a suitable alternative course available. A class transfer requires approval by the upper school division coordinators and must be documented in writing. Students may not change classes until it has been approved.

Advanced Placement Classes

Advanced Placement (AP) Classes are designed to be comparable to a college course in the individual subject areas. Each class requires extra interest and motivation from the students enrolled. Students may only take AP courses with approval of the teacher and college counselor. Many Advanced Placement classes require summer coursework so that the large amount of material required for these courses can be covered. Students should expect a greater homework load for all advanced placement courses. Students who take the AP exam receive an exam score of 100%. Students who are enrolled are expected to sign up for and take the AP test. Students who choose not to take the AP exam will not receive AP credit.

●Tutoring

An activity is considered tutoring when an OHS teacher or other OHS employee provides individual paid instruction to an OHS student in a subject currently under

study by that student and tutoring is generally remedial in nature and is designed to help students overcome deficiencies. **Tutoring is not a replacement for assistance provided to the student by a teacher as a part of normal class activities.** OHS faculty members may not tutor students in their own subjects. However, a teacher may work with individual Oak Hill students in their classes as long as they are not being paid. All tutoring activities must conform to the guidelines available in the Appendix to this document, or online at oakhillschool.net.

●Private Lessons or Classes

OHS faculty and staff may offer non-credit private lessons or enrichment classes to OHS students or the general public. These activities are considered a private enterprise conducted outside the scope of any contractual or employment relationship between the instructor and OHS. All private lessons or classes must conform to the guidelines available as an **Appendix** to this document, or online at oakhillschool.net.

●Independent Study

From time to time an OHS student may wish to receive credit for a subject or a level of a subject that is not currently offered, or unavailable due to scheduling conflicts. Independent study is a credit granting educational activity pursued by individual students outside the normal curriculum offerings that may include Distance Learning, accredited on-line classes, and enrollment in classes offered elsewhere. The study activity must be planned and approved in advance, monitored and supported by OHS faculty during its progress and graded upon completion. At Oak Hill School, students will only earn credit, not grades, on any independent study. Independent studies must conform to the guidelines available in the **Appendix** to this document, or online at oakhillschool.net.

●Teaching Assistant (TA)

Rarely, a student in grades 6-12 may be able to apply and serve as a Teaching Assistant (TA) for a faculty or staff member. The purpose of this program is to meet the educational needs of our students. Students can expect to broaden their understanding of a particular topic as a part of this experience. To be considered as a TA, a student must be nominated by a teacher. The teacher will write a job description for the TA that must be approved by the head of the upper school. A student must then write a letter explaining why he or she wants to serve as a teacher's TA and how he or she feels working as a TA achieves his or her short-term and long-term goals. The student's parents, mentor teacher, upper division coordinator, and college counselor must approve any TA. This is a pass/fail course.

●Student Athletes

In addition to the specific credit requirement identified in OSAA Rule 8-1, to be scholastically eligible, a student must be in academic and behavioral good standing as determined by the athletic director and upper and lower school division heads.

●Field Trips

Field trips function as an enrichment of the core academic program. Participation is required. Field trip plans must be approved at least three weeks in advance with an activity form and are always supervised by adults who participate in all trip activities. All school rules apply during school-sponsored trips or events. As some of these trips may have fees associated with them, financial aid may be available. Please see the business office for details. For full guidelines, please check the Oak Hill School website online or in the **Appendix** of this document.

●Learning Differences

OHS is a college preparatory school. Some students with learning differences thrive at Oak Hill School, but only when supported by a cooperative faculty/student/parent relationship, and only when those differences are documented and well understood.

If a student without documented learning differences is having significant academic or behavioral difficulties, a staff member may request that the student be evaluated by a licensed professional. Evaluations are the responsibility of the parents. Upon request, the school district in which the student resides **may** provide the evaluation. Such an evaluation may be a prerequisite for the student's continued enrollment at OHS. Oak Hill can provide guidance as to who else provides these evaluations. Additionally, the evaluation might lead to a recommendation that a student transfer to a different learning environment that better suits his or her needs.

If a student has been tested in the past or has been recently diagnosed with a learning difference, the school must be made aware of it through official student records. Identifying student learning differences early enables Oak Hill to notify appropriate testing personnel so approved accommodations can be made for the student while testing and also alerts faculty that accommodations need to be made in the classroom. Accommodations will not be granted without a certified educational evaluation (IEP or 504). IEPs and 504s must be reviewed and updated by parents at least every three years. Staff members that work with students on IEPs or 504s are expected to know and support all student accommodations outlined in formal documentation. OHS does not create IEPs.

Testing Accommodation

Testing accommodations will be made when appropriate documentation is provided as outlined in the Learning Differences section. Standardized testing such as PSAT, SAT, and AP tests require a formal application for accommodations set by the Educational Testing Service available through the registrar.

●Student Records

Student records are maintained at the school registrar's office. OHS voluntarily complies with the Family Educational Rights and Privacy Act of 1974. Parents of minors and students ages eighteen and older may view the contents of their students' school record. Parents wishing to view or transfer their student's records may do so by making a written request to the office.

●Transcripts

Transcripts must be requested in writing through the school office and will be available within two business days. Official transcripts are sent directly from school to school; unofficial copies of transcripts are directly available to students and their families. Oak Hill seniors will have transcripts sent to post-secondary schools at no charge.

Transcripts requested for post-secondary institutions may be withheld for any students with outstanding balances.

EXPECTATIONS OF STUDENT CONDUCT

A climate of trust, respect, and individual responsibility is necessary to achieve the Oak Hill School mission. Student compliance with school rules is a condition of enrollment. Any student that fails to comply with commonly accepted standards of behavior may be subject to disciplinary consequences including school dismissal. The school's expectations and rules are in effect from the time a student arrives on campus until he or she leaves, and at all school-sponsored functions on and off campus.

●General Behavioral Expectations

- *We respect ourselves*
- *We respect others*
- *We respect our environment*

The faculty and staff design the school environment and all activities therein for student success. The faculty and staff approach student conduct with:

- Established expectations
- Clear communication
- Appropriate action

OHS's discipline policy supports restitution.

Below is a list of general behavior expectations with specific consequences. If any undesirable student behavior becomes habitual, or an initial incident requires suspension and/or expulsion, the student will be referred to the upper school

coordinators or Assistant Head of School. In these cases, faculty members are asked to complete referral forms that document each situation. Parents will be kept informed of all negative student conduct. In some circumstances, a failure to modify academic or behavioral actions might lead to a family being counseled to seek a different educational environment.

OHS community members have a moral and ethical responsibility to report any behavior that is not conducive to the OHS mission and motto. There will be no retaliation against any reporting student, faculty member, staff member, or parent.

● **Consequence Definitions**

The following define specific consequences as possible consequences for failing to meet expectations of student conduct. Each consequence—save expulsion and some suspensions—occurs on the OHS campus either during class, during lunch, after school, or on a weekend, depending on the student’s actions.

Academic Consequence – can include (but is not confined to): limiting a student’s participation in a school activity; removing a student from a class; removing participation points for the day; docking or assigning no points to an activity or assignment; or holding a student after class to work through an issue that arises.

Service Consequence – can include (but is not confined to): tasks in the computer lab, library, a specific classroom, lunchroom, and on school grounds. Tasks might involve cleaning or working to improve the campus in another fashion.

School Detention – Students who are habitually tardy, come unprepared for class, violate the cell phone policy, and other issues such as these may be assigned after-school detention.

Loss of Privilege – can include (but is not confined to) loss of: cell phone use, internet use, personal computer use, off campus lunch privilege, student events, participation in a co-curricular activity, and may include holding a student after class, or restriction to a classroom building.

Suspension – Temporary ban from school and all school-related activities. During a suspension, a student will be asked to stay home or remain on campus participating in service tasks. Suspensions in grades 9-12 will show up on students’ permanent records.

Expulsion – permanent ban from school and all school-related activities. Students expelled from OHS are not welcome on campus or at any OHS sponsored event or activity.

These behavioral norms are the foundation of our community and exist to create a positive, productive, and pleasant environment in which everyone can learn and grow. A student is in good behavioral standing if he or she abides by the following:

- Active and constructive participation in and punctuality to all school commitments.
- Courteous and respectful behavior at all times in speech and action.
- Considerate use and care of school buildings and property, including books.
- Individual responsibility for maintaining an atmosphere conducive to learning
- Honorable conduct in all academic situations.
- Good sportsmanship in all athletic activities and competitions.

●**Discrimination and Harassment-Free Workplace**

Oak Hill School expressly prohibits any form of unlawful discrimination or repeated, unwelcome harassment based on race, color, sex, religion, age, national origin, disability, sexual orientation, gender, or other factor protected by law. Improper interference with the ability of employees to perform their expected job duties or for students to participate fully in all school activities will not be tolerated.

“Repeated, Unwelcome, Harassment” means behavior that is unwelcome, personally offensive, or fails to respect the dignity of others, and which is based on race, color, gender, religion, national origin, age, marital or veteran status, physical or mental disability, on-the-job injury, sexual orientation or any other legally protected status or characteristic.

“Discrimination” means unequal and unfavorable treatment of another, which is based on the person’s protected status or characteristic and otherwise prohibited by law.

We want to maintain an environment free from all forms of unlawful harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disability, on-the-job injury, sex, sexual orientation or any other legally protected characteristic or status. This means not only no discrimination based on any of these characteristics, but also no "ethnic jokes;" religious slurs; use of offensive slang terms denoting race, age, national origin, disability, etc.; derogatory comments regarding protected status or characteristics; or any other words or conduct that might create a hostile or offensive working atmosphere.

If anyone who feels harassed or discriminated against as a result of such behavior or otherwise believes this policy has been violated should immediately report it. Complaints should be made to the Head of School.

Anyone who believes that this policy has been violated is required to immediately report the matter to the head of school and must promptly take steps to end the misconduct. Someone who has reason to believe that this policy has been violated yet fails to report the matter may be subject to discipline.

Generally, the head of school, in consultation with legal counsel, will make an initial determination of whether the alleged conduct may violate this policy. When it is so determined, complaints will receive prompt attention and a thorough, objective, complete, and immediate investigation. We will investigate the matter in as confidential a manner as practicable, but we cannot promise absolute confidentiality. After investigating the complaint, we will make a determination about the facts, and communicate the results of our investigation to the complaining party and to the person accused of violating this policy. Generally, investigations of alleged violations of this policy will start within 24 hours of intake and be concluded within 30 calendar days. The results of each investigation will be summarized in writing and provided to those managers with a need-to-know, Oak Hill board chair and legal counsel.

If, after an investigation, the facts show that this policy has been violated, the head of school will take appropriate disciplinary action, up to and, including, termination. In all cases, the appropriate corrective action will reflect the severity of the conduct and a full consideration of the circumstances surrounding the situation. We will also take steps to prevent any further violations of this policy.

Retaliation against anyone who has made a good faith complaint about, or has participated in the investigation of any concerns addressed by this policy, are strictly forbidden. Anyone who believes he/ she have been the subject of retaliation should immediately report the matter to the Head of School.

●**Care of School**

Students are expected to maintain a clean and green environment.

Clean Environment/Green Environment

Students are to “leave no trace” after leaving any campus space (both indoors and out). Oak Hill School practices reducing, reusing, and recycling to help keep our environment clean. If individual students do not take responsibility for recycling, the entire student body may be asked to do garbage sorting or other type of school service.

●**Campus Boundaries**

OHS is a closed campus; students remain on school grounds during school hours with few exceptions. Under no circumstances may students go beyond any boundary fence or outside the established boundaries without prior permission.

Lower School boundaries:

Lower school students must always be within sight of an adult. Students in the lower school may be on the blacktop outside of the main office to the garden wall; the grassy

flag pole area, and the grass playground area to the fence. The big tree, the pond, and the bridge are outside of these boundaries.

Students in grades 6-12 may not be on the playground or the lower school blacktop unless participating in a class activity.

Students in grades 7-12 may never use the lower school playground structures, unless participating in a class activity.

Should a student broach these boundaries, he or she will receive a warning and the loss of free time at lunch the first time. The second time, he or she will be referred to the upper school coordinators and will receive a warning and after-school detention or service consequence.

Upper school boundaries:

North: The grass north of the driveway from the entrance to the tech center and in front of the Carriage House.

East: The Carriage House and the fence east of the K-3 building

South: The 5th grade building, the MacDonald building, and the gravel driveway connecting the two. The tall grass lines bordering the playing field in front of the McGehee Building.

West: The line parallel to the water tower.

Gonyea House Kitchen

Students are not allowed to be in the kitchen of the Gonyea House (old lower school) unless they are participating in a supervised lesson with a teacher or parent. Students are NEVER allowed to remove food from the refrigerator or anywhere else in the kitchen unless the food or ingredient is intended for a supervised lesson. Students are never allowed in the kitchen during lunch.

Gym Kitchen

The same rules apply to the gym kitchen, unless a student is involved in a supervised event, such as helping to serve at a school function. The refrigerators in the gym kitchen are also off limits unless ingredients or items are intended for a school function at which a student is helping to serve.

●Off Campus Lunch Privilege

All high school students in good academic standing may walk to Lane Community College for lunch if they have a signed permission form (signed by parent, advisor, and high school coordinator). Students must use the sign out sheet in the HUB to record

both when they leave and when they return. Failure to complete the sign in/sign out procedure will result in loss of privilege for the term. *Juniors and seniors may drive themselves off-campus for lunch* as long as they have the proper permission form on file and they sign in/out. Students on Academic Review/Probation do not have this privilege.

Off Campus/Free Period Privileges

Junior and Senior students in high school in good academic standing may use their Study Hall class as a free period as long as the proper permission slip (signed by the student, parent, advisor, and high school coordinator) is on file with the office.

A free period means for students with A1/B1 Study Hall, students may arrive at school by 9:30 am on those days. Students with A2/B2/A3/B3 Study Hall may leave school and return before the time of their next class.

Students must use the sign out sheet in the HUB to record both when they leave and when they return. Failure to complete the sign in/sign out procedure will result in loss of privilege for the balance of the term. If this occurs at the end of a term, students may possibly lose the privilege the next term. ***Juniors and seniors may drive themselves, walk, or take public transportation off-campus*** as long as they have the proper permission form on file and they sign in/out. *Domestic students may drive one (1) international student off-campus given both students have proper permissions on file.*

Eligibility

Students on Academic Review/Probation do not have the free period privilege. At midterms, juniors/seniors with any grade below an 80% will be given two weeks to improve that grade. If the student does not improve their grades by the end of the two weeks, they will lose the free period privilege for the remainder of the semester. In addition, school faculty may deny students permission to leave school (even with a permission slip) if a parent requests the permission be revoked temporarily, the weather is unsafe, or the student seems unfit to drive amongst other reasons.

●Campus Transportation

Pedestrians

Pedestrians should use sidewalks and use caution when crossing the road. Students in grades 6-12 awaiting a ride must remain in the area by the pavilion until their ride arrives. If taking the bus from LCC, please adhere to these guidelines, especially when crossing Eldon Schafer Drive.

Alternative modes of transportation

Students may not use bikes, rollerblades, scooters, skateboards, or other alternative modes of transportation on campus during school hours unless as a part of a school activity. A student that violates this expectation will have his or her mode of transportation confiscated until the end of the school day in the office. Should a student violate this rule twice, he or she will lose the privilege to use the mode of transportation for the school year.

Vehicle Flow and Parking

All drivers must adhere to the 5mph speed limit, obey directional arrows, and observe the following traffic rules:

Drop-off and Pick-up

Traffic is two-way at the main entrance. You may choose to exit at the main gate or you may proceed past the tech center and exit below the baseball field. The upper school parking lot pavilion area is now a designated loading zone area and vehicles must be attended at all times.

Faculty and Staff Parking

Faculty and staff must park their cars in the last two rows (on the north) of the gravel parking lot.

Student Drivers

On campus, Oak Hill School requires students to follow all Oregon State driving laws.

Students must park their cars in the last two rows of gravel lot (except High School Student of the Month) and may not move vehicles during the school day, nor leave campus without parental approval and signing out. With parent approval, students may drive themselves to athletic events, field trips, and other school-related activities that occur.* Students that violate any of these rules are subject to losing their privilege of having a car on campus.

Driving is a privilege that may be revoked. Oregon law allows the governing body or a representative of a private school to suspend driving privileges for students 15-18 years old that have 10 consecutive days of unexcused absences or 15 school days total of unexcused absences during a single term.

When a student would like to bring a visitor to campus, he or she must plan the visit in advance of the visiting day with the upper school coordinators or assistant head of school. Visitors are expected to maintain the same standard of good behavior as OHS students. Student visitors to Oak Hill during the academic part of the day are

* OSAA rules stipulate that student athletes may not ride in the same vehicle.

discouraged; however, there may be circumstances where a visitor may be allowed. Students must obtain prior permission from the upper school coordinators or assistant head of school for former Oak Hill students to visit the school during school hours. Visitors that arrive at school without prior approval will be sent home. Students are encouraged to bring visitors for non-academic events at school such as Oak Hill Day or sporting events.

●Attire

As a K-12 institution, Oak Hill strives to include and respect all members of our community, and our dress code reflects this ongoing effort. In keeping with our standards, clothing must maintain a “G” rating.

All students must follow the following dress code guidelines:

- Students must wear clothing (including both a shirt with pants, shorts, or skirt) and shoes.
- Clothing must have fabric in the front, back and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be transparent.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student’s face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms, bathing suits, or safety gear.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff.

●Lockers

Students in grades 6-12 choose lockers based on seniority. Locks may not be used on any school lockers. The school may open any locker at any time for any reason. Lockers may be appropriately decorated as long as the locker is returned to original condition at the end of the school year. Failure to do so will lead to a service consequence. Should a locker begin to smell, or be in a state of extreme disarray, the locker’s owner will be asked to clean it. Failure to maintain locker cleanliness following this action will lead to the student’s loss of his or her locker.

●Network Policy and Guidelines

Students are expected to use computers and other IT resources in a safe, considerate, and responsible manner. Failure to do so will lead to a warning with parent notification the first time. A second infraction will lead to a service consequence, and escalating consequences that may include barring from the school network, suspension, or possible expulsion the third time. Please see the full guidelines online or in the **Appendix** of this document.

●Lunches

Lunch begins at 11:45 a.m. for students in grades K-5 and 11:15 a.m. for students in grades 6-12. Exception: Friday advisory schedule lunch starts at 11:00 a.m.

Lunch Cleanup

As a part of our 'leave no trace' policy, students are expected to clean up after themselves. Students in grades 6-12 are assigned lunch clean up on a weekly basis. If a student is unable to fulfill this obligation, he or she will need to find a substitute. Faculty may ask available students to help a cleanup crew any day. Habitual lack of participation in lunch cleanup (three days or more) will lead to a referral to the upper school coordinators, an additional week of duty, and potentially an additional consequence.

●Personal Music Players

Personal music players are only permitted during lunch and breaks for high school students only. Students who disobey this rule will receive a warning. Should a student disobey this rule a second time, he or she will lose his or her privilege to bring a personal music player to school. This includes cell phones that work as personal music players.

●Phones

There are many telephones on the OHS campus. Students may use any telephone with faculty or staff permission. Students in grades K-8 may not use a cell phone for any purpose during school hours. Students in grades 9-12 must not have cell phone visible or used during class, assemblies, or morning meeting.

If a student in grades K-8 has a cell phone visible or in use, or if a student in grades 9-12 has a cell phone visible or in use during class, an assembly, or morning meeting, it will be confiscated and sent to the upper school coordinator. If the student was not defiant with his or her phone use, the upper school coordinators will return the phone at the end of the school day with a warning. Should a phone be used again, or if the phone was initially used defiantly, the student will lose the privilege of having a phone on campus. Use of a cell phone after that time will lead to a referral to the upper school coordinators, and an additional consequence.

●Public Displays of Affection

Student couples have a responsibility to conduct themselves appropriately during school hours and at all school events. **Public displays of affection, with the exception of brief hugs and holding hands, are not permitted.** Students demonstrating excessive displays of affection will receive a warning. Should they repeat the disrespectful behavior, they will be asked to complete a service consequence and parents will be notified. The third time, they will be referred to the upper school coordinators and will be subject to an additional consequence including suspension and/or dismissal.

●Plagiarism and Cheating

Plagiarism is stealing others' ideas to use in one's own work without appropriate reference. **Cheating** is stealing or sharing ideas or answers in any school activity. Students may only use translation devices and software to understand instructions and individual words in a foreign language. Students may not complete assignments with these tools and represent the work as his/her own. This is a form of cheating. Students who are dishonest or cheat in connection with activities conducted outside the school's program are also in violation of OHS student expectations.

Students plagiarizing or cheating on school work receive no credit for the assignment in question and are not allowed to make up the assignment. Potential lowering of a grade on a student transcript may occur as a consequence. All cases of cheating involve parent notification and a referral to the upper school coordinators. Habitual plagiarism or cheating will lead to student expulsion.

●Defiance

Students are treated with respect and are expected to treat others with respect. Students who are disrespectful or engage in defiance that rises to the level of insubordination will receive a loss of privilege, academic, or service consequence the first time accompanied with parent notification. The second time, they will be referred to the division director and be subject to suspension or expulsion based on the severity of the situation.

●Disparaging Language

Members of our community may not call one another names for any reason including, but not limited to words that disparage and reference: race, gender, religion, cultural heritage, appearance, socioeconomic status, age, sexual orientation, or ability. Students using terms such as "queer", "homo", "retarded," "retard" or any slang terms related to religion or ethnicity will be referred to division director. Students may not use expletives or profanity on campus, and are discouraged from yelling or using very loud noises at school and all school-related activities. OHS does not tolerate speech that is obscene, libelous or slanderous; that incites students to violence that invades the rights of others; that is harassing or abusive; or contributes to the substantial disruption of the orderly operation of the school. Based on the intent and nature of any disparaging language, students that choose to use such language may lose

privileges, be assigned a consequence, be suspended, or be expelled. In minor incidents of disparaging language, students will receive a warning accompanied by parent notification. The second use of inappropriate language will lead to a referral to the division director and a consequence. Major incidents of disparaging language will lead to an immediate referral to the division director.

●Physical Violence

Student safety is critical to a successful school environment. Students may not purposely inflict physical harm to another. Even in play, physical contact can lead to injury. All incidents that involve a physical altercation will be referred to the division director including, but not limited to: pushing, shoving, slapping, punching, poking, wrestling, and holding. Taking something that belongs to someone else and destroying it is also considered a type of physical violence. Students may not throw objects in class—whether or not the object(s) was/were directed at another person. If there was intent to harm, a student will be sent home and will be subject to expulsion depending on the severity of the situation. If another student is harmed, the offending student may be sent home and may be subject to expulsion or suspension.

●Vandalism

Students may not steal or intentionally damage school property or the personal property of others. Students may not mark on or damage school property, including walls, furniture and signs. Students may not put gum on furniture or other school property. To maintain the integrity of our environment, students may not use school property inappropriately including light poles, walls, and doors. Based on the severity of a vandalizing act, a student will be referred to division director and be subject to a consequence. Families will be asked to pay for any damages associated with vandalism.

●Bullying and Harassment

OHS does not tolerate bullying or harassing behavior. From Wikipedia: “bullying often describes a form of harassment perpetrated by an abuser who possesses more physical and/or social power and dominance than the victim.... The harassment can be verbal, physical and/or emotional.” OHS does not tolerate the following types of bullying including³:

- Physical (see physical contact above)
- Verbal (see disparaging language above)
- Indirect – including spreading rumors and/or stories, sharing something that another told in confidence, excluding individuals from groups
- Intimidation – threatening and/or frightening someone else enough to make someone do what another person wants

³ Organized around data collected from library.thinkquest.org

- Cyber bullying - using electronic media to communicate any bullying message
- Exclusion from peer groups

If a student engages in any form of bullying on campus (and, with proof, off campus), the student's parents will be notified, and the student will receive a consequence. Should the student repeat a bullying incident, he or she will be referred to the division director and will be subject to an additional consequence, up to, and including, expulsion.

●Weapons

Oak Hill prohibits weapons of any kind on campus or at school events. A weapon is defined as any item that a reasonable person would consider dangerous and/or any item intended to harm. Toy weapons, imaginary weapon use, and violent games are also prohibited. Any student who brings a toy weapon to school or plays a violent video game while on campus will be referred to the divisional director who will confiscate the weapon, notify the parents, and deliver a consequence. Students who bring a weapon to school will be subject to suspension or expulsion.

●Illegal Substances

Oak Hill students may not possess, sell, or use alcohol, tobacco, and/or drug products on campus or during any school-sponsored event. Any student using or under the influence of an aforementioned substance may be expelled. OHS has a breathalyzer to gauge alcohol use. If a student refuses to take a breathalyzer test, the refusal will be considered a separate act of misconduct and may be an expellable offense.

HEALTH AND SAFETY

●School Closures

Our campus sits at a 577-foot elevation and is an indoor/outdoor campus. Thus, while some school districts must ensure students can get to school safely, we also must ensure our grounds are safe for travel between classes, scheduled activities are appropriate for the conditions at hand, and our facilities are able to accommodate any expected changes in the weather. When deciding to close due to inclement weather we will take into account the following:

- Oak Hill campus conditions
- Road conditions in areas our families travel from
- Projected weather report during school hours and at pick-up time
- Other schools' delay or closure decisions
- LCC's closure decisions

Notifications:

Oak Hill will make every effort to announce closures by 6:30 am and will generally follow LCC's closure schedule as they provide entry road maintenance and lunch service for us. From time to time, we may have

additional closures. Closure announcements will be made through the following redundant notification systems to ensure all our families receive notifications.

- FlashAlert.com ([click here to subscribe](#))
- [School Website](#)
- Campus-wide email
- Facebook
- Twitter
- Local News Stations, (KMTR, KVAL, KEZI)
- Local Radio Stations

Delays, Closures or Early Release

Oak Hill will generally close rather than delay classes and will only early-release in emergency situations.

Athletics / Extra-Curriculars and other Campus Activities

In the event Oak Hill has closed during inclement weather, all other campus activities will be suspended as well. This will include athletic games, private tutoring on site, after-school enrichment classes, and extra-curricular practices.

Staff / Faculty Reporting to Work

With the exception of essential positions, all other faculty, staff and administration will follow the same closure guidelines as our students.

Please know that Oak Hill's primary concern is the safety of our students, families and staff. The final decision about coming to school or staying in school is yours. Assessments of the weather, the forecast, and road conditions all factor into our decision to close the school. Our assessments take into account the broad geographical area our families travel from and the conditions in your neighborhood may differ. If you are concerned that it is not safe for you or your child to be on the road, please do not hesitate to stay home.

Please use the aforementioned resources, and do not contact the school via phone, for information about a school closure. If a storm develops during the school day, and it appears that travel conditions will deteriorate, parents will be called to pick up their students early. If parents cannot be reached, the person listed as their emergency contact will be notified. Please keep the names and numbers of your emergency contacts updated.

●Child Abuse and Sexual Conduct Policy

OHS prohibits and does not tolerate child abuse or sexual conduct in the workplace or any OHS related activity. OHS provides procedures for employees, volunteers, family members, board members, students, victims of child abuse or sexual conduct, or others to report such abuse. Further, there are disciplinary penalties for those who commit such acts. No employee, volunteer, student or third party, no matter his or her title or position, has the authority to commit or allow child abuse or sexual conduct.

OHS has a zero-tolerance policy for any child abuse or sexual conduct committed by an employee, volunteer, board member or third-party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue.

Child abuse means any assault of a child and any physical injury to a child caused by other than accidental means; any mental injury to a child; rape or sexual abuse or sexual exploitation; negligent treatment or maltreatment of a child; threatened harm to a child; engaging in child trafficking; and exposing a child to a controlled substance.

Sexual conduct means any verbal, physical, or written conduct by a school employee that is sexual in nature and directed toward a child in kindergarten through 12th grade.

Any incidents of child abuse or sexual conduct reasonably believed to have occurred shall be reported to the appropriate law enforcement agencies and regulatory agencies.

Reporting Procedure

If you are aware of or have reasonable cause to believe child abuse or sexual conduct has occurred, you must immediately report it to the Head of School. You must report the suspected abuse to the Department of Human Services or local law enforcement. All school employees are mandatory reporters of child abuse and sexual conduct under Oregon state law. Appropriate family members should be notified of alleged incidents of child abuse or sexual conduct. OHS should report the alleged child abuse or sexual conduct incident to the insurance agent.

Anti-Retaliation

OHS prohibits retaliation made against any employee, volunteer, board member or student who reports a good faith complaint of child abuse or sexual conduct or who participates in any related investigation. Intentionally making false accusations of child abuse or sexual misconduct can have serious consequences for those who are wrongly accused. OHS prohibits making intentionally false and/or malicious child abuse or sexual misconduct allegations, as well as deliberately providing false

information during an investigation. Anyone who violates this rule will be subject to disciplinary action, up to and including termination.

Investigation and Follow-up

OHS will take all allegations of child abuse and sexual conduct seriously, and will promptly and thoroughly investigate whether such conduct occurred as required by law. This investigation will include a detailed inquiry into the factual allegations of the report; interview the complainant, witnesses and school employees; and review relevant documents and other information. OHS will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. At the conclusion of an investigation, OHS will notify the person who initiated the report that the investigation has been concluded and whether any action has been taken.

OHS will make every reasonable effort to keep the matters involved and the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

●Sexual Harassment Further Defined

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment-related decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, or hostile or offensive work environment. Conduct that may constitute sexual harassment under this policy includes:

- Leering, innuendo, teasing, jokes, remarks, questions, or comments of a sexual nature.
- Unwelcome flirtation, propositions, sexual advances or gossip or comments about an employee's sexual or interpersonal relationships.
- Subtle or overt pressure for sexual activity.
- Displaying or sending by any form of written or digital communication sexually graphic, suggestive or nude photographs, cartoons, graffiti, posters, calendars, pin-ups or other writings.
- Verbal or physical abuse of a sexual nature, or because of an employee's gender.
- Language of a derogatory or demeaning nature that is directed primarily to one gender.
- Intentional physical contact which is sexual in nature, such as touching, pinching, patting, holding or brushing up against an employee's body.

●Health Assessment and Records

Oregon requires each student be fully immunized before entrance into school. OHS, by law, must keep immunization records for each student enrolled. Exceptions to the immunization requirement are for medical exemptions. Please update the Certificate of Immunization Status (CIS) form in the office each time your student receives additional immunizations. In accordance with the law, any non-immunized student must be excluded from school in the event of an outbreak of a communicable disease. Office members and a volunteer member of the medical community keep families informed of any new standards.

In the fall of each year, all the immunization records are reviewed by the school and a volunteer member of the medical community, using a standardized process, and then submitted to the Lane County Health Department for review. OHS has not had to exclude any student from school because of our proactive communication with parents to keep their students' immunization up-to-date and on file in the OHS office. The CIS forms are kept separate from other records, as required by law, in a fireproof and locked cabinet.

As required by law, every student must have the necessary health forms and records on file at the school. For students entering kindergarten, all children should have completed their Hepatitis A and B series, 5 doses of DTaP, 4 doses of Polio, 2 doses of MMR, and 2 doses of Varicella (Chickenpox) vaccine or disease history must be presented. For students entering 7th grade, all students should have the above mentioned vaccines, as well as an additional DTaP. Please inform the office when your student receives additional immunizations or when there is new health information. The original emergency care plan document is filed in the student's permanent record, and copies are made for the office's master book and for field trips.

We recommend that health assessments and physicals be conducted before entering Kindergarten and sixth grade by your family physician or health care provider. Physicals are required to play OSAA and AAP sports and are recommended every two years for both lower and middle school athletes.

●Medical Conditions

It is essential that parents of students with serious medical conditions (allergies, asthma, etc.) discuss the student's condition with the teachers and the school office. We ask that you keep the school informed as to the progress of medical problems and any new concerns that develop after the student starts school.

●Illness

Please keep students home from school if they are sick and contact the school about the absence. If the student develops a fever, is injured, or does not feel well enough to return to class, we will make the student comfortable and isolate the student until they can be picked up. **Sick students must be picked up within an hour of notification.** In extreme cases, we may contact 911 first. In the event that one of our

students contracts some form of highly contagious illness (e.g., H1N1, chicken pox, measles, mumps,) the school will alert the local public health department and other students' parents regarding possible exposure. As people are usually highly contagious when they have a fever (defined as >100.4F or >38.0C), **your student needs to stay home for at least 24 hours after their fever has subsided. If the student returns to school prior to the 24 hour post a fever rule, they can be sent home for the additional day.** PLEASE keep students home when they are ill; tests can be made up at a later date, and you risk exposing other students. Your student will be sent home if there are any signs of lingering illness.

●Medications

Ideally, all medications should be given at home. However, there are students with chronic illness or long-term health conditions, or who are recovering from temporary illness and need to have medication during the day.

Short-term prescribed medication (10 school days or less) may be given with parent signature, provided the medication is in the current pharmacist prescribing information labeled container. Long-term prescribed medication may be given when there is a current Medication Administration Form signed by the parent and physician in on file in the office, and the medication is in the current pharmacist prescribing information labeled container. Any nonprescription drug, including but not limited to vitamins, food or herbal supplements, eye, ear and nose drops, inhalants, medicated ointments or lotions, cough drops, aspirin, and antacid require a parent's signature and written instructions in order to be given. All non-prescribed medication must be in the original container with the student's name clearly marked.

All medication will be stored in a locked storage cabinet in the office. Only designated school staff are allowed to administer medications at school. In cases where a student must carry medication on his or her person during the school day, compliance with school policy regarding medication must be observed. A statement must be provided that instructs the school to allow the student to carry medication. This must be signed by the parent and the physician. Unused medications will be returned home or destroyed when treatment is completed or at the end of the school year.

●First Aid

The office staff routinely provides basic first aid. Most of our faculty and staff have First Aid and CPR training. Basic first aid equipment is available in the office and in the gym. Ice packs are in the PE office and in the administrative offices.

●Fire, Earthquake, and Lockdown Drills

Fire, earthquake, and lockdown drills are held regularly at OHS in accordance with state regulations. Students are taught how to exit the buildings safely. During drills, students meet with their teachers in a safe, designated place and wait quietly for the "all-clear" signal.

●Emergencies

Each student must have a completed emergency care form on file at the school. This form authorizes OHS to act in case of an emergency, in accordance with parents' wishes. The form lists names and phone numbers for parents, doctors, and designated alternates for parents, all of which are vital in the case of an emergency. **PLEASE NOTIFY US OF CHANGES IN YOUR PHONE NUMBERS OR YOUR STUDENT'S HEALTH CARE REQUIREMENTS.** An Emergency Procedures Manual is posted in each classroom, outlining procedures for a variety of possible situations.

●Calls Home

In cases of illness or injury, parents or guardians will be called if the school determines the care of the student would be better served off campus. In these cases, the parent or guardian will be contacted and asked to pick up their student. In cases of minor illness or injury, the school will exercise its judgment in whether a call home is advisable.

●Domesticated Animal Policy

Service Animal Policy

According to Oregon Laws Chapter 530: Section 3) Subsection (4):

"A person with a disability or an assistance animal trainer must maintain control of an assistance animal or assistance animal trainee. **Except as provided in this subsection, control shall be exerted by means of a harness, leash or other tether.** If the use of a harness, leash or other tether would interfere with the ability of the animal to do the work or perform the tasks for which the animal is trained or is being trained, control may be exerted by the effective use of voice commands, signals or other means. If an animal is not under control as required in this subsection, a place of public accommodation or of access to state government services, programs or activities may consider the animal to be out of control for purposes of subsection (5) of this section."

Restrictions for Service Animals

1. The animal must not pose a direct threat to the health or safety of others
2. The animal should respond to voice or hand commands at all times, and the Partners/Handler should be in full control of the dog at all times.
3. The animal should be unobtrusive to other individuals and the learning or working environment.
4. The animal must be clean and in good health.
5. The animal must behave appropriately (i.e. no sniffing other people without the partner/handler's permission, no displaying aggressive or disruptive behavior such as barking, whining, growling, excessive scratching, etc).
6. The animal should not block the access of aisles or doorways for other individuals.
7. The animal should meet licensing requirements for the state, and any local jurisdictions.

Pets

Students may, with prior permission and a parent or handler, bring in small pets for show and tell, or other special events.

Classroom Pets

Classroom teachers and aides are responsible for the care and wellbeing of the classroom pets. This includes the staff members' dogs on campus.

Dogs on Campus

Oak Hill acknowledges that, sometimes, our four-legged friends must come to drop off or pick up. In order to minimize injuries and/or the spread of disease related to the presence of dogs on school grounds, all dogs on campus must be crated, or leashed and under the control of their owner. **All pet waste is the responsibility of the pet owner-- please clean up after animals.**

Any animal in a vehicle shall be deemed to be on premises and the sole responsibility of the vehicle operator. The owner of the vehicle shall take proper safety precautions to ensure that the animal is properly secured and restrained so as to not interfere with any passersby.

Permission for any and all pets to be allowed on campus may be revoked at any time and for any reason by the Head of School.

●Upper School Restroom Policy (10/20/17)

All students will be allowed to use the bathroom aligned with their gender identity in the two upper school buildings (McGehee and McDonald) at Oak Hill. If a student wishes to switch to the other gendered bathroom during their time at Oak Hill, the student must speak with one of the upper school coordinators prior to first use.

At present, Oak Hill has several all gender single-user bathrooms on campus (Gonyea, Hill Studios, Drama, and Tech Center). Any student wishing for more privacy may use any of these bathrooms. In future buildings, the Oak Hill administration will advocate for inclusive bathrooms for all students in proximity to common student areas.

APPENDIX

●COMPUTER AND NETWORK RULES AND EXPECTATIONS

Network Appropriate Use Policy

The Oak Hill School campus network, Internet connection, and all other resources are intended for educational purposes. Access to network and Internet resources, including web sites, free or paid services, games, and any other resources may be blocked or limited at the sole discretion of the faculty and administration.

Network users may not access or attempt to access adult (pornographic) content, sites promoting alcohol, illegal drug, or weapon use, gambling sites, illegal content, or peer-to-peer file sharing networks while on campus.

Middle School students may use technology with only with teacher permission and for educational purposes while on campus. High School students may not access computer games, social media, online shopping, streaming video or music, or any other use of technology during class sessions except as a part of the class and at the direction of a member of faculty.

Any attempt to circumvent appropriate use of the network will be treated as a disciplinary issue, and may result in disconnection from the campus network, loss of privileges, detention, or other consequences as determined by the Lower or Upper School Head. This includes, but is not limited to, the unauthorized use of VPNs, web or other proxies, personal Wi-Fi "hotspots", or any other means to violate this policy or to access web sites or other resources which are not otherwise available to students on campus.



●Network Separation Procedures

These procedures are designed to ensure that systems and data belonging to OHS remain secure when students, teachers, or staff member leaves the school, and that departing members of the community are treated fairly and respectfully during and after such transitions.

When the IT Manager is notified of a separation – that is, when a student, teacher, or member of staff leaves the school – he or she will immediately lock all OHS accounts used by that person. This includes all computer network, and e-mail accounts, as well as access to www.oakhillschool.net and www.oakhillschool.com and any other OHS systems. In addition, the departing person will immediately be removed from all OHS e-mail lists.

Upon request, the IT Manager will manually forward all personal e-mail sent to the locked e-mail account to a non-OHS account for a period of no more than 60 days.

60 days after the separation, all useful user data will be archived (if possible) and all accounts belonging to the departed community member will be permanently deleted.

●COMMUNITY GRIEVANCE PROCEDURE

A parent or student with a complaint or question concerning any matter relating the interpretation of any of the provisions of the Community Handbook or any of the School's programs, policies or rules, may follow our grievance procedure. It is always best to communicate with your child's teacher or a staff member prior to filing a formal grievance. If there is not a satisfactory resolution after meeting with the faculty or staff person, a formal grievance may be filed.

STEP 1: The grievant is to communicate the grievance to the Head of School in writing within ten (10) days of the date the alleged grievance occurred. The Head of School may appoint a third party to assist with an investigation and/or to mediate a discussion with all concerned parties.

STEP 2: If the grievance is not rectified at Step 1, any party to the grievance may initiate a Step 2 grievance within ten (10) days after receipt of the response to the Step 1 grievance. The Head of School will facilitate discussions with all involved parties to reach a resolution. The Head's decisions involving provisions of the Community Handbook or any of the School's programs, policies, rules, or disciplinary decisions, shall be final and binding on all parties, and shall not be subject to review by the Board.

STEP 3: In case of an allegation that the Head has retaliated against a student or parent, engaged in illegal conduct or financial mismanagement, has violated published Board policies, any parent or student may file a Step 3 grievance against the head of school with the board chair. The grievance must be communicated in writing to the Board Chair within ten (10) days of the date the alleged grievance occurred.

If a grievance step is not initiated within the stated time limits, the grievance shall be deemed not to have existed or to be resolved. The time limits for initiating a grievance may be extended by mutual consent of the parties.

The School will make every effort to respond to a grievance within 30 days; however, some circumstances may warrant more time for investigation.

Rights of Action by School Not Limited

The fact that a grievance has been initiated or is contemplated shall not prevent the School from proceeding with its determined course of action. Neither shall the grievance procedure be denied solely because the School has already taken action.

●ACADEMICS

●Field Trips

On-campus and off-campus activities and field trips function as an extension of and an enrichment of the core academic program and participation is required. Field trip plans must be approved at least three weeks in advance with an activity form. All school rules apply during school-sponsored trips or events.

Trips are always supervised and led by faculty and/or staff members and will have additional chaperones according to the number of students on the trip. The usual ratio is one adult to twelve students. Chaperones are expected to participate in planned activities. A student with a valid driver's license, prior approval from the school, and written permission from a parent, may drive to school sponsored events, but may not transport other students. All drivers must provide the office with a copy of a valid driver's license and current automobile insurance. No alcohol or drugs (including marijuana) are allowed on field trips. Parents must sign and submit a permission form prior to each trip. Blanket permission slips on file cover local trips under 50 miles. Permission given by telephone is not acceptable.

For field trips over 25 miles, the teacher initiating the field trip will take emergency care plan forms, a cellular phone, and a first aid kit on the trip. We appreciate parent participation on field trips. Parents play two different roles on field trips: that of a chaperone and/or of a driver. Drivers and chaperones must be on time and are expected to follow the school's behavioral policies and procedures and report any incidents to the lead faculty /staff member as soon as possible. Parents should not physically restrain or use other physical measures to discipline a student. The only case when physical measures are acceptable would be if a student's safety is in danger.

●Tutoring

From time to time Oak Hill School students or their parents may desire educational support for a student beyond what is usual and reasonable for a faculty member to provide during a course of study. If an Oak Hill School teacher or other employee is chosen to provide the service, the following policy applies. Parents may also choose to engage persons not employed by Oak Hill School. Outside individuals using Oak Hill School facilities will be charged a rental fee.

Definition

An activity is considered tutoring when an Oak Hill School teacher or other Oak Hill School employee provides individual instruction to an Oak Hill School student in a subject currently under study by that student. Tutoring is generally remedial in nature, and is designed to help students overcome deficiencies. Tutoring is not a replacement for assistance provided to the student by a teacher as a part of normal class activities. All tutoring activities must conform to the following guidelines. Failure to adhere to these guidelines may lead to disciplinary action up to and including termination.

Guidelines

- Oak Hill School faculty members may not tutor their own student(s) for a fee. This policy does not apply to new students who have not yet enrolled.
- Prior to any Oak Hill School tutoring activity, the tutor, the student, the student's parents, the head of the upper school and/or the head of school must execute a Tutoring Contract that sets forth the hourly tutoring rate, the maximum number of hours of tutoring, the goals of the tutoring and a schedule of tutoring activities.
- Tutors must maintain a tutoring activity log for each student. This log will serve as an hourly time card for the tutor and will be submitted monthly to the Business Office, which will forward a copy to the parent(s) of the student.
- All tutoring contracts must be paid in advance unless the Business Office approves credit. The Business Office shall conduct all billing and fee collection for tutoring.
- All tutoring must take place on the Oak Hill School campus. This helps protect faculty members and students from claims of misconduct.
- Oak Hill School does not grant credit for work done with a tutor.
- Faculty members will be paid 90% of the hourly tutoring rate agreed upon. This amount shall be payable monthly upon delivery by the tutor of the monthly tutoring activity log to the Business Office. Payment for tutoring shall be considered as normal compensation subject to withholding, social security and other normal payroll deductions.
- Tutoring will be scheduled outside of normal school hours or at a time and place that is not disruptive to normal school activities. Tutors must schedule the after school use of facilities in advance with an activity form through the office.

●Private Lessons or Classes

Oak Hill School faculty or other employees may offer non-credit private lessons or enrichment classes to Oak Hill School students or the general public. These activities are considered a private enterprise conducted outside the scope of any contractual or employment relationship between the instructor and Oak Hill School. If an Oak Hill School employee wishes to use the school's facilities for these activities the following guidelines apply.

Definition

Any non-credit educational, recreational or enrichment activity conducted on Oak Hill School premises by Oak Hill School faculty or staff as a private enterprise.

Guidelines

- The use of any Oak Hill School facilities for private lessons or classes must be approved in advance by the Head of School.
- The use of Oak Hill School facilities must be scheduled in advance through the office with the use of an activity form.
- Any Oak Hill School faculty or employee providing private lessons or classes using Oak Hill School facilities will be charged a usage fee to be negotiated with the Business Office. It is intended that this fee will be nominal.
- In cases where private lessons or classes subject participants to increased risk, additional liability coverage or proof of insurance may be required at the discretion of the head of school.
- Promotional material must not imply that the activity is an Oak Hill School sponsored activity.

Faculty is reminded that Section 7 of the Professional Teacher’s Contract suggests consultation with the head of school before beginning any outside educational activities.

●Independent Study

From time to time an Oak Hill School Student may wish to receive credit for a subject or a level of a subject that is not offered in the current Oak Hill School curriculum. In such cases a course of independent study may be designed to meet this need.

Definition

Independent study is a credit granting educational activity pursued by a single student outside the normal curriculum offerings. The study activity is planned and approved in advance, monitored and supported by Oak Hill School faculty during its progress and graded upon completion.

Guidelines

Students may take a maximum of one credit in independent study per year. Students choose an Independent Study Mentor from among Oak Hill School faculty or any other qualified person approved by the upper school coordinator or head of the school. If the independent study mentor is not an Oak Hill School faculty member, an Oak Hill School faculty member must be chosen to serve as faculty coordinator. An Independent Study Committee composed of the student, his/her parents, the independent study mentor, the faculty coordinator (if required), the head of the upper school, the head of school, a faculty member representing the discipline area of the proposed project (if not already represented) and the student’s faculty advisor will hold a pre-proposal meeting, the

independent study mentor and the student shall prepare and submit a written proposal, which includes:

- The goal of the independent study.
- The scope of the independent study.
- The amount of credit to be awarded for completing the activity.
- The amount of time required by the Independent Study Mentor to accomplish the goals of the activity.
- The duration of the activity.
- A method for evaluating student learning.
- Requirements for a final written report and/or public presentation of study results.

The written proposal is reviewed by the faculty and staff members of the Independent Study Committee who may accept the proposal, make recommendations for amendments, or deny the proposal. The business office will issue a supplemental enrollment contract to the student and his/her parents setting forth the proposed cost and payment terms for the independent study activity. The approximate cost is \$300 per semester, \$600 per year. The business office will offer a supplemental Professional Teachers Contract to the Independent Study Mentor setting forth the amount of compensation to be paid for the activity. Upon the approval of the Independent Study Proposal and the signing of the Supplemental Activity Contract and the Supplemental Professional Teachers Contract, independent study activities may begin. A copy of the Independent Study Proposal shall be filed with the student's record.