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## 2022-2023 School Directory and Student/Parent Handbook

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**Oak Hall Episcopal School**  
*An Episcopal Diocesan school under the auspices  
of the Diocese of Oklahoma*

Founded: 1977

Grades: Early Childhood 3 through 8<sup>th</sup> Grade

Motto: Veritas Magna Est  
(Truth is Greatest)

Mascot: The Owl

School Colors: Green and White

Website: [www.oakhallschool.com](http://www.oakhallschool.com)

**Mission Statement**

Oak Hall is dedicated to the intellectual, creative, physical, social, emotional and spiritual growth of each student to his/her full potential within a Christian environment in the Episcopal tradition.

**Philosophy**

The School's purpose is to fully develop, not merely educate, each student within a Christian environment. The School believes that all children can learn, have special gifts and are unique. Because of this, we strive to provide a challenging academic and developmentally appropriate curriculum for each individual child. We want each child to experience success and to develop and maintain a sense of true worth and the feeling of being personally valued as a contributing member of the School family and as a child of God.

We believe that the complexities of life demand that every person be knowledgeable, productive, responsible, resourceful,

and respectful. Therefore, we seek to provide an academic environment that provides a values-centered, character-building education. We want each child to have not only the skills and tools needed to function effectively but also to have the assurance, insight and understanding that will help him/her to be happy in life and make a meaningful contribution to society.

How these goals are accomplished:

1. By maintaining a low student/teacher ratio and by tailoring programs and objectives to our own particular group of children;
2. By providing a curriculum firmly grounded in the basics; with heavy emphasis on reading, language arts, mathematics, social studies, and science;
3. By supplementing the curriculum with enrichment programs to stimulate creativity, analytical thinking skills, and self-growth;
4. By fostering a family atmosphere of mutual concern and by total involvement of administration, parents, teachers, and students in the educational process; and,
5. By participating in chapel regularly and by implementing Christian principles in all classroom and School activities.

**Board of Trustees**

The primary responsibility of the Board of Trustees is to oversee the welfare of the School and assume responsibility for strategic planning and development. The full board meets once a month.

According to Oak Hall's bylaws, the School's Board of Trustees consists of between eight and twenty members. The Nominating Committee prepares a slate of nominees. Nominees are elected by the full board and must be approved by the Bishop and Diocesan Council. Trustees serve a three-year term. One voting member is the president of the Parents' Association. The Bishop's representative and the Headmaster are *ex-officio*, voting members.

### **Parents' Association**

The Oak Hall Parents' Association was organized in 1978 by a group of parents who were willing to donate their time and effort in order to help provide needed materials and equipment for education of their children and to give additional revenues for operating expenses. The success of this organization has continued over the years.

The Oak Hall Parents' Association is primarily a fund-raising organization with several projects each year including the annual auction. They are also responsible for securing homeroom parents for each class, parent volunteers for School activities and other events as needed.

All parents of Oak Hall students are automatically members of the Parents' Association.

### **Accreditation**

Oak Hall is a state-accredited nonpublic school. The school was accredited in 1996 by the Oklahoma State Legislature through the Oklahoma Private School Accreditation Commission. Oak Hall is also accredited by Southwestern Association of Episcopal Schools, and is a member of the Oklahoma Commission of Episcopal Schools, the National Association of Episcopal Schools, and the National Association of Independent Schools.

## **POLICIES**

### **Admissions/Re-enrollment**

Enrollment for the upcoming year begins in early spring, and current families are given the first opportunity to re-enroll. Enrollment packets are given to all enrolled students. The application forms must be completed and returned to the Director of Development & Enrollment Management with the enrollment fee before a child can be formally re-enrolled.

Positions cannot be held for any student unless an application form is on file and the appropriate enrollment fees have been paid.

Denial of re-enrollment may occur if it is felt by the Headmaster that continued placement at Oak Hall would not be in the best interest of the student or the School. This may apply in certain cases where special education resources are not offered at Oak Hall and/or could be better met at another educational institution.

Financial aid is available for students entering Kindergarten through 8<sup>th</sup> Grade, and its award is based upon need, availability of funds, and the particular strengths offered to the School by the applicant. The school does not discriminate on the basis of sex, creed, race, national origin or, insofar as possible, economic status.

Oak Hall Episcopal School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, scholarship programs, and other school-administered programs.

After a period of re-enrollment, enrollment is open to new students. Current Oak Hall students not re-enrolled at this stage may lose their place at the School.

### **Arrival and Dismissal**

For the safety of our students, drivers are to keep their speed to a minimum. The speed limit on our campus is 5 mph.

#### Arrival

When arriving at school in the morning, a staff member will be on duty to greet each child and accompany him/her into the building. During this time, parents may let children out from the right lane in front of the school. **CHILDREN CAN ONLY BE UNLOADED FROM THE RIGHT LANE.** This service is provided from 7:30 am–8:15 am. After 8:15 am, when no staff member is present outside, parents must park in a designated parking space and walk their child into the building. The parent and child must stop at the office to obtain a tardy slip before proceeding to the classroom. All students are considered tardy after 8:15 am.

#### Dismissal

School is dismissed for half-day early childhood students at 11:30 am. Parents picking up half-day students should pull into the main oval and wait in line for their child to be loaded into their car.

### **All other students are dismissed at 3:30 pm.**

Parents of full-day early childhood and kindergarten students are to pick up children from the parking lot on the east side of the gymnasium. Please enter the parking lot using the northernmost entrance and pull into the east parking lot to wait in line for the child to be loaded into the vehicle. After the child has been loaded, turn left to exit the campus or turn right to pull into the oval if picking up an older student. **On rainy days, please pick up EC students in the main carpool line under the portico.**

Parents of older students should enter the main oval and stay to the right to enter the carpool lane or stay to the left to pull through to a designated parking space. **CHILDREN WILL BE LOADED INTO CARS FROM THE RIGHT LANE ONLY.**

This is for the safety of each child on campus. If your child's class is not waiting on the porch, please pull through the oval and wait on the south side of the parking area.

Parents should notify the office if transportation arrangements change for their child. Please note that a child will only be released to an authorized person who is listed on his/her emergency card on file in the School office.

***Do not park in the red zone at the front of the building.***

### **Attendance and Tardies**

All students are expected to attend school daily and to meet every scheduled activity or assignment. Parents should endeavor to do their part in having students arrive on time, rested and in good physical health. Parents are asked and encouraged to schedule appointments for their children at times other than during school hours. Should it be necessary for a child to attend an appointment during the school day, please notify the school secretary and the classroom teacher of the appointment. Parents should come into the school office to pick up their child and sign them out. To minimize disruptions, the office staff will call the classroom for the child rather than the parent going to the classroom. It is the responsibility of the student and/or parents to obtain any work missed during the appointment. Upon returning to school, the child must be signed in at the school office.

Attendance is taken daily and absences and tardies are reported to the office. **Please call the School office by 10:00 am if your child will not be attending. If you would like your child's missed assignments, you should notify the office by 10:00 am in order to provide the teacher adequate time for preparation.** In addition, it is helpful to know if a child has contracted a highly contagious disease.

*In accordance with Oklahoma School Code, a student may not have more than ten (10) unexcused absences during a semester. Any unexcused absences beyond this may result in the student repeating the grade.*

#### Absences Due to Illness, Accident, Bereavement, or Family Emergencies

Any absence due to illness, accident, bereavement, or immediate family emergency will be considered an **excused** absence *if the School office is notified*. Students may be asked to provide written documentation (parent or doctor note) explaining the absence. The student will be allowed to make up any missed work within the following timetable: two days for every missed day. Any student absent due to illness for three consecutive days will require a doctor's note for readmission to School.

#### All Other Absences

All absences other than illness, accident, bereavement or immediate family emergency are considered **unexcused**. *Any absence of which the School office is not notified will be considered unexcused.*

The school publishes a calendar well in advance, making every effort to anticipate the entire school year. Oak Hall encourages parents to schedule vacations or short trips to coincide with School vacations. When this is not possible, it is the responsibility of the student and/or parent to obtain any class work and homework for the student during the period of absence. *The request for work should be made at least one week prior to the departure, although it may be more advantageous to receive missing work after returning.* All work missed is due the day the student returns. Extra days for make-up work will not be given for this type of absence.

#### Early Dismissals

Parents checking students out of School at any time before 3:30 pm must sign the student out in the School office. Please do not go directly to the classroom. **Six (6) early dismissals will be counted as one unexcused absence.**

#### Tardies

A student who arrives after 8:15 am is considered tardy. Any student not present for at least three (3) hours will be counted absent. Six (6) tardies will be counted as one unexcused absence.

#### **Cell Phones/Electronics**

The School strongly discourages students from bringing cell phones and other electronics to School. The School will not be held responsible for damage or theft of these items.

*If it is necessary for a student to bring a cell phone or Smart/iWatch to school, s/he must turn it into the Headmaster at the beginning of the day.* It will be held until dismissal. Failure to follow this policy will result in confiscation of the item.

#### **Chapel**

All students (Kindergarten – 8<sup>th</sup> Grade) must attend chapel daily with their class. Chapel is at 8:15 am. Parents are invited and encouraged to join us when possible. If your child is in an early childhood class, please contact the classroom teacher for the Chapel schedule.

#### **Communication**

##### Conferences

Parents are encouraged to discuss their child's progress with the teachers. Individual parent conferences are scheduled regarding each student three times a year. Parents may schedule additional conferences at any time throughout the year as the need arises by contacting the classroom teacher. Incidental conferences are seldom satisfactory. Impromptu conferences during arrival and dismissal times compromise confidentiality and impede student supervision. These types of conferences should not be held.

It is important for parents to discuss classroom concerns with the teacher involved before contacting the Headmaster. If the parent does not feel that the concern was addressed, the Headmaster should be contacted. It may be necessary to schedule a meeting with the teacher, parents, and the Headmaster.

##### Confidentiality

According to the Buckley Act of 1974, a student's records are confidential and are open only to the professional staff and the student's parent(s) or guardian(s). Student permanent records are filed in the School office. Additionally, all information of a personal nature related to children and/or families will be treated in a confidential nature and will not be shared with anyone without permission from the person initiating the information.

### Student Planner

Students in first-eighth grade will bring home a student planner that needs to be reviewed daily by parents. The planner includes all short-term and long-term assignments. To help develop student's organizational skills, parents and teachers should check daily to make sure the planner is being utilized and the student is completing the work. Daily homework assignments are also posted on the School's website.

### Website

Parents should regularly check the School's website, [www.oakhallschool.com](http://www.oakhallschool.com) for the most up-to-date information, lunch menu, and the School calendar.

### Weekly Bulletin

Communication between the school and parent community is essential for the operation of a successful school. The Owl's Hoot, a weekly newsletter, informs parents and students about school schedules and activities. This is emailed to parents every Thursday as well as posted on the School's website. Copies are also available in the School office.

### **Curriculum**

Oak Hall follows a customized curriculum that encompasses the Oklahoma Priority Academic Student Skills (PASS) and is supplemented with additional objectives specific to our program. A curriculum manual is available for parents to view in the School office.

### **Daily Schedule**

#### Arrival

7:30 am	Teachers on duty for students who need to arrive early.
8:00 am	Students proceed to classrooms
8:15 am	Chapel begins ( <b>Any student not present at this time is considered tardy</b> )
	Classes begin immediately following Chapel

#### Lunch

Please contact the office or your child's teacher for lunch times.

#### Dismissal

11:30 am	Half-day student dismissal
3:30 pm	All other student dismissal
5:15 pm	Extended Day program ends

Teachers are available from 8:00 am until 4:00 pm.

### **Discipline**

#### Code of Conduct

Oak Hall's goal of healthy and successful academic development for students requires the direct involvement of everyone; the children, teachers, parents, and staff. We all support and nourish this environment through our attitudes, our behavior, and our concern for each other and the school. Students at Oak Hall are expected to develop and demonstrate a sense of honor and integrity, personal pride and character, and a spirit of cooperation and consideration. Manners and courtesies are imperative to make our school atmosphere a pleasant one. We also believe that the development of self-discipline and positive leadership traits in each of our students are as important as their academic growth. Thus, we will work to foster the emergence of these characteristics, which are vital to the maturation of the child.

We believe that the best way to foster a positive and safe environment for learning is through a set of simple, clear, and consistent expectations for everyone's behavior at Oak Hall.

This will apply to all aspects of our school life, i.e., the classrooms, assemblies, hallways, playground, and field trips. As a school community in which high Christian standards are both observed and fostered, each student is expected to:

- accept responsibility for him/herself;
- accept responsibility for community property;
- be respectful and courteous to all;
- refrain from actions such as cheating, plagiarism, lying, and stealing; and,
- be on time for each School obligation.

Teachers model the Eight Expectations for Living as prescribed by the Great Expectations teaching methodology. These are the guidelines that are expected to direct student behavior. They are:

- We will value one another as unique and special individuals;
- We will not laugh at or make fun of another person's mistakes, nor use sarcasms or put-downs;
- We will use good manners, saying "please", "thank you", and "excuse me", and allow others to go first;
- We will cheer each other to success;
- We will help one another whenever possible;
- We will recognize every effort and applaud it;
- We will encourage each other to do our best; and,
- We will practice virtuous living using the Life Principles.

In order to provide a safe and healthy environment and to promote kindness to others, we have adopted a few additional guidelines:

- Students may not bring toys, audio equipment, or video games to school or on class trips, unless their respective teacher has requested these items for class use. The cell phone policy can be found on page 8 of this handbook;

- Real or play weapons are not allowed at School. Students who bring weapons to School are subject to expulsion; and
- Illegal drugs, alcoholic beverages, or tobacco is not permitted in the School, on the School grounds, or at any School function. Students who violate this rule are subject to expulsion. **OAK HALL IS A TOBACCO AND E-CIGARETTE FREE CAMPUS. THE TOBACCO POLICY CAN BE FOUND IN THE APPENDIX TO THIS HANDBOOK.**

#### Disciplinary Procedures

Students almost always respond positively to the personal intervention of faculty when behavior causes difficulties. Matters of discipline are most effectively handled by the teacher. In most instances the student will be removed from an activity or lose privileges. If a student fails to respond to the respectful and reasonable disciplinary efforts of a teacher, the problem will then be taken to the Headmaster. Serious offenses will be reported immediately to the Headmaster.

#### Detention

Detention will be used only in rare instances. When detention is assigned to a student, it will be for a two-hour duration and will take precedence over all other student commitments. The detention may be a school service project, a work detention, or a quiet time detention. Parents will need to arrange for transportation for the child promptly at the end of the detention period. Detention may sometimes be required on a Saturday.

#### Suspension (may only be imposed by Headmaster)

##### *In-School Suspension*

When a student is placed on in-school suspension, he/she is to report at the beginning of the school day to the Headmaster. The student may be assigned a school service project and/or sit quietly and complete classroom work provided by his/her teacher(s).

### *Out-of-School Suspension*

When a student is placed on out-of-school suspension, they will remain at home for a time to be determined and work missed cannot be made up.

### Expulsion (may only be imposed by Headmaster)

After the above measures have been taken and the student continually fails to demonstrate improved behavior, the student shall be subject to expulsion by the Headmaster.

For offenses deemed extremely serious, the student may be expelled without earlier measures being used.

No refunds shall be made of prepaid tuition for any child who is expelled.

### **Emergency Closing**

Oak Hall determines closing for emergency weather conditions separately from the local public schools. If the School chooses to close due to inclement weather, announcements will be made on local television stations, through the One Call Now system, and posted on the School's website.

### **Emergency Drills**

Fire and tornado drills will be held on a regular basis during the school year. Drills will be scheduled at random times so that students have an opportunity to evacuate the buildings from various locations. Exit plans are posted in each classroom. Likewise, lockdown procedures have been established and are practiced.

### **Extended Day**

Extended Day is offered for students who need to stay from **3:30 pm – 5:30 pm**. Any child who comes on a regular basis can pay a flat fee of \$100.00 per month for 10 months. Checks must be made payable to Oak Hall and are due at the beginning of each month. Drop-ins are accepted at a rate of \$15.00 per day.

Students participating in Extended Day should bring a nutritious snack. Children are expected to follow the general guidelines of Oak Hall.

Should a child refuse to follow these guidelines, the Extended Day personnel reserve the right to remove the child from the program immediately.

Children will only be released from Extended Day to a parent or legal guardian or an authorized person listed on the student's Emergency Card.

### **Field Trips**

Field trips are an exciting way to enrich our classroom curriculum and are encouraged in instances where experiences will contribute to student growth, maturity, insight, and development. Field trips will be scheduled whenever possible and appropriate. In most cases, class parents will be asked to drive and accompany students with their classroom teacher. A permission slip must be signed by the parents for each field trip. Parents willing to drive or otherwise assist with field trip supervision must sign a Field Trip Agreement form and provide the School office with a copy of their driver's license and proof of insurance. Parents who volunteer to drive or otherwise supervise students will not be permitted to bring any other children with them (i.e. siblings).

Students are expected to display their best behavior when traveling away from School. This reflects a positive reputation for Oak Hall in the community, provides for a safe outing and develops a sense of pride in our students.

### **Finances**

All financial information and billing transactions are handled under the direction of the School's Business Manager. Information concerning issues of financial assistance, scholarships, Extended Day, tuition billing or financial donation is available through the business office, between the hours of 8:00 am and 4:00 pm. **All money should be sent to the School in the form of a check and be clearly marked as to how the funds are to be used.**

### Tuition

Tuition and fees are payable in full by July 1<sup>st</sup> before each school year begins. The enrollment fee for the appropriate grade is due in full in order to secure a place for the next school term. This fee is non-refundable. The school offers participation with a tuition management organization for those parents needing to make monthly or quarterly payments. Report cards and transcripts can be withheld if all fees have not been paid.

### Financial Aid

Financial aid is available for students enrolling in K – 8<sup>th</sup> Grades and its award is based upon need, availability of funds, and the particular strengths offered to the School by the applicant. All applicants must fill out and submit a financial aid application to the FACTS organization by the published deadline in order to be considered for assistance. An Application for Enrollment form must be completed and enrollment fee paid before applications can be given for financial assistance.

**Oak Hall does not discriminate on the basis of gender, creed, race, or ethnic background.**

### **Food Service**

Cold breakfast (cereal, juice, and milk only) is available from 7:30 am – 7:50 am at a cost of \$1.00-\$1.50. **Students much bring breakfast money daily. Breakfast accounts are not issued.**

Students may participate in the School lunch program or bring a lunch from home. A student may purchase a hot lunch for \$4.50 each day. An adult may purchase a hot lunch for \$5.00.

Parents may purchase lunch cards in the school office in increments of five (5) lunches. A monthly menu is published on the last Owl's Hoot of the month for the upcoming month and is posted on the School's website. Parents will be notified via email from the School office as the student begins to need more lunches. **After five (5) overdue lunches, children requesting hot lunch will be provided with an alternative until the account is out of arrears.**

Lunches from home should be nutritious and simple, so children can manage their own preparation, eating and clean up. Milk is available for \$.50 and water is offered at no cost. A microwave is available for heating food, but this practice limits the student's time for eating.

We ask that no glass containers be sent to school. No candy of any kind is permitted. Caffeinated beverages are permitted for middle school division students only.

Parents are invited to join their child for lunch at any time. Please let the child's classroom teacher know or call the office so the lunch count will be accurate.

### **Fundraising**

No collections, offerings or fundraising activities may take place without approval of the Headmaster.

### **Lockers**

Students are provided with assigned lockers for storage of books and personal belongings. The School is not responsible for personal property and valuables stolen from lockers.

### **Lost and Found**

A "Lost and Found" box will be kept in the School. Articles not claimed are donated to charity twice a year.

### **Messages**

In order to diminish interruptions during prime class time, we ask that messages be sent to the office for pick-up or relaying to the classroom at convenient times.

## **Parties**

### In School

Each class will have a Harvest party, Christmas party, Valentine's party and Easter party sponsored by the homeroom parents. Classroom parties will usually be held during the last 30-45 minutes of the school day. Parents may bring a treat to help celebrate a student's birthday; however, please keep these simple and easy to distribute, making sure there is enough for every child in the class. **No treat bags/goody bags should be distributed.** Parents need to make arrangements with the teachers if they are planning to send in a birthday treat. If birthday treats are intended to take the place of lunch, parents must give the kitchen manager two weeks notice. Children will be honored for their birthdays at the bi-weekly Hoot and Holler assembly, and children celebrating birthdays will also receive a special blessing at the Wednesday chapel service that week.

Any flowers or balloons delivered to school for a student will be kept in the School office until after school, when the student may pick them up.

### Out of School

*Invitations to private parties may only be distributed on our campus if the entire class is invited; otherwise, parents should notify children of the parties through mail or by telephone.* Likewise, children should refrain from discussing upcoming parties at School. We discourage parents from excluding children from parties as this may result in hurt feelings.

## **Responsibility for Materials**

Any student who loses or destroys School property or another person's property at School will be held liable for replacement or payment for the property destroyed and, at the same time, will be subject to such further disciplinary action as befits the circumstances.

A major part of every student's education is learning to be responsible for his or her belongings. All items and clothing should be labeled with the student's name.

Holding a student accountable for his or her books, papers, notebooks and other objects needed to accomplish schoolwork is a major task for teachers. To aid in this process, the School requests that parents help their children develop systems and procedures to monitor their own belongings and responsibilities. Having a student check to see if everything is present in the morning before leaving for school and having a special place to put their School materials at home will aid the development of good habits. Students will not be allowed to call home for items forgotten.

The School urges parents not to bring forgotten notes, lunches, homework, etc., for their children. This is the student's responsibility. Learning and growth in maturity are served best if the student discovers the reality of the consequences.

## **Student Health and Emergency Information**

### Required Forms

These forms must be in each student's file in the school office or attendance will not be allowed:

1. Application for Enrollment;
2. Signed contract;
3. Medication form;
4. Updated immunization record or Exemption form;
5. Authorization for Medical Care of a Minor form;
6. PR Release; and,
7. Emergency Card.

### Health

All students must have on file in the School office an up-to-date immunization record signed by a physician, as is required by the Oklahoma State Health Department. Please notify the office when your child receives an additional injection so that we may keep the records current and so your child will not be excluded from School. If your family chooses not to immunize, an Oklahoma Immunization Exemption Form must be on file in the office. This form may be obtained from the School office.

### Guidelines for keeping children at home

Parents should not send a child to School if s/he:

- is too sick to participate in the daily program, including outdoor recess;
- has a fever or has had a fever within the last 24 hours;
- has had vomiting or diarrhea in the past 24 hours;
- has excessive nasal discharge;
- has a constant cough; and/or,
- has symptoms of a communicable disease (i.e. red eyes, sore throat, rash, fever).

***Children should be symptom and/or fever free for 24 hours without fever reducer before returning to School.***

\*During times of epidemic, the School may alter this policy or require a physician's note before the student can return to school.

### Communicable Diseases

In the event any student has a communicable disease, the parents are expected to notify the school and to keep the student out of School in accordance with the following regulations:

#### *Chicken Pox*

Isolate and exclude from school until free from fever, crust has formed and no evidence of a secondary infection.

#### *Measles (Measles, Fifth disease and similar illnesses)*

May return to School when free from rash, or five days after rash appeared, with note from doctor.

#### *Mumps*

Exclude from School until all swelling is gone. No restriction on contact with other children.

#### *Pink Eye*

Exclude from School until redness and drainage are gone.

#### *Head Lice*

Children will be sent home if live lice and/or nits are identified. Information will be provided on treatment to be done at home. Children may return once lice and/or nits are treated and no longer present.

Families of exposed children will be notified by School when a severe contagious disease occurs.

Parents will be informed immediately in case of accident or if their child is not well. Students who become ill during the school day will have their temperature taken. If the temperature is normal and the child feels better after a rest, the student will most likely return to class. If the student has a fever over 100°, the parents will be notified and the student sent home. **Students who do not feel well should never leave school until the School office is notified.**

If your child needs to have medicine administered during the school day, it must be delivered to the School office with specific instructions for its use. As a rule, the School will not dispense any type of medication to students unless proper written permission and instruction is on file in the office. If a student requests over-the-counter medications, the School will contact the parent for verbal permission before dispensing such medications.

Medications such as inhalers or epinephrine injections that are necessary for time-sensitive, life-threatening emergencies may be kept in the possession of the teacher in the classroom. Keeping in mind we have students who have severe, life-threatening food allergies, please liaise with your child's teacher or homeroom mom about appropriate daily snacks or party food.

### Minor Emergency

Two emergency names and phone numbers and a local doctor's name and phone number must be on file in the School office for each student. These persons may be called in an emergency in case the parents cannot be reached. The Authorization for Medical Care of a Minor form must be on file in the School office. School personnel can only treat minor cuts and bruises. Parents will be notified in case of illness or accident. When parents must be out of town, please leave information in the School office as to where the child is staying and whom to contact in case of emergency.

### Severe Injury Policy

In the case of severe injury, every effort will be made immediately to contact the parents. In the unlikely event that contact could not be made, the School would exercise the use of the Authorization for Medical Care of a Minor form that is kept on file in the school office. It is vital that this form is on file in the School office and that it is up-to-date.

### Health Excuses

If a child must be excused from participation in PE or any other regular activity, the parent must fill out a Puny Form in the School office. For extended absences (3 days or more) from PE, the child must have a written excuse from the doctor.

### Suspected Abuse

According to Oklahoma Law, persons required to report suspected child abuse are teachers, school officials, and day care center workers.

### **Telephones**

The School telephone is to be used for School business. Please do not ask the office to get messages to your child, except in cases of emergency. Teachers cannot be called to the telephone during class time.

Students are not permitted to make calls except in emergency situations. In most cases, students will not be allowed to call home for forgotten items. Students may not use the telephone during the day to rearrange afternoon carpool plans unless permitted by office personnel.

### **Uniform Code/Dress Code**

All students in Kindergarten – 5<sup>th</sup> Grade are required to adhere to the school's uniform code. Middle school division students follow the school's dress code. Please refer to the uniform code at the back of this handbook for specific uniform requirements or middle school dress code guidelines. *Any student violating the school uniform code or dress code will receive a Uniform Violation Notice. After three such notices, the student will lose the Friday uniform privilege and parents will be notified.*

### **Uniform Code/Dress Code cont'**

#### Hair/Jewelry/Makeup

Hair for both boys and girls must be kept neat and of a reasonable length (no longer than top of collar and not below eyebrows for boys; girls must keep bangs out of their eyes). Hair must be clean and combed. Any unnatural hair coloring, feathers, beads, or colored tips are not permitted. Facial hair is not permitted.

Girls may wear simple necklaces and stud earrings or close-fitting loops. Watches and simple bracelets may be worn provided such items are not distracting. Earrings are not permitted for boys.

Makeup is not permitted for any girl in lower school (K-5<sup>th</sup>). Middle school girls may wear minimal, natural looking makeup only.

It is expected that the choice of dress or grooming will not disturb, disrupt, or interfere with the classroom and/or learning environment; and shall not create a health or other hazard to the student's safety or to the safety of others. Because it is impossible to encompass every eventuality of dress and appearance, the judgement of the Headmaster is final in these matters.

### **Volunteers**

Parent volunteers are welcomed and encouraged at Oak Hall. Teachers utilize parents in many different ways. Please contact the office if you are interested in volunteering at the school. Due to confidentiality requirements, parent volunteers are typically not permitted to work *in* the First - Eighth Grade classrooms, but are provided tasks to be done in the workroom or the library. Teachers may also call on parents to assist with special classroom events, projects or parties, or to share a talent or profession with the class.

Any parents wishing to simply observe their child's classroom during a time of academic instruction should schedule the observation through the office. Parents should keep in mind that some children become very distracted when their parents are observing, therefore the observation may not reflect typical classroom performance.

## **ACADEMIC POLICIES**

### **Academic Standards**

Students are expected to meet standards of achievement in academic work, in daily attendance, and in maturity before promotion to the next grade. Using observations recorded by faculty and staff and/or other testing instruments, the Headmaster has the final decision on the placement of students.

### **Computer Access**

Students are given many opportunities to utilize school computers. An Acceptable Use as well as an iPad Agreement must be signed before access to the computer lab will be granted. A violation of this agreement will result in the loss of school computer use.

### **Grading**

#### Early Childhood – First Grade

Progress reports are issued at the end of each quarter, beginning in the second quarter. Students receive grades on the following scale:

- 4 Exemplary
- 3 Proficient
- 2 Developing
- 1 Emerging
- N Not Applicable

#### Second - Fifth Grade

Report cards are given four times a year at times noted on the school calendar. Grades are issued according to the following scale:

- A 92 – 100
- B 83 – 91
- C 74 – 82
- D 65 – 73
- F 64 and below

### **Skills Grades**

- 4 Exemplary
- 3 Proficient
- 2 Developing
- 1 Emerging
- N Not Applicable

#### Sixth through Eighth Grade

Report cards are given four times a year at times noted on the school calendar. Grades are issued according to the following scale:

- A 92 – 100
- B 83 – 91
- C 74 – 82
- D 65 – 73
- F 64 and below

### **Skills Grades**

- 4 Exemplary
- 3 Proficient
- 2 Needs Improvement
- 1 Unsatisfactory
- N Not Applicable

### **Homework**

At Oak Hall Episcopal School, we encourage homework to be a way of communicating learning between home and School, allowing children to consolidate their understanding and develop routines that will help them in their current grade and prepare them for the next. Homework is an important part of learning to become an independent, life-long learner. It is expected that all students will complete their homework independently to the best of their ability.

#### **Aims:**

1. To practice work covered during the day, consolidate understanding of recently taught concepts, aid development of essential skills and/or provide extra interest and stimulation;
2. To prepare for the next lesson;
3. To catch up the work missed during the day (at teacher's discretion);
4. To promote the development of independent, organized work habits; and,

5. To allow parents a window into the schooling process. Ideally, homework will aid the link between School and home.

### **Academic Interventions**

Academic Interventions apply to Middle School students when classwork and/or homework are incomplete or unsatisfactory. The policy will be handed out and discussed at Middle School Parent Orientation.

### **Time spent**

We believe that homework should be part of a balanced approach that allows children time to be children, to have down time, family time, and time for activities and recreation. At the beginning of each school year, the individual classroom teachers will outline the expectation for the approximate window of time homework should take each night. Please note that this timeframe does not include daily reading, and that it will be increased by test preparation and/or homework assigned Special Area teachers.

### **Parental Involvement**

Generally, most children should not need assistance to complete homework tasks. Parents do, however, have a significant role to play in helping their child(ren) to develop positive homework habits. Parental support is vital, and this includes:

1. Being positive and interested in homework, whilst encouraging a balance of work, play, and other activities such as dance and sport;
2. Setting a regular time for the work to be done;
3. Creating a home environment that assists children when completing homework, by ensuring that your child has a desk or table at which to work in a quiet space without distractions;
4. Ensuring that the work is completed to the best of the child's ability; and,
5. Signing worksheets and forms to show work has been completed and checked.

For younger children, those new to the School, or students who have difficulty with homework, parents may also wish to assist by:

1. Checking the diary to establish what work needs to be done;
2. Helping the child to organize time so that the work is completed;
3. Monitoring the work and showing a positive interest;
4. Actively assisting with the work, only when assistance is obviously needed; and,
5. Communicating, by letter or in person, with the relevant subject or class teacher about any difficulties.

### **Parent Concerns**

Please note that any parent concerns regarding homework should be addressed directly to the teacher who set the homework.

If your child has demonstrated effort and application for the designated time, then that shall be deemed suitable. If a child is unable to complete the homework in the designated time, the parent should write a short note to communicate this to the class or special area teacher.

### **Library**

The mission of the library media program is to insure that students and staff are effective users of ideas and information. The library collection endeavors to respond to the curricular and instructional needs of the School with a full range of print, non-print, and electronic resources. Access to materials from other libraries is provided whenever possible. Resources available on the Internet are selected by the Library Media Specialist or teachers using electronic resources selection criteria. Information seeking skills are taught at a moment of need through cooperative planning between teacher and the Library Media Specialist.

Classes are scheduled to insure that everyone visits the library at least once a week. In addition, children may visit the library before and after school with parental supervision.

Books are checked out for 1 week with the option to renew. Books for leisure reading are limited to 2 with no limit on books needed for assignments. There are no fees for overdue books, but payment is expected for books that are lost or damaged.

Oak Hall maintains books for parents concerning child development and parenting in the professional collection.

Policies and procedures of the library are determined by our board approved Library Collection Policy. Copies are available in the library.

Oak Hall respects the rights of all library users by adhering to the tenets expressed in the Oklahoma law protecting the confidentiality of library users' records.

### **Promotion of Students**

A student is promoted each year on the recommendation of the teacher and the Headmaster. An evaluation of the student's progress will consider the academic, emotional, and physical development of the student in consultation with the parents.

### ***Absenteeism can affect promotion to another grade.***

If a student does not meet minimum requirements for advancement to the next grade level, the student will be accepted only for re-enrollment in the same grade level.

When placement cannot be determined by spring pre-enrollment, a "hold" will be placed on the student's enrollment contract for the upcoming year. During this time, a place will be reserved for the student in his/her current grade and in the next grade. After more observation time and a developmental screening if necessary, a decision will be made and placement will be secured in the appropriate grade.

### **Standardized Testing**

The Gesell Development Test is administered to any early childhood student whose appropriate grade placement is in question. This test aids the teacher in determining the strengths and needs of each child and determines developmentally readiness for matriculation into the next grade.

The NWEA MAPS Testing is administered to students in First - Eighth Grades three times during the school year. Standardized tests are given to help monitor a student's progress and allow parents and educators to develop strategies for continuing to build knowledge and skills.

## THE OAK HALL EPISCOPAL SCHOOL

### UNIFORM CODE

Uniforms will be worn every day except Friday. There will be other times during the year when students may earn free days.

#### Girls K - Fifth

Chapel

*To be worn on Wednesdays and some field trips*  
Jumper – Hunter/Classic Navy Plaid (**must be purchased from Lands’ End**) NO SKIRTS.  
White knit blouse with Peter Pan collar (long or short sleeve)  
Black modesty shorts (for under jumper)  
Solid white anklet or knee socks (no logos) and navy leggings or tights (if needed due to temperature)  
Mary Janes or saddle shoes in white and navy or black. (skid resistant soles)

M, T, Tr:

Khaki shorts, pants, capri pants, A-line skirt or skort, **NO JEGGINGS** (*shorts, skirts and skorts must be no shorter than a dollar bill’s width from the mid knee*)  
\*1<sup>st</sup>-5<sup>th</sup> Grade – shorts & pants must have belt loops!  
Solid color polo shirt in white, navy or red (long or short sleeve)  
Solid white anklet or crew socks, solid white knee socks or opaque white, navy or black tights  
Lands’ End Mocs, Mary Janes or loafer shoes in black, navy, marine blue, tan or mahogany. Simple athletic shoes (no characters, lights, etc.) are also allowed. **No clogs, boots, flip flops or sandals are permitted.**  
Plain brown or black belts are required with pants, shorts, skorts and skirts that have belt loops (except Kindergarten).

***SHORTS MUST BE WORN UNDER DRESSES AND SKIRTS.***

#### Boys K - Fifth

Chapel

*To be worn on Wednesdays and some field trips*  
Khaki pants or shorts (NO CARGOS) \*1<sup>st</sup>-5<sup>th</sup> Grade – shorts & pants must have belt loops!  
Blue oxford button-down dress shirt (long or short sleeve)  
Optional - Navy blue blazer or sports coat  
Hunter/Classic Navy Plaid tie (**must be purchased from Lands’ End**)  
Solid white or black socks (no logos)  
Plain black or brown belt if pants/shorts have belt loops (except Kindergarten)  
Buckskin loafers or boat shoes (no Sanuks)

M, T, Tr:

Khaki pants or walking shorts  
Khaki cargo pants with minimal pockets (no parachute pants, wind pants, sweats, or zip-off pants) \*1<sup>st</sup>-5<sup>th</sup> Grade – shorts & pants must have belt loops!  
Solid color polo shirt in white, navy or red (long or short sleeve)  
Solid white or black socks (no logos)  
Lands’ End Mocs, loafers or Oxford shoes in black, navy, marine blue, tan or mahogany. Simple athletic shoes (no characters, lights, etc.) are also allowed. **No clogs, boots, flip flops or sandals are permitted.**  
Black or brown belt if pants/shorts have belt loops (except Kindergarten)

#### NOTES:

1. Polo shirts, khaki pants, shorts, skirts and skorts not purchased through the official uniform company, Lands’ End, must still meet and comply with the uniform code. The everyday uniform items may be purchased from any store i.e.: Old Navy, GAP, and JCPenney. Experience has taught us that Lands’ End and JCPenney items seem to hold up the best.
2. The School receives 3% of all “school catalog” sales at Lands’ End whether by Internet or phone order.

3. **OUR PREFERRED SCHOOL NUMBER ID IS 9000-84260. This number must be mentioned during phone orders or entered on Internet orders for the School to receive the 3% credit.**
4. You may also choose to shop the School consignment rack for used uniform items

Students are expected to present a neat and clean appearance in keeping with the high standards of students who attend Oak Hall Episcopal School. Please refer to the Student/Parent Handbook for consequences for students in violation of the Uniform Code and for details about hair, makeup and jewelry.

#### **Friday Dress Code for Kindergarten – Fifth Grade**

Blue jeans or jean shorts that are neat – without holes or frayed edges (*shorts must be no shorter than a dollar bill's width from the mid knee*)

Blue jeans, blue jean skirts, skorts, or capri jeans for girls (*skirts and skorts no shorter than a dollar bill's width from mid knee*)

Blue cargo jeans for boys with minimal pockets

Oak Hall Friday shirt - only the new Friday shirt introduced last year is allowed on Fridays unless otherwise designated.

Shoes as outlined in the regular uniform policy

#### **BELTS MUST BE WORN ON FRIDAY AS WELL**

#### **Additional Uniform Rules**

**Shirts must be tucked in at all times**

**Chapel uniform may be worn any school day**

**No sweatpants are permitted for regular uniform, chapel uniform, or Friday dress.**

**The only writing that is acceptable on any uniform clothing is the Oak Hall logo.**

#### **Cold Weather Uniform Standards**

Students may wear any kind of coat to school – does not have to be an Oak Hall jacket

Students must keep their coats in their lockers during school hours. Coats will not be worn in classrooms.

Students may wear red, white, or navy blue turtlenecks under their regular uniform shirts during cold weather.

**Students may wear red, white, or navy blue cardigans or sweater vests. Navy, red, white or gray zippered hoodies may be worn. No logos other than the Oak Hall logo.**

Students may wear Oak Hall crewneck logo sweatshirts, but must wear a uniform polo or turtleneck shirt underneath the sweatshirt. **Hooded P.E. sweatshirts are not permitted to be worn other than in P.E. class.**

#### **P.E. Uniforms (Kindergarten-Fifth)**

P.E. uniforms are required for all students in **Third through Fifth** Grades. Students will change into these uniforms in the afternoon for P.E. and remain in them for the remainder of the day. These uniforms should be purchased at enrollment. Students in Kindergarten through Second Grade will not change for P.E., however, **Athletic shoes are required for P. E. for all students in Kindergarten - Fifth Grade.**

#### **Early Childhood Students**

Students in early childhood classes spend most of their day in active learning. These children should be dressed in comfortable play clothes. Tennis shoes are strongly encouraged. **For safety reasons no flip flops may be worn.**

**THE OAK HALL EPISCOPAL SCHOOL  
DRESS CODE  
(only applicable to Middle School students)**

***MIDDLE SCHOOL (Sixth-Eighth Grade)***

The students in our middle school division abide by a dress code that is separate from the Uniform Code implemented in the Lower School. With enrollment in the middle school division, students follow a dress code that reflects the high standards of Oak Hall. The dress code focuses on attire and appearance that are neat, clean and age-appropriate. The school believes that students behave to some degree in accordance with their dress. Excessive informality is conducive to casualness and decreased motivation, while excessive formality may inhibit creativity and kinesthetic learning. The dress code for the Oak Hall Episcopal School Middle School division attempts to find the middle ground.

**Girls Sixth-Eighth:**

Chapel	To be worn on Wednesdays and some field trips Hunter/Classic Navy Plaid BELOW KNEE LENGTH A-LINE Skirt ( <b>must be purchased from Lands' End</b> ) White button down Oxford shirt Solid white ankle or knee socks (no logos) and navy tights or leggings (if needed due to temperature) Low-heeled Navy or black dress shoes; navy/white or black/white saddle shoes
M, T, Tr	Jeans, capri jeans or jean shorts with no holes or tears <i>OR</i> any slacks, or shorts, dresses or skirts of appropriate length Any modest blouse or dress shirt with a crew neck or traditional collar ( <b>NO T-SHIRTS</b> ) Sweaters or turtlenecks may also be worn Low-heeled dress shoes, athletic shoes, or boots (no spurs!) – no flip flops, Crocs etc.
Friday	MS Friday shirt only with any of the above bottoms

**Boys Sixth-Eighth:**

Chapel	To be worn on Wednesdays and some field trips Khaki pants or shorts (NO CARGOS) White button down Oxford shirt Optional – Navy blue blazer or sports coat Hunter & Navy STRIPED tie ( <b>must be purchased from Lands' End</b> ) Plain brown or black belt Solid white or black socks (no logos) Loafers or boat shoes (no Sanuks)
M, T, Tr	Jeans or jean shorts with no holes or tears <i>OR</i> any slacks, trousers or shorts of appropriate length Any shirt with a two-point traditional collar (such as polo shirts or dress shirts – <b>no athletic style t-shirts</b> ) Crew neck sweaters or turtlenecks may also be worn Dress shoes, boots (no spurs!), or athletic shoes – no flip flops, Crocs etc.
Friday	MS Friday shirt only with any of the above bottoms

**NOTES:**

1. Belts are required with pants or shorts.
2. Unless otherwise permitted, shirts are to be tucked in at all times.
3. No tank tops, halters or spaghetti straps permitted;
4. Simple cardigans or zippered hoodies may be worn in the classroom during cold weather;
5. Any logos, emblems or words on clothing must be in good taste as determined by the Headmaster; and,
6. Non-hooded sweatshirts may be worn with a collared shirt or turtleneck underneath.

### Middle School P.E. Uniforms

Students in the Middle School division are required to change into athletic wear for P.E. each day. Middle School division students may wear any t-shirt (no offensive words or pictures) and **black** athletic shorts, sweats or workout pants. Traditional green P.E. shorts, sweats and green Oak Hall P.E. t-shirts are also acceptable and can be purchased through the School office.

**Athletic shoes must be worn in P.E. each day.**

### **OAK HALL EPISCOPAL SCHOOL TOBACCO-FREE ENVIRONMENT POLICY**

Oak Hall Episcopal School is committed to providing a healthy, comfortable, and productive environment for all those using the school facilities. The School recognizes that the use of smokeless tobacco, tobacco smoking, and the environmental tobacco smoke (second-hand smoke) have been shown to be linked to illnesses and disability. Federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to youth. This policy is intended to improve the health and safety of all individuals using the school.

Therefore, smoking, chewing, dipping or any other use of tobacco by faculty, students and members of the public is prohibited on, in, or upon any School property. Possession of tobacco (or a lighter) is prohibited of students on, in or upon any school property. This policy applies to employees of the school, students, and visitors. This policy applies to all School functions and to any outside agency using Oak Hall facilities. The policy is in effect 24 hours per day, every day.

1. "School Property" is defined as all property owned, leased, rented or otherwise used by Oak Hall Episcopal School including but not limited to the following:
  - All interior portions of all buildings or structures used for instruction, administration, support services, maintenance or storage. This includes, but is not limited to, areas normally reserved for the exclusive use of faculty and staff;

- All School grounds and buildings over which the School exercises control including areas surrounding any buildings, playgrounds, athletic fields and courts and parking lots; and
- All vehicles used to transport students during School functions or field trips;

2. "Tobacco" is defined as cigarettes, E-cigarettes, cigars, pipe tobacco, bidis, snuff, chewing or dipping tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing or dipping, smoking (or both) and includes cloves or any other product packaged for smoking.
3. "Use" is defined as lighting, chewing, dipping, inhaling or smoking any tobacco as defined within this policy.

Copies of this policy will be distributed to all employees and shall be included and reviewed in the Student/Parent Handbook. All students, faculty and staff are responsible for adhering to and enforcing this policy. Patrons who violate this policy may be asked to leave School property. Employees who violate this policy may be subject to appropriate discipline, in accordance with disciplinary policies. Such discipline may include dismissal in appropriate cases. Students who violate this policy may be subject to appropriate discipline, in accordance with disciplinary policies.

#### REFERENCE:

Title 63, Oklahoma Statutes, Section 1-1522  
Title 20, United States Statutes, Section 6083