



Student and Family Handbook

Welcome to The Hive Learning Lab!
We are excited you have chosen to be part of
The Hive family! We are looking forward to a great year!!

Mission Statement

The Hive Learning Lab exists to reimagine what education can look like for neurodiverse learners. We are a small, accredited private school dedicated to providing a safe, supportive, and stimulating environment where every student is valued for who they are and empowered to grow into their fullest potential.

At The Hive, we believe that learning should be meaningful, personal, and joyful. Our purpose is to nurture the academic, emotional, and social development of students through individualized instruction, hands-on experiences, and a whole-child approach. We partner closely with families and specialists to build a learning community rooted in trust, respect, and inclusion.

We are committed to educational equity and excellence, creating pathways for students to thrive not only in school, but in life. Through flexibility, creativity, and care, The Hive serves as a place of belonging and possibility for learners who often don't find that in traditional school settings.

Our vision is to create a transformative model of special education where every learner is empowered, every strength is celebrated, and every voice is heard. We envision a future where neurodiverse students are not only included but embraced—thriving in a community that fosters curiosity, confidence, and connection. The Hive aims to inspire change in education by proving what's possible when we lead with empathy, innovation, and unwavering belief in every child's potential.

At the heart of our educational philosophy is the belief in fostering the intellectual, emotional, social, and physical development of each student. Education is not just about academic achievement but also about cultivating well-rounded individuals who are curious, compassionate, and capable of thinking critically about the world around them.

The Hive Learning Lab was founded in direct response to the needs expressed by families, educators, and specialists within our local community. From its inception, The Hive has been shaped by strong community relationships and a shared commitment to creating inclusive, responsive educational opportunities for neurodiverse learners.

Introduction

The rules and policies for The Hive Learning Lab outlined in this handbook are the material condition of a contractual agreement between the school and the student and his/her parents/guardians. The administrative team of The Hive Learning Lab has tried to be as explicit as possible in its design, but during the academic year new and unusual circumstances may arise. The Head of School has the authority to use discretion in making decisions regarding unforeseen circumstances, thereby, amending the student handbook for just cause. Parents and students will be given notice when such changes are made. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school. Currently enrolled families are required to read the Student & Parent Handbook carefully to ensure a thorough understanding of its contents. Both the student and his/her parents must sign the contract acknowledging that they have read and do understand this handbook and agree to be accountable for and supportive of the rules and regulations contained herein. The handbook is on the school website and may be downloaded if desired. The information page requiring signatures will also be available in online enrollment.

Non-discrimination Statement

The Hive Learning Lab admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs.

Standards for All Students and Families

Admission Qualifications

Admissions applications and tuition information are available on the website or during an in-person meeting.

Criteria

- Pre-Kindergarten students must be 4 years old by September 30th .
- Kindergarten students must be 5 years old by September 30th .
- Students must be able to function in a classroom setting without one-to-one supervision and be able to show learning readiness.

Admission Policy/Procedure

Admission Policies: Student and family must agree to work as a team on any and all issues pertaining to the students academic success, learning objectives and goals, behaviors, learning readiness and all other areas of the students day set forth by The Hive Learning Lab.

Enrollment Procedures: The family must complete the application, submit to the founder/staff in person or via email. The family, including the student, will then meet in person to review The Hive Learning Labs mission and vision. The team will determine if the student is likely to succeed in their programs. Schools may deny admission for a variety of reasons, including behavior issues, failing to meet age requirements, or providing false information on the application.

Probationary Enrollment

A student's enrollment will be considered probationary for any of the following reasons:

- There is an outstanding balance on the student's financial account.
- Disciplinary problems from previous school years.
- Habitual tardiness or absences.

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex-based discrimination in any education program or activity receiving federal financial assistance. This includes ensuring equal opportunities and treatment for both males and females in areas such as admissions, athletics, and employment within educational institutions.

The Hive Learning Lab will adhere to all requirements under Title IX, including

1. **Admissions:** Private schools cannot discriminate based on sex in their admission process.
2. **Employment:** The school must not discriminate against employees (teachers, coaches, staff) based on sex.
3. **Sexual Harassment:** Title IX mandates that schools address and resolve complaints related to sexual harassment, whether it happens between students or between students and employees.
4. **Pregnancy and Parental Status:** The school must not discriminate against a student or employee due to pregnancy, childbirth, or related medical conditions.

Applicability to Small Private Schools:

- **Federal Funding:** For Title IX to apply to a small private school in Oklahoma, the school must receive federal funding. This can include grants, federal student aid, or funding for specific programs like special education or after-school programs. If the school doesn't receive federal funding, Title IX wouldn't apply.
- **Compliance:** Even if a private school is small, if it receives federal funding, it is still required to follow Title IX regulations. This can mean having procedures in place for handling complaints, ensuring there is no discrimination, and providing equal opportunities.
- **Small School Resources:** Smaller schools may have fewer resources to implement Title IX programs compared to larger institutions. However, they are still required to comply with the law, which might mean adjusting their policies and training staff to handle issues related to gender discrimination and harassment.

Re-Admission

A formerly enrolled student who chooses to withdraw from The Hive Learning Lab must reapply following normal admissions procedures of the school and be in good standing with the finance office.

Academics

The Hive Learning Lab offers a variety of curriculum options to meet the specific needs of each student. The Hive Learning Lab uses a variety of resources carefully selected to provide students with a solid academic foundation and to develop their critical thinking, imagination and communication skills.

The grade level curriculum is developmentally appropriate and incorporates hands-on activities and may include local field trip experiences.

Core subjects include reading, language arts, math, science, and social studies.

Gradebook, Grading Policies

The Hive Learning Lab uses a modified grading scale. This scale is based on skill completion versus achieved grade. There is not a gradebook program. There is documented data provided to families on a progress report style system.

The Hive will use a traditional grading scale for students attending and working on grade level academics.

Adapted Grade-Level Expectations:

Grade-level expectations are modified to align with each child's individual needs and abilities, ensuring equitable access to the curriculum in accordance with their diagnosed disabilities and learning profiles. These levels are referred to as skill level versus grade level:

- **Instructional Methods for Adapted Competencies:**
Adapted competencies are delivered using evidence-based, differentiated instructional strategies, including:
 - Multisensory learning techniques
 - Scaffolding and task breakdown
 - Visual schedules and graphic organizers
 - Assistive technology tools
 - Small-group or one-on-one instruction
 - Repetition and guided practice
- **Academic Indicators for Identified Students:**
Student progress is measured using a variety of academic indicators tailored to individual learning goals, such as:

- Personalized learning objectives or learning objective benchmarks
- Performance-based assessments and work samples
- Ongoing formative assessments and teacher observations
- Regular progress monitoring tools
- Documented growth over time relative to individual baselines

Conferences

Conferences are designed to strengthen the partnership between home and school so the student can be a successful learner. The Hive Learning Lab is a small and effective learning model. The founder and teachers will be actively involved with families.

No specific conference times will be scheduled, as the families or teachers can request meetings as needed.

Attendance

As an accredited private school in Oklahoma, The Hive Learning Lab adheres to the Oklahoma attendance laws for nonpublic schools.

Absences

Excused absences:

- Children who are personally ill and whose attendance in school would endanger their own health or that of their classmates;
- Children in whose families there is serious illness which would reasonably necessitate the absence from school

IMPORTANT: A student must be fever, vomit and/or diarrhea free for a minimum of 24 hours before returning to school. A student who is diagnosed with a contagious illness or condition must be cleared by an official doctor's note to return to school.

- Children in whose immediate family a death has occurred, such absence not to exceed one week because of and at the time of such death.
- Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.
- Students returning to school after a day's absence for any reason **MUST** present a signed note from a parent or legal guardian stating the reason for the absence. However, a note from a parent does **NOT** necessarily mean that an absence is excused; it is only an explanation for the absence that allows the student back into school.

Checking In and Out of School

Regular attendance is necessary for academic success at The Hive Learning Lab. Teachers and students have the right to not have instruction time interrupted by students who excessively

check in or check out of school. Check-in or check-out are excused in the same manner as absences. The school administration will be the final authority in determining whether late check-ins are excused or unexcused. A student must be present for at least 4 hours to not receive an absence for the day. All check-ins/check-outs are tracked in the student's attendance record.

Parents or guardians must check the student in with the teacher each day. No drop offs are allowed. The parents are responsible for ensuring that The Hive Learning Lab knows your child is in attendance for the day.

Check-Outs

Parents/guardians are not allowed to go directly to the classroom to retrieve their children. Please understand that the procedures outlined below are for the child's protection and safety:

- The parent/guardian must buzz in at the front door. You will sign a check-out form at the parent area.
- If someone other than the parent/guardian has permission to pick up the student, the school must be notified, preferably in writing, prior to the student's release.
- Teachers will not release students unless this procedure is followed.

Make-up Work

When a student is absent, The Hive Learning Lab will work with the family to complete the missed work/activities. If there are several missing days, the student may be required to make up work at home and return it for credit.

Dress Code

The purpose of the dress code is to encourage students to dress decently and be a positive representative of themselves and their home, as well as The Hive Learning Lab.

We do not require a specific dress code but we will encourage weather appropriate clothing and modest clothing. The Hive Learning Lab is an environment for all learners of the elementary age and our focus is healthy and safe learning space. We do expect all students to arrive in a ready to learn state, proper hygiene - clean bodies and clothes.

Bullying and Harassment

Oklahoma anti-bullying laws include the following definition of bullying or harassing behavior: "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Okla. Stat. tit. 70 § 24-100.3 (2013)

This type of behavior will not be tolerated by The Hive Learning Lab. Incidences will be dealt with as defined in the discipline policy.

Discipline

For learning to take place we must maintain an environment which is conducive for learning. Our goal is for our students to develop self-discipline. When our students do not exercise self-discipline, violate school rules and policies and/or disrupt the education of others, the head of school or his/her designee will address the infraction on an individual basis according to his/her discretion.

Guidelines of Discipline

The discipline program established at The Hive Learning Lab has as its objectives:

- To establish and maintain favorable study conditions free from distraction and unsafe misbehavior.
- To establish and maintain respect for authority within the school.
- To develop, on the part of the student, ideals, interests, habits and skills that make for self-government and good citizenship.

All students must show respect for all members of The Hive Learning Lab administration, staff, faculty, aides, and substitute teachers at all times. Acts of disrespect will not be tolerated. All students are to conduct themselves in an appropriate manner at all school-sponsored activities (home and/or away functions). Failure to do so will result in the student losing his/her privilege to attend such functions. All discipline decisions will be handled by the Head of School or his/her designee.

Infractions and consequences

Minor Infractions: disruptive behavior (Minor), unsafe rough play, uncooperative behavior, failure to complete assignments, failure to follow classroom rules, possession of electronics, name-calling/quarreling, inappropriate language/comments, and other minor infractions as noted by the teacher.

For minor infractions, consequences are given by classroom teachers according to their age-appropriate classroom discipline plans.

Major Infractions: Disrespect to adults, willful disobedience, disruptive behavior (Major), lying/cheating/stealing, profanity or inappropriate gestures, fighting/shoving, bullying/harassment, aggressive behavior (physical/verbal), instigating conflict/disruption, inappropriate use of internet/computer, misuse of school property, threats of violence/intimidating others, excessive minor infractions and other major infractions as noted by the teacher.

For major infractions, parents will be notified and a meeting will take place to discuss the appropriate consequence for the student. Consequences may include, but are not limited to, a warning, time out, loss of privilege, contact with parents, conference with student and/or parents, sent home, or expulsion. The Head of School or his/her designee may suspend an elementary student from school for just cause and with parent notification.

Suspension: Short-term suspension from school or a class may be for a period of time from one (1) to five (5) days or more and will be imposed by the Head of School or his/her designee. Long-term suspension may be for an indefinite length of time and is imposed by the Head of School or his/her designee according to the severity of the offense. In the event of a suspension, there will be an immediate phone call to the parents informing them of the incident.

Expulsion: Any student who has been expelled or forced to withdraw from The Hive Learning Lab will not be allowed to attend any The Hive Learning Lab-sponsored event or activity.

Standard Policies:

Activity/Event Violations

Elementary students are encouraged to attend after-hours events and activities. All rules in the The Hive Learning Lab Student Handbook concerning activities and events must be followed by elementary students. Elementary students will receive consequences for violation in accordance with the elementary discipline policy.

Cell Phone/Smart Device Policy

The Hive Learning Lab students are not allowed to have cell phones/smart devices at any time during the school day. They can be kept in the student cubby, silent. Continued willful disobedience of the cell phone policy may result in further consequences.

Computer/Technology Violations

All students and parents are required to read and sign the school's technology use policy before using any The Hive Learning Lab computer. Failure to abide by the technology use policy will result in loss of computer privileges and may result in other disciplinary measures.

Gum and Candy

Students are NOT allowed to chew gum during school hours. Violators may be disciplined according to the teacher's classroom rules or at the Head of School or his/her designee prerogative. Candy is only permitted when class parties take place.

Unauthorized Areas

An unauthorized area is any location on campus where a student is present without permission or without the direct supervision of a teacher or administrator at any time during the day, including before/after school hours. Any student on campus after school hours will be directed to Aftercare.

Vandalism/Property Damage

School buildings and equipment are expensive to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages and may be reported to the appropriate law enforcement agencies. If students willfully destroy school

property, suspension and subsequent expulsion may be necessary. If something should be damaged by accident, the damage should be reported to a teacher or administrator immediately.

Drop Off and Pick Up

Morning Arrival: 8:50-9:00am

- Students must be dropped off at designated drop off locations only.
- Students may not be dropped off before 8:50am or before a duty teacher is present.

Afternoon Dismissal: 3:30pm

- Students must be picked up at designated pick up locations only.
- Students must be picked up promptly or charges may be applied.

Celebration Parties

Class parties in the elementary grades are for the benefit of the children in each teacher's classroom. Younger and older siblings are not invited to class parties. Parents who do not abide by this policy may be requested by the teacher to leave. Party foods provided for the children in the class should be appropriate in kind and quantity to the age level. Please check with the teacher concerning any students with food allergies.

Field Trips

Field trips are provided for teaching and learning experiences; therefore, students are expected to attend. Field trip attendance is limited to the students enrolled in the class, the teacher of the class, and the number of parent chaperones required by the teacher. NO siblings are allowed to attend. If additional parents wish to attend and accompany the class in their own transportation, they must obtain permission from the teacher to avoid violating restrictions placed by the site being visited. Failure to honor this request may result in the school being denied access to the site in the future. When using bus transportation, all students attending the field trip must ride the bus to and from the destination. Approved chaperones may ride the bus. Parents and students must adhere to the teacher's specific field trip procedures. Field trip privileges may be lost by individual students. Students who lose field trip privileges will not be allowed to attend school during field trip times, but will be required to complete virtual learning assignments. Failure to comply will result in an unexcused absence with the accompanying consequences.

Volunteers & Parent Involvement Policy

At The Hive Learning Lab, we deeply value the support and involvement of our families. While we do not maintain an open-door policy during instructional hours in order to protect the learning environment and ensure student safety, we do welcome and encourage parent involvement in the following ways:

- **Special Events & Celebrations:** Parents and guardians are invited to participate in school-wide celebrations, seasonal events, and other designated community gatherings. These are wonderful opportunities to connect and celebrate our learners' growth and creativity.
- **Pre-Arranged Volunteering:** Opportunities to support classroom activities or school projects may be available on a scheduled basis. These must be arranged in advance

with the school staff and may require a background check depending on the nature of the activity.

- **Community Contributions:** We welcome families to contribute their time, skills, or resources to enrich the school community, whether it's leading a workshop, helping with garden days, or sharing a special talent.

We appreciate your partnership in creating a safe, joyful, and focused learning environment for all Hive students.

Visitations on Campus

- All visitors are required to sign in at the main desk and have prior permission to enter. This includes parents, room mothers, teacher helpers, alumni, and students from other schools.
- Parental visits are not allowed during the school day except for special events or with prior approval from the teacher and /or founder.
- Parents should keep office visits brief. Office personnel handle confidential documents, conversations, and phone calls. Loitering interferes with daily business affairs that take place in the office. For confidentiality purposes, an extended visit with the office personnel is prohibited.

Grievances

In circumstances where there is a disagreement between parents, students and staff, please adhere to the guidelines listed below.

- Seek to resolve the situation with the teacher first. He/she should be your first line of communication. Keep those lines open and friendly. Email, call, or schedule a conference to discuss your concerns with the teacher.
- If the situation cannot be resolved with the teacher, contact the founder/owner in writing.

Withdrawal of Student/Transfer of Records

If a student transfers from The Hive Learning Lab to another school or decides to drop out of school for any reason, he/she MUST first report to the Head of School's office. All supplies, materials, and textbooks must be returned, and all financial obligations satisfied before school records will be released. Written requests for school records must be received from the school the student will be attending before school records are released. School records are mailed by The Hive Learning Lab directly to the school the student will be attending. A clearance slip must be obtained from the main office to be initialized by all teachers as textbooks, etc., are turned in.

Standards for All Students

Alcohol and Drug Policy

Oklahoma law prohibits the use, possession, or sale of alcohol or controlled substances on school property. Private schools in Oklahoma can have policies that prohibit drug use and

alcohol abuse. Prohibited substances Alcohol, Controlled substances, and Prescription or over-the-counter medications used inappropriately.

Oklahoma's 24/7 Tobacco-Free Schools Act prohibits smoking and vaping at all public schools, including private schools that educate children in kindergarten through 12. This includes school grounds, school vehicles, and school-sponsored events.

The Hive Learning Lab and its entirety is a drug and alcohol free place.

A student subjects himself/herself to disciplinary action, including immediate dismissal, in the following situation(s):

- Possessing, using, or purchasing alcohol or other drugs or drug paraphernalia on campus or at a school- sanctioned event.
- Selling or otherwise distributing or intending to distribute alcohol or other drugs regardless of time or place.
- A positive identification of alcohol or other drug use The Hive Learning Lab may require drug testing of any individual who, in the professional opinion of the administration and/or faculty, exhibits behaviors consistent with use of alcohol or illegal drugs.

Should a student have a positive drug test or return a test that has been adulterated, that student will be dismissed immediately from The Hive Learning Lab. If a student admits to administration (including faculty) that he/she is using alcohol or drugs prior to being subjected to a drug screen, he/she will be required to take random drug tests, at the parents' expense, for the remainder of his/her The Hive Learning Lab career. When a student admits use of drugs or alcohol, his/her parents will be consulted, and in most cases, the student will be screened and, if necessary, referred for treatment in the community at the parents' expense. Once a student has been referred for drug or alcohol treatment, he/she and his/her parents must continue the treatment process until released by the professional providing the services. If the student refuses or prematurely terminates treatment, he/she may be asked to withdraw from The Hive Learning Lab.

Legal Drugs: Any student taking a drug or medication, whether or not prescribed by a physician, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform school activities in a safe and productive manner, must notify school administration prior to beginning class. The school administration will determine if the student can remain on campus at that time. Any student violating this policy is subject to disciplinary action which may include immediate dismissal from The Hive Learning Lab.

Searches and Inspection: The Hive Learning Lab may conduct searches and inspections of students and their personal effects, lockers, lunch boxes, purses, book bags, vehicles, etc., located on the The Hive Learning Lab property at any time. The selection of a person or object for search requires no explanation from the administration as to why that person or object was selected. The purpose of such searches and inspection under this policy is to determine whether any person is in possession of alcohol, drugs, controlled substances, or other 63 contraband items.

Entry onto the The Hive Learning Lab campus constitutes consent to such searches or inspections. When appropriate, any items discovered through such searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities.

Anti-Bullying Policy

The Hive Learning Lab recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, The Hive Learning Lab prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. The Hive Learning Lab believes that standards for student behavior must be set through interaction among the students, parents and guardians, and staff, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of the school or any school program.

Computer/Internet Policy

The Hive Learning Lab's information technology resources, including Internet access, are provided for educational purposes. The school's network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the school's mission and purpose. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Hive Learning Lab has taken available precautions to restrict access to inappropriate materials using CIPA compliant programs. However, on a global network it is impossible to control all material, and an industrious user may discover inappropriate information. Because the Internet contains an unregulated collection of resources, the school cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules, and regulations which are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

Therefore, before using the school's on-line resources, each student and his/her parent/guardian shall sign and return a The Hive Learning Lab Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the school for any damages. The parent/guardian shall agree not to hold the school responsible for materials

acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

Terms and Conditions

The Hive Learning Lab reserves the right to access any file or information communicated through or on its property and will do so if a compelling reason arises. The Hive Learning Lab retains the right to monitor network activity in any manner it sees fit. The individual has no reasonable expectation of privacy. Students using The Hive Learning Lab's computers, Internet access, or using personal devices with Internet/email capability on campus during school hours in violation of school policy are expected to act in a manner consistent with the school's values. Communications on the Internet reflect on The Hive Learning Lab and must not damage the school's reputation. The use of any The Hive Learning Lab computer which provides access to the Internet is a privilege which may be revoked by the school at any time for abusive or inappropriate conduct. Such conduct may include, but is not limited to, the placing of unlawful information on or through the computer or system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.

The Hive Learning Lab provides individual student Google accounts for storage, e-mail, and Classroom purposes. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited. Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited. The school does not warrant that the functions of the system will meet any specific requirements that a student may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system. The Hive Learning Lab specifically denies any responsibility for the accuracy of information obtained through electronic information resources. Acceptable Use Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students who "publish" on the Internet must abide by the approved publishing procedure, which includes informing and involving a content sponsoring teacher.

Supervision and Monitoring

The Head of School, teachers, and supervising authorities monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The administration reserves the right to examine, use and disclose any data found on the schools' information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The administration may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Obligation to Report Child Abuse/Neglect

The Hive Learning Lab staff has a legal obligation to report any acts of suspected abuse or neglect of children to the appropriate state agency. The Hive Learning Lab will cooperate with any state official(s) conducting such an investigation.

Standards for Health & Safety

Illness and Lice Policy

Students who present with unwellness, extreme fatigue or other issues that prevent readiness to learn, may not be permitted to be at The Hive Learning Lab. Students with contagious diseases or head lice may not be admitted until they are well.

Any student suspected to have head lice will be checked by The Hive Learning Lab staff. If a student is deemed to have lice, it is mandatory that the student is to be immediately checked out from school to be treated. A physician's note must be sent to school stating that the student was treated for lice.

The Hive Learning Lab is a place for learning and safe interactions. The Hive Learning Lab is not a doctor's office and/or not medically trained to care for sick students. Your child is expected to come to school ready to learn. In order to keep our campus free from contagious illness or conditions, adhere to the following:

- A student must be fever, vomit and/or diarrhea free for a minimum of 24 hours before returning to school.
- A student who is diagnosed with a contagious illness or condition must be cleared by an official doctor's note to return to school.

The Hive Learning Lab will not provide health services outside the standard first aid care. All other needs will be through the actions of the parents or emergency medical care.

Medication Policy

The only school personnel with permission to dispense approved drugs are: Elementary Office Staff, Business Secretary, and Head of School. 1. As a general principle, medication shall NOT be given at school unless the attending physician certifies that such medication cannot be administered before or after school hours. 2. Possible exceptions to the general principle: a. Medications for asthmatic conditions b. Medication for insect sting allergy c. Anticonvulsant medications d. Medications for behavioral disorders e. Medications needed in extenuating circumstances. These will be assessed on an individual basis, for example chronic disorders (i.e. migraine headaches, arthritis, sickle cell anemia, travel with school functions that may last longer than the usual school day). 3. Antibiotics and other short-term medications, including non-prescription medication, shall not be given at school until the conditions outlined in #5 below are met. 4. Students shall not be allowed to have medications in their possession on the school grounds. The Head of School, teachers, and school staff have the right to take the medication from the child and contact the parents for appropriate information.

5. Prior to the administration of medications during school hours, the following will be required: a. An order from a physician and written parental consent. b. Medication must be brought to the

school by the parent or guardian in the prescription bottle/container with the child's name, dosage, etc. on the bottle/container. c. Both the consent letter from the parent/guardian and the medication container shall contain clear instructions identifying the student's name, prescription numbers, date, frequency, name of the medication, dosage, route, and physician's name. d. No more than one month's supply (twenty-five days for a "school" month) of the medication shall be kept at school. As soon as the bottle is empty, it will be sent home with the student so that a new prescription can be brought back by the parent/guardian. e. If the student is to receive a fraction of a tablet, for example $\frac{1}{2}$ tablet, the parent is responsible for breaking the tablets. Fractional dosages are not exact; therefore, school personnel will not be responsible for breaking the tablets. f. At the beginning of each school year and anytime there is a change in the medication (dose, time, etc.), a new form from the physician must accompany the new prescription. g. All medication must be recorded daily on the Medication Log. The Parental Consent and the Physician's Order Form will be kept with the Medication Log. A copy of each form will be placed in the student's cumulative folder. h. Because of potential problems, medications will be kept under lock and key in a secure central location. i. The Head of School shall designate an employee(s) to administer medications. j. The Hive Learning Lab., and its employees are not responsible for any unintentional mistakes or oversight in keeping or giving the student's medication.

Safety Procedures

Accidents

Every accident in a school building, on school grounds, must be reported immediately to the person in charge of the event and to the school office.

An Accident Report form must be completed and turned in to the Head of School or his/her designee. Parents will be notified of the accident as soon as possible.

Emergency Drills

Emergency procedures are practiced as necessary for building evacuation (fire), severe weather (tornado), and shelter-in-place (lockdown).

Emergency School Closures

When The Hive Learning Lab must be closed due to an emergency, notification will be sent via text, email, communication app and/or phone call.

General Information

Bus Transportation

The Hive Learning Lab will not provide transportation of any kind at time of initial opening.

Cafeteria Program

Students are required to bring a ready to eat lunch from home, provided by their parents/family. The Hive Learning Lab will have refrigeration and a microwave.

Calendar

The official school calendar is located on the school website, www.TheHiveLearningLab.com . It is updated on a regular basis.

Financial Payments

All money exchanges must take place using the online portal or given directly to the Head of the School. All financial transactions should be properly labeled.

School Supplies

The Hive Learning Lab will provide all learning materials needed for the daily learning activities. In the incidence that a student intentionally destroys the provided materials, the parents will be expected to replace the materials.

Textbooks and Reusable Materials

All textbooks are loaned to students for their use during the school year. Textbooks and reusable material are to be kept clean and handled carefully. Payment is required for lost or damaged books. Each student should verify that his/her name, grade, and school are entered on the book label in case the book is misplaced.

Withdrawal of Student/Transfer of Records

If a student transfers from The Hive Learning Lab to another school or decides to drop out of school for any reason, he/she MUST first report to the founder. All supplies, materials, and textbooks must be returned, and all financial obligations satisfied before school records will be released. Written requests for school records must be received from the school the student will be attending before school records are released. School records are mailed by The Hive Learning Lab directly to the school the student will be attending.

By signing below, Parent acknowledges that the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, service provider, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parent Signature: _____

Date: _____