



# Student Parent Handbook

OAKDALE ACADEMY

2016-2017 ACADEMIC YEAR

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## **I. MISSION AND PHILOSOPHY**

### **Oakdale Academy Mission Statement**

The Mission of Oakdale Academy is to instill Character, Truth, and Wisdom in our students in order to prepare them for a life of service to God, country, community and family.

### **Oakdale Academy Statement of Faith**

We believe there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omnipresent, and omniscient. He is the Creator, Sustainer, and Governor of everything that has been made. (Genesis 1:1, Exodus 20:2-3; Isaiah 43:1, 7, 21; Revelation 4:11, and 5:9-10)

We believe in the deity of our Lord Jesus Christ, His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Luke 1:34-35; John 1:1, 14, 16-18, 5:17-30, 5:36-47; Acts 1:9-11, 2:22-36)

We believe in the indwelling of the Holy Spirit in those who have received Jesus Christ as Lord and Savior. He bears witness with our spirit that we are children of God and joint heirs to the throne of grace with Jesus Christ. He helps our weaknesses and makes intercession for us. (Romans 8:9-11, 8:16-17, and 26)

We believe the Bible to be the inspired, the inerrant, authoritative Word of God, and as such it is the final authoritative rule for faith, life and standards of education. (Psalm 119:160; John 16:13; and 2 Timothy 3:14-17)

We believe that because of Adam's sin, all mankind is in rebellion against God. For the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. Salvation is by grace through faith alone and faith without works is dead. (Romans 5:8, 12-21, 8:1-11; 2 Corinthians 5:9-10; Ephesians 2:8-9; and James 2:18-26)

### **Oakdale Academy Educational Philosophy**

Oakdale Academy represents a partnership among the administration, faculty, staff, parents and students. These partners are committed to the common objectives outlined in the Mission Statement.

We believe that the holistic approach personified by the classical Christian educational model is ideal in preparing students to retain knowledge, think logically and analytically, communicate effectively, and succeed in living out God's calling on their lives. Within that context, every teacher is passionate about his subject and has exceptional qualifications to perform this role with excellence. High academic standards are maintained for each student, with the expectation that each can succeed. Every child is encouraged to maximize his learning potential and develop a lifelong love for learning.

Students and parents respect Oakdale Academy teachers, not only as role models and instructors, also for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility and loyalty are characteristics of the faculty. Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students.

The Head of School, under the authority of the School Board, oversees the implementation of the Mission Statement in the school. In their capacities as policy-makers and community leaders, the Head of School and the Board advance the Academy's role as an institution dedicated to providing the best education for children.

By providing moral and ethical standards, the Academy prepares its students to accept the privileges and responsibilities of citizenship in a democratic society that honors and respects our savior Jesus Christ. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

### **Oakdale Parents' Association**

Oakdale Parent Association (OPA) was established in 2012 to enhance the on-campus experience of all students, staff, teachers and families by encouraging parental support of activities, fundraisers, fellowship events and service opportunities.

ALL parents and primary caregivers of Oakdale students are a part of OPA, and are welcome to attend our monthly meetings for fun, fellowship, and learning about all the great opportunities to serve the Oakdale family!

Meetings are generally held on the first Friday of every month at 8:15 a.m. following opening ceremony.

OPA's primary activities include:

- Creating the OA Family Directory
- Hosting the Fall Festival and service project
- Coordinating the annual Christmas Service Project (Youth Haven Ranch gift collection, Key of Hope Choir dinner, etc.) and Spring Service Project (Campus Clean-up, etc.)
- Providing grants for several teachers/staff to attend various training conferences
- Providing grants for much-needed additional classroom supplies
- Hosting the end of the year appreciation luncheon for our teachers and staff
- Providing hot lunches on Fridays for our students
- Hosting the annual Winter Talent Show
- Coordinating used uniform sales multiple times per year
- Spearheading fundraising efforts including Box Tops/Labels for Education, SCRIP, \$1 Jeans Day
- New family welcome and assimilation
- Coordinating volunteers for school-wide events via Sign Up Genius

We believe wholeheartedly that PARENT INVOLVEMENT is vitally important to the overall sense of pride and well-being of any school. While OA does not require volunteer hours of its families, our hope and prayer is that EACH parent/caregiver will lead and/or serve in one or more of the above capacities, and use their gifts to bless the school and our kids!

### **Statement of Religious Instruction**

Oakdale Academy's Judeo-Christian tradition broadly guides the course of study and instruction at Oakdale Academy. The Academy offers instruction based upon traditional, nondenominational biblical beliefs, principles, and virtues that seek to develop those qualities of

life characteristic of man's understanding of his relationship to his Creator and his place in the world.

A weekly chapel service coordinated by a staff member addresses the spiritual needs of the Academy's students through Scripture, prayer and song. Parents are encouraged to participate in these services.

### **Oakdale Academy Prayer**

Almighty God, we beseech You with Your gracious favor, to behold Oakdale Academy, faculty, staff, parents and students, that knowledge may be increased among us, and all good learning flourish and abound. May we be a beacon of Your light in our homes and communities. Bless all those who teach and all those who learn, and grant that in humility of heart we may ever look upon You, Who are the fountain of all wisdom, through our Savior Jesus Christ. Amen.

### **Oakdale Academy Lunch Prayer**

Father God, bless this food to our bodies and us to Your service. May we be ever mindful of the wants and needs of others. Amen.

### **Oakdale Academy Honor Code**

An Oakdale Academy student, in order to develop high character, pursues Truth through rigorous academics, and seeks wisdom. All this is done in preparation for a life of service to God, country, community, and family.

#### *Explanation:*

Like St. Paul, we are witnesses to Christ (Acts 22:15). Jesus reminds us that He is with us always, even to the end of the age (Matthew 28:20). He has given us a Great Commission, to go into the world and make disciples of all nations (Matthew 28:19). We are to let our light shine, so that others may see our good works and give glory to God our Father in heaven (Matthew 5:16). As Jesus declares in Matthew 7:16, we shall be known by our fruits – by what we say and what we do. For it is not what goes into the mouth that defiles a person but what comes out of the mouth that can defile (Matthew 15:11). We are called, therefore, to think on all things excellent or praiseworthy – that which is true, noble, right, pure, lovely, and admirable (Philippians 4:8). We are to take our thoughts captive to Christ (2 Corinthians 10:5). We are to act justly, love mercy, and walk humbly with our God (Micah 6:8). In so doing, we protect and preserve our Christian witness.

Therefore, Oakdale Academy students strive to be honorable in their conduct, truthful in word and deed, diligent in study and service, and respectful of others.

Oakdale Academy students remember that at all times and in all places they are ambassadors for Christ, and they will seek to honor Him with what they think, what they say, and what they do.

### **LOWER SCHOOL PLEDGE OF HONOR**

I promise that I will do my best to honor Jesus in my thoughts and words and actions.

I promise that I will strive to honor my family and friends, my school and community, and myself as a servant of Jesus by all that I say and do.

With God's help, these things I faithfully promise with all my heart and soul and mind.

### **UPPER SCHOOL PLEDGE OF HONOR**

I pledge to do my best to honor my Lord, Jesus Christ, in my thoughts, words, and deeds.

I acknowledge that the pursuit of Truth and wisdom requires a commitment to high character, and I pledge to honor my family and friends, my school and community, and myself as a servant of Christ in all of my actions.

With God's help, I pledge to love the Lord with all my heart and soul and mind and to love my neighbor as myself.

### **Policy on Marriage and Family**

In order to preserve the function and integrity of Oakdale Academy as a Christian community, and to provide a biblical role model to Oakdale students and the broader community, it is imperative that all board members, administration, faculty, coaches, and staff of Oakdale Academy, whether full-time, part-time, or volunteer, and at least one parent (or legal guardian) of each student agree with and abide by the policies set forth in this handbook.

In accordance to the Oakdale Mission, we believe that parents are the primary educators of their children. Our school unites with the family to form a collaborative culture in which our studies, relationships and activities all revolve around the Lord Jesus Christ.

For these reasons it is important that Oakdale Academy and its families be unified in certain fundamental elements of Christian faith and practice.

1. We believe that God wonderfully and immutably creates each person as male and female (Gen. 1:26-27). These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God in that person.
2. All students at Oakdale Academy will be addressed and treated in accordance with the gender assigned at birth as recorded on the child's birth certificate. Likewise, students will be expected to dress and act in accordance with the gender assigned at birth as recorded on his or her birth certificate (Gen. 5:1). All students are seen as being uniquely created to bear the image of God and to Glorify Him (II Cor. 3:18).
3. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2: 18-25). We believe that God intends that sexual intimacy to occur between a man and a woman who are married to each other (I Cor. 6:18, 7:2-5, Heb 13:4).
4. We believe that any form of sexual immorality is sinful and offensive to God (I Thes. 4:3-5, I Cor. 6:13).
5. We believe that God offers redemption and restoration to all who confess and repent from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Rom. 10-9-10, I Cor. 6:9-11).
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the policies of Oakdale Academy.

## **II. ENROLLMENT**

### **Enrollment Procedure**

Oakdale Academy has an agreement with TADS to process new student applications and returning family enrollment online ([www.tads.com](http://www.tads.com)). Tuition, fees, and financial aid are processed through TADS as well. There is no additional fee for using TADS. Returning families must re-enroll using TADS in order to hold their child's spot in the class roster.

Enrollment reservations will be accepted for Junior Kindergarten (Pre-Kindergarten) through 12<sup>th</sup> grade on a first come-first serve basis. If there are no openings available for a particular grade, families will be added to a waiting list.

Oakdale Academy reserves the right to decline acceptance of a student that the administration and teachers deem not to be a good fit academically, spiritually, and/or behaviorally, at the discretion of the Head of School.

### **Non-Discrimination Policy**

At the discretion of the Head of School, Oakdale Academy admits students of any race, color, ethnic or national origin and offers all rights, privileges, programs and activities to students. Oakdale Academy does not discriminate on the basis of race, color, ethnic or national origin in the administration of all its educational and admissions policies, scholarships and financial assistance, athletic programs and all other school administered programs.

### **Age Requirement and Grade Placement**

Recommendations for grade placement at Oakdale Academy are based on three main factors: the placement assessment, the student's birthdate, and the student's educational career as a whole. *The most recent grade completed at a different academic institution is taken into account, but does not necessarily guarantee advancement in grade level when entering Oakdale Academy.* We have found consistently that students who are more mature and developmentally advanced are more successful in Oakdale Academy's rigorous curriculum and advanced track in math.

Placement of incoming students should follow the age chart below. Exceptions to this chart will only be made after a consultation with the Head of School and relevant teachers. A careful review of the student's previous education, test results, curriculum, standardized test scores and assessment of personal readiness must be accomplished before an exception will be made at the discretion of the Head of School.

<u>Age of child by August 1</u>	<u>Grade of Placement</u>
4	Junior Kindergarten
5	Kindergarten
6	First Grade
7	Second Grade
8	Third Grade
9	Fourth Grade
10	Fifth Grade
11	Sixth Grade
12	Seventh Grade
13	Eighth Grade
14	Freshman

15	Sophomore
16	Junior
17	Senior

**Tuition and Fees**

Enrollment reservations can be made for \$200 deposit per child (applied towards tuition), plus a \$50 processing fee. Families with three or more children wishing to hold places for enrollment will pay a maximum enrollment deposit of \$400 and a maximum processing fee of \$100.

**Lower School**

Jr Kindergarten, Half Day	\$6,105.00
Jr Kindergarten, Full Day	\$7,975.00
Kindergarten- 6 <sup>th</sup> Grade	\$7, 975.00

**Upper School**

7 <sup>th</sup> -12 <sup>th</sup> Grade	\$8,555.00
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**Homeschool Tuition:**

Per Class	\$1,570.00
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**III. ACADEMIC POLICY**

Pursuant to our educational mission, Oakdale Academy establishes policy to promote good study habits, clear communication of student progress with parents, and recognition for outstanding achievement. Oakdale Academy has three academic terms: Fall Term, Winter Term, and Spring Term.

**Morning Arrival & Tardy Policy**

The Academy’s daily Opening Ceremony and weekly Chapel Service are important moments in each school day. Students should not arrive at the school before 7:45 a.m. unless the parents’ work schedule requires an earlier drop-off. No student is permitted admittance to the school before 7:15 a.m. and only then after at least two staff members are in the building.

Upon arrival, students will go directly to their lockers and put away their belongings and return to the gym until Opening Ceremony. Students that arrive after 7:55 a.m. will remain in the gym with their belongings.

All students must arrive by 8:00 a.m. Students who arrive after the start of the Opening Ceremony will be considered tardy and must sign in to the office. When Opening Ceremony is held inside, students who arrive after 8:00 a.m. must wait in the office until the conclusion of Opening Ceremony. When Opening Ceremony is held outside, students must wait with their parent in their vehicle until the conclusion of Opening Ceremony, and then must report to the office before proceeding to class. Three tardies in one trimester will result in a demerit. Emergencies and inclement weather will be taken into account. Classroom tardies are to be dealt with at the discretion of the teacher.

Parents that walk their student into the building should remain in the gym. Teachers are preparing for their day in their classrooms and are not available for conversation unless by pre-arranged appointment.



## **Attendance**

At Oakdale Academy, the teacher is the living curriculum. Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Textbooks, literature selections, workbooks, and worksheets are used to support teacher-directed instruction, but in no way reflect the whole of the lesson. To that end, attendance is essential and missed instruction can never be made up. Make up work sent home *does not* ensure that a student is keeping up with lessons missed. It is up to the teacher's discretion whether make-up work will be made available before a planned absence or upon return.

While illness and family emergencies cannot be avoided, it is strongly recommended that family vacations be scheduled to avoid missing school. The reasons for this are significant. Most importantly, it is in the best interest of the students to be present for class instruction and hands-on activities. Students often have difficulty getting back on track following a prolonged absence. When they return, it is often impossible to bring them along with lessons taught and projects begun in their absence. Also, preparing and grading make-up work is very time consuming for teachers, adding to a full workload of preparing for daily classroom instruction. In light of this, if a family chooses to have their child miss school it is their right, but it must be understood that the instruction will also missed.

In grades 7 through 12, it is the student's responsibility to make arrangements with teachers for completing and turning in any missed assignments.

## **Absences**

Parents are to report all unplanned absences due to family emergency or illness to the front office by telephone. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must sign out from the front office. Any student coming in late must have a parent sign them in at the front office.

Students who know in advance that they will miss school or class are required to obtain a Prearranged Absence Request form from the front office. Completed forms should be submitted to the office for final approval at least two days in advance of the requested time off from school.

Please Note:

A submitted form does not guarantee approval.

Students on academic probation will not receive approval for planned absences.

Documentation may be requested.

Absences for Upper School students during final exams week will not be excused except in the case of illness.

## Excused Absences

The following will be considered *excused absences* at the discretion of the Head of School:

Medical appointments and other medical related needs

Illness- Refer to Wellness Guidelines outlined in this section

Funerals and bereavement

Team sports for athletes on Oakdale Academy Teams

College Visits- Upper School only, limit of 3 per term

- For illness, parents must call the office before 9:00am to request make up work to be gathered for picked up at the end of the day (or other pre-arranged time).
- For early dismissal for Oakdale Academy sporting events, teachers will send what they can with the student.
- Although occasionally medical appointments cannot be avoided, parents are strongly encouraged to avoid scheduling appointments during school hours, if at all possible.

- Absence forms must be filled out and returned to the office prior to the absence for appointments and bereavement time. Emailing the teacher is not an effective way to communicate this information.

### Unexcused Absences

The following will be considered *unexcused absences* at the discretion of the Head of School:

#### Vacations

Non-school related activities, including sports and extracurricular activities

Any other absence that is not pre-arranged, with exception to

- Pre-Arranged Absence forms must still be submitted when a student is to miss school. *NO make-up work will be given prior to the unexcused absence.*
- Since future instruction builds on previous instruction, absence will inevitably impact academic progress and overall grades.
- Missed class time equals missed lessons and cannot be made up with paperwork. However, some paper homework may be provided *upon return*, to be completed with parent assistance at home. This work is not returned to school and is not graded. It is provided solely for the benefit of the child seeing some of what was missed.
- Missed assignments lower the total number of grades to be averaged on report cards which will affect final grades.
- Tests may be administered upon return, at the discretion of the teacher.
- All major projects are expected to be completed and turned in on time. If a project is due during a unexcused absence, the project must be turned in before the absence.

***Student absences should not be more than 10 per term and not exceed a total of 30 for the entire academic year. Apart from extreme circumstances, eleven or more total absences in a given trimester will result in failure of that term. Any absences may be addressed at the discretion of the Head of School.***

### **First Aid**

Oakdale Academy strives to maintain a healthy environment for all students and faculty. The following guidelines and procedures will be strictly enforced for the health and well-being of all. When a student becomes ill or injured at school, an Oakdale Academy staff member trained in First Aid will provide routine first aid. All over-the-counter medications are administered by the front office, according to each student's medical release form from their enrollment application. Prescription medicine is kept in the office and administered according to the medical release form. Students are not permitted to bring or take medication on their own, unless pre-arranged with the office to accommodate a student's particular medical need.

### **Illness**

A student showing signs of illness should not be brought to school. Please follow the official OA Child Wellness Guidelines included in this section.

When a teacher or other staff member notices a student showing signs of illness using the official OA Child Wellness Guidelines, indicating that the student needs to be sent home, the student will be sent to the office and parents will be notified. Parents will be notified and expected to pick up their student within 60 minutes. If a parent cannot be reached within that hour, an emergency contact person will be called and asked to pick the student up. A student displaying signs of illness may be sent home at any time at the discretion of the Head of School.

Official OA Child Wellness Guidelines:

- A student may not be at school when they have one or more of the following symptoms:
- Fever: A temperature of 100° F or higher. A student’s temperature needs to be below 100° F for 24 hours (without using fever-reducing medication to keep it lowered) before returning to school.
- Diarrhea: Having 3 or more watery stools in a 24 hour period.
- Vomiting: Vomiting 2 or more times within a 24 hour period.
- Rash: Body rash appearing to be contagious or of a questionable nature, especially with other symptoms present. Non-contagious rashes are at the discretion of staff.
- Sore Throat: Sore throat with fever &/or swollen glands.
- Cough: Lasting more than 1 week.
- “Pinkeye”: Teary, redness of the eyelid lining, irritation, followed by swelling & yellow drainage. Since “pinkeye” is very contagious, a student with these symptoms may only return to school with written clearance from the student’s doctor’s office.
- Greenish Nasal Discharge: Lasting more than 1 week.
- Lice or Scabies: Students must not attend school until they are completely free of lice & nits (eggs). Students with scabies may return to school after receiving treatment.

Please Note: When it is determined that a student must be sent home due to illness, siblings may be checked for symptoms at staff discretion.

### **Homework**

Meaningful homework assignments are an important part of the Academy’s curriculum. Teachers assign quality homework for each school night, within the following guidelines:

1. Kindergarten            5 to 15 minutes  
    Grades 1 & 2            10 to 20 minutes  
    Grades 3 & 4            20 to 35 minutes  
    Grades 5 & 6            35 to 50 minutes
2. Upper School students typically receive a maximum of 30 minutes of homework per course, per day, with the exception of 45 minutes for mathematics work, and 15 minutes for language courses. Some students at times may require an addition to the number of minutes needed to properly complete required homework assignments, particularly students of moderate ability who wish to pursue A level work.
3. From Friday to Monday is considered one school night for grades K-4 for homework purposes. From Friday to Monday is considered one school night for grades 5-12 for homework purposes; however, Friday to Monday is considered two school nights for ongoing reading assignments, major projects and major papers.
4. Major tests and papers may occasionally increase time needed, but students can control this somewhat by carefully budgeting time for larger projects over a longer period.
5. Homework may be assigned during long weekends, but will not be assigned over Thanksgiving, Christmas, Spring Break, Easter, or in between terms.

Please Note: While teachers strive to stay within these nightly guidelines, there are times where a weekly average may apply.

### **Recitations**

All Oakdale Academy students recite a selection from memory twice a year during Opening Ceremony. Junior Kindergarten students do their recitations as a class to acclimate them to this morning tradition. Students in grades K through 12 perform recitations on an individual basis. One recitation must be a passage of Scripture and the other must be a selection of poetry or prose. All selections must be approved for length and content and approval is up to

the discretion of the teacher. Recitation memorization is solely the responsibility of the student and parent, and not the responsibility of the classroom teacher. Final approval for recitation selections is at the discretion of the Head of School.

The recitation schedule for the year is distributed during the first week of school and therefore, no recitations may be rescheduled except in the cases of illness or a parent's work travel schedule. Upper School students receive an equivalent test grade for their recitation. The responsible teacher will have a copy of the selection on the given morning, and as such, the parent is not allowed to give cues or hints.

The Oakdale Academy administration and board have approved the following translations for academic and recitation use: the New American Standard Bible, the New American Bible, and the English Standard Version.

Literary recitations should be focused on selections from classic children's literature and the Great Books. Upper School students are to choose selections from the genre of the literature class in which they are currently enrolled.

### **Grading**

Oakdale Academy will send report cards to parents by email, regarding their children's academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning full report card grades.

In the early elementary grades, reports indicate the extent to which a skill has been mastered. In Jr Kindergarten, Kindergarten, Grades 1 and 2, an "O" is defined as outstanding, "S" as satisfactory, and "N" as needs improvement, and "U" as unsatisfactory.

Teachers in Grades 3 to 12 assign letter grades according to the following scale:

100%	A+	73-76	C
93-99	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-	57-59	F
77-79	C+		

An "A" is defined as excellent; "B" as above average; "C" as average; "D" as below average; "F" as failing. Achievement is based upon understanding of the subject as judged by tests and teacher observation. Effort is judged by teacher observation.

Upper school students will receive a grade-point average on each report card. For this purpose, grades are weighted by a coefficient of the number of class meetings per week; e.g. Latin has a coefficient of 5, and physical education has a coefficient of 2.

### **Honor Roll**

After each report card is issued, the Dean of Academic Affairs releases the list of students who have qualified for Honor Roll. Requirements for Grades 3-12 are a term GPA of 3.3 or higher. Students with a term GPA of 3.6 or higher will be placed on the High Honor Roll.

### **Off-Campus Educational & Cultural Programs**

Oakdale Academy believes that off-campus education is an important aspect in the overall development of each student. Off-campus educational and cultural programs provide students with an opportunity to gain new knowledge and skills. There may be additional fees for students to participate in the off-campus trips. Academy faculty, staff and/or administration are always included as chaperones on these trips. Parents will be invited/included as needed.

Teachers have final authority regarding the number of participants and chaperones. Parent chaperones must have the proper paperwork and insurance information on file with the office and must comply with the established route to the destination and return to school as directed by the teacher.

Whenever students are off campus on a school-sponsored trip, they are subject to the Academy's rules and are expected to conduct themselves in a manner that honors God and Oakdale Academy.

### **Academic Honesty**

Oakdale Academy seeks to nurture absolute respect for Intellectual property. Any willful misrepresentation of another's work or ideas as one's own - cheating or plagiarizing - will be treated with utmost gravity. Teachers in the Lower School understand that students need coaching and careful guidance in such matters.

### **Academic Warning and Probation**

Students who participate in athletics must maintain good academic standing to be eligible. Eligibility status will be determined weekly on Mondays by the Dean of Academic Affairs. The Athletic Director and Dean of Academic Affairs may monitor students on a weekly basis to determine academic eligibility for athletic participation. If a student is currently receiving one "F" or two grades of "D+" at the time of determination, the student will not be eligible to participate in interscholastic sports for that week until the next academic determination is made the following week. Any student who is placed on academic probation for an entire year must repeat that grade, at the discretion of the Head of School.

### **Conferences**

Parent and teacher conferences are at mid-term. These times are designated for discussing the student's academic achievement and citizenship. Parents are expected to attend the Fall mid-term conferences. Spring term conferences are on an as-needed basis and can be requested by a teacher or parent. Of course, parents and teachers are welcome to request conferences throughout the year.

### **Graduation Requirements**

To receive a diploma, a student must:

1. Attend Oakdale Academy for at least one full academic year. Transfer credit is determined upon admission.
2. Maintain a minimum overall grade-point average of C- (1.67).
3. Fulfill a minimum attainment level of C- (1.67) in Latin 2, Algebra 2 and American civics and economics.

## **IV. CONDUCT AND DISCIPLINE**

### **Student Conduct**

The role of discipline at Oakdale Academy is to create and maintain an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property, so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. The Academy recognizes that the good conduct of students in the school promotes their education on campus. This requirement will also promote good behavior off campus and prepare student for good

citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

### **Homeschool Expectations**

While part-time homeschool students are welcome to attend classes at Oakdale Academy, the Academy expects the students and their families to uphold and support the school's Mission and Statement of Faith. The Academy also expects homeschool students to agree to, uphold, and respect every aspect of the Student Handbook. The students are expected to dress in uniform and to conduct themselves in the same manner as a full-time Oakdale Academy student.

### **School Uniform**

Our school uniform seeks to achieve a proper, academy-appropriate appearance for our students and to free them from fashion trends and peer pressure.

A full description of the 2016-17 school uniform may be obtained from the front office or the Oakdale Academy website. Uniform is to be worn at all times during the school day and on field trips unless special instructions are given. Hats are not allowed inside of the building or at the opening ceremony. Dress uniform is required every Wednesday and on special occasions. Dress code infractions will result in a policy reminder and may require that a parent bring approved clothing to the Academy office before a student may rejoin class. Three dress code violations within a trimester will result in a demerit from the Head of School. Upper School students who are found to be in violation of the dress code will lose points for their House in addition to receiving a policy reminder.

There are three approved vendors for Oakdale Academy uniforms. All student apparel must be purchased through these vendors. No off-brand or non-uniform items are allowed. Approved vendors include Land's End, French Toast and Dennis.

#### ***Boys:***

Required for Wednesdays and otherwise specified formal dress days:

Navy blue blazer with embroidered Oakdale Academy crest\*

Oakdale Academy plaid neck tie

Khaki pants

White oxford

Black or brown belt

Calf-length brown, tan, black, or navy socks

Solid brown or black casual dress shoes\*\*

#### Regular uniform days:

Additional selections of polos, pants, shorts, and sweaters are available only through our approved vendors. Any clothing items not specifically on these approved vendor websites under the Oakdale Academy section are considered noncompliant with the uniform code.

#### ***Girls:***

Required for Wednesdays and otherwise specified formal dress days:

Navy blue blazer with embroidered Oakdale Academy crest\*

White oxford or blouse

Oakdale Academy plaid skirt or jumper

White or navy blue socks or tights

Navy blue, black, or brown shoes either ballet slipper style or Mary Jane style\*\*

#### Regular uniform days:

Additional selections of polos, pants, skirts, skorts, jumpers, socks, sweaters, leggings, and hair accessories are available only through our approved vendors. Any clothing items not specifically on these approved vendor websites under the Oakdale Academy section are considered noncompliant with the uniform code.

Undergarments should not be visible, or be able to be seen through white shirts or blouses. Care should be taken for younger female students during recess and PE to keep underwear covered under skirts and jumpers. Bike shorts or “playground” shorts are recommended, but not required.

\*Required for Upper School students only; optional for Lower School

\*\*Junior Kindergarten students may wear athletic shoes daily

### Upper School Gym Uniforms

Gym uniforms are required for Upper School student PE classes. Students may wear their gym uniform or regular school uniform for PE classes. All approved gym uniforms can be purchased through the Parrot Wear website, accessible through our Current Families log-in on our website.

### Jeans Days

On designated jeans days, students may wear comfortable, modestly fitting jeans or solid-colored pants to school with an approved Oakdale Academy spirit wear shirt. Upper School students may wear an approved House shirt. All students may wear athletic shoes or comfortable non-uniform shoes. No high heels, flip-flops, or other impractical shoes may be worn.

### Game Days

On days when games are scheduled, athletes on that team may wear their team warm-up jackets over their regular uniform attire.

### **Jewelry, Makeup and Hairstyle**

Neck chains and watches should be removed during P.E. class. Hair is to be neat and clean. Boys’ hair should be off the collar and of uniform length. No facial hair is allowed. All questions of jewelry, makeup and hairstyle are at the discretion of the Head of School (see Uniform Requirements for details).

Hair accessories for girls must be compliment the school uniform and be red, white, or navy blue.

### **Prohibited Items**

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside of school will similarly be treated with the utmost gravity and may be grounds for immediate expulsion.

### **Disciplinary Action**

Disciplinary action usually proceeds as follows:

1. Reprimand or Policy Reminder
2. Demerit
3. Detention
4. Suspension
5. Expulsion

To ensure uninterrupted learning, Oakdale Academy maintains a policy of demerits and detentions with parental notification. The teacher issuing a demerit will e-mail the student's parents to notify them. A demerit form will be sent home with the student to obtain a parent's signature before returning the form to school. The Academy's goal is to work closely with the parents to uphold standards of courtesy, respect and helpful behavior. The following actions may be considered cause for disciplinary action:

1. Leaving an assigned seat without permission
2. Speaking without permission
3. Being disrespectful to an adult or student
4. Teasing, roughhousing or fighting
5. Lying or creating a false impression
6. Displaying conduct deemed by the teacher or Head of School to be unbecoming of an Oakdale Academy student
7. Behavior that is not in line with what the Bible outlines for sexual purity
8. Harassment, bullying or abusive behavior
9. Any conduct that does not reflect the honor code

A student must serve a detention when a third demerit is issued. The Academy notifies parents when a detention is required, and a day during the next three-day period is selected for the student to serve the detention after school. Students are relieved of all demerits at the conclusion of each marking period.

Any student who is subject to a fourth demerit during one marking period will serve an additional detention. Any student receiving five demerits will serve a one-day suspension. Suspended students are required to submit all missed academic work at the beginning of the next school day, however, only partial credit will be given for the work.

Any student who demonstrates a general unwillingness or inability to abide by classroom or Oakdale Academy rules is subject to expulsion. After meeting with parents, the student and involved faculty, the Head of School will decide if expulsion is warranted. All disciplinary actions are conducted at the discretion of the Head of School.

## **V. MISCELLANEOUS**

### **Communication with Teachers & Administrators**

Parents wishing to address concerns with a teacher should use the staff email addresses provided on the website. An administrator or department head should be copied on the email as well as both parents in order to provide accountability for all parties. Parents should not call or text teacher's cell phone or home phone during the weekend or evenings. Emergencies should be reported to the Head of School only, not to classroom teachers. The administrator will then communicate the emergency to the proper staff members. Messages will be delivered to staff at the discretion of the Head of School.

### **Computer Use**

At Oakdale Academy, computers may only be used for researching and typing teacher-assigned projects. These are the only two acceptable uses of computers at Oakdale Academy. Students are not permitted to use the computers for computer games, social media, online chat rooms, personal email, etc. Teachers will provide students with a computer pass and or student



internet pass as needed. *Any student using the school computers for anything other than teacher-assigned projects will receive a demerit/detention from the Head of School.*

### **Delivery of Items by Outside Vendors**

Students are not permitted to disrupt the school day by having items (food, flowers, etc.) delivered to Oakdale. Any items delivered for a student will be kept in the front office until the end of the school day.

### **Departure Times and Procedures**

The school day ends at 3:15 p.m. for all students. Parents must arrive by 3:30 p.m. so that their child may meet them in the circle drive for departure. Students whose ride is not at Oakdale by 3:30 p.m. will be directed to After School Care and supervised by a staff member.

The After School Care Program is fee-based. A parent or other authorized individual must come in to the building to sign out the student. Parents that wish to come inside the building for pickup of their student are asked to wait for their child to be dismissed by the teacher before their child leaves the line. Additionally, parents are asked to remain quiet to assist with dismissal procedures in the gymnasium.

### **Fire Drills**

When the fire alarm sounds, all students and staff will walk quickly to the designated exit as displayed in the classroom. The last person will turn off the lights and close the door. Students will proceed to the property edge nearest their exit. Staff will take attendance, account for all students and wait for further instruction. A copy of the fire emergency procedure with evacuation plan is posted in every classroom.

### **Food**

Every student is expected to bring a lunch from home as there is not a daily hot lunch program at Oakdale. There may be special lunches organized by the OPA during the school year. Informational sheets will be sent home prior to the day with explanation for participation. Students are not permitted to chew gum during the school day or while inside of the school building.

Please note that no food or drink will be permitted in the gymnasium before or after school. Please make sure your student has a well-balanced breakfast before school each day so that they will be able to perform at the best of their abilities.

Students in grades K-6 will have a snack time each day. Information regarding the expectations regarding snack time will be sent home by your child's teacher.

Upper School students may bring a snack to eat during their mid-morning break.

Being mindful of student allergies and general safety, students are not permitted to share food. We also encourage students to refrain from bringing food containing nuts and nut products to school.

### **Lost and Found**

Lost items are to be taken to the designated *Lost and Found* area. Purses and wallets will be examined for ID to contact owner then kept in the office. Perishable items may be discarded upon staff discretion. Items are subject to donation at the end of each term.

### **Messages to Students from Parents**

All messages from parents of an emergency nature will be delivered to their child(ren) during the school day. All other messages will be given to the student(s) by the end of the school day.

## **Recess**

Recess time will be provided to students at least twice a day in grades K-4. Grades 5-6 have a varied recess schedule during the week. This is an important time of the day when students are encouraged to participate in physical activity, self-directed games, and conversation with other students. Children are encouraged to include all students in outdoor games and are required to stay within the playground's designated boundaries.

At least one adult staff member will be on recess duty at all times to oversee student activities and to ensure safety on the playground.

## **School Closing Announcements**

At the discretion of the Head of School, the school day may be subject to a delayed start, early dismissal or closing at any time.

Delayed openings and school day cancellations are announced on local radio stations and local Detroit television stations by 6:30 a.m. Early dismissals will be announced as soon as possible, depending on the circumstances. In general, Oakdale Academy will be closed if Waterford School District is closed due to inclement weather.

The school will communicate closing to families via e-mail and social media. All parents phone numbers entered to TADS will automatically be signed up for automated calls. Parents may opt-out by contacting the office, with the understanding that parents are responsible then for finding out about school closings. Please do not call the school office or school staff to find out about school closings. Parents are encouraged to sign up for text alerts from local news outlets as well as Oakdale Academy text alerts.

## **Special Occasions**

**Birthdays:** Students and/or a parent should make prior arrangements with their teacher if they would like to bring in a treat to share with their classmates

**Halloween:** There is no formal observance during the school day of Halloween at Oakdale Academy.

**Christmas:** A special chapel will be held to observe Christmas. Information regarding the time and date of the chapel will be made available in early December as well as any other activities planned by teachers.

**St. Valentine's Day:** Children in grades K-4 are permitted to exchange homemade valentines with their classmates. Class lists are provided, and children who choose to make valentines must include everyone in their class as a sign of friendship and respect. Children in grades 5 & 6 will make valentines to share with children in a local hospital or seniors at a local center.

## **Telephones and Other Electronic Devices**

Students must obtain permission at the front office for using the school's phone. Outgoing calls should only be made for urgent matters and phone conversations should be brief. Students do not have permission to use cellular phones until after school. Student cell phones should remain powered off from the time of arrival until after school is dismissed.

Students are not to have electronic devices in use from the time they arrive in the morning until dismissal at 3:15 p.m. All electronic equipment must be kept in the student's locker and turned off during the school day.

## **Tornado Drills**

When a tornado announcement is made, all students and staff will quietly go to the designated area as posted in the classrooms. Students will then position themselves sitting cross-legged, bent forward toward the loadbearing wall with their hands covering their heads.

Students will remain in this position until further directions are given. A copy of the tornado emergency procedure is posted in every classroom.

**Visitors**

All visitors, including parents, must proceed directly to the front office upon arrival at Oakdale. Visitors must check in with the front office for reason for visit. A visitor's badge may be required prior to proceeding to any room in the facility. Parents arriving before 3:15 p.m. for pickup must remain in the lobby or sign in and obtain a visitor's badge.

**Volunteers**

For the safety of students, Oakdale Academy requires all volunteers, including parent volunteers, to submit a state background check. Those living in Michigan less than 1 year may be subject to a broader background check.

**Withdrawal Policy**

If a student withdraws from enrollment before the end of the school year, tuition is due for the entire month of withdrawal, at the discretion of the Head of School.