



# Student & Parent Handbook

OAKDALE ACADEMY

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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, family, community, and country through classical Christian education.

### **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 in 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 Headmaster, 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 Headmaster 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, Oakdale 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), established in 2012, exists 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. The primary goal of all OPA activities is to promote an environment that reflects the love of Christ to one another and upholds the mission of Oakdale Academy. OPA activities vary each year as the Lord calls different parents to serve and lead.

All parents and primary caregivers of Oakdale students are a part of OPA. OPA is led by an Executive Team made up of parents that serve under the direction of the Board and coordinate with the Headmaster. The Executive Team supports parents who are leading and serving by equipping them with the necessary information, communication, and financial assistance they may need to carry out their purpose.

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 is that each parent/caregiver will lead and/or serve in one or more capacity 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. We offer 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 students through Scripture, prayer, and song. Parents are welcome and 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.

### Honor Code 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 Academy 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 a third-party vendor, 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. 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 deems not to be a good fit academically, spiritually, and/or behaviorally, at the discretion of the Headmaster.

### **Non-Discrimination Policy**

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 Headmaster 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 Headmaster.

<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**

See the Oakdale Academy website ([www.oakdaleacademy.com](http://www.oakdaleacademy.com)) for current tuition, fees, and enrollment information.

### **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 two academic semesters: Fall Semester and Spring Semester.*

## **Morning Arrival & Tardy Policy**

Oakdale 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.

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 7:58 a.m. will remain in the gym with their belongings.

**Open Ceremony begins promptly at 8:00 a.m.** Students who arrive after the start of the Opening Ceremony will be considered tardy and must sign in at 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 they must report to the office before proceeding to class.** Four tardies in one semester will result in a demerit. Emergencies and inclement weather will be considered when recording tardies. Upper school classroom tardies will be recorded by their teacher and will accrue in the same manner resulting in a demerit when they reach four tardies. Parents are welcome to stay for Opening Ceremony.

Teachers are in their classrooms preparing for their day and are not available for conversation prior to Opening Ceremony 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 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.

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 began 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 be missed, and the absence considered unexcused. Please see unexcused absence policy below.

***Student absences should not be more than 15 per semester and not exceed a total of 30 for the entire academic year. Apart from extreme circumstances, eleven (11) or more total absences in a given semester may result in failure of that term. Any absences may be addressed at the discretion of the Headmaster.***

## **Absences**

**Parents are to report all unplanned absences due to family emergency or illness to the front office via email, phone, or voicemail before 9:00 a.m.**

**(office@oakdaleacademy.com).** Students are not to report their own absences. Students who are dismissed from school early, for any reason, must be signed out by a parent in the front office. Any student coming in late must have a parent sign them in at the front office. Student drivers who arrive late or dismiss early must have parent permission.

### Prearranged Absences

**Students who know in advance that they will miss school or class are required to obtain a Prearranged Absence Request Form from the entryway form rack.**

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 the following about prearranged absences:

- A submitted form does not guarantee approval. Absences deemed unexcused will be treated in the manner outlined below (found under “Unexcused Absences”).
- Students on academic probation will not receive approval for prearranged absences.
- Documentation may be requested.
- Absences for Upper School students during final exams week will not be excused except in the case of illness.

### Unexcused Absences

The following will be considered *unexcused absences*:

- Vacations
- Non-school related activities, including non-Oakdale sports and extracurricular activities
- Any absence that is not pre-arranged with a form submitted to the office

**Please note:** Pre-Arranged Absence forms must still be submitted when a student is to miss school for an unexcused absence.

#### Unexcused Absence: Lower School Policy

- *NO make-up work will be given for an unexcused absence.*
- Missed class time equals missed instruction which cannot be made up with paperwork. However, *some paperwork 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 student to see some of the content that was missed. Students are still responsible for the missed content/instruction on future assignments, tests, or projects.
- Since future instruction builds on previous instruction, absence will inevitably impact academic progress and overall grades.
  - Missed assignments lower the total number of grades to be averaged on report cards which will affect final grades.
- Missed tests may be administered upon return, at the discretion of the teacher. Students are responsible for taking scheduled tests upon return to school.
- All major papers/projects are expected to be completed and turned in on time. If a project is due during an unexcused absence, the paper/project must be turned in before the absence. Papers/projects turned in after the absence will be considered late.

#### Unexcused Absence: Upper School Policy

- *Make-up work will be provided before or after an unexcused absence, at the discretion of the teacher.*

- All missed make-up work must be completed and submitted to their teacher. Completed make-up work from their absence will not be recorded for a grade; instead those assignments will be listed as “exempt” in the calculation of their final grade. Assignments that are not completed in the agreed upon timeline will be recorded as a “o.” Due dates for make-up work are arranged individually between student and teacher.
- All major papers/projects are expected to be completed and turned in on time. If a paper/project is due during an unexcused absence, the paper/project must be turned in before the absence. Papers/projects turned in after the absence will be considered late and graded accordingly.
- Missed tests will be administered before the absence or upon return, at the discretion of the teacher. Students are responsible for taking scheduled tests upon return to school.
- Students are responsible for obtaining make-up work and scheduling with their teacher any missed tests/quizzes.

### Excused Absences

The following will be considered *excused absences*:

- Medical appointments and other medical related needs
- Illness (Refer to OA Child Wellness Guidelines outlined in this section)
- Funerals and bereavement
- Team sports for athletes on Oakdale Academy teams
- College Visits (juniors/seniors only; limit of 4 days per year)

Please note the following for excused absences:

- **For illness, parents must email, call, or leave a voicemail with the office (office@oakdaleacademy.com) before 9:00am to request make up work to be gathered. Make up work can be picked up in the office at the end of the day. Make up work will only be gathered upon specific request via email.**
- In the event make up work is not requested, upon return, students in grades 5-12 are responsible for obtaining all missed work and rescheduling any missed tests/quizzes.
- For early dismissal for Oakdale Academy sporting events, teachers will send what they can with the student. Any other work will need to be made up upon return.
- Although occasionally medical appointments cannot be avoided, parents are strongly encouraged to avoid scheduling appointments during school hours, if possible.
- **Prearranged Absence Request 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.**
  - A copy of the Prearranged Absence Request Form is on the school website.

### **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 and this only with the explicit approval of the Headmaster.

## **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 Headmaster.

### 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**
- **Vomiting**
- **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.
- **Other indications** apparent to a reasonable person of a potentially serious health condition affecting the physical, emotional, and/or mental well-being of the student.

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 Oakdale Academy’s curriculum. Teachers assign quality homework for each school night, within the following guidelines:

### Lower School

Kindergarten	10-15 minutes
Grade 1	15-20 minutes
Grade 2	20-30 minutes
Grade 3	20-35 minutes
Grade 4	20-35 minutes

Grade 5	35-50 minutes
Grade 6	35-50 minutes

Upper School

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 additional time to properly complete required homework assignments.

Please note the following in additional details regarding homework:

- While teachers strive to stay within these nightly guidelines, there are times where a weekly average may apply.
- From Friday to Monday is considered one school night for homework purposes. Students may have ongoing reading assignments, major projects, and major papers that will require additional work on the weekend.
- Homework may be assigned during long weekends, but **will not be** assigned over Thanksgiving, Christmas, Spring Break, Easter, or in between semesters.

**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 (non-Scripture). 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 Headmaster.

The recitation schedule for the year is distributed in the fall 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, King James Version, New King James Version, New Living Translation, New International Version, and the English Standard Version. Paraphrase versions are not acceptable.

Literary recitations should be focused on selections from classic children’s literature and the Great Books. Great speeches are also a good resource. Contemporary or modern poets and poetry are not permitted.

Lower School Guidelines

Kindergarten	Non-Scripture: 4-8 lines minimum for poem in the fall. Scripture: 2-4 verses in the spring
1 <sup>st</sup> Grade	Scripture: minimum 4-6 verses Non-Scripture: minimum 8 - 10 lines
2 <sup>nd</sup> Grade	Scripture: minimum 6-8 verses

	Non-Scripture: minimum 12-14 lines
3 <sup>rd</sup> Grade	Scripture: 8-10 verses Non-Scripture: 16-18 lines
4 <sup>th</sup> Grade	Scripture: 10-12 verses Non-Scripture: 20-22 lines
5 <sup>th</sup> Grade	Scripture: 12-14 verses, minimum Non-Scripture: 22-24 lines, minimum
6 <sup>th</sup> Grade	Scripture: 14-16 verses, minimum Non-Scripture: 24-26 lines minimum

### Upper School Guidelines

- Length Requirements:
  - 7<sup>th</sup> & 8<sup>th</sup> Grade: 2 minutes minimum
  - 9<sup>th</sup> & 10<sup>th</sup> Grade: 3 minutes minimum
  - 11<sup>th</sup> & 12<sup>th</sup> Grade: 4 minutes minimum

Students are responsible for memorization and practice.

- Recitation Selections:
  - One recitation must be a passage of Scripture from a translation. See approved translations listed above.
  - One recitation must be related to the era of literature (prose or poetry) the student is studying for the year. (i.e., students in the classic literature class would choose a recitation from a piece of classic literature or a speech by an classical orator.) Student compositions are not allowed.
  - The selection must align with the Mission of Oakdale Academy and the Honor Code.
  - All selections must be approved by the literature teacher. Homeschool students will also work with the literature teacher for selection approval.
  - Students must provide the teacher with a hard copy of the selection.
- Assessment: Students are assessed the equivalent of a test grade for recitations. Assessment is based on accuracy of memorization, clarity of diction, and appropriate pace and volume. Students who request rescheduling due to lack of preparation will be docked a letter grade.

### Recommended Resources

- Teachers will give recommended websites and other resources in preparation of student recitations.

### **Grading**

Oakdale Academy will notify parents by email after the conclusion of each semester when report cards are available to be viewed in TADS. Parents of students in grades 5-12 can view current grades via TADS Educate. Parents are provided log in information for this in the fall.

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

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-	0-59	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 Headmaster releases the list of students who have qualified for Honor Roll. Only full-time students in grades 3-12 are eligible for honor roll. Students on the Honor Roll must receive a term GPA of 3.4 or higher. Students with a term GPA of 3.8 or higher will be placed on the High Honor Roll. At the end of the year, students who received a year-long GPA of 3.4 or higher will be placed on the All Year Honor Roll. Students who received year-long GPA of 3.8 or higher will be placed on the All Year 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. Oakdale 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 Oakdale 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. Minimum consequence is a referral to the head of the appropriate school and can include, but is not limited to, a failing grade on the assignment/assessment. Repeated violations can result in additional consequences including, but not limited to, suspension or expulsion. Teachers in the Lower School understand that students need coaching and careful guidance in such matters.

### **Academic Eligibility for Athletes**

Students who participate in athletics must maintain good academic standing. Eligibility status will be reported weekly by the Head of Upper School to the Athletic Director. If a student is currently receiving one “F” or two grades of “D+” or below 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. Students may appeal to the Head of Upper School to reevaluate academic eligibility mid-week.

### **Conferences**

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

### **Graduation Requirements**

Upper-school students at Oakdale Academy follow a common, college preparatory course of study. Each required course equals 5 credit hours per year. This includes four years each of Humane Letters, literature, history (including Civics and Economics, Latin, laboratory science and mathematics. Latin 1 and Algebra I are taught in eighth grade but receive high school credit. Fine Arts (Art, Music, Chorale, Strings, Band), Physical Education, and Study Hall are offered as electives. Each elective except Study Hall equals 2 credit hours per year; study halls do not receive credit. A minimum of four credits in fine arts are required for graduation.

To receive a diploma, a student must complete 123 credit hours while maintaining a minimum overall grade point average of C- (1.67) as well as attaining a minimum level of C- (1.67) in American Civics and Economics. Foreign Language, Math, and Science require C- or above in prior class to advance to next class.

**Each year, full time Oakdale students must take 1 course in each of the disciplines of history, literature, rhetoric, foreign language, science, and mathematics, as well as two electives, a total of 32 credit hours (27 credit hours in 12<sup>th</sup> grade).**

## **Oakdale Academy Upper School Course Offerings**

### **HUMANITIES**

<b>GRADE</b>	<b>LANGUAGE</b>	<b>RHETORIC</b>	<b>HISTORY</b>	<b>LITERATURE</b>
9 <sup>th</sup>	Latin II	Rhetoric I	Ancient	Ancient
10 <sup>th</sup>	Latin III	Rhetoric II	Medieval- Modern	Medieval-Renaissance
11 <sup>th</sup>	Latin IV	Apologetics	American	American
12 <sup>th</sup>	Study Hall	Capstone	Civics & Economics	British

### **MATH & SCIENCE**

<b>GRADE</b>	<b>MATH</b>	<b>SCIENCE</b>
9 <sup>th</sup>	Geometry	Intro to Physical Science
10 <sup>th</sup>	Algebra II	Biology
11 <sup>th</sup>	Trig/Pre-Calculus	Chemistry
12 <sup>th</sup>	Calculus	Physics

Students that wish to further enhance their learning with on-line classes may do so during their study hall. Written requests for approval are to be submitted to the Head of Upper School.

NOTE: Graduation requirements are in effect for the class of 2021.

#### **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 Oakdale Academy ought always to uphold the essential virtues established in the school's Mission Statement and professed in its statement of faith. Oakdale 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 students 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.

Because appropriate response to authority is biblically mandated and critical to the shaping of a child's life, students must obey instructions from Oakdale Academy staff and its supporting adults promptly, willingly, completely, and cheerfully. Talking back, arguing, and undue familiarity with Oakdale Academy staff will not be tolerated. Students are to maintain eye contact and respond appropriately when spoken to by an adult. An atmosphere of mutual respect and courtesy will be maintained between students and staff.

Because students are to conduct themselves in a manner consistent with biblical principles of purity and holiness, public display of affection (e.g. holding hands, kissing, hugging, etc.) in the context of romantic relationships is not permitted on school grounds or at any school-sponsored activities. In general, there should be no behavior toward one boy or girl that is exclusive or would not be appropriate toward all boys or girls in the student's class.

Adherence to the above outlined student conduct is critical to Oakdale Academy's priority to maintain a positive and healthy student/school culture. If in the judgment of the Headmaster, a student's continued enrollment is a significant negative influence on other students, he has the authority to expel the student, and apart from the process of office visits.

With a mind to safety for students, staff, and the school, the possession and/or introduction of any dangerous items including, but not limited to, weapons, morally corrupt material, or any other items that are incompatible with the Mission of Oakdale Academy, is strictly prohibited. As such, at the discretion of the Headmaster, lockers and all contents as well as personal property (to include cars) are subject to search at any time.

### **Homeschool Expectations**

While part-time, homeschool students are welcome to attend classes at Oakdale Academy, the students and their families are expected to uphold and support the school's Mission and Statement of Faith. Oakdale 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.

### **Prohibited Items**

Any possession of and/or introduction of a weapon, an illegal/illicit drug, tobacco, alcohol or sexually explicit material will be treated with extreme seriousness. Discipline in these matters may range from parental contact through suspension and may serve 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 high standards of character, Oakdale Academy maintains a policy of demerits and detentions with parental notification.

The process for demerits, as this is the first step above reprimand directly from a classroom teacher, is as follows:

1. Teacher issues a demerit slip to the student.
2. The teacher issuing a demerit will e-mail the student's parents to notify them
3. Student is sent to the Head of the Upper School or Head of the Lower School for a signature.
4. Student must get the demerit slip signed by a parent by the next school day; turn it in to the Teacher who issued the demerit.
5. The teacher turns the completed demerit form in to the office for recording.

Demerits are accumulated over the course of each semester and reset at the start of the following grading period. Accumulated demerits will result in the following consequences, at the discretion of the Headmaster or his designee:

- 1-2 demerits result in contact with an OA administrator and parental contact.

- 3 demerits result in an after-school detention during the next three school day timeframe.
- 4 demerits during a grading period will serve an additional detention.
- 5 or more demerits result in additional potential consequences that may include, but are not limited to:
  - Parent meeting with staff and OA administration
  - Additional detentions or school service projects
  - In School Suspension
  - Removal from House activities (Upper School students).
  - Out of School suspension

Oakdale Academy's goal is to work closely with the parents to uphold standards of courtesy, respect and helpful behavior. The following behaviors constitute a list of items that may be considered cause for disciplinary action:

1. Disobedience of classroom and/or school rules
2. Speaking without permission (in class)
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 administration to be unbecoming of an Oakdale Academy student and in conflict with the honor code
7. Behavior that is not in line with what the Bible outlines for sexual purity
8. Harassment, bullying, or abusive behavior

*This is not an exhaustive list in any way. Any actions or behaviors that would conflict with Oakdale Academy, our Mission, or our general culture are subject to discipline, including actions taken off campus, at the discretion of the Headmaster or his designee.*

Students suspended out of school shall be given the opportunity to make up their work during their suspension for a reduction in credit up to, but not to exceed, 50%. Students shall be given their make up work during their suspension, and all make-up work is due upon the student's return to school. Students and parents should communicate with teachers regarding make-up work. All major papers/projects/assignments due during the suspension must be turned in electronically on their due date and will be graded for full credit. All major papers/projects/assignments not turned in on time will be marked down according to their teacher's late policy. Missed tests will be scheduled by the teacher upon the student's return and will be graded for full credit.

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 Headmaster will decide if expulsion is warranted.

*All disciplinary actions are conducted at the discretion of the Headmaster.*

### **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.

### **Transition Plan:**

- **School Year 2019-2020 & 2020-2021:** All new items purchased must comply with the new dress code. Crest is not required on used uniforms for these school years. Only used uniform items still in the updated dress code are allowed.
- **School Year 2021-2022:** All new and used uniform items must comply with the new dress code. All students must have a crest visible on an article of clothing.

### **Purchasing Options:**

- **Vendors:** All uniform pieces should be purchased from the vendors listed above under Oakdale Academy. No outside vendors should be used.
  - Items must be purchased through the websites for Land's End and French Toast, as there are many non-compliant options available at local retailers.
  - Uniform items from Dennis may be purchased both in-store and online.
- **Skirt Length:** Skirts, skorts, shorts, and jumpers must be purchased from these vendors. Skirts, skorts, shorts, and jumpers must be no more than two inches above the knee. Final discretion on skirt, skort, shorts, and jumper length is at the discretion of the Headmaster or his designee.

### **Used Uniform Sales:**

- Only used uniform items in compliance with the new dress code will be sold at used uniform sales.
- Un-crested jumpers, polo dresses, polos, and sweaters will be sold at used uniform sales during the 2019-2020 and 2020-2021 school years. However, beginning in the 2021-2022 school year, these will only be wearable with a crest visible on another article of clothing.

### **Complete List of Uniform Clothing Options (Formal & Regular):**

- **Girls**
  - Polos: red, navy, and white; long-sleeve or short-sleeve
  - Cardigans: red and navy
  - Oxford: white; short-sleeve and long-sleeve
  - Jumpers: khaki, navy, and plaid (no more than 2 inches above the knee)
  - Skirts: khaki, navy, and plaid (no more than 2 inches above the knee)
  - Skorts: khaki and navy (no more than 2 inches above the knee)
  - Pants: khaki and navy
  - Shorts: khaki and navy (no more than 2 inches above the knee)
  - Polo Dresses: red and navy; short-sleeve and long-sleeve
  - Vests: red and navy
  - Sweatshirt: navy or red (from Dennis)
  - Socks: white or navy (knee socks or above the ankle)
  - Tights: white or navy (solid)
  - Leggings: navy (must go to the ankle)
  - Tie: plaid (optional)
  - Belt: black, brown, or plaid
  - Hair Accessories: red, white, blue, navy, or plaid
  - Shoes: Mary-Jane style or ballet flats; black, navy, or brown (solid color; no white); no straps around the ankle; no heels or wedges
  - Blazers: navy with crest (US - required; LS - optional)
- **Boys**

- Polos: red, navy, and white; long-sleeve or short-sleeve
- Sweaters: red and navy
- Oxford: white; short-sleeve and long-sleeve
- Shorts/Pants: khaki and navy
- Vests: red and navy
- Sweatshirt: navy or red (from Dennis)
- Socks: navy, black, or tan; must go above the ankle; solid color, no logos
- Tie: plaid
- Belt: black or brown
- Shoes: black or brown; solid color, no white; dress shoes
- Blazers: navy with crest (US - required; LS - optional)

### **Formal Uniforms:**

- **Boys:** Students must wear khaki pants (no shorts), white Oxford, and tie.
- **Girls:** Students must wear white Oxford (no polos) and plaid skirt or jumper.
- **Blazers** are required for upper school students and optional for lower school students. Blazers are to be worn throughout the day but may be taken off in classrooms as needed.
- **Cardigans** and **vests** may be worn by lower school students as a part of their formal uniform. No fleeces, sweaters, or sweatshirts are permitted.

### **Guidelines for Crest on Uniform:**

- The following items will automatically have the crest embroidered:
  - Sweaters/Cardigans
  - Vests
  - Blazers
  - Sweatshirts (Dennis)
- Polos, jumpers, and polo dresses will be available with or without the crest with a note on the website indicating that a crest will need to be visible on uniforms in the school year 2021-2022.
- By 2021-2022, all students must have a crest visible on at least one uniform item (on the outermost layer of clothing).
- Starting immediately, all newly purchased uniforms will have the crest as outlined above.

### Jeans Days

On designated jeans days, students may wear comfortable, modestly fitting jeans or solid-color pants (non-athletic pants; must have a waistband) to school with an approved Oakdale Academy spirit wear shirt. All pants must be free from holes or tears. 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. Warm-up jackets from athletics teams are not spirit wear and should only be worn on game days. ■

### Casual Days

On designated casual days, students may wear comfortable, modestly fitting clothing of their choice. All pants must be free from holes or tears. Students may wear athletic shoes or comfortable non-uniform shoes. No high heels, flip-flops, or other impractical shoes may be worn. Undergarments should not be visible at any time. Warm-up jackets can only be worn by athletes on game days. Tank tops and sleeveless tops are not allowed. No hats may be worn. Shirts with words/graphics/advertising should be school appropriate in nature, such as sports

teams, colleges, or destinations. Content with popular culture references such as bands or movies should not be worn.

On their birthday (or half birthday for summer birthdays), students may have a casual day. They may wear school appropriate casual clothing that complies with casual day guidelines. If a student's birthday falls on a pre-arranged casual/jeans days, that student may use their birthday casual day on the closest non-formal wear date to their birthday. Students whose birthdays fall on a formal wear day may use their birthday casual day on that date.

### Game Days

On days when games are scheduled, athletes on that team may wear their team warm-up jackets over their regular uniform attire. Athletic warm-ups are not approved to be worn as spirit wear.

### **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 conservative style; no facial hair is allowed.

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

All questions of jewelry, makeup and hairstyle are at the discretion of the Headmaster or his designee.

## **V. ATHLETICS**

### **Athletic Code of Conduct**

The Oakdale Academy (OA) Athletic Program shall provide a variety of sports to develop meaningful experiences to enhance the development of healthy habits and attitudes that will prepare students for adult life.

The Athletic Program shall be conducted to glorify God, uphold the OA Statement of Faith, and in accordance with existing OA policies, rules and procedures. While the school takes pride in winning, it does not condone winning at all costs. The school encourages good sportsmanship and good health and discourages anything contrary. The athlete will be scrutinized more thoroughly in his or her character, ability, attitudes and skills. He or she will play before many witnesses, including the Lord.

### **Requirements for Participation**

1. A yearly physical examination is required and will be submitted to the Athletic Department prior to the student participating in his or her chosen sport. The examination covers all sports for the entire school year provide it was administered after April 15th.
2. A Permission to Participate form will need to be completed, signed by parent or guardian and turned in to the Athletic Office prior to the student participating in his or her chosen sport. Each sport offered at OA requires a separate Permission to Participate form.
3. A Parent/Fan Etiquette form will need to be completed, signed by the parent(s) and turned in to the Athletic Office prior to the student participating in his or her chosen sport. One form is required for the school year.

4. **Academic Eligibility:** In order to participate on an OA athletic team, each athlete must have satisfied all scholastic eligibility requirements outlined under “Academic Eligibility for Athletes” (Section III) and take a minimum of one five credit class.

All the above-mentioned forms are available on the Oakdale website.

### **Objectives of the Oakdale Academy Athletic Program**

1. The athlete learns the value of teamwork, self-discipline, development of a strong work ethic and personal sacrifice. Contribution to the team is more important than personal or individual accomplishment.
2. The athlete learns to be a good sport while developing self-control, honesty and a spirit of cooperation.
3. The athlete learns to be a good winner as well as a gracious loser. Sportsmanship is an important value and a major objective for all OA athletes.
4. The athlete learns the value of physical fitness that leads to a sound body, healthy mind and life-long health habits.
5. The athlete learns to cope with the competitive nature of athletics in a positive manner.

### **Philosophy of Winning and Participation**

Winning is one of the goals of OA teams within the guidelines of the program.

1. **Junior High:** Participation in Junior High Athletics is an introduction to interscholastic sports. Skill development, sportsmanship and the team philosophy are important goals. OA will attempt to provide the opportunity for all students to participate. Playing time is guaranteed to all eligible athletes during each contest, but not equally.
2. **Varsity:** Varsity Athletics are the focal point of OA's Athletic Program. At this level there is no guarantee of playing time. Continued skill development and sportsmanship are emphasized with a strong emphasis placed on the dedication to the team.

### **Resolving Athletic Issues**

If there is a concern with a coach, the procedure(s) to follow are:

1. Encourage your athlete to solve his or her problems first.
2. Call the coach to set up an appointment.

*Do not attempt to confront a coach before or after an athletic contest.*

If the meeting with the coach did not provide satisfactory results:

1. Call the OA office and set up an appointment with the Athletic Director.
2. At this meeting the appropriate next step can be determined.

### **Athletic Training**

1. **Attendance:** Students must be in attendance at least half of the school day in order to participate in a contest or practice.
2. **Missing Practice:** An athlete should always consult with the coach before missing a practice. Missing a practice or a game without good reason will be dealt with by the coach.

### **Parent Responsibilities**

1. Each season, there will be a meeting for parents. Specific dates and times for these meetings will be emailed to the parents by the coach as early as possible. At least one parent and the athlete are expected to attend this pre-season meeting. If some reason,

neither parent or athlete can attend the scheduled meeting, they must schedule a time to meet with the Athletic Director prior to the athlete's participation in the chosen sport.

2. Volunteering: Parents are expected to serve in various volunteer capacities for each sports team their child participates. These include, working the scoreboard, keeping stats, admissions, concessions as well as other various needs.

## **VI. 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. Emergencies should be reported to the office only, not to classroom teachers. An administrator will then communicate the emergency to the proper staff members. Messages will be delivered to staff at the discretion of the Headmaster.

### **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 an internet pass, as needed. Students may work on typed-assignments during study halls with the permission of the assigning teacher. *Any student using a computer for anything other than assigned projects, under the direct supervision of a teacher, will receive a detention or further consequences at the discretion of the Headmaster.*

### **Phones, Smart Devices, 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 cell phones until after 3:20 p.m. **Student cell phones must remain powered off from the time of their arrival at school until after school is dismissed. Student cell phones must be stowed in their locker.** Oakdale Academy cell phone guidelines apply on all field trips and off-campus activities during normal school hours. Students found not complying with these guidelines will have their cell phones confiscated and turned into the office. Repeated offenses may result in additional consequences at the discretion of the administration. Confiscated cell phones are not returned to the student; they must be picked up from the office by a parent during office hours.

Students are not permitted to wear smart watches or other smart devices. A smart watch/device is one that is connected to the internet and can receive social media alerts, emails, texts, etc.

Students are not to have electronic devices in use from the time they arrive in the morning until dismissal. All electronic equipment must be kept in the student's locker and turned off during the school day. See "Computer Use" section for details regarding computer use at Oakdale Academy.

### **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 & Dismissal Procedures**

The school day ends at 3:15 p.m. for lower school students. Upper school students are dismissed at 3:20 pm. Parents wishing to come inside the building for pickup must wait in the lobby for their child to be dismissed. Parents are not permitted in the lobby until 3:15 p.m. Those picking up their children in the circle drive **MUST** always remain in their vehicles. Please follow the directions of staff members assisting with dismissal.

Parents must arrive before 3:35 p.m. so that their child may meet them in the circle drive for departure. **Students whose rides are not at Oakdale by 3:35 p.m. will be directed to After School Care and supervised by a staff member where charges will apply. Students in grades 7-12, unless participating in an *on-campus* school activity, or under *direct supervision by a teacher*, must report to after care at 3:35 p.m. and charges will apply.**

### **After Care Program**

After care is available Monday through Friday, on regularly-scheduled full days of school. All students who are not under the direct supervision of a teacher must report to after care at 3:35 PM. After care is available from 3:35-5:00 and charges will apply. Please see After Care Coordinator for details regarding pricing.

### **Safety Procedures**

Student safety is a priority at Oakdale Academy. Regularly scheduled fire and tornado drills are conducted throughout the year. Safety procedures for security threats, both inside and outside of the building, are in place.

### **Student Drivers**

Students who wish to drive to school must register with the front office. Students will need to provide a copy of their driver's license, registration, and proof of insurance for any vehicle they may drive to school. A student parking pass will be purchased to place on their mirror to indicate they have registered with the office. Students will be required to park in designated areas of the parking lot. Students are not permitted to return to their cars during the day.

### **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/House during the school year. Informational sheets will be sent home prior to the day with explanation for participation. Lower school 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. Food or drink is also not permitted on the playground.

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.

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.

### **Deliveries from Parents**

Any items from parents must be delivered to the office. The office will notify students for pick up. **Parents may not go to the classroom or locker for delivery. Lunches will be picked up by the student at lunch time and will not be refrigerated.**

### **Recess**

Recess time will be provided to students twice a day in grades K-5. Grade 6 has recess twice daily except for Friday when there is only one recess. 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. Students are expected to be prepared daily for outdoor play in all weather conditions.

Two adult staff members 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 Headmaster*, the school day may be subject to a delayed start, early dismissal, or closing at any time. School will only be closed for extreme circumstances that would prevent the normal functioning of the school. Examples are, but are not limited to, poor road conditions, building problems, and/or impending severe weather.

Delayed openings and school day cancellations are announced on local media outlets. Early dismissals will be announced as soon as possible, depending on the circumstances.

The school will communicate closings to families via e-mail and social media at the earliest possible time. All parent phone numbers entered to TADS will automatically be signed up for automated calls. Parents may opt-out by updating their notification setting on their TADS account, with the understanding that parents are then responsible for finding out about school closings. Please do not call the school office or school staff to find out about school closings.

### **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 of Halloween during the school day at Oakdale Academy.

Christmas & Valentine's Day: A special chapel will be held to observe Christmas. Information regarding the time and date of the Christmas chapel will be made available in early December. Lower school parties will be held for Christmas and Valentine's day. Information regarding classroom parties/activities will be provided by the classroom teachers.

### **Visitors**

All visitors, including parents, must proceed directly to the front office upon arrival at Oakdale Academy. Visitors must check in with the front office. A visitor's badge is required prior to proceeding to any room in the facility.

### **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. Volunteers must adhere to visitor guidelines outlined above.

### **Withdrawal Policy**

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