



# Oakdale Academy

## Student and Parent Handbook

Last Update: July 2022

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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, but 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 Oakdale Academy Board, oversees the implementation of the Mission Statement in the school. In their capacities as policymakers 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 who 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, our 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.

## **Statements and Policies**

All families should ensure they continue to be in accord with all statements and policies signed during the admissions and enrollment phases that include, but are not limited to the following:

- Statement of Faith
- Mission Statement
- Oakdale Academy Honor Code
- Statement on Religious Instruction
- Classical Christian Education
- Relationship to the Community
- Policy on Religious Character
- Policy on Marriage, Family, and Sexuality
- Statement on Life
- Non-Discrimination Policy

## **II. ADMISSIONS & ENROLLMENT**

### **Procedure**

Oakdale Academy has an agreement with a third-party vendor, FACTS, to process new student applications and returning family enrollment online. Tuition, fees, and financial aid are processed through FACTS as well. Returning families must re-enroll using FACTS 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 pool.

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.

Admissions information in detail can be found on the school's website.

### **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.*

## **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 7:30 a.m.**

Upon arrival, students will go directly to their lockers and put away their belongings and return to the gym until Opening Ceremony.

**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.**

## **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 begun in their absence. 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 10 per term. **Apart from extreme circumstances, eleven (11) or more total absences in each semester will result in failure of that term.** Any absences may be addressed at the discretion of the Headmaster.*

## **Absences**

**Parents are asked 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.

### Prearranged Absences

**Students who know in advance that they will miss school or class are required to obtain a Prearranged Absence Request Form.** 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").

- Documentation may be requested.
- Absences for Upper School students during final exams week will not be excused except in the case of ***serious illness***.
  - N.B. Students **will receive a failing grade on the exam, which may result in failure of the semester/class.**

### Unexcused Absences

The following will be considered *unexcused absences*:

- Vacations
- Non-school related activities, including 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; 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*

- *No make-up work will be provided before or after an unexcused absence.*
- Since future instruction builds on previous instruction, absence will inevitably impact academic progress and overall grades.
- 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.
- 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.
- Students are responsible for obtaining missed work and scheduling 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 should 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.**

### **Students Leaving During School**

Students *may not* sign themselves out during the school day. Should a parent be unable to pick up a student driver, the parent must first contact the office via phone and follow up with written permission for a student to leave. This will be approved on a limited basis only and after multiple times, this privilege may be revoked.

### **First Aid**

Oakdale Academy strives to maintain a healthy environment for all students and faculty. The following guidelines and procedures will be strictly enforced:

- When a student becomes ill or injured at school, an Oakdale Academy staff member will provide routine first aid.
- All medication (prescription *and* over-the-counter) will be administered by the front office, according to each student's 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.

When a teacher or other staff member notices a student showing signs of illness 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 with fever &/or swollen glands.
- Severe cough
- “Pinkeye”
- 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	30-45 minutes
Grade 5	35-60 minutes
Grade 6	35-60 minutes

### Upper School

Upper School students typically receive homework for each class daily. Some students at times may require additional time to properly complete required homework assignments.

Please note the following additional details regarding homework:

- While teachers strive to plan homework out during a week, there are times when there may be more significant amounts for certain classes.
- Homework may be assigned during long weekends, but **will not be** assigned over Thanksgiving, Christmas, Spring Break, Easter, or in between terms.

## **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.

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. A 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 Board has 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.

### 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:
  - Grades 7-8 – 2-4 minutes
  - Grades 9-10 – 3-5 minutes
  - Grades 11-12 – 4-6 minutes
- Selection:
  - 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. 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 appropriate teacher, typically literature or rhetoric. Homeschool students will also work with the literature teacher for selection approval.

- Students must provide the teacher with a copy of the selection at the beginning of the school year, when requested by the teacher.
- 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 FACTS. Parents of students in grades 5-12 can view current grades via FACTS 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+		

Upper school students will receive a grade-point average on each report card. GPA for grades 7-8 do not impact the cumulative GPA for grades 9-12. 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, a list of students who have qualified for Honor Roll. Only students in grades 3-12 are eligible for honor roll. Students on the Honor Roll must receive a term GPA of 3.5 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 3.5 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, including the use of cell phones.

### **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. Upper School students will receive a "o" grade on a plagiarized assignment along with possible suspension and further discipline for repeated offenses.

### **Academic Eligibility for Athletes**

Students who participate in athletics must maintain good academic standing to be eligible. Eligibility status will be reported weekly. 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.

### **Conferences**

Parent-teacher conferences are in the fall. These times are designated for discussing the student's academic achievement and citizenship. **All parents are expected to attend 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 (Rhetoric), literature, history (including Civics and Economics, Latin, laboratory science, and mathematics. Algebra I is taught in eighth grade but receives high school credit. Fine Arts (Art, Music, Chorale, Strings, Band), and Physical Education 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 34 credit hours (27 credit hours in 12<sup>th</sup> grade).**

Students who 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 Dean of Academics.

## **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.

### **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.

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.

## **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.

Demerits are accumulated over the course of each grading period 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 proper behavior. With that in mind, an exhaustive list of offenses cannot possibly be given; ultimately, *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 for a reduction in credit up to, but not to exceed, 50%. Students shall be given opportunity and time to make up work due to their suspension not to exceed the amount of days suspended. 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.

### **General Uniform and Dress Requirements**

*We have a strong desire to create an environment that upholds modesty and decorum. To assist in this God-honoring goal, we insist all families adhere to uniform standards. During non-uniform days, we insist families and students refrain from wearing tight-fitting clothing, shirts that reveal a midriff (even if covered by another shirt), leggings, shirts that reveal skimpy straps, and clothing that draws attention to private areas of the body.*

### **Approved Vendors:**

- Land's End
- Dennis Uniforms
- French Toast

### **Purchasing Options:**

- All uniform pieces should be purchased from the vendors listed above under Oakdale Academy. No outside vendors should be used.

### **Used Uniform Sales:**

- The Oakdale Parent Association (OPA) will periodically hold used uniform sales of approved uniform items.

### **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
  - Polo Dresses: red and navy; short-sleeve and long-sleeve
  - Vests: red and navy
  - 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
  - Blazers: navy with crest (US - required; LS - optional)
- **Boys**



- Polos: red, navy, and white; long-sleeve or short-sleeve
- Sweaters: red and navy (must have a collared shirt underneath)
- 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 and plaid skirt or jumper.
- Blazers are required for upper school students and optional for lower school students. No sweatshirts or casual tops are permitted on formal days.
- Cardigans and vests may be worn by lower school students as a part of their formal uniform. No fleeces, sweaters, or sweatshirts are permitted.

### Crest:

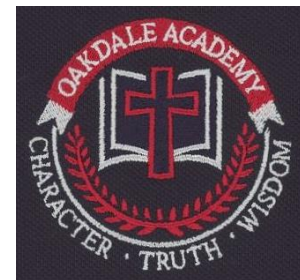
- Guidelines for Crest on Uniform:
  - All students must have a crest visible on at least one uniform item.
- Crest Image & Placement Details:
  - Size: 7.81 x 7.52 cm
  - Placement:
    - Non-blazers: Upper left side of garment
    - Men's blazers: Centered on left pocket
    - Women's blazers: Centered with the notch of the left lapel
  - Colors & Image:



On white garments



On red garments



On navy/plaid garments and blazers

### Jeans Days

On designated jeans days, students may wear comfortable, modestly fitting jeans or solid- pants (non-athletic pants) with a defined waistband (with no elastic) 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.

### Casual Days

On designated casual days, students may wear comfortable, modestly fitting clothing of their choice. 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. 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, *but may not exercise this privilege on a Chapel Day or other Formal Uniform Day.*

### Game Days

On days when games are scheduled, athletes on that team may wear their team warm-up jackets or varsity letter jacket (if they have an earned varsity letter from OA) over their regular uniform attire.

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

Hair is to be neat and clean; boys' hair should be off the collar and of uniform length; 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**

The Oakdale Academy 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 seeks 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 should be conducted after April 15 and is valid for one year.
2. A completed Permission to Participate form is required prior to the student participating. Each sport requires a separate Permission to Participate form.

3. A Parent/Fan Etiquette form must be completed, signed by the parent(s) and turned in 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.

## **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 consistent communication for all parties. Parents should not call or a 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, personal communications, personal email, etc. Teachers will provide students with an internet pass, as needed. Internet passes/usage during study halls is prohibited unless enrolled in an approved online class. Students may work on typed assignments during study halls with the permission of the assigning teacher and study hall 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 3:15 p.m. ***Student cell phones and smart watches/devices 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/or can receive social media alerts, emails, texts, etc.

### **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. 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 remain in their vehicle at all times**. Please follow the directions of staff members assisting with dismissal.

Parents must arrive before 3:30 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**

Days Available: 3:30-5:00, Monday through Friday, on regularly-scheduled full days of school

- Aftercare is reserved only for parents whose work schedules prevent pick-up by 3:30 and there is a fee associated – check the website for details.
- Aftercare hours will be structured and divided between time on the playground (weather permitting), silent homework time, and indoor play time after homework is completed.
- Students will be signed-in and out on a clipboard. Please be sure you sign out and indicate your departure time on the clipboard.

## **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 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.

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 school. Food or drink is also not permitted on the playground.

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 the 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 will be provided to students twice a day in grades K-6. Students are expected to be prepared daily for outdoor play in all weather conditions.

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.

The school will communicate closings to families via e-mail and social media at the earliest possible time. When enrolling, all parent contact information should be verified in FACTS and all families should choose their communication preferences.

Parents may opt-out by updating their notification setting on their FACTS 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 during the school day of Halloween at Oakdale Academy; students should *not* dress in costume.

**Christmas & Valentine's Day:** 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.