

FAMILY HANDBOOK 2009-2010



The Oaks ACADEMY

*"They will be called **oaks of righteousness**,
a planting of the LORD for the display of His splendor."*

Isaiah 61:3 NIV

2301 North Park Avenue
Indianapolis, Indiana 46205

Phone: (317) 931-3043

Fax: (317) 931-3050

www.theoaksacademy.org

OFFICE HOURS

Monday - Friday 8:00 am - 4:00 pm

Summer hours

Monday - Friday 9:00 am - 3:00 pm



Welcome to The Oaks Academy!

Elementary education is the beginning of a life-long process of learning, and we want to challenge our young students in a way that stimulates their curiosity and guides their discovery and personal growth. Our goal at ***The Oaks Academy***, therefore, is to create a community in which there is a delight in learning and an atmosphere that encourages the sort of intellectual, moral, and spiritual development which is fitting for those who bear the image of God. Discovering, affirming, and maturing each child's special gifts are critical to our educational program.

Education is primarily the responsibility and privilege of parents. ***The Oaks Academy*** seeks to enter into a partnership with our parents toward the goal of an excellent education. To this end, we encourage each family to be actively involved in the child's life as an Oaks student. We know the value of communication and dialogue in this process. The faculty and the staff are here to help students and their parents. Please do not hesitate to call or write us if you have a question or concern. We look forward to working with you to develop this community of learning called ***The Oaks Academy***.

A handwritten signature in black ink, appearing to read "Andrew", with a long, sweeping flourish extending to the right.

Andrew N. Hart
Head of School

TABLE OF CONTENTS

The Oaks Mission and Values	5		
The Oaks' Philosophy of Education	7		
The Oaks' Habits	8		
Daily School Life			
Schedule	9		
Before & After Care	9		
Lauds & Chapel	9		
Recess, Lunch	9		
Special Activity Period	10		
Attendance			
Excused Attendance	11		
Unexcused Attendance	11		
Illness	11		
Permission to Leave School	11		
Tardiness	11		
Appointments	11		
School Closures	12		
Uniform Policy			
Girls'	13		
Boy's	13		
Physical Education	14		
Additional Information	14		
Uniform Infraction Policy	15		
		Transportation	
		Arrival and Dismissal Procedures	15
		Morning Drop-Off	15
		Student Release Authorization	16
		General Guidelines	16
		Tuition Payment	
		Tuition Reimbursement	17
		Field Trips	
		Parent Notice	17
		Conduct	18
		Transportation	18
		Supervision	18
		Non-related Volunteers	19
		Student Health Care	
		Injuries & Illness	19
		Emergency Contact Information	19
		Medical Release & Medications	19
		Standards of Conduct	
		Classroom Decorum	20
		Student Discipline	20
		Student Anti-Harassment Policy	22
		Grievance Policy & Guidelines	
		Students/Parents to Teachers	23

Parents to Administration	23
Staff to Administration	23
Communication	
Telephone Calls	24
Cell Phone Usage	24
Student Folders & Planners	24
Campus Visitors	24
Contacting Faculty Members	24
Homework	25
Academic Evaluation	
Grading Scales	25
Promotion Requirements	26
Progress Reports	26
Standardized Tests	26
Saturday School	27
Parent Involvement	27
After-School Activities & Athletics	27
Faculty and Staff	28
School Calendar	29

headed by the British educator Charlotte Mason (1842-1923) coined the English version.

The Oaks' Name

The name of the school, **The Oaks Academy**, finds its origin in the following verse from the Bible:

*"The Lord has called us to bestow on them a crown of beauty instead of ashes, the oil of gladness instead of mourning and a garment of praise instead of despair. They will be called **oaks of righteousness**, a planting of the LORD for the display of His splendor."*

— Isaiah 61:3 NIV

Christ-Centered Education

The Oaks Academy is a Christ-centered school. The centrality of the person Jesus Christ, living both in history and through faith in our lives, impacts every aspect of the life of the school. The impact of being Christ-centered is evidenced not so much in what is taught, but more so in how it is taught and in how individuals conduct themselves.

The Oaks' Values

Essential Values:

- All who teach or who are in a position of authority at The Oaks will demonstrate firstly a life-transforming Christian faith and, secondly a commitment to a local Christian church.
- **The Oaks** will serve the community at large. Its student body should be racially, economically, and socially diverse. It will welcome students from non-Christian families.
- **The Oaks** will promote reconciliation across societal boundaries.
- Education at **The Oaks** must train students to participate in and transform the society in which they live, while recognizing the firm foundation and boundary of God's Truth as expressed in the

THE OAKS'S MISSION and VALUES

The Oaks' Mission

The Oaks Academy is a Christ-centered school that exists to provide a rich, classical education to children of diverse racial and socioeconomic backgrounds, preparing them to succeed in a rigorous secondary educational program and to demonstrate spiritual, social and emotional maturity.

The Oaks' Motto

Sum, Possum, Debeo, Ero

("I am, I can, I ought, I will.") The Oaks Academy has adopted this same motto because we believe in the philosophy of Charlotte Mason in educating children. The values expressed in this motto can be summarized as follows:

- **Sum (I am):** recognize the God-given, unique self-worth of every child.
- **Possum (I can):** reaffirm the great potential in each child to achieve high, realistic goals.
- **Debeo (I ought):** recognize the Truth, which guides and instructs.
- **Ero (I will):** realize that each child must choose to do what is right amidst challenges.

Translated from Latin into English, our motto affirms: "I am, I can, I ought, I will." The Parents' National Education Union (PNEU) spear-

Scriptures, through nature, and through the person of Jesus Christ. This will be accomplished through a thorough and critical educational approach based on a Christ-centered worldview.

- **The Oaks** recognizes that the foremost responsibility of the education of children is with the parents or persons acting in the place of parents. As such, faculty and staff of **The Oaks** enter into a deliberative partnership with caregivers, parents/guardians in the educational process of their children. Those accepting this important role in a child's life are also expected to accept an integral role in the life of the school.
- To accomplish its mission **The Oaks** must have an atmosphere of love, kindness, orderliness and joy. A school culture will be promoted in which meanness is not acceptable, students recognize and respect authority, and an excited love of learning is fostered.
- **Important Values:**
- As a pedagogical approach, **The Oaks Academy** has adopted a classical method, a teaching model that seeks to tailor the curriculum subject matter to a child's cognitive development and is characterized by a rich exposure to the great works of Western Civilization including art, history, language, philosophy and literature. This approach emphasizes the basic thinking and character skills necessary to launch young men and women on a lifetime journey of growth and learning.
- Student evaluation at **The Oaks** must be fair, honest, and Christian in character. The goal of evaluation is three-fold. First, to give a clear and accurate picture

of a student's progress; second, to encourage the student toward an ever-stronger desire to learn; third, to promote a culture in which students take delight in each other's progress.

- **The Oaks** seeks to accommodate flexible learning rates and styles. Decisions about school entry age and retention, readiness for enrichment, testing and evaluation are made in recognition that each student has special gifts and contributes in various ways.

THE OAKS' DOCTRINAL COMMITMENTS

As a Christ-centered school, **The Oaks** seeks to be evangelical and ecumenical. All those who teach or who are in positions of authority at **The Oaks** are unreservedly committed to the following:

- We affirm the unique Divine inspiration, entire trustworthiness and final authority of the Bible.
- There is one God, Creator of all things, eternally existing in the three equal Persons: the Father, the Son and the Holy Spirit.
- In sovereign love, God created the world good and made everyone equally in God's image, male and female, of every race and people, to live in relationship with God and as one community.
- Mankind, however, disobeyed God and became alienated from God and from one another, casting itself and the earth into a sinful state.
- By God's grace, individuals can have a restored relationship with God, through repentance and faith in Jesus Christ, who gave His life as a living sacrifice for our sins.
- Jesus Christ, fully God and fully man, was conceived by the Holy Spirit, born of the virgin, Mary,

and humbled Himself by living a life of perfect obedience to the Father, even to the point of death on a cross. He arose bodily from the dead, ascended into heaven and sits at the right hand of the Father. He will return to judge the living and the dead, bringing each to a place of eternal life or punishment.

- The true church consists of all believers of every nation and throughout all time, who are united in the body of Christ of which He is the head.

PHILOSOPHY OF EDUCATION

Because we are created in God's image, we are to reflect the character of God in our lives and reveal that character through doing His will. Therefore, **The Oaks Academy** is committed to educating the whole person – spiritually, intellectually, emotionally, socially and physically.

Spiritually

The Oaks is committed to teaching the fear and knowledge of the Lord, which brings wisdom and understanding. We are created as spiritual beings whose chief purpose is to glorify God and enjoy Him forever. Therefore, **The Oaks** is committed to training and encouraging each student to serve Christ in every area of life including family, community, nation and world. Because God is the author of all the interests, duties and joys of life, we do not recognize an artificial separation between the spiritual and intellectual lives of children.

Intellectually

The Oaks is committed to providing a rigorous and comprehensive academic program and extra-curricular activities that foster in the student a love of learning, acknowledging individual learning styles and gifts. Our curriculum offers a rich and varied academic diet that emphasizes the

basic thinking and character skills necessary to launch young men and women on a lifetime journey of growth and learning. Our desire is for all children, regardless of economic, racial or cultural background, to be grounded in ideas that reflect on beauty and truth.

Emotionally

The Oaks Academy is committed to developing within each student an appropriate self-confidence, which is birthed from the reality that he or she is purposefully and uniquely created by God. The student is taught to respond Biblically in his/her own actions and interactions with others, developing character traits that equip him/her to rise above the pressures of society. As an academy, we desire to create an environment where the student understands and experiences God's grace.

Socially

The Oaks is committed to creating an economically and racially diverse student and faculty population within the school, producing a richer and broader experience and community. Within this community, the students are encouraged to care for, serve and love one another with the gifts and blessings God has given them. They are challenged to learn and grow from the diversity of individuals and families God has called to this particular community. This inner community will thus impact the larger community of Indianapolis as it pursues caring relationships and racial reconciliation in order to glorify God.

Physically

The Oaks is committed to providing a safe environment where learning can take place. We recognize that the physical needs of each student must be met in order to enable the whole person to function to the best of his/her ability. We support families

in meeting these needs by encouraging healthy lifestyles through appropriate nutrition, exercise, and rest.

A Classical Approach

In short, a classical education, as implemented at The Oaks, is a return to the content and the teaching methods which have over centuries proven themselves to be successful in fostering a love for learning: memorization at the early grades, critical thinking skills at the "middle" grades and rhetoric at the high school level. This three-staged process is often referred to as the "trivium". The goal of a classical education at The Oaks is to graduate young men and women who can think biblically, logically and independently. At this time **The Oaks** only focuses on the first two stages as the third stage, rhetoric, is most appropriate for high school aged students.

school students are responsible for all of the habits on the list.

Pre-Kindergarten

Habit of Attention - The habit of attention requires that one fix mind/body steadily on the matter at hand.

Habit of Obedience - Obedience is demonstrated by responding immediately and completely to authority, as well as accepting consequences willingly

Habit of Respect - Showing respect involves using good manners and self-control in words and actions.

THE OAKS' HABITS

"The necessity of forming habits is an integral part of [our] philosophy as they aid one in functioning in relationships. These are not tacked onto one's life as another feat to be mastered in a performance culture, but are used as valuable tools in the intellectual, spiritual, and physical development in relationship to oneself, God, and others."

Maryellen St. Cyr, *When Children Love to Learn*

Listed in the order that they are added at the grade levels, all of these habits are promoted throughout the school at all grade levels, but certain habits are a focus at each grade level. The habits are cumulative, and middle

Habit of Responsibility – Responsibility is shown when care is given to personal belongings and school property, and tasks are completed.

2nd Grade (added)

Habit of Reverence – Reverence is demonstrated by one's awe and respect for things of God.

Habit of Reflection – The habit of reflection requires purposeful thinking and contemplation about the matter at hand.

Habit of Thoroughness - Thoroughness involves completing whatever task is at hand to the very best of one's ability, leaving nothing undone.

Habit of Punctuality – To be punctual one's obligations must be met in a timely manner.

Middle School (added)

Habit of Service - In serving, one must think of helping others and meeting their needs in a cheerful manner.

Habit of Self-control - To be self-controlled is to have mastery over one's actions and have the ability to delay gratification.

Habit of Integrity - Integrity involves always being honest and allowing one's words and actions to be above reproach, so that one is seen as trustworthy.

DAILY SCHOOL LIFE

The school day begins at 8:30 A.M. Students may not enter the building before 8:15 A.M. unless registered for the before school program. Students shall go directly to their classroom upon arrival. The school day ends promptly at 3:00 P.M., with the exception of the middle school that ends at 3:10 P.M.

Schedule

Pre-Kindergarten & Kindergarten

- Monday – Friday
- Drop Off: No earlier than 8:15 a.m.
- Full Day – 8:30 – 3:00 p.m.
- Half Day – 8:30 – 11:30 a.m.
- Pick up: 3:00 – 3:15 p.m.

Grades 1-8

- Monday – Friday
- Drop Off: 8:15 a.m. (no earlier)
- School Day: 8:30 – 3:00 p.m.
- Pick up: 3:00 – 3:20 P.M.
- Middle School (6th – 8th): 3:10-3:25 p.m.

Before & After School Care

This optional service is provided by a child-care firm independent of The Oaks and requires an additional fee. The service is located in The Oaks' facility. For more information, contact Ms. Kia Johnson, Director of the Oaks

of Righteousness Before & After Care (415-5307).

Hours of service:

Before School: 6:30 – 8:15 a.m.

After School: 3:00 – 6:00 a.m.

Lauds & Chapel

Each morning (except Wednesdays) The Oaks begins the school day with *Lauds*, a time of greeting the morning with praise. The observance of *Lauds*, a tradition borrowed from the Canonical Hours of the ancient Church, is a preparation for the day with prayer, singing and reading from Scripture.

On Wednesday at 8:40 a.m. there is a twenty-minute, school-wide assembly. These meetings are intended to be opportunities for the school family to meet together for worshipful commitment to the Lord. Parents are welcome and encouraged to attend.

Recess

We believe recess provides an important social experience, allowing children to be children and to interact with their peers in a setting different than the classroom. A recess is held outdoors at midday, either before or after lunch period for twenty to thirty minutes for grades pre-K through 5th grades. The middle school teachers organize alternative activities for their students. While teachers keep their direct involvement in recess activities to a minimum, they encourage organized games and individualized activities, helping the children cooperate and expend energy.

Lunch

At lunch, classes assemble in multiple grade groupings in the cafeteria or the gymnasium. Several teachers are always present to provide supervision during the lunch period.

A hot lunch and/or milk are available for purchase by any student. The Oaks participates in the federal gov-

ernment-sponsored free and reduced price lunch program. Please inquire with the business office about eligibility.

Advance payment of hot lunches is required. Families complete the Lunch Order form (available by the office, and in the Nutshell), place the form with payment in an envelope with their child's name on the front, and drop it into the gray payment box by the office door. If a student qualifies for reduced price lunches, this should be noted on the order form.

Account balance notification is sent home each week. It is the parent's responsibility to purchase additional lunches and pay off their balance by cash, check or money order.

Each student's lunch account balance may not carry more than \$50.00. The computer system does not allow any higher balance.

The Oaks does not provide equipment to refrigerate or heat any food brought from home. (Middle School students have access to a microwave.) Please consider this when packing the lunch. We encourage parents to pack a nutritious lunch for their children. Please do not send carbonated beverages and limit sweets. Family members and visitors are encouraged to join us for lunch. A hot lunch may be available if advance arrangements are established. All visitors must check in at the office before entering the cafeteria.

Periodic "Good Manners Luncheons" will be held to practice etiquette and courtesy.

Special Activity Periods

Class time is set aside throughout the week for music, art, and physical education.

Music

At weekly music lessons, students participate in choral singing; learn and practice vocal technique; and study musical notation, harmony, terminology, and music history. At various times throughout the year, students come together to sing at school events and community functions.

Art

Weekly art classes provide experiential learning and creative self-expression as part of the broader appreciation of culture and civilization. Students learn to manipulate a variety of media and discover the possibilities and limitations of each one. The art program acts in a supportive role to the humanities, science, and mathematic curricula throughout the grades. Instruction in the art program follows the classical model of instruction, which recognizes definable stages of human development.

Physical Education

Weekly physical education classes allow younger students to participate in activities designed to develop gross and fine motor skills, while older students learn sports and games that can help them maintain fitness throughout their adult lives.

ATTENDANCE

Regular, punctual attendance is vital to successful learning and is in the best interest of the developing child. If a student has unexcused absences in excess of twelve per grading period he/she may lose credit for that marking period. The Head of School will make the decision based on reason for absence and the desire and ability of the student to make up the work. Absences fall into one of the following categories:

Excused

The Oaks excuses absences for:

1. Personal illness/injury
2. Death in the family
3. Reasons authorized by law
4. Educationally significant family trips which have been pre-approved. (When it is in the best interest of the student's education, and student is in good academic standing, the family should present such written requests for pre-approved excused absence to the teacher at least two weeks prior to the absence.)

Unexcused

All absences other than those listed above are considered unexcused.

Illness, Permission to Leave School

If a student is unable to attend school because of illness, a parent should call the office by 9:00 AM of the day for which the student needs to be excused. A child who has been home because of illness should be fever-free and/or no longer contagious for 24 hours before returning to school. If a child returns to school showing symptoms, he/she will not be admitted to class and parents will be requested to pick up the child immediately. If the parent wants assignments to be sent home with siblings or available for pick-up at the end of

the day, the parents must make this request before 9:00 AM.

Permission to leave school because of illness is granted by a teacher or an administrator. If a student is to be released early from school, the authorized parent/guardian must complete an **Early Release Form** in the office to be presented to the teacher before the child can be released. Students arriving or leaving the campus during the school day must be signed in and out in the office by a parent/guardian.

Tardiness

Punctuality to school is important. While unforeseen problems may occur in getting to school on time, such as inclement weather or traffic tie-ups, every effort should be made to be in the classroom before 8:30 AM. A student is considered tardy if he/she is not in the classroom and seated by 8:30 AM. If a student arrives late, a parent must complete a **Late Arrival Form** with a simple explanation. The parent should sign in at the office before the student is released to class. If a student is tardy three times per grading period, a parent contact will be made. Any additional tardies will be handled between the school office and the parents. Six or more tardies in a grading period results in a phone call from the Head of School and possible suspension of the student from class. Please remember, students who are late detract from the learning environment for all students in the class and miss significant beginning moments of the day.

Appointments

Appointments with doctors and dentists should be arranged after school hours whenever possible. If absolutely necessary, the parent should send a note to the teacher the day before the absence requesting permission for the student to be excused from class. Students arriving or leav-

ing the campus during the school day must be signed in and out in the office by a parent/guardian. Any student arriving late due to an appointment must have a note from the parent or medical professional.

School Closures

Determination of school closings will be made by The Oaks Academy. Announcements will be made under a separate Oaks Academy heading on major radio stations and TV networks.

Occasionally the school may close early due to severe weather warning. In such cases, reasonable attempts will be made to notify parents or guardians of the early closing. It is important that emergency phone numbers always be on file and current. Parents will be expected to arrange safe transportation for their children.

UNIFORM POLICY

The Oaks Academy maintains an official standard of dress with a school uniform. Students are required to be in uniform whenever they are at school or at most school-related functions. Students are encouraged to think of their attire as an aspect of their work. This helps foster an attitude of submissiveness to school authorities, eliminates social competition which fashion tends to promote, teaches the students to lead in habit development or academic learning rather than in self-expression, fosters a sense of identity with the school and the student body as a whole, and strengthens the spirit of the school community.

The Head of School and the Academic Dean, with the active support of teachers, assumes responsibility for enforcing the Uniform Policy. Teachers do a uniform check each morning, and use the Uniform Infraction Notice to inform parents of unsuitable clothing. Teachers will follow up with a parent if there are repeated violations. Dress uniforms are worn at least once a week (Wednesdays) for Chapel, and for special occasions throughout the school year.

All plaid and monogrammed items are available only at School Belles.

Girls' Basic Uniform

Sweatshirt - Burgundy (monogram)

Slacks - Khaki dress (School Belles #3264, 3266, 8364; Pre-K - 8)

Jumper - Khaki (Schoolbelles #1421, Pre-K - 5)

Skirt - Khaki (Schoolbelles #1521, Pre-K - 8)

Shirt - Short or long sleeved polo, turtleneck; white, forest green, burgundy

- Short or long sleeved peter pan collared blouse; white

Socks - Ankle, knee-high or tights; white, forest green, khaki

Belt - Solid brown, black or navy

Headband - Khaki, burgundy, forest green, navy, white, school plaid (Opt)

Girls' Dress Uniform (Wednesday)

Cardigan or V-neck vest - Green (monogram)

Jumper - Green plaid (Schoolbelles #1421; Pre-K - 5)

Skirt - Green plaid (Schoolbelles #1521; Pre-K - 8)

Blouse - Short or long-sleeved peter pan collar; white

Tie - Green plaid, girls'

Socks - Ankle, knee-high or opaque tights; white

Headband - Green plaid (Opt)

Boys' Basic Uniform

Sweatshirt - Burgundy (monogram)

Slacks - Khaki dress (Schoolbelles #5202, 5203, 8302)

Shorts - Khaki walking (Schoolbelles, #3268)

Belt - Solid brown, black or navy

Shirt - Short or long sleeved polo, turtleneck; white, green, or burgundy

Socks - White, khaki, forest green, black

Boys' Dress Uniform (Wednesday)

Cardigan or V-neck vest - green (monogram)

Slacks - Khaki dress (Schoolbelles #5202, 5203, 8302)

Shorts - Khaki walking (Schoolbelles #3268)

Belt - Solid black, brown

Shirt - Short or long sleeved oxford; white

Tie - Green plaid, boys'

Socks - Khaki, white

PreK/K Girls' Basic Uniform

Sweatshirt - Burgundy (Oaks' monogram - Schoolbelles)

Slacks - Khaki elastic-waist*

Jumper - Khaki (Schoolbelles #1421)

Shirt - Short or long sleeved polo, turtleneck; white, forest green, burgundy

- Short or long sleeved peter pan collared blouse; white

Socks - Ankle, knee-high or tights; white, forest green, khaki
Belt - No belts
Headband - Khaki, burgundy, forest green, navy, white, school plaid

PreK/K Girls' Dress Uniform

Cardigan or V-neck vest - green (Oaks' Monogram - Schoolbelles)
Jumper - Green plaid; Schoolbelles #1421
Blouse - Short or long-sleeved peter pan collar; white
Tie - Green plaid, girls' (Schoolbelles)
Socks - Ankle, knee-high or tights; white
Headband - School plaid (Optional)

PreK/K Boys' Basic Uniform

Sweatshirt - Burgundy (Oaks' monogram - Schoolbelles)
Slacks - Khaki elastic-waist*
Shorts - Khaki elastic-waist*
Belt - No belt
Shirt - Short or long sleeved polo, turtle-neck; white, green, or burgundy
Socks - White, khaki, forest green, black

PreK/K Boys' Dress Uniform

Cardigan or V-neck vest - green (Oaks' Monogram - Schoolbelles)
Slacks - Khaki elastic-waist*
Shorts - Khaki elastic-waist*
Belt - No belt
Shirt - Short or long sleeved oxford; white
Tie - Green plaid, boys' (Schoolbelles)
Socks - Khaki, white

*All slacks for PreK/K boys and girls must have an elastic waistband, or enough elastic so the pants can be pulled up or down without having to undo a snap or button. No belts.

Shoes

Only solid color shoes in brown, black or navy, without contrasting stitching or embellishments (small buckles are acceptable); no two-tone shoes; solid-color athletic shoes (black, brown, navy) may be worn on non-dress uniform days; no sandals, clogs or mules; no boots; heels no more than 2" high. Shoes must have a closed heel and toe.

Physical Education

Not required for grades K - 2; wear basic uniform, bring athletic shoes; may wear green school PE shorts underneath, and remove slacks, skirt or jumper

Forest green gym shorts (School Belles; gr. 3 - 8)

Official TOA T-shirt (gr. 3 - 8) (available free at Orientation)

Rubber-soled athletic shoes

Additional Information

No excessive make-up, jewelry, or hair accessories may be worn. Hair accessories must be a solid color only, including white, khaki, forest or dark green, navy, burgundy or TOA school plaid. Jewelry must be both modest and safe. Earrings may include small studs only. For safety reasons, no hoops or dangles are permitted.

Khaki slacks are to have no cargo or patch pockets, visible stitching and/or rivets on the outside. In addition, pants and shorts should not be denim or corduroy fabric.

Athletic shoes may be brought to school for wear during recess.

Sweat pants may be worn under skirts and jumpers on the way to school and removed before school begins. They may also be worn during outdoor recess in cold months.

All uniform pieces purchased from retail stores other than School Belles must look like the Schoolbelles items.

Jumpers and skirts must be no shorter than 2" above the knee.

Dress uniforms are to be worn every Wednesday for chapel and as requested by the teacher for certain field trips and school programs. Hats, caps, and jackets or other warm outerwear are to be worn outside of the building only. Neatness, grooming and proper hair care receive the same attention as student dress at The

Oaks. Makeup, extreme hairstyles, and large earrings are discouraged.

Khaki slacks/skirts and white shirt uniform pieces may be purchased at any store as long as they conform to the required standard of dress (no baggies, cargoes, capris, stretch, etc.). All plaids and items with the TOA logo must be purchased from *Schoolbelles* (toll-free 888-637-3037, www.schoolbelles.com). Please review the catalog for specific descriptions.

Parents are strongly encouraged to write their child's name on all clothing items. Lost and Found items are held until the end of each month. Unclaimed items are donated to charity, and unclaimed uniform items become the property of The Oaks Family Tree, and are sold at The Oaks' second-hand uniform sales.

Questions regarding the Uniform Policy should be directed to the Director of Administration.

Uniform Infraction Policy

The Oaks Academy has a uniform policy that is upheld, respected, and enforced. Following the uniform policy is one way of training children to be obedient (to the authority of the school), and responsible (for their daily attire). Uniform infractions are therefore a discipline issue, and are treated as such.

If hair accessories or jewelry are worn that are not uniform, the student will be sent to the office, remove the items, place them in a sealed baggie provided by the office, and return to the classroom with the baggie that will go into the Student Folder to go home with the infraction notice.

The P.E. teacher will note if a student (3rd – 8th grade) is out of uniform and ask the classroom teacher to send home an infraction notice.

TRANSPORTATION

Transportation to and from school is the responsibility of the parent or guardian. All arrangements for carpooling must be made between the respective parents/guardians. The school cannot assume any responsibility for transporting or arranging transportation except for school sponsored activities. However, we encourage carpooling and will give assistance in the form of providing families with information to help them organize carpools.

ARRIVAL & DISMISSAL PROCEDURES

Morning Drop Off

1. Arrive between 8:15 AM. and 8:25 AM. Students not participating in the Before Care program will not be permitted to enter the building until 8:15 AM. Students may never be left unattended. If your work schedule requires early morning care, please contact the Director of Before/After Care to register for the before school care program.
2. Approach the main west entrance of the building on North Park Avenue, pulling into the cutaway curb as far as possible to drop off a student.
3. Do not park and leave your car unattended in the drive-through line.
4. If you wish to park and enter the school, please use the parking lot across the street and enter the building at the main entrance (southwest). To avoid congestion, do not park on the east side of Park Avenue between 23rd and 24th Streets. Cross Park Ave. ONLY at the STOP sign at 23rd Street.

5. Students must arrive in their classroom no later than 8:30 AM. After 8:30 students are **considered tardy** (see "Tardiness").

the administration office and parents will be charged \$6.00 per child. This fee will be sent home separately from tuition.

Afternoon Pick Up

1. Please arrive between 3:00 PM. and 3:15 PM. Once your child has been released to your care, please do not leave them unattended.
2. Display *Student Release Authorization* distributed by **The Oaks** indicating approval for pick-up. This card **must** be displayed by anyone picking up a student.
3. For 1st - 5th grade students, or PreK/K students with siblings in other grades, pick up at the northwest entrance.
4. For middle school students, siblings of a middle school student, and any students carpooling with a middle school student, pull up to the southern-most door (facing 23rd Street).
5. For PreK or K students only (with no siblings in other grades), turn north into the alley east of the building, and pull up to the traffic cones on your left. (Noon pickup will be at the northwest doors.)
6. Please do not park and leave your car unattended in the carpool line. Do not park on the east side of Park Avenue between 23rd and 24th Streets.
7. If you wish to park and pick-up your child by foot, please use the parking lot across the street and wait outside the northwest doors. Please do not attempt to enter the building through the exit doors while students are being dismissed.
8. Parents or guardians of any child who is not picked up by 3:20 PM. will be charged a late fee of \$1.00 per minute. Students not picked up by 3:30 PM will be moved to

Student Release Authorization

For safety and efficiency, parents or guardians must file with the office a **Student Release Authorization** listing all persons authorized to pick up your child. If the parent/guardian has to give an exception to this authorization by phone, they must speak with a staff member. Messages received from anyone else will not be acknowledged. All other requests for release must be presented in writing by the parent or guardian. Students who walk home from school must have a signed **Permission to Walk Home** form on file at school.

General Guidelines

- If your student is going home with anyone other than the persons authorized in advance, your student must bring a note to that effect. Your student will not be permitted to leave the school until authorization is provided.
- Any messages concerning a change of carpool plans should be called in to the office by 2:00 P.M. Whenever possible, please communicate with your child and the other carpool drivers before the school day to avoid the need to call the office with these plans.
- Please be on time. The teachers are not responsible for students for more than 15 minutes after dismissal has begun.

TUITION PAYMENT

Families can pay their tuition bill in one of two ways:

1. Full tuition payment by June 30. This payment will be made directly to the school.
2. Ten automatic monthly payments through the FACTS Payment Plan. Payments will start either July 5th or 20th.

The tuition payment methods described above include all classroom fees and annual field trip fees. Parents/Guardians are responsible for the additional cost of school uniforms, lunch, milk, over-night field trips and some student school supplies. All checks or money orders are to be made payable to *The Oaks Academy*.

The *FACTS* payment plan is based upon automatic payments, as authorized by parents, from their bank accounts to *FACTS*. *FACTS* transfers all payments to The Oaks.

Your account must be current at all times. Students whose accounts are not current in December may not be allowed to return for the second semester unless a payment plan is established. Grades and transcripts will be withheld if tuition is not current. In addition, you must be current at the beginning of the school year or re-enrollment will be delayed until past debt is paid.

The administration of The Oaks understands that a family may be burdened with unforeseen financial difficulties at times. If a family cannot meet its tuition obligation, it is their responsibility to contact the school and make alternative arrangements for payment.

Tuition Reimbursement

A family is held responsible for one month's tuition for their child(ren) if registration is not withdrawn by May 15th. The parent/guardian is held re-

sponsible for the entire tuition for their child if notification is not received in writing by July 31, 2009.

Exceptions to this policy are:

1. family moves out of the area;
2. student is expelled from school;
3. student who is paying equal to full tuition can take the place of the withdrawn student in the same class.

FIELD TRIPS

Field trips at *The Oaks* are curriculum-driven and beneficial to the accomplishment of The Oak's educational objectives for a particular grade. These trips can serve to deepen and enhance material already studied; they can also serve to introduce a unit and inspire students to study. Also building community among students and teachers, providing for interaction across age divisions and creating memories are other reasons for an emphasis on field trips.

Parent Notice

A signed *Field Trip Information and Permission* form is required for any student to participate in a field trip. This document signed by parents/guardians gives general permission to the school for scheduled field trips. This form must be signed and returned to the school at the beginning of the year, providing general permission, or delivered to the teacher before the day of the trip. In most cases, permission for participation in a field trip has been provided through the registration process. This approval does not include over-night field trips.

If you opt that your child not participate in a field trip, or a student cannot participate because he/she has no

signed participation permission form, the student will not be academically penalized for non-participation, but he/she is not exempt from school. The sponsor is responsible for providing and arranging an alternative assignment and/or supervised study time.

Conduct

Before departing, teachers will read or summarize for the class the rules of conduct during field trips. These rules will also be communicated to adult supervisors. In the event of misbehavior, normal procedures for discipline will be followed.

A student will not be permitted to go on a field trip if:

1. Permission form has not been completed and returned.
2. Student is inappropriately dressed.
3. The student exhibits behavior that places him or her at risk, e.g., failure to listen to or follow instructions of teachers or chaperones.

If a student exhibits behavior that places himself/herself at risk, e.g., failure to listen to or follow instructions of teachers or chaperones, a parent or guardian may be required to attend at their own expense to supervise his or her child during the field trip. If a parent is unable to attend, the student will not be able to participate.

Any serious discipline issue during the field trip that places a student or others at risk will be addressed by the teacher. In certain cases a parent may be required to pick up their child immediately from the field trip. Consequences for certain behaviors as defined in the family handbook that lead to suspension or expulsion will be applied the school days immediately following the field trip.

Chaperones are to be treated with the respect and obedience that is re-

quired of Oaks Academy students towards faculty and staff members.

Transportation

Transportation for all school sponsored field trips is provided by professional transportation companies contracted with The Oaks.

Supervision

The classroom teacher is the principal authority on the field trip. Parents are expected to submit to this authority and it is the responsibility of the teacher to delegate supervision in a way that insures the safety of the children at all times. Each parent should be on hand for duration of the field trip. It is especially important for adult supervisors not to lose sight of their charges especially during outdoor trips and in public places.

All field trips must maintain a 5-1 (Pre-K, K & 1st grade), 8-1 (2nd – 5th grades), 10-1 ratio (6th – 8th grades) student/chaperone ratio. Exceptions to required ratios are considered on a case-by-case basis.

Parents of students attending field trips are encouraged to serve as chaperones. Only parents or those adults acting as guardians are eligible to serve as chaperones. Exceptions are considered on a case-by-case basis. Chaperones are responsible for assigned students for the duration of a field trip and are transported with the students. Chaperones' responsibility begins when the class leaves the classroom and ends when the class returns to the school. The costs will be covered for those adults acting as chaperones on a field trip. Chaperones will be selected by the sponsor on a first-come, first-serve, rotating basis. If an adult attends the field trip in a non-supervisory role, they are not counted towards the required student/chaperone ratio and are required to provide their own transportation and are responsible for costs associated with the field trip. Chaper-

ones are not permitted to bring guests or siblings on field trips as this situation can often cause distractions for teachers, chaperones and students.

Non-related Volunteers

All non-related volunteers participating in field trips must provide private transportation, are responsible for costs associated with the field trip, and have no supervisory responsibility over students for the duration of the field trip. Non-related volunteers or guests are not counted as towards the required student/chaperone ratio.

STUDENT HEALTH CARE

Injuries & Illness

Every effort will be made to contact a parent or guardian if a child is injured or becomes seriously ill at school or at a school-sponsored event.

Emergency Contact Information

Emergency contact information must be completed and on file in the school office indicating who is to be contacted in the event a child needs medical attention. An injured child will not be moved if the injury is of a serious nature. Only a bona fide EMT will be allowed to move an injured child.

If a child is sick and unable to be in class, parents/guardians must make arrangements to pick up their child immediately.

Medical Release

Tylenol, Benadryl, or Caladryl, or the generic substitutes, in the dosages listed on the product's package are provided for students with advance permission from parents.

OTC/Prescribed Medication Administration form allowing adults to dispense over-the-counter medications are completed during registration.

The Oaks assumes no responsibility for administration of any medication and specifically disclaims any evaluation of a child for any contraindication to administration of directed medication or observation for adverse effects after administration. The school reserves the right to refuse to administer any medication.

The school must be notified of any over the counter, special routines, or prescribed medications that a child is taking regularly. No child will be allowed to bring any medication to school or have any in their possession. All medication must be brought to school in the prescription container by a parent or guardian and will be stored in the school office until needed. Children are not permitted to medicate themselves. If a physician authorizes and requires that a child take medication on a regular basis, written authorization from the physician and parent(s)/guardian(s) *must* be presented. Authorization must include student's name, medication, dosage, time of medication, and any other pertinent information to insure safe administration of the child's medication. This information and physician authorization form *must* be updated yearly prior to the start of the academic year.

If any medication is discovered with a child it will be confiscated and held until a parent or guardian pick it up.

STANDARDS OF CONDUCT

Students at The Oaks are expected to conduct themselves in a manner that shows respect for faculty and staff, classmates, and the school. We expect students to learn acceptable behavior through precept, example, and correction. Members of the faculty have full responsibility and authority in the classrooms and at all school functions; however, parents are asked to assume responsibility for their child(ren) at school social gatherings. Our watchwords are "self-discipline" and "respectfulness," and we give attention to these concepts in virtually every aspect of our school life. While we make no attempt to stifle the active imagination, we make every attempt to channel that imagination effectively.

Classroom Decorum

To promote a school atmosphere that is not only conducive to learning, but one where love and respect are communicated and people honor one another above themselves, The Oaks has adopted some guidelines for basic decorum that should be exhibited by students. All rules are enforced with love and out of a desire to see the students grow in discipline and love.

Decorum expectations, by grade level:

- **Pre-K - 2nd grades:** Developing skills
- **Third - fifth grades:** Exhibiting mastery of skills
- **Sixth - eighth grades:** Modeling skills
-

General Rules

1. Respond politely and respectfully to adults.
2. Do not show disrespect with gestures.
3. Make eye contact with someone who is speaking to you.

4. Know other teachers' names and greet them in the hall by name.
5. Greet visitors and make them feel welcome.
6. Always say thank you when given something.
7. Respect other students' comments, opinions, and ideas.
8. If you win, do not brag; if you lose, do not show anger.
9. Hold the door for people rather than letting it close on them.
10. When walking in line, keep your arms at your sides and move quietly.
11. Never cut in line.
12. Encourage one another and build each other up.

(Classroom Specific Rules)

13. Subject transitions will be swift, quiet and orderly.
14. Be as organized as possible.
15. When homework is assigned, do not moan or complain.
16. Follow specific classroom protocols.
17. You are encouraged to bring a bottle of water to class.

Student Discipline

The Oaks believes that a positive and cooperative relationship between the school and student's parents or guardians is essential to the fulfillment of the school's mission. Thus, The Oaks reserves the right to dismiss a student from school, without refund of tuition, or elect to not re-enroll a student if the school reasonably concludes that the conduct of parents or guardians seriously interferes with the school's ability to accomplish its educational purposes.

The classroom teacher will conduct the majority of the day-to-day disci-

pline. Parents will be notified of their child's behavior or attitude problems by a telephone call or a note in the Communication calendar (Student Folder or planner). The Oaks Academy does not practice corporal punishment in the school as a means of discipline.

The following policies and procedures are provided to give both the student and parents an overview of The Oaks' disciplinary procedures.

Suspension

Suspension is a serious step in school discipline. A suspension results in no credit for the class work assigned or due on the day of the suspension. Major tests or projects may be made-up with the reduction of one grade.

Probation

Probation is a serious step which can lead to the dismissal of a student. It is applied in cases of extreme inappropriate behavior, habitual disciplinary referrals or in cases where a student's attitude is antagonistic to the beliefs and philosophies of the school.

Probation is a set period of time where a student is closely monitored by school officials. Probation may be followed by expulsion.

Problems for which probation may be incurred are:

- A. Insufficient academic progress due to lack of effort.
- A. An attitude which is antagonistic to the basic goals of the school and which produces an adverse effect upon other students.
- B. Deliberate continued disobedience of school rules and behavioral guidelines.
- C. A serious breach of conduct inside or outside of the school

which has an adverse effect upon the school.

Probation can be imposed for up to a 9-week period during which time a student who has committed a serious or chronic offense will relinquish all positions of trust and responsibility. During this time the student will be encouraged to correct the problem. At the end of the probation periods, if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the Head of School or the Academic Dean may extend the probation or determine that expulsion is the required next step.

Expulsion

Expulsion is the most serious disciplinary step the school can impose on a student and has serious implications on a student and his/her family.

Some examples of activities that would cause expulsion are:

- A. Insufficient improvement during probation;
- B. Repeated suspension;
- C. Habitual discipline problems;
- D. Possession of a weapon or use of illegal drugs;
- E. Vandalism or theft of school property.

It is the responsibility of the Head of School to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit expulsion by the Head of School, the following procedure will be followed.

1. The Head of School will communicate with the student and parent(s) to summarize the reason(s) for expulsion.
2. The Head of School and the Academic Dean will be available for a hearing with the

parents of the expelled student.

Should an expelled student desire to be readmitted to The Oaks, the Head of School in consultation with the Academic Dean and the Admissions Director will make a decision based on the student's attitude and circumstances at the time of re-application.

Misconduct Requiring Immediate Response

The following behavior provides grounds for immediate suspension or expulsion. Please note that this list is not meant to be exhaustive but illustrative of the actions that will result in immediate suspension, probation or expulsion.

Cheating, stealing, lying, deliberately defacing school property, fighting, showing disrespect, use of profane or obscene language, habitual problems with school related policies, behavior that endangers the lives or well being of other students or staff members; including bullying, fighting, physical attack, or improper touching.

Profane, abusive, obscene, or immoral language or behavior. Continuous disruption of school activities. Continued defiance of and disrespect toward school authorities (including substitute teachers, teacher's assistants, and any other person acting on behalf of the school). Possession of a weapon or any item that can be easily construed as a weapon. Violations of civil law.

Parents or guardians will be immediately notified if any of the above misbehaviors occur.

Student Anti-Harassment Policy

The Oaks Academy will not allow a child's disruptive behavior (or the behavior of any adult) to compromise the educational experience of any other child. The work and learning environment at The Oaks Academy must be one in which all individuals are free to develop relationships, work, and learn without fear.

Harassment can be defined as any unwelcome verbal or physical conduct or communication based on race, gender, color, religion, national origin, age, disability or sexual orientation that has the purpose or effect of creating or contributing to an intimidating, threatening, hostile or offensive educational environment or that unreasonably interferes with the recipient's educational performance.

A student who seeks to complain of harassment to school authorities should direct the complaint immediately to the Head of School or Academic Dean, who will advise the child's parents/guardians of the allegations and actions to be taken until an investigation can be completed.

GRIEVANCE POLICY/ GUIDELINES

It is important that institutions that purport to be Christ-centered in their mission and relationships actually demonstrate a fidelity to Christ-centered principles in their spheres of influence. To this end, The Oaks has established biblical guidelines for the resolution of disputes and grievances in the operation of The Oaks. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of The Oaks Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board. In all cases a respectful demeanor is required by all parties involved.

Students/Parents to Teachers

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the Head of School.

Parents to Administration

1. If the parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate person.
2. If the situation is not resolved, they should present their concerns to the Head of School.
3. If there is still no resolution, they should request a hearing in writ-

ing from The Oaks Board of Trustees.

4. This procedure applies to school board members who are acting in their capacity as parents/patrons, and not as representatives of The Oaks Academy Board.

Staff to Administration

1. All concerns about the standards of the school must first be presented to the appropriate person.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Head of School, followed by a meeting to discuss the matter.
3. If the problem is still not resolved, the staff member may appeal to The Oaks Academy Board in writing and request a hearing. The request will be passed to the board through the Head of School. The Head of School must pass on all such requests.

COMMUNICATION

Telephone Calls

Student use of the office telephones is prohibited unless the child's teacher or other member of The Oaks Academy staff determines the need. Parents may call and leave special messages for students to be delivered at an appropriate break in the school day. Parents are urged to keep these calls to a minimum. No messages will be delivered to students during class time except in case of an emergency. Any messages concerning carpool plans or after school activities should be called in to the office before 2:00 P.M.

Cell Phone Usage

Any student use of cell phones during the school day or on school grounds during school activities is not permitted. This includes personal or borrowed cell phones. This policy also applies to camera and text messaging functions. Students are able to use the office phone with permission from their teacher or an administrator for emergencies that may arise. Students are permitted to carry a cell phone, but it must not be visible, turned on or used at anytime during the day.

For after-school activities or overnight field trips, limited cell phone usage is permitted upon the expressed permission of a supervising teacher.

In the event a student violates this policy, the phone will be confiscated and held in the office until a parent comes to pick up the phone. Any subsequent violations will require the student be banned from carrying a cell phone on school property.

This applies for any school-sponsored activities that take place on the school grounds.

The Student Folder

Every lower school student at The Oaks carries home on a daily basis a maroon folder, which contains these important items:

- Communication calendar
- Weekly assignment sheet
- Weekly reading log
- Any notes from teachers (including permission slips)

Please check this folder daily and provide the required signatures when requested.

Middle school students carry a daily planner where they record assignments and other information. Parents are required to sign the planner on a daily basis.

Campus Visitors

Parents and visitors to the campus - business-related or otherwise - must first go to the office to obtain a visitor badge and sign in. All visitors are asked to respect the privacy of faculty and staff, as well as the overall quiet and undisturbed atmosphere. At no time is a visitor to interrupt a class in session unescorted.

Contacting Faculty Members

The Oaks Academy encourages frequent and direct communication between parents and teachers. Parents wishing to contact faculty may stop in before or after the school day to set up a meeting time, or leave a message on the teacher's voicemail. Teachers will attempt to return calls within 24 hours. Email messages are welcomed; email addresses are the teachers' first initial and their last name @theoaksacademy.org. In order to respect the faculty's privacy, please refrain from calling them at home, unless permission has been granted to do so.

HOMWORK

Homework serves an important purpose in your child's life and is considered an extension of the school day. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help students develop personal responsibility, as well as good work and study habits. Therefore, parents are expected to help reinforce learning and encourage their children to complete all assignments neatly, correctly and on time.

The necessity for homework will vary from grade to grade and from pupil to pupil. The best person to decide how much, if any, homework is needed for mastery is the classroom/subject teacher. However, the policy of The Oaks Academy is that homework should not detract unnecessarily from a student's time with his/her family. Neither should it be burdensome, but a welcome aid to learning. Parents are encouraged to speak to their child's teacher if there are concerns about any homework assignments.

ACADEMIC EVALUATION

The Oaks Academy has a rigorous and challenging academic program for all grade levels. Each grade builds on the one previous. For this reason, it is imperative that each student masters the skills and habits in each grade before passing on to the next grade.

Grading Scales

Two types of grading scales are employed at The Oaks Academy. The first scale is used in the early grades (prekindergarten through second) to document student achievement in the academic disciplines and character development (habit formation). It is also used in special classes such as Art, Music and PE, as well as to indicate habit formation in third through eighth grades.

Cst = Consistently exhibits required skills or meets expectations

Oft = Often exhibits required skills or meets expectations

Smt = Sometimes exhibits required skills or meets expectations

Rly = Rarely exhibits required skills or meets expectations

The above scale gives the parents a clear and measurable picture of student performance, and the report card clearly delineates the skills and habits that are required and expected at each grade level.

The other grading scale employed at The Oaks Academy uses percentages and traditional letter grades. This scale is used by the third through eighth grade teachers to document achievement in the academic disciplines. It is as follows:

99% - 100%	= A+
94% - 98%	= A ("Excellent")
93%	= A-
91% - 92%	= B+
84% - 90%	= B ("Surpassing")
83%	= B-

81% - 82% = C+
71% - 80% = C ("Satisfactory")
70% = C-
69% & below = F ("Failing")

Promotion Requirements

Pre-Kindergarten - 2nd Grade

Students in Pre-Kindergarten through second grade (Pre-K - 2nd) will be promoted to the next grade level based on the academic skills they develop and the habits that they exhibit. These skills and habits will be documented on the report card and communicated to parents during conferences. In order to be considered for promotion, a child should receive a majority of "consistently" or "often" in these areas.

3rd - 5th Grades

In third through fifth grade the average of the student's final grades must be at least a 70% in the major subjects in order to be promoted to the next grade.

Major subject areas for elementary school (3 - 5th grades) include:

- Humanities
- Language Arts (Includes Reading, Spelling, Writing, and Grammar)
- Mathematics

Middle School (6th - 8th Grades)

Middle School students must receive a 70% or above in Humanities, Language Arts and Math and the weighted average of all core classes must be above 70% to be considered for promotion.

Major subject areas for middle school (6th - 8th grades) include:

- Humanities
- Mathematics
- Science
- Language Arts
- Latin
- Logic

Progress Reports

Students will receive Progress Reports quarterly. After the first and third quarters, Progress Reports will be given to parents or guardians during the parent teacher conference. Final Progress Reports may be picked up at school after all accounts are settled. If a student is struggling academically at any point during the marking period, the parents will be notified. Interim Reports are also issued in the middle of each quarter as a way to report student progress. See school calendar at the back of this handbook for Progress Report schedules. Parents/ guardians should review the Progress Report with their children, sign it and return it promptly to the teacher. At parent conferences teachers will also present examples of the student's work to demonstrate progress.

Conferences

In addition to encouraging frequent informal communication, there will be two regularly scheduled parent/teacher conferences during the year to discuss each student's progress. All parents are required to attend these conferences. Additional conferences can be scheduled at any other time during the school year if the teacher or parent considers it desirable. Parent's questions about a child's general well-being or overall progress will be answered gladly. Teachers are not able to confer with parents while they are supervising students, or at dismissal.

Standardized Tests

The Oaks Academy will administer at least one standardized test per year to children in 1st through 8th grades. Parents and students will be notified in advance of the testing dates. Each parent will receive a copy of the test results for their child.

SATURDAY SCHOOL

In order to encourage family interaction as well as continue to build community within the school, The Oaks Academy will have Saturday School two times during the year. All students and parents and/or guardians will attend school together, becoming involved in classroom activities as well as school-wide activities. Please check school calendar for schedule.

PARENT INVOLVEMENT

Parents have a critical role to ensure that The Oaks is operating consistently with the mission and philosophy described above. Beyond working with their children at home, there are multiple opportunities for parents to be involved at The Oaks. These include assisting teachers with field trips, proctoring standardized testing, assisting with administrative tasks, etc. Additionally, parents serve on committees that work closely with the administrative staff of the school. Please inquire with the school administration about serving on a school committee or task force.

AFTER SCHOOL ACTIVITIES & ATHLETICS

Each semester, a variety of activities and athletic opportunities are available for children between 1st and 8th grades. These activities run from 3:15 to 4:30 P.M. on school days, once a week, depending on the current schedule. Middle school athletic activities may run later. Parents are responsible to pick up their child promptly at 4:30 P.M. If a child is not picked up promptly, they will not be able to continue participating in that program, and may forfeit the fee. If a parent is unable to pick up their child at 4:30 P.M., they must make arrangements with the after care program (***Oaks of Righteousness***) for their child to be supervised and cared for until they can pick them up. Additional fees are required for the after care program.

2009 – 2010 FACULTY & STAFF

(all employees may be contacted by email; addresses are first initial, last name @theoaksacademy.org)

Last Name	First Name	Title	Phone	Ext.
Aalsma	Tina	K Instruct. Assist. - Enslin		
Adams	Linda	Partner Program Director	931-3688	101
Adams	Vicki	Front Desk Assistant	931-3043	100
Altman	Kelly	5 th Grade Teacher		201
Anderson	Terri	PreKindergarten Teacher		202
Boswell	Margee	PreKindergarten Teacher		203
Butler	Siesta	5 th Grade Teacher		204
Carroll	Niccole	2nd/3rd Instruct. Assist.		205
Cook	Jana	4 th Grade Teacher		206
Cooper	Dana	Director of Advancement	931-3689	117
Crawford	Bruce	4 th Grade Teacher		207
Crichlow	Dori	2 nd Grade Teacher		208
Davis	Grace	Art Teacher		209
Dierlam	Susan	1 st Grade Teacher		210
Edgell	Andra	MS Algebra Teacher		211
Enslin	Marcia	Kindergarten Teacher		212
Grammer	Laura	Academic Dean	931-3692	103
Gray	Angela	Director of Admissions	931-3693	104
Hagans	Rebecca	3 rd Grade Teacher		213
Hamilton	Elizabeth	Director of Administration	931-3690	106
Hart	Andrew	Head of School	931-3691	107
Hill	Kena	Latin Teacher		214
Houdek	Jennifer	2 nd Grade Teacher		215
Kilmer	Julie	1 st Grade Teacher		216
King	Marie	PreK Aide - Anderson		
Kirby	Carolyn	3 rd Grade Teacher		217
Kortepeter	Paul	MS Hum, Language Arts Teacher		218
Krajewski	Holly	Advancement Assistant	931-3687	108
Linn	Brenda	Kindergarten Teacher		219
Lynn	Chad	3rd - 8th PE Teacher	931-3697	115
Lynn	Stephanie	MS Math, Science Teacher		220
McEwan	Robin	1st Grade Instructional Assist.		
Moore	Tim	Music Teacher		221
Newman	Elisabeth	MS Hum, Language Arts Teacher		222
O'Callaghan	Kristin	MS Math, Science Teacher		223
Partain	Joseph	MS Logic/6th Inst. Assist		224
Prible	Tom	MS Hum, Language Arts Teacher		225
Reagan	Jennifer	Library Assistant		
Reel	Amy	Administrative Aide	931-3695	110
Rice	Sharon	Bookkeeper	931-3696	112
Stark	Ruth	Art Director		226
Steger	Anne	PreK Aide - Boswell		
Streett	Stacy	Librarian		227
Townley	Jessica	Kindergarten Instruct. Assist. (Linn)		
Traore	Mamadou	Security & Maintenance Officer	931-3694	109
Wedges	Teresa	Lower School PE Teacher		228



2009 – 2010 SCHOOL CALENDAR

Mon.	August 17	Orientation 4:00 -7:30pm
Wed.	August 19	First Day of School (Noon dismissal)
Thurs.	September 3	Back to School Night - Lower School (6:30 P.M.)
Mon.	September 7	Labor Day (No school)
Thurs.	September 10	Back to School Night - Middle School (6:30 P.M.)
Wed.	September 23	School Picture Day
Thurs.	September 24	Partner Morning
Tues.	September 29	Noon Dismissal - Professional Development
Mon/Wed.	September 28/30	1 st Quarter Interim Reports issued – LS/MS
Sat.	October 10	Saturday School (8:30 - 12:00 P.M.)
Wed.	October 14	1 st Quarter Ends (Noon dismissal)
Thurs. – Fri.	October 15 - 23	Fall Break (School reopens 10/26)
Wed.	October 28	Parent Teacher Conferences (No school)
Tues.	November 17	Noon Dismissal - Professional Development
Wed. - Fri	November 25 - 27	Thanksgiving Holiday (No school)
Mon./Wed	No. 30./Dec. 2	2 nd Quarter Interim Reports issued – LS/MS
Thurs.	December 17	Christmas Concerts (Grades Pre-K - 5)
Fri.	December 18	Middle School Christmas Chapel (8:45 – 9:30 AM)
Fri.	December 18	Noon Dismissal
Mon. – Mon.	Dec. 21 - Jan. 4	Christmas Holiday (1/4 – Prof. Dev. – school reopens 1/5)
Fri.	January 15	2 nd Quarter Ends
Mon.	January 18	Dr. M. L. K. Jr. Day (No school)
Fri.	January 22	1 st Semester Progress Reports issued (Semester Celebrations)
Thurs.	February 4	Open House
Mon.	February 15	President's Day (No school)
Tues./Wed	February 16/17	3 rd Quarter Interim Reports issued – LS/MS
Mon.	March 1	Reenrollment/Financial Aid Application Deadline
Tues.	March 2	Noon Dismissal – Professional Development
Sat.	March 6	Saturday School/Science Fair (8:30 -12:00 PM)
Mon.	March 8	No School
Wed.	March 10	Good Manners Lunch
Fri.	March 19	3 rd Quarter Ends
Fri.	March 26	Parent Teacher Conferences (No school) (Tchr. Appreciation)
Mon. – Mon.	March 29 – April 5	Spring Break (4/5 – Prof. Dev. – school reopens 4/6)
Mon. – Fri.	April 19 - 23	Standardized Testing (ITBS)
Mon./Wed.	April 26/28	4 th Quarter Interim Reports issued – LS/MS
Fri.	April 30	Grandparent's Day
Thurs.	May 13	Partner Morning
Fri.	May 21	Spring Program (All grades)
Mon.	May 31	Memorial Day (No school)
Tues.	June 1	8 th Grade Graduation
Wed.	June 2	4 th Quarter Ends & Last Day of School (Noon dismissal)
Wed.	June 9	Progress Reports issued

Field Day – Date to be Announced